



ORIGIN
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Completing a Subscription with a Custodian

Subscribing to one of our funds through a custodian is our standard process, though it includes a few additional steps. This guide outlines the key actions to take when completing a subscription on behalf of your client using a custodian-held investment account. Following these steps helps ensure the client's account is properly registered and helps avoid processing delays.

Do I need to check with your team before I complete a subscription?

Yes. Before completing your subscription, we recommend confirming with our team which custodian is being used and whether it is already set up to process investments into our fund. Custodians generally require additional paperwork or prior approval to accept alternative investments. Checking in advance helps prevent delays and ensures a smoother experience for both you and your client.

How do I subscribe to a fund through a custodial account?

To ensure the subscription is submitted accurately and without missing information, please make sure the following sections are completed:

- 1. Legal name of subscribing entity**

This should follow the format: [Custodian name] FBO [Client name] [Account type].

- 2. Legal entity type**

Indicate the correct account type (e.g., IRA, Trust, Individual, etc.).

- 3. Tax ID**

Enter the investor's full Tax Identification Number (TIN), typically their Social Security Number (SSN) for individuals or Employer Identification Number (EIN) for entities. If the account is an entity, please ensure the client's personal SSN is added in the signatory details.

- 4. Payment instructions**

Custodians typically provide specific wire instructions. Please contact the custodian directly if you're unsure—this ensures distributions are sent correctly to your client's account.

- 5. Custodian**

Include the custodian's name, the client's account number, the custodian's contact information, and the custodian's tax ID.

- 6. Additional documents**

Upload any required entity documents, if applicable. For IRA accounts, you may upload the client's most recent account statement showing the custodian's name and the client's account number.

What do I need to do after I've completed the subscription?

Once the subscription is complete and signed by your client, our team will review the submission and follow up within 2–3 business days with confirmation and next steps.

At that point, you'll be able to retrieve the countersigned subscription documents from your investor portal. You'll then submit these to the custodian for their review and acceptance as the custodian for the investment.

In addition to submitting the documents, your custodian may also require you to complete additional forms, such as a Letter of Instruction or Alternative Investment Transaction Request Form to finalize the process.

Please note: **only the custodian can fund the investment on your client's behalf.** This is how the investment is officially registered with the custodian and reflected on their platform.

How much time should I allow for the custodian to process and fund the investment after completing the subscription?

We recommend submitting the completed subscription documents to the custodian at least 1–2 weeks before the capital call due date. Custodians may require additional business days to review and approve the investment and initiate the wire. Allowing this lead time helps ensure your client's capital is funded on time and avoids any late funding issues.

Who should my custodian contact if they need additional information from Origin?

Please have your custodian reach out to custodians@origininvestments.com with any questions.