AIP New Client Overview & Membership Requirements

New Client Overview

GETTING STARTED

- Prospective clients should contact aipbusdev@dtcc.com to discuss AIP membership
- After initial contact is completed, prospective clients will be sent a link to the AIP Pre-Onboarding Questionnaire to complete
- Prospective clients will need a Legal Entity Identifier (LEI) as part of completing the AIP Pre-Onboarding Questionnaire; LEI FAQ

THE MEMBERSHIP ACTIVATION PROCESS

- After completing the AIP Pre-Onboarding Questionnaire clients should expect to receive login credentials to the DTCC Client Onboarding Hub within a few business days to begin the process of completing the online application via the Onboarding Hub

  Note: Login credentials will be sent via email so checking spam/other email folders is recommended; clients will also receive a welcome email from a member of the AIP Integration Team
- Once the membership process is in-flight, clients should contact wmsintegration@dtcc.com with any questions, or respond directly to the welcome email
- The process for completing the membership requirements and activating generally takes 6-8 weeks but can extend longer if there are documentation issues or submission delays; once activated, the AIP Integration team will provide training on how to use the system

USING AIP

- Fund clients will submit Security General Profile(s) and Security Contact Record(s) for the Fund(s) they need to transmit to their distribution partners
- Fund clients will be expected to report Positions for their investors monthly, quarterly or a duration set by the distributors along with Activity & Distribution records for Purchases, Redemptions, Distributions, etc.
- Additional services, including order processing and money settlement are also supported

BILLING & FEES

- There are no fees to apply for membership or to maintain an AIP account
- Fees are charged for records that are successfully processed and transmitted to the intended contra party; there are no fees for rejected records
- Fee amounts are determined by the Security Type (High or Low Volume) selected on the Security General Profile and the type of transaction that is sent and/or received
- All fee information can be found in the NSCC Fee Guide

For additional information, please visit DTCC