

KCD CLIENT LETTERS

KCD is required to keep copies of each NAF on file in our office.

We are also required to mail the principal signed copy of the NAF to each new client within 30 days of opening a new account, along with a customer letter containing specific disclosures and requesting any corrections/changes be submitted in writing.

Then, every three years, you are required to contact each client with a request to update their account record, again requesting any changes in writing. If you receive updated information through these processes, you need to forward it on to KCD. If a client should contact you regarding any changes to the account record, they must be in writing and forwarded to our home office.

A sample of the initial customer letter is shown below:

CLIENT NAME/ADDRESS:

DEAR VALUED CLIENT:

We are pleased to welcome you as a valued client of KCD Financial, Inc. and want to thank you for allowing us to assist with your account. We trust your experience with (name of representative) demonstrates a sincere effort to serve your financial needs.

Enclosed is a copy of your new account form. If any information on the new account form is incorrect or changes in the future, please contact me at 920-347-3400.

We have also enclosed our customer brochure for your review, which includes our privacy policy. It is the company's policy not to release any client information unless required by law. If you have any complaints or concerns, now or in the future, please contact our Chief Compliance Officer, David Wilson.

Again, thank you for opening your account with KCD Financial, Inc. We sincerely appreciate your business.

Sincerely,

David S. Wilson
Chief Compliance Officer

Enclosures