DATE

NAME

ADDRESS

Re: ACCOUNT NAME

Dear CLIENT:

I am working to implement the changes we discussed to your Plan’s investment menu. To that end, I have enclosed the documentation required for your Plan to invest in the Manning & Napier Collective Investment Trust (CIT) funds. Please follow the instructions below to complete this paperwork.

The following documents must be received by Manning & Napier prior to your investment in the CIT funds. Please complete these documents as instructed below and return to my attention.

* **Participation Agreement.** This document allows the Plan’s assets to be invested in the Manning & Napier CIT funds. Please have an authorized signer for the Plan execute this agreement by completing the following:

1. sign the signature page (pg. 12),
2. choose the applicable funds (Exhibit A: pg. 13-15),
3. complete and sign the Account Information Form (Exhibit B: pg. 16-17).

* **Authorized Signature Resolution.** This document identifies the officers or trustees who are authorized to act on behalf of your Plan, and provides a sample of those individuals’ signatures. If you already have an authorized signature document in place with respect to your Plan, you can disregard the enclosed form and return a copy of your existing resolution. If you do not have an authorized signature document in place, please complete the enclosed resolution.

The following documents are attached for your reference. Please retain these documents for your records.

* **Declaration of Trust**
* **Fee Disclosure Summary Guide**

### Please return the signed Participation Agreement and supporting authorized signature document to my attention at your earliest convenience. If you have any questions as you review this package, please don’t hesitate to contact me. I appreciate your attention to this matter.

Regards,