



Application to Establish a Master Trust INSTRUCTIONS

1. Application must be completed in full and executed by an authorized representative of the Applicant/Trustee.
2. The following documents must accompany the Application to Establish a Master Trust:
 - a) Written proof the Applicant/Trustee meets the qualifications of La. R.S. 8:454(B) which states in part: "a designated trustee shall be a federally insured financial institution or trust company located in Louisiana and authorized to exercise trust or fiduciary powers under the laws of Louisiana or the United States".
 - b) A brief history of the Applicant/Trustee including, but not limited to, its ownership, an organizational chart, total number of cemetery trust funds currently administered, total composite assets under management, and its credit rating, if applicable.
 - c) Describe the Applicant/Trustee's Errors and Omissions and Fiduciary Liability coverage. Also, if the Applicant/Trustee is bonded, please provide details.
 - d) The Applicant/Trustee's fee schedule for the Master Trust.
 - e) Provide an Investment Policy and sample asset allocation for the proposed Master Trust.
 - f) Describe how the Applicant/Trustee plans to track and segregate the collective investments within the master trust for each participant, including: the segregation of principal and income for each participant; the division of income and associated expenses to each participant based on the proportion that each participant contributes to the balance of the master trust; and the itemized separate accounting for each participant. Also, provide the name(s) of any software that will be used for these functions and whether or not said software is a proprietary or other.
 - g) If the Applicant/Trustee plans to employ sub-advisors or other third-party contractors to perform any services related to the Master Trust, describe the functions that you are proposing to out-source, the explicit or implicit fees involved, and your approach to supervising the performance of your sub-advisors and/or third parties. Also, are the sub-advisors and/or third parties named as additional insureds under your Error and Omissions and Fiduciary Liability Policies?
 - h) Attach a *CONSENT TO PARTICIPATE IN MASTER TRUST* form for each proposed participant, along with the most recent monthly trust statement for each participant's trust fund.
3. There shall be submitted to the Board such additional information and/or documentation the Board may deem necessary.

IF YOU HAVE ANY QUESTIONS REGARDING THE PREPARATION OF THE APPLICATION TO ESTABLISH A MASTER TRUST, PLEASE CONTACT THE OFFICE OF THE BOARD AT THE ADDRESS OR TELEPHONE NUMBER LISTED BELOW.

THIS APPLICATION AND ATTACHMENTS ARE PUBLIC RECORD EXCEPT TO THE EXTENT THEY ARE EXCEPTED, EXEMPTED, OR LIMITED BY LAW; AND THEY WILL BE FURNISHED TO PERSONS, FIRMS, ASSOCIATIONS, CORPORATIONS, ETC., MAKING A WRITTEN PUBLIC RECORDS REQUEST PURSUANT TO TITLE 44. IF APPLICANT CONSIDERS ANY SUBMISSIONS OF INFORMATION CONFIDENTIAL AND EXCEPTED, EXEMPTED OR LIMITED BY LAW, PLEASE MARK SAME ACCORDINGLY.

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