



# Advisory Agreement and Privacy Policy

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## Continental Investors Services, Inc.

1330 Broadway Street  
P.O. Box 888  
Longview, WA 98632  
[cisinvest.com](http://cisinvest.com)  
(360) 423-5110

### **Investment Advisory Services Offered through Continental Investors Services, Inc.**

Continental Investors Services, Inc. registered with the U.S. Securities and Exchange Commission as an investment advisor in all 50 States. The advisor may not transact business in states where it is not appropriately registered, excluded or exempted from registration.

**CLIENT INFORMATION**

Client 1 Name _____	Client 2 Name _____
Date of Birth _____ Citizenship <b>US</b> <b>Other</b>	Date of Birth _____ Citizenship <b>US</b> <b>Other</b>
Soc Sec Num _____ Tax ID# _____	Soc Sec Num _____ Tax ID# _____
ID Number _____ DL <b>Passport</b>	ID Number _____ DL <b>Passport</b>
Date Expires _____ State Issued _____	Date Expires _____ State Issued _____
Employer _____	Employer _____
Occupation _____	Occupation _____

**HOUSEHOLD MAILING AND CONTACT INFORMATION**

Physical Address _____	City _____	State _____	Zip _____
Mailing Address (if different) _____	City _____	State _____	Zip _____
Primary Phone Number _____	Cell Phone Number _____		
Primary Email Address* _____	Secondary Email Address* _____		

\*Notices may be sent through email unless you check here:

**CLIENT FINANCIAL INFORMATION**

Investment Experience (Years)	Other Investments:
Stocks _____	_____
Bonds _____	_____
Mutual Funds _____	_____
Other _____	_____

**PLEASE CHECK THE BOX NEXT TO THE APPROPRIATE SELECTION:**

Annual Income	Net Worth	Liquid Net Worth Excluding Residence	Federal Tax Rate
Under \$25,000	Under \$50,000	Under \$50,000	10%
\$25,000 - \$49,999	\$50,000 - \$99,999	\$50,000 - \$99,999	12%
\$50,000 - \$99,999	\$100,000 - \$249,999	\$100,000 - \$249,999	22%
\$100,000 - \$249,999	\$250,000 - \$499,999	\$250,000 - \$499,999	24%
\$250,000 - \$499,999	\$500,000 - \$999,999	\$500,000 - \$999,999	32%
\$500,000 - \$999,999	\$1,000,000 - \$3,000,000	\$1,000,000 - \$3,000,000	35%
\$1,000,000 - \$3,000,000	Over \$3,000,000	Over \$3,000,000	37%

Annual Expenses	Special Expenses:	Timeframe for Special Expenses
\$ 50,000 & under	\$ 50,000 & under	Within 2 years
\$50,001 - \$100,000	\$50,001 - \$100,000	3-5 years
\$100,001 - \$250,000	\$100,001 - \$250,000	6-10 years
\$250,001 - \$500,000	Over \$250,000	11 years or more
Over \$500,000		

**OVERALL INVESTMENT OBJECTIVE FOR ALL ADVISORY ACCOUNTS WITHIN YOUR HOUSEHOLD (Select One)**

- Speculative** *You are willing to take an extremely higher risk of loss in anticipation of potentially higher than average gain.*
- Growth** *To increase the value of your investment over time recognizing a higher likelihood of volatility.*
- Growth/Income** *To strike a balance between income producing investments and investments made for growth.*
- Income** *To provide current income rather than long-term growth of principal.*
- Safety** *To minimize the potential loss of principal with the understanding that inflation will erode purchasing power.*

**RISK TOLERANCE FOR ALL ADVISORY ACCOUNTS WITHING YOUR HOUSEHOLD (Select One)**

- Aggressive** *Willing to risk losing a substantial portion of investment capital to achieve above average returns.*
- Moderate** *Willing to risk significant capital loss in order to achieve capital appreciation or higher income returns.*
- Conservative** *Willing to accept some risk and capital loss in order to achieve capital appreciation and income returns.*

**TIME HORIZON FOR ALL ADVISORY ACCOUNTS WITHIN YOUR HOUSEHOLD (Select One)**

- Long Term** *Most of the investments managed will not be needed for ten years or more.*
- Medium Term** *Most of the investments managed will not be needed for three to ten years.*
- Short Term** *A portion of the investments managed will be needed within three years.*

**MODEL SELECTION**

<b>Single Accounts</b> <i>Please indicate choice (maximum of 2 portfolios)</i>	<b>Portfolio Selected</b> <i>(complete either Single or Multiple Accounts)</i>	<b>Portfolio Composition</b>
<input type="checkbox"/> %	<b>Aggressive ETF</b>	<b>100% Equities</b>
<input type="checkbox"/> %	<b>Growth ETF</b>	<b>75% Equities / 25% Fixed Income</b>
<input type="checkbox"/> %	<b>Moderate Growth ETF</b>	<b>60% Equities / 40% Fixed Income</b>
<input type="checkbox"/> %	<b>Balanced ETF</b>	<b>50% Equities / 50% Fixed Income</b>
<input type="checkbox"/> %	<b>Moderate ETF</b>	<b>40% Equities / 60% Fixed Income</b>
<input type="checkbox"/> %	<b>Income ETF</b>	<b>25% Equities / 75% Fixed Income</b>
<input type="checkbox"/> %	<b>Conservative ETF</b>	<b>10% Equities / 90% Fixed Income</b>

**Zacks Core ETF Portfolios:**

<b>Single Accounts</b> <i>Please indicate choice (maximum of 2 portfolios)</i>	<b>Portfolio Selected</b> <i>(complete either Single or Multiple Accounts)</i>	<b>Portfolio Composition</b>
<input type="checkbox"/> %	<b>Ultra-Aggressive ETF</b>	<b>96% Equities / 4% Cash</b>
<input type="checkbox"/> %	<b>Aggressive ETF</b>	<b>90% Equities / 6% Fixed Income / 4% Cash</b>
<input type="checkbox"/> %	<b>Moderate Aggressive ETF</b>	<b>80% Equities / 16% Fixed Income / 4% Cash</b>
<input type="checkbox"/> %	<b>Moderate ETF</b>	<b>65% Equities / 31% Fixed Income / 4% Cash</b>
<input type="checkbox"/> %	<b>Moderate Conservative ETF</b>	<b>50% Equities / 46% Fixed Income / 4% Cash</b>
<input type="checkbox"/> %	<b>Conservative ETF</b>	<b>40% Equities / 56% Fixed Income / 4% Cash</b>

## ANNUAL ADVISORY FEES – Payable Quarterly in Advance or Arrears as shown below

- Schwab IRebal: 1.1% to Advisor. Billed quarterly in arrears. No Charles Schwab platform fee.\*
- Third-party management through Envestnet: 1% to Advisor and .75% maximum platform fee, depending on which third-party money manager is chosen. (Factors that contribute to variability in the Envestnet platform fee include trading frequency and account turnover rates in sub-account options.) Envestnet platform fees are set by Envestnet and not negotiable to Continental. Billed quarterly in arrears, beginning 10/1/2024. If you choose Charles Schwab as your Third-Party Asset Management Provider (“TAMP”) for ABP Accounts, you agree to pay Schwab a single periodic asset-based fee (“ABP Service Fee”) for each account, based on the amount of certain assets in each of your ABP Accounts to which asset-based pricing (“ABP”) applies. The ABP Service Fee will be computed for each of your ABP Accounts for each monthly Billing Period and charged in arrears on a monthly basis. Currently .10% or \$5/month minimum.
- Separately managed accounts: .75% to Advisor (to a maximum of 1.5%). Billed quarterly in arrears. No Charles Schwab platform fee.\* **The management fee is \_\_\_\_\_%.**
- Separately Managed Accounts (SMAs) – Bond Ladder Portfolio: A commission is charged per transaction. At no time will this be more than 1.5%. No additional management or advisory fees are charged. No Charles Schwab platform fee.\*
- Zacks Investment Management, Inc. – SMA Accounts: 1.28% (1% to Advisor, 0.28% Zacks platform fee). Billed quarterly in arrears. No Charles Schwab platform fee.\*
- Zacks Investment Management, Inc. – Pre-selected models: 1.18% (1% to Adviser, 0.18% Zacks platform fee). Billed quarterly in arrears. No Charles Schwab platform fee.\*
- Discretionary advice to ERISA retirement plans held at The Standard: Negotiated (ERISA plan fees may vary according to services provided by the Custodian.) **The management fee is \_\_\_\_\_%.**
- \*In the future, Charles Schwab may initiate a platform fee.

Fee is charged on all assets under management, unless specifically excluded in the Exclusions/Restrictions section of this agreement. The fee for the effective period is determined by the total billable assets, multiplied by the annual fee rate divided by the number of days in the current year, and multiplied by the number of days in the effective period. Advisor shall not be compensated on the basis of a share of capital gains upon or capital appreciation of the funds or any portion of the funds of the client.

## ACKNOWLEDGEMENT OF UNDERSTANDING

This agreement (“Agreement”) is by and between Continental Investors Services, Inc., a Registered Investment Advisor; the Investment Advisor Representative (“Representative”) named below (collectively referred to as “Advisor”), and Client 1 and/or Client 2 (“Client”) named on the previous page.

**In consideration of establishing securities and advisory investment accounts, Client hereby affirms understanding of the following for any and all accounts opened under this Agreement:**

- All investments carry risk of loss of principal and/or purchasing power. Neither Advisor nor Representative can make or fulfill any guarantee of a return on or of Client’s principal.
- Client has read and understand the ENTIRE agreement contained in this nine (9) page agreement, and, by signing below, acknowledge and confirm all the provided information to be true and correct to the best of Client’s knowledge, including the risk tolerance and investment objectives listed on this Agreement for all current and existing advisory accounts and that Client will promptly notify Advisor if any of the financial information opened on subsequent accounts forms are incorrectly assigned to Client’s objectives and risk tolerance.
- Client has received and agree to read a copy of Continental’s ADV Part 2A and Privacy Policy and Representative’s Form ADV Part 2B (Supplemental Brochure).
- Client understands that this contract is not valid until approved by the home office of Advisor.

BY SIGNING BELOW, CLIENT CERTIFIES TO THE TERMS OF THIS NINE-PAGE ADVISORY AGREEMENT, ACKNOWLEDGE AND AGREE WITH THE ACKNOWLEDGEMENT OF UNDERSTANDING; CERTIFIES CLIENT’S COMPLETION OF THIS FORM, AGREE TO ALL TERMS CONTAINED HEREIN FOR ANY AND ALL ADVISORY ACCOUNTS MANAGED:

_____	_____	_____	_____
Client 1	Date	Client 2	Date
_____	_____	_____	_____
Advisor Signature	Date	Advisor Code	
_____	_____		
Home Office Signature	Date		

**ADVISORY AGREEMENT TERMS AND CONDITIONS**

**Services Provided.** This Agreement sets forth the services to be provided to Client by Advisor and the Terms and Conditions upon which those services will be provided. Client retains Advisor to provide investment management services and to manage Client’s account(s) (“Account”). Advisor agrees to provide services to Client in a manner consistent with their fiduciary duties and the provisions of all applicable laws, including the laws and regulations of the state of Washington, California, or the client’s home state.

Please initial your selected service in left margin below:

Advisory options include:

- \_\_\_ • Schwab iRebal Platform: Offers seven models with risk tolerances ranging from Conservative to Aggressive. After a risk tolerance profile is completed, a suitable model is selected for the client and invested accordingly. Models are rebalanced automatically on a continual basis.
- \_\_\_ • Investnet Platform: Offers a wide variety of portfolio models. After a risk tolerance profile is completed, a suitable model is selected for the client and invested accordingly. Management fees will vary depending on the model.
- \_\_\_ • Separately Managed Accounts (SMAs) on Schwab Advisor Platform: After a risk profile is completed, a suitable model is selected for the Client and invested accordingly. Models are reviewed quarterly. There are no additional transaction or other fees outside of management fee.
- \_\_\_ • Separately Managed Accounts (SMAs) – Bond Ladder Portfolio: A commission is charged on a per transaction basis. No additional management or advisory fees are charged.
- \_\_\_ • Zacks Investment Management, Inc. – SMA Accounts: After a risk profile is completed, a suitable portfolio is selected for the client, invested accordingly by Zacks, and managed by Zacks.
- \_\_\_ • Zacks Investment Management, Inc. – Pre-selected models: Offers six models with risk tolerances ranging from Conservative to Ultra Aggressive. After a risk tolerance profile is completed, a suitable model is selected for the client and invested accordingly. Models are managed by Zacks.
- \_\_\_ • Discretionary advice for ERISA retirement plans at The Standard.

**Power of Attorney.** Client appoints Advisor as Client's agent and attorney-in-fact with full power and authority for Client and on Client's behalf to buy, sell and otherwise deal in the Investments ("Investments") for the Account.

**Responsibilities of Advisor.** Advisor will manage the Account on a discretionary basis, which means Advisor will purchase and sell securities for the Account without first consulting with or obtaining specific authorization from Client. Advisor will invest, monitor, evaluate, rebalance, and trade the Account on an ongoing basis according to the risk tolerance and investment objectives stated in this Agreement. Client understands that some Account(s) may be invested more or less aggressively to achieve the Client's household goals for all investments. Accounts opened in the future may be opened and managed under this Agreement. Continental also provides non-discretionary services in which case the firm will secure client's permission prior to effecting securities transactions in non-discretionary accounts.

**Responsibilities of Client.** Client will provide Advisor with accurate and complete information about Client's risk tolerance and investment objectives and will promptly inform Advisor of any significant changes in that information. Client is responsible for the accuracy and completeness of all information provided to Advisor and for any losses or damages caused by the failure to provide such information to Advisor. Advisor shall not be responsible for any losses or damages that occur as a result of Client's failure to provide accurate and complete information to Advisor. Client shall not, during the term of this Agreement engage in any transactions in the Account except by notifying Advisor and having Advisor make any such transaction.

**Client Understanding and Acceptance of Certain Risks.** Client understands Advisor's services, the terms and conditions of this Agreement and has provided the appropriate risk tolerance and investment objectives information and has had an opportunity to ask questions about them. Client understands that investments made for the Account are subject to general market and economic risks, as well as the risks associated with investments in individual securities and agrees to accept those risks. Client understands that there are no guarantees that Client's investment goals or objectives will be met or that any investment strategy selected for the Account will be successful in achieving its long-term objectives or performance goals. Client understands that the Account is not insured and that the value of the Account and the investments in the Account will fluctuate over time and, at any point in time, may be more or less than the amount originally invested in the Account. Client understands and accepts that Advisor engages in Broker-Dealer business apart from managing the Account. To the best of its knowledge, Advisor has reasonably disclosed all material conflicts of interest with the client. Advisor will attempt to resolve all such conflicts in a manner that is generally fair to all Clients.

**Custody of Assets.** Client will establish the Account with a custodian ("Custodian"). Client's relationship with Custodian will be governed by a separate agreement between Client and Custodian. Client will be responsible for paying all commissions, trading costs, and expenses payable, if any, to Custodian. Client Accounts managed by Envestnet who choose Charles Schwab as their Third-Party Asset Manager (TAMP) for an Asset Based Pricing (ABP) Account will pay Charles Schwab a periodic ABP Service Fee. Schwab will charge ABP Service Fees generally in lieu of transaction-based fees and commissions for most Schwab Brokerage services to your ABP Accounts. Charles Schwab in their capacity as Custodian provides custodial services, which include processing transactions and timely account statements. Client will receive, at minimum, quarterly statements showing all transactions occurring in the Account during the period covered by the statement. Client authorizes Custodian to provide Advisor access or authority to fulfill all obligations under the terms of this agreement, including, but not limited to electronic access to Account and downloads on account transactions and positions, debiting fees and trading Accounts. Client is responsible for reviewing statements provided by the Custodian and confirming and reporting any discrepancies to Advisor. Client also agrees that all Accounts and investment positions accessible by the Advisor at the Custodian used by the Client fall under the terms of this Agreement. Client understands that all Account(s) opened through Advisor under the Custodian noted in this agreement will be managed under the terms of this agreement.

**Calculation and Deduction of Fees.** The Total Advisory Fee rate is noted under the Annual Advisory Fees section of this agreement. The fee for the effective period is determined by the total billable assets multiplied by the annual fee rate divided by the number of days in the current year and multiplied by the number of days

in the effective period. In the event an account is not open the entire billing period, the advisory fee will be pro-rated for the time it was opened. Client authorizes Advisor to calculate and deduct its fees from the Account under the terms of this agreement. Any commissions, trading costs, redemption fees, and other expenses payable in connection with the execution of transactions for the account and any out-of-pocket expenses incurred shall be borne by the Account and, to the extent the Account's funds are inadequate, by the Client. It is possible that the value of the account will include mutual funds, exchange-traded funds, or other investments that have additional fees and expenses as noted in the prospectus. Client acknowledges understanding that these expenses are paid by the funds but ultimately paid by the Client. Client also understands that it may be possible to find comparable services at a lower fee from other providers. Client understands that it is possible to obtain similar investment management services from other advisors at a lower cost.

**Valuation.** Advisor relies on the Custodian for pricing on all positions held by Client. Client understands that investments without an active trading market, such as direct participation programs, are highly illiquid, and the amounts shown on the statements will not accurately reflect the current liquidation value. With such investments, any stated value on the Custodian statement should not be used for determining the present value of the asset and Client should refer to the issuer statement for values.

**Other Investment Clients.** Advisor will provide investment management services for other clients. Client understands that Advisor, its personnel, and affiliates ("Affiliates") may give advice or take action in performing their duties to other clients or for their own accounts that differ from advice given to or action taken for Client. Advisor is not obligated to buy, sell, or recommend for Client any security or other investment that Advisor or its Affiliates may buy, sell, or recommend for any other client or for their own accounts. This Agreement does not limit or restrict, in any way, Advisor or any of its Affiliates from buying, selling, or trading in any securities or other investments for their own accounts.

**Legal Proceedings.** Client agrees that Advisor will not advise or act for Client in any legal proceedings, including bankruptcies or class actions, involving securities held or previously held by the account or the issuers of these securities.

**Proxy Voting.** The Client acknowledges that Advisor will not vote proxies on behalf of Client.

**Death or Disability.** The death, disability, or incompetence of Clients will not terminate or change the terms of this Agreement. However, Client's executor, guardian, attorney-in-fact, or other authorized representative may terminate this Agreement by giving written notice to Advisor as described in the Term Section of this Agreement.

**Limitation of Liability.** Advisor and Custodian are not affiliated with each other and are separately responsible for providing services to Client. Such parties shall have no responsibility for supervising or controlling the others and shall have no liability for the acts or omissions of the others. Neither Advisor nor their officers, directors, employees, or agents shall be liable for damages caused by an act or omission, error in judgment or decline in the value of the Account, unless caused directly by the negligence, breach of fiduciary duty or willful misconduct of such party. Nothing in this Agreement constitutes a waiver of rights under federal or state securities laws that cannot be waived under the provisions of those laws.

**Term.** This Agreement may be terminated for any reason by any party effective upon receipt of written notice of termination by the other parties to this Agreement. In the event Client or the Advisor terminates this agreement during a quarter, the fee is pro-rated for the portion of the quarter where services were provided. The termination date used is the date the Advisor or Client notifies the other party in writing (to address of record) of the termination. In the event the account is not available for electronically debiting the fee, Client agrees to pay the invoice for the partial quarter within 30 days of receipt.

**Governing Law.** This Agreement shall be governed in accordance with the rules and regulations of the U.S. Securities and Exchange Commission.

**Assignment.** All parties agree that this contract may be assigned only through prior written consent of Client.

**Representations.** Each party executing this Agreement represents that it is authorized to enter into this Agreement, the Agreement will be legally binding and enforceable against such party when executed and that performance of the actions called for under the Agreement by such party will not violate any law, regulation, or contractual obligation to which such party is subject. Client represents that the investment of the Account(s) in the manner called for under this Agreement will not violate any law, regulation, document of corporate governance, retirement plan instrument, partnership or trust agreement or any other contractual obligation. Client agrees to deliver to Advisor any documentation that Advisor may reasonably request to document the above representations.

**ERISA Accounts.** If the Accounts are under ERISA, Advisor will act under ERISA Section 3(21)(A)(ii) with respect to its rendering of investment advice as that term is defined in ERISA. Advisor will not act as, nor has Advisor agreed to assume the duties of, a trustee of the Plan or as Plan Administrator (as such term is defined under ERISA). Advisor has no discretion to interpret the Plan documents, to determine eligibility or participation under the Plan, or to take any other action with respect to the management, administration, or any other aspect of the Plan. Further, neither Advisor nor its affiliates have the authority or responsibility to act as a custodian for the Plan and do not take custody of Plan assets. Advisor shall not, and cannot, provide legal or tax advice to Client or the Plan. Client agrees to seek the advice of its legal advisor, as to matters that might arise relating to the operations and administration of the Plan.

**Notices.** Client agrees that any notices should be sent electronically to the email on this Agreement and that electronic mail is the appropriate way to send Client notices. However, Client may request hard copy mailing for all notices by checking the appropriate box in the Email Consent portion of this Agreement. Client affirms that any notices sent either electronically or through the normal mail will be shared between all Clients. Notices from the Client should be delivered to Continental Investors Services, Inc., 1330 Broadway Street, Longview, Washington 98632.

**Client Acknowledgement.** Client acknowledges receipt of Part 2 of Form ADV; a disclosure statement containing at least the information required by Part 2A Appendix 1 of Form ADV. If the appropriate disclosure statement was not delivered to the client at least 48 hours prior to the client entering into any written advisory contract with this investment adviser, then the client has the right to terminate the contract without penalty within five business days after entering into the contract. For the purposes of this provision, a contract is considered entered into when all parties to the contract have signed the contract, or, in the case of a contract, otherwise signified their acceptance, any other provision of his contract notwithstanding. Client also acknowledges receiving and reviewing the Advisor's Privacy Policy included on this Agreement and Client agrees to allow Advisor to make such limited disclosures of Client information as are permitted under its Privacy Policy.

## PRIVACY POLICY

### **Continental Investors Services, Inc. Privacy Policy**

At Continental Investors Services, Inc. ("Continental") we are committed to protecting your privacy and the confidentiality of your personal and financial information. The measures we take to keep your personal information private and secure are outlined below.

- **How We Protect Confidentiality**

Continental uses procedural, physical, and electronic system safeguards to store and secure information about you in compliance with federal standards. Our systems protect your information from unauthorized access, alteration, and destruction. Access is permitted only to those individuals within our organization who need the information to perform their job responsibilities.



- **Persons Covered by the Privacy Policy**

The Continental Privacy Policy applies to anyone who is a current or former Continental brokerage or advisory client. For managed account clients, Charles Schwab or RBC (as Custodian) provides you with a copy of their policy when you open an account, and they will send you annual notifications thereafter. If there is a change in policy regarding the sharing of information, you will be notified in advance and given the opportunity to “opt out” of such disclosure.

- **How We Obtain Information About You**

In the normal course of business, we collect, retain and use information about you to serve your financial needs, administer your account(s) and inform you to products and services that may be of interest. This data known as non-public personal information, may be collected from several sources, including applications and other forms you file with us (e.g., name, assets, income), records of transactions with us, our affiliates, non-affiliated third parties and others (e.g., credit report). Because we strive to provide you with the best possible service, the accuracy and completeness of your personal information is important to us. We ask that you review your information regularly to ensure that it is correct. Please contact your account Representative if you need to correct or update your personal information.

- **Sharing Information With Whom and Why**

Continental does not sell your personal information to anyone. We restrict the types of information we share and the types of entities with whom we share it. The primary reason for sharing information about you is to increase your convenience in transaction business with us and to give you more financial service choices. We do not disclose your personal information to non-affiliated third parties, unless one of the following exceptions applies: We disclose personal information to service providers that assist us in processing your transactions or servicing your account(s). An example would be the company that prints and mails your account statement. We disclose or report personal information in limited circumstances when we believe in good faith that disclosure is required or permitted under law. For example, we would provide information in cooperation with securities regulators or law enforcement authorities, to resolve consumer disputes, or to perform credit evaluations and authenticate checks.

- **Option to Opt Out and Change Notices**

If for any reason at any time in the future, we find it necessary to disclose any of your personal information in a way that is inconsistent with this policy, we will give you advance notice of the proposed change and the opportunity to opt out of such disclosure.

If you have questions or concerns, please contact us at (360) 423-5110.