fundserv

Company Contact(s) Information Form

Please complete all required fields in this form and have it signed by the authorized signing officer(s) of your firm before returning it to onboarding@fundserv.com.

Provide us with the company contact(s) information in the section below to ensure that Fundserv directs important industry communications to the appropriate individual(s) within your organization. Note: You may not use a department or group email account.

Company Code(s)*

Contact Person 1

Name	**Email**
Phone	**Other Phone**

Role(s) (select as many as applicable and refer to Company Contact Role Definitions if necessary)

☐ Signing Officer	☐ Server Certificate	☐ CIO	☐ Cybersecurity/CISO
☐ Emergency	☐ Senior Exectutive	☐ Business Operations	
☐ IT	☐ Senior	☐ Communications	
☐ Standards Adherance	☐ BCP & DR Testing	☐ Privacy Breach	

☐ **FundSTATE Subscriber/Subscription** (if checked select one from each of the following)

Days ☐ full week ☐ weekdays ☐ weekends **Time** ☐ 8:00am - 8:00pm EST ☐ other _____

Deliver every ☐ 5 minutes ☐ 15 minutes ☐ 30 minutes ☐ hour ☐ day (after 16:00)

Contact Person 2

Name	**Email**
Phone	**Other Phone**

Role(s) (select as many as applicable and refer to Company Contact Role Definitions if necessary)

☐ Signing Officer	☐ Server Certificate	☐ CIO	☐ Cybersecurity/CISO
☐ Emergency	☐ Senior Exectutive	☐ Business Operations	
☐ IT	☐ Senior	☐ Communications	
☐ Standards Adherance	☐ BCP & DR Testing	☐ Privacy Breach	

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Contact Person 3

Name	Email
Phone	Other Phone

Role(s) (select as many as applicable and refer to Company Contact Role Definitions if necessary)

- ☐ Signing Officer
- ☐ Server Certificate
- ☐ CIO
- ☐ Cybersecurity/CISO
- ☐ Emergency
- ☐ Senior Exectutive
- ☐ Business Operations
- ☐ IT
- ☐ Senior
- ☐ Communications
- ☐ Standards Adherance
- ☐ BCP & DR Testing
- ☐ Privacy Breach

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Contact Person 4

Name	Email
Phone	Other Phone

Role(s) (select as many as applicable and refer to Company Contact Role Definitions if necessary)

- ☐ Signing Officer
- ☐ Server Certificate
- ☐ CIO
- ☐ Cybersecurity/CISO
- ☐ Emergency
- ☐ Senior Exectutive
- ☐ Business Operations
- ☐ IT
- ☐ Senior
- ☐ Communications
- ☐ Standards Adherance
- ☐ BCP & DR Testing
- ☐ Privacy Breach

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Note: Go to page 5 to reset or save document.

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Contact Person 5

Name	Email
Phone	Other Phone

Role(s) (select as many as applicable and refer to Company Contact Role Definitions if necessary)

- ☐ Signing Officer
- ☐ Server Certificate
- ☐ CIO
- ☐ Cybersecurity/CISO
- ☐ Emergency
- ☐ Senior Exectutive
- ☐ Business Operations
- ☐ IT
- ☐ Senior
- ☐ Communications
- ☐ Standards Adherance
- ☐ BCP & DR Testing
- ☐ Privacy Breach

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Contact Person 6

Name	Email
Phone	Other Phone

Role(s) (select as many as applicable and refer to Company Contact Role Definitions if necessary)

- ☐ Signing Officer
- ☐ Server Certificate
- ☐ CIO
- ☐ Cybersecurity/CISO
- ☐ Emergency
- ☐ Senior Exectutive
- ☐ Business Operations
- ☐ IT
- ☐ Senior
- ☐ Communications
- ☐ Standards Adherance
- ☐ BCP & DR Testing
- ☐ Privacy Breach

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Contact Person 7

Name	Email
Phone	Other Phone

Role(s) (select as many as applicable and refer to Company Contact Role Definitions if necessary)

- ☐ Signing Officer
- ☐ Server Certificate
- ☐ CIO
- ☐ Cybersecurity/CISO
- ☐ Emergency
- ☐ Senior Exectutive
- ☐ Business Operations
- ☐ IT
- ☐ Senior
- ☐ Communications
- ☐ Standards Adherance
- ☐ BCP & DR Testing
- ☐ Privacy Breach

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Contact Person 8

Name	Email
Phone	Other Phone

Role(s) (select as many as applicable and refer to Company Contact Role Definitions if necessary)

- ☐ Signing Officer
- ☐ Server Certificate
- ☐ CIO
- ☐ Cybersecurity/CISO
- ☐ Emergency
- ☐ Senior Exectutive
- ☐ Business Operations
- ☐ IT
- ☐ Senior
- ☐ Communications
- ☐ Standards Adherance
- ☐ BCP & DR Testing
- ☐ Privacy Breach

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Contact Person 9

Name	Email
Phone	Other Phone

Role(s) (select as many as applicable and refer to Company Contact Role Definitions if necessary)

- ☐ Signing Officer
- ☐ Server Certificate
- ☐ CIO
- ☐ Cybersecurity/CISO
- ☐ Emergency
- ☐ Senior Exectutive
- ☐ Business Operations
- ☐ IT
- ☐ Senior
- ☐ Communications
- ☐ Standards Adherance
- ☐ BCP & DR Testing
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Contact Person 10

Name	Email
Phone	Other Phone

Role(s) (select as many as applicable and refer to Company Contact Role Definitions if necessary)

- ☐ Signing Officer
- ☐ Server Certificate
- ☐ CIO
- ☐ Cybersecurity/CISO
- ☐ Emergency
- ☐ Senior Exectutive
- ☐ Business Operations
- ☐ IT
- ☐ Senior
- ☐ Communications
- ☐ Standards Adherance
- ☐ BCP & DR Testing
- ☐ Privacy Breach

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RESET SEND

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Company Contact Role Definitions

BCP and DR Testing - Main contact for all Fundserv Business Continuity exercises and/or disaster recovery tests. They will notify all appropriate parties within their organization of all related BCP/DR test activity. Where appropriate, they will be responsible for both ensuring their company's participation in the exercises and tests and for providing feedback to Fundserv.

Business Operations - Contacted regarding business matters related to Fundserv initiatives, including but not limited to working group or other event invitations, or to be contacted regarding matters of an operational nature.

CIO - Oversees the technology footprint of your organization.

Communications - The person to help echo industry messaging within your firms.

Cybersecurity/CISO - Contact in your firm that is responsible for cybersecurity.

Emergency - Contact/distribution list used for the communication of a major system or industry disruption. Responsible for notifying the appropriate people within their company and would include any afterhours communications.

IT - Responsible for network connections, testing, error notifications, and certificate expiry notifications. The expectation is that this contact will notify the appropriate parties within their company to ensure resolution of any issues.

Privacy Breach - This individual needs to be made aware of a privacy breach related to the Fundserv network.

Senior - Escalation point for any Fundserv matters, will receive high level information and be responsible for distributions and resolution of escalated items.

Senior Executive - The President, CEO or other Senior Executives of the company.

Server Certificate Contact - The point of contact to establish interactive/myserv connectivity. Service Providers usually support this functionality for their clients. If the Service Provider is not listed as an IT Operations contact for the client, the Server Certificates get sent to the client and not to the right contacts at the Service Provider who install the certificates for the client.

Signing Officer - Responsible for any maintenance to the Fundserv Customer Contract and other legal documentation.

Standards Adherence - Notified if their company has any outstanding mandatory adherence issues as per the Standards Helpfile and will receive notification of any penalties.