

# T.O.S. Advisors, LLC

## Part 2A of Form ADV

### The Brochure

#### ITEM 1 COVER PAGE

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Updated: March 2021

This brochure provides information about the qualifications and business practices of T.O.S. Advisors, LLC (“T.O.S. Advisors”). If you have any questions about the contents of this brochure, please contact the Chief Compliance Officer at (713) 376-3202. The information in this brochure has not been approved or verified by the United States Securities and Exchange Commission (“SEC”) or by any state securities authority.

Additional information about T.O.S. Advisors is also available on the SEC’s website at: [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

Regulation with the SEC does not imply a certain level of skill or training.

## **ITEM 2 MATERIAL CHANGES**

There have been no material changes to this brochure since it was last updated in March 2020.

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## **ITEM 4 ADVISORY BUSINESS**

T.O.S. Advisors is an investment manager formed in May 2012 and is organized as a limited liability company under the laws of Texas. T.O.S. Advisors is currently owned by Ricardo L. Nazario, Raymond DiNunzio, Jeffrey Conway, and Alejandro R. Nazario.

T.O.S. Advisors provides investment advisory services to its clients on a discretionary basis and advisory services are tailored to the individual needs of clients consistent with the investment objectives and guidelines described in each client's respective Consulting Agreement. As such, clients have the opportunity to impose restrictions on investing in certain securities or types of securities by negotiating the terms of the Consulting Agreement.

T.O.S. Advisors is an independent advisory firm that provides financial advice to a select number of individuals and their family members, family foundations and trusts and independent foundations and endowments (each, a "Client" and collectively, the "Clients"). Clients typically have minimum wealth in excess of \$40 million. T.O.S. Advisors does not, however, have a stated minimum level of assets to initiate an engagement. T.O.S. Advisors functions as its Clients' outsourced investment office providing independent, customized advice.

Although T.O.S. Advisors' Clients all benefit from shared resources, each situation is unique. T.O.S. Advisors' approach is to work with each Client in order to understand that Client's complete financial picture in a holistic manner and then mutually agree with the Client on an investment management plan. The investment management plan is customized for each Client and will incorporate a selection of managers T.O.S. Advisors believes are the most talented across a wide universe of choices, encompassing all sectors of the market, all geographies and all liquidity spectrums.

T.O.S. Advisors creates a structured process which prioritizes and addresses the most important issues for each Client. T.O.S. Advisors' investment philosophy aims to preserve capital, reduce volatility and increase long-term purchasing power. T.O.S. Advisors' approach includes the following:

- Asset allocation with broad asset class diversification
- Access to investment managers
- Due diligence
- Liquidity management
- Investment implementation advice and support
- Integration of legal, governance and other factors that impact financial results

Based on the management plan designed by T.O.S. Advisors and each Client, T.O.S. Advisors will advise the Client to invest in one or more Portfolios, each of which has a specific investment objective. As a result, a Client may be invested through the Portfolios across an array of asset classes with investment management teams that T.O.S. Advisors believes are top-tier in their sectors. Through the management of the plan, T.O.S. Advisors will seek to achieve several important benefits for Clients, including: diversification, access to top-tier investment managers, streamlined operations and consolidated performance, financial and tax reporting assistance with a Client's other advisors.

As of December 31, 2020, T.O.S. Advisors has approximately \$226.19 million in discretionary assets under management. Additionally, T.O.S. Advisors has \$375 million in assets under advisement.

Additionally, T.O.S. Advisors may provide some or all of the following services to its clients:

- Create and implement a comprehensive financial strategy for clients and their family, including an accompanying Investment Policy Statement (“IPS”);
- Identify in the IPS each client’s financial objectives and outline investment parameters and benchmarks;
- Organize and implement an asset allocation strategy built around the objectives, parameters, and benchmarks as indicated in the IPS;
- Choose the underlying types of investments and the asset classes that make up the asset allocation strategy;
- Research, identify and source third-party investment managers (“Investment Managers”) to carry out investment management function consistent with the asset allocation strategy;
- Select and periodically replace Investment Managers as necessary to adhere to each client’s IPS;
- Conduct ongoing due diligence and monitoring of selected Investment Managers with an emphasis on the tax ramifications of the various options; and
- Coordinate the relationship and communications between clients or their designated representatives and any other external financial service providers used by clients.

T.O.S. Advisors may also provide, as requested by clients, financial education regarding wealth management to members of each client’s family.

## ITEM 5 FEES AND COMPENSATION

### *Other Fees and Expenses*

Clients of T.O.S. Advisors will be subject to flat fee pricing charged by T.O.S. Advisors. The fees that T.O.S. Advisors' Clients pay are T.O.S. Advisors' only form of revenue. T.O.S. Advisors is completely transparent in its pricing.

### *Advisory Fees*

The advisory fee covers the cost of the broad engagement with T.O.S. Advisors. The T.O.S. Advisors advisory fee includes all services associated with providing guidance to the Clients. In general, the cost of the advisory fee covers services related to the development, implementation, monitoring and reporting of the investment plan and ongoing communication and education. Advisory fees are charged quarterly in advance. The advisory fee is negotiable based on the situation of the Client and level of work involved. T.O.S. Advisors will invoice Clients directly for their quarterly advisory fee.

Clients will reimburse T.O.S. Advisors for reasonable and necessary travel and out-of-pocket business expenses directly incurred by T.O.S. Advisors in providing services to clients pursuant to the applicable Consulting Agreement, upon presentation of appropriate documentation and in accordance with any policies and procedures that clients may establish.

Except as described directly above, T.O.S. Advisors pays its own standard operating expenses including, but not limited to, employee salaries, rent, and communications.

T.O.S. Advisors recommends Investment Managers to its clients and these Investment Managers may cause the clients to invest in investment vehicles, such as mutual funds or private investment funds (e.g., hedge funds, private equity funds, venture capital funds, etc.). The Investment Managers and any recommended investment vehicles typically charge their own layer of fees which may include: (i) an asset-based fee, and (ii) an incentive fee/allocation. The fee rates vary for each Investment Manager and investment vehicle. Thus, two and in some instances three (e.g., if an Investment Manager directs clients to invest in unaffiliated mutual funds or private investment funds) distinct layers of fees may exist.

Clients incur certain brokerage and other transaction costs based on the transactions submitted for execution by Investment Managers and the transactions effected by any underlying mutual funds or private investment funds recommended by Investment Managers.<sup>1</sup>

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<sup>1</sup> Please see the “Brokerage Practices” section below for further information. In addition, please note that the Consulting Agreements provide T.O.S. Advisors’ clients with additional detail regarding other fees and expenses that may apply.

## **ITEM 6 PERFORMANCE BASED FEES AND SIDE-BY-SIDE MANAGEMENT**

T.O.S. Advisors does not charge any performance-based fees or participate in side-by-side management of any accounts.



## **ITEM 7 TYPES OF CLIENTS**

As more fully detailed in Item 4 above, T.O.S. Advisors provides financial advice to a select number of individuals and their family members, family foundations and trusts and independent foundations and endowments.

Client accounts include traditional brokerage account, trusts, and personal holdings companies.

## **ITEM 8 METHODS OF ANALYSIS, INVESTMENT STRATEGIES AND RISK OF LOSS**

After compiling an IPS and putting together an asset allocation strategy for clients, T.O.S. Advisors conducts due diligence on third party Investment Managers on behalf of its clients, and selects one or more Investment Managers. Each Investment Manager generally holds responsibility for managing a particular asset class and T.O.S. Advisors then conducts ongoing due diligence on the Investment Managers and monitors the activity within and performance of client accounts. The asset classes used include, but are not limited to, cash, bonds, equities, alternative investments, and derivatives.

T.O.S. Advisors has the authority to hire and fire Investment Managers as necessary to meet clients' investment objectives, minimize risk, and maximize returns. In selecting Investment Managers, T.O.S. Advisors reviews due diligence reports and background information packaged by broker-dealers and custodian banks with which clients have accounts. These financial institutions have their own investment and operational due diligence processes. Using their own filtering systems that evaluate the information gathered on a population of Investment Managers, the financial institutions provide a list of recommended Investment Managers to T.O.S. T.O.S. may in the future use due diligence reports and background information packaged by unaffiliated investment consultants or conduct due diligence on Investment Management entirely in-house.

T.O.S. Advisors also works with select law firms to assist in reviewing client portfolios and, in particular, with respect to alternative investments. Such reviews may entail basic due diligence and background checks with assistance from law firms and may include an evaluation of alternative investment contractual provisions, assessment of alternative investment offshore governance matters, sourcing silent partners and reviewing for potential criminal and regulatory concerns.

As part of its ongoing Investment Manager due diligence and client account monitoring efforts, T.O.S. Advisors reviews each client's monthly custodial statements, which show all holdings and transactions within client accounts. T.O.S. Advisors has engaged a vendor to provide consolidated reporting that groups each client's accounts and allows T.O.S. Advisors to review aggregated performance figures for particular investments, asset classes, client accounts, geographic regions, market capitalizations, etc. The consolidated reporting also includes benchmark data so T.O.S. Advisors can monitor the relative performance of client accounts and Investment Managers.

Also, as part of its ongoing Investment Manager due diligence and client account monitoring efforts, T.O.S. Advisors monitors the overlap of portfolio holdings across the selected Investment Managers as well as the tax basis of holdings and capital gains exposures. T.O.S.

Advisors attempts to make Investment Manager recommendations in a tax sensitive manner in coordination with any other financial professionals or tax advisers used by clients.

Reviews occur on an ongoing basis and more formal, in-depth reviews occur at least every six months. During these more formal reviews, T.O.S. Advisors reviews the investment strategy employed by the selected Investment Managers on behalf of clients and the performance achieved in client accounts. Based on the results of this review, T.O.S. Advisors may rebalance asset allocations and make changes to the selected Investment Managers.

Despite the due diligence and monitoring conducted by T.O.S. Advisors, investing in securities involves the risk of loss that clients should be prepared to bear.

#### *Risks Associated with Cybersecurity.*

T.O.S. Advisors, the underlying funds and their service providers and other market participants increasingly depend on complex information technology and communications systems to conduct business functions. These systems are subject to a number of different threats or risks that could adversely affect T.O.S. Advisors. Unauthorized third parties may attempt to improperly access, modify, disrupt the operations of, or prevent access to these systems of T.O.S. Advisors, the service providers, counterparties or data within these systems. Third parties may also attempt to fraudulently induce employees, customers, third-party service providers or other users to disclose sensitive information in order to gain access to available data. A successful penetration or circumvention of the security of the systems could result in the loss or theft of a Portfolio investor's data or funds, the inability to access electronic systems, loss or theft of proprietary information or corporate data, physical damage to a computer or network system or costs associated with system repairs. Such incidents could cause T.O.S. Advisors, the Portfolios, the underlying managers or their service providers to incur regulatory penalties, reputational damage, additional compliance costs or financial loss. Similar types of operational and technology risks are also present for the Portfolio Companies in which the Portfolios invest which could have material adverse consequences for such Portfolio Companies and may cause the Portfolios' investments to lose value. T.O.S. Advisors takes active measures to mitigate these risks, where possible, for the firm and its clients.

#### *Potential Risks and Conflicts*

The investment program of each client involves significant risk factors and is suitable only for an experienced and sophisticated client who can bear the economic risk of the loss of its entire investment and who has limited need for liquidity in its investment. There can be no assurances that clients will achieve their investment objectives.

Although T.O.S. Advisors will seek to select only Investment Managers who will invest clients' assets with the highest level of integrity, T.O.S. Advisors' selection process cannot ensure that selected Investment Managers will perform as desired and T.O.S. Advisors will have no control over the day-to-day operations of the selected Investment Managers. T.O.S. Advisors may not necessarily be aware of certain activities at the Investment Manager level, including without limitation an Investment Manager's engaging in unreported risks, investment "style drift" or even regulatory breaches or fraud. As a result, there can be no assurance that Investment Managers selected by T.O.S. Advisors will conform their conduct to the desired standards. There is a risk that Investment Managers may fail to meet their stated objectives or fail to continue as going concerns as a result of poor performance, failure to raise assets, regulatory violations and enforcement actions, fraud or other factors, which in any case could result in a complete loss of a client's investment with such Investment Managers. Certain investments, such as alternative investments or investments in pooled investment vehicles carry additional risks including, but not limited to, lack of liquidity, lack of diversification, lack of transparency, reliance on Investment Managers for performance and valuation information, and dependence on key personnel risk.

Investments employed by Investment Managers could expose clients to the inherent risks associated with investments in securities as well as additional risks including, but not limited to, the use of short sales, use of leverage, custodian and prime broker insolvency, lack of diversification, counterparty credit risk, and settlement default risk.

## **ITEM 9 DISCIPLINARY INFORMATION**

T.O.S. Advisors has not been involved in any legal or disciplinary events in the past 10 years that would be material to a client's evaluation of T.O.S. Advisors or the integrity of its personnel.

## **ITEM 10 OTHER FINANCIAL INDUSTRY ACTIVITIES AND AFFILIATIONS**

T.O.S. Advisors and most of its employees do not participate in any other financial industry activities and does not have any other affiliations in the financial industry. However, Mr. Conway also works with Green Harvest Asset Management, LLC as its Chief Investment Officer. Green Harvest Asset Management, LLC has no association with T.O.S. Advisors, and his clients and activities do not overlap. Outside of his role with Green Harvest Asset Management, LLC, Mr. Conway does not receive economic benefits from any person or entity other than T.O.S. in connection with the provision of investment advice to clients.

## **ITEM 11 CODE OF ETHICS, PARTICIPATION OR INTEREST IN CLIENT TRANSACTIONS AND PERSONAL TRADING**

T.O.S. Advisors has instituted a Code of Ethics, predicated on the principle that T.O.S. Advisors and its employees owe a fiduciary duty to T.O.S. Advisors' clients. Accordingly, T.O.S. Advisors' employees must avoid activities, interests and relationships that run contrary (or appear to run contrary) to the best interests of clients. At all times, T.O.S. Advisors' employees will (i) place clients' interests ahead of T.O.S. Advisors' and their own interests, (ii) pre-clear certain personal securities transactions (e.g., investments in IPOs and private placements), (iii) report personal securities transactions at least quarterly, (iv) provide T.O.S. Advisors with a detailed summary of certain investment holdings (both initially upon commencement of employment and annually thereafter) over which such employees have a direct or indirect beneficial interest, (v) abide by T.O.S. Advisors' Insider Trading Policy that forbids employees from trading, either personally or on behalf of others, on the basis of material nonpublic information in violation of the law, (vi) avoid taking advantage of their position of employment (i.e., employees will not accept investment opportunities, gifts, or other gratuities from individuals seeking to conduct business with T.O.S. Advisors, other than in accordance with T.O.S. Advisors' Gifts and Entertainment Policy), and (vii) maintain full compliance with the Federal Securities Laws, including, but not limited to, Section 204A and Rule 204A-1 of the Advisers Act. The CCO will maintain and review personal securities and other compliance reports and upon determining that a violation of the Code of Ethics has occurred will work with outside counsel and/or compliance consultants as necessary to determine the appropriate action to take (e.g., document the matter and its resolution in a violations log, make additional disclosure to clients, enhance certain policies and procedures, disgorge personal trading profits or losses avoided, etc.). Finally, T.O.S. Advisors provides each employee with a copy of the Code of Ethics and any amendments thereto. Each employee must acknowledge, in writing, his/her receipt and understanding of the Code of Ethics and is required to re-certify annually and upon any material changes to the Code of Ethics.

T.O.S. Advisors shall, upon request, furnish clients with a copy of the Code of Ethics. Clients may contact the CCO at (713) 376-3202 to make such a request.

T.O.S. Advisors' employees may conduct investment activities for their own accounts. In some cases, the investment holdings of T.O.S. Advisors' employees may overlap with those of clients and employee personal securities transactions could theoretically occur in the same security on the same day as client securities transactions. Employees are prohibited from using any advance knowledge of an Investment Manager's trading intentions in order to benefit from any potential impact of client trading activity.

T.O.S. Advisors' employees generally do not personally hire Investment Managers that T.O.S. Advisors has selected for clients. T.O.S. Advisors' may select or change Investment Managers for one client, but not another, or recommend differing allocations in different amounts or at different times for a particular client. Finally, T.O.S. Advisors does not expect there to be instances where employees have previously hired an Investment Manager that T.O.S. Advisors later selects on behalf of clients.

Despite the potential benefits (e.g., access to the Investment Manager, the ability to negotiate lower fees, etc.), several conflicts of interest exist when employees recommend an Investment Manager in which they already have a personal ownership interest. For example, employees may have an incentive to recommend such Investment Managers if they feel that additional inflows of capital will benefit the Investment Manager and thus their own personal accounts (e.g., additional assets under management may ensure that a smaller Investment Manager continues to operate). As another example, if the employee has a personal or familial connection to the Investment Manager, the employee may have an incentive to recommend the investment to T.O.S. Advisors' clients.

The CCO monitors T.O.S. Advisors' Investment Manager selection and allocation decisions in a manner designed to prevent any client from being systematically disadvantaged, including if instances should arise where an Investment Manager may have limited capacity to manage additional monies. Additionally, the CCO reviews the personal securities transactions of employees to detect and prevent any instances where employees appear to time their securities transactions to benefit from any knowledge of upcoming transactions made by Investment Managers on behalf of clients. Finally, employees are required to report their personal trading activities and communicate any potential conflicts of interest associated with Investment Managers, including their personal use of Investment Managers, to the CCO.



## ITEM 12 BROKERAGE PRACTICES

### *Prime Broker/Bank Custodian*

T.O.S. Advisors may select one or more firms to serve as prime broker or bank custodian (“custodian”) to hold the funds and securities of, and execute transactions for, T.O.S. Advisors’ clients. In addition to custody and execution, a custodian may provide other core functions (including, but not limited to, reporting, clearing, and client service) as well as value-added items (including, but not limited to, advanced research and analytics on Investment Managers and technology services) to the clients. T.O.S. Advisors may also select custodians that provide specific services to clients (including, but not limited to, electronic access to account information and trade confirmations and access to specialized customer service personnel) that it believes will allow clients to operate effectively and efficiently.

T.O.S. Advisors selects custodians after discussion with and notification to clients or their designated representatives and has the authority to negotiate fee terms with custodians on behalf of its clients. T.O.S. Advisors considers, among other things, the financial stability, regulatory status, reputation, reasonableness of fees, and level of customer service in selecting or recommending custodians. T.O.S. Advisors is not required to maintain its relationship with the selected custodians and may change or add additional custodian relationships at any time, at which point clients receive notification of any such changes or additions.

Though T.O.S. Advisors generally has authority to determine the custodian(s) used by clients, ultimately the selected Investment Managers select the broker-dealers used to execute securities transactions and hold responsibility for seeking to achieve best execution on behalf of T.O.S. Advisors’ clients.

T.O.S. Advisors currently does not receive products or research services in return for payment of commissions to brokers or dealers (“soft dollars”). In addition, T.O.S. Advisors does not consider client referrals in selecting brokers or dealers. Finally, T.O.S. Advisors does not engage in directed brokerage.

T.O.S. Advisors does not recommend individual securities to clients. Therefore, trade aggregation does not apply. While T.O.S. Advisors does not aggregate Fund trades, in some instances an Investment Manager(s) may be suitable for more than one client. As such, multiple clients may jointly employ the same Investment Manager(s). As a matter of policy, if T.O.S. Advisors encounters instances where multiple clients wish to use an Investment Manager(s) with limited capacity, T.O.S. Advisors seeks to make Investment Manager selection and allocation decisions in a manner designed to treat clients fairly and equitably over time.

## ITEM 13 REVIEW OF ACCOUNTS

### *Reviews*

T.O.S. Advisors' CCO holds responsibility for conducting periodic reviews of client accounts. The frequency and nature of due diligence reviews of Investment Managers and client account reviews are described below.

As mentioned previously, in selecting Investment Managers, T.O.S. Advisors reviews due diligence reports and background information packaged by the broker-dealers and custodian banks with which clients have accounts. These financial institutions have their own due diligence process that includes an evaluation of various metrics including, but not limited to, the depth of management (i.e., how many people are making the investment decisions) and their level of experience, the performance history of the investment manager, the longevity of the investment manager and turnover of its investment staff, etc. Using their own filtering systems that evaluate the information gathered on a population of Investment Managers, the financial institutions provide a list of recommended Investment Managers to T.O.S. Advisors. T.O.S. Advisors may in the future use due diligence reports and background information packaged by unaffiliated investment consultants or conduct due diligence on Investment Managers entirely in-house.

T.O.S. Advisors also works with select law firms to assist in reviewing client portfolios and, in particular, with respect to alternative investments. Such reviews may entail basic due diligence and background checks with assistance from law firms and may include an evaluation of alternative investment contractual provisions, assessment of alternative investment offshore governance matters, sourcing silent partners and reviewing for potential criminal and regulatory concerns.

As part of its ongoing Investment Manager due diligence and client account monitoring efforts, T.O.S. Advisors reviews each client's custodial statements generally on a monthly basis, which show all holdings and transactions within client accounts. T.O.S. Advisors has engaged a vendor to provide consolidated reporting that groups each client's accounts and allows T.O.S. Advisors to review aggregated performance figures for particular investments, asset classes, client accounts, geographic regions, market capitalizations, etc. The consolidated reporting also includes benchmark data so T.O.S. Advisors can monitor the relative performance of client accounts and Investment Managers.

Also, as part of its ongoing Investment Manager due diligence and client account monitoring efforts, T.O.S. Advisors monitors the overlap of portfolio holdings across the selected

Investment Managers as well as the tax basis of holdings and capital gains exposures. T.O.S. Advisors attempts to make Investment Manager recommendations in a tax sensitive manner in coordination with any other financial professionals or tax advisers used by clients.

Reviews occur on an ongoing basis and more formal, in-depth reviews occur at least every six months. Material events or changes in the financial markets and any changes to clients' circumstances also would generally prompt more formal reviews of client accounts. During these more formal reviews, T.O.S. Advisors reviews the investment strategy employed by the selected Investment Managers and the performance achieved in client accounts. Based on the results of this review, T.O.S. Advisors may rebalance asset allocations and make changes to the selected Investment Managers.

### *Reports*

As soon as reasonably practicable after the end of each calendar quarter, T.O.S. Advisors delivers or presents to clients during meetings a statement reflecting their portfolio holdings at that time and the transactions that occurred throughout the quarter. T.O.S. Advisors will also provide other periodic reports or information as clients may reasonably request.

Clients receive the following reports directly from the qualified custodians that safeguard their funds and securities: at least quarterly statements that summarize securities and cash held in each account, and activity in each account including all trades, dividends received and cash withdrawals or contributions.

## **ITEM 14 CLIENT REFERRALS AND OTHER COMPENSATION**

T.O.S. Advisors may offer compensation to individuals within T.O.S. Advisors' network who recommend prospects if those prospects become T.O.S. Advisor clients. The compensation will generally consist of a percentage of the management fee for a defined period of time.

Additionally, T.O.S. Advisors has entered into an agreement with a third party a solicitor. The solicitor will perform its responsibilities in accordance with instructions from T.O.S. Advisors and the Investment Advisers Act and the rules thereunder.

## **ITEM 15 CUSTODY**

All clients' accounts are held in custody by unaffiliated qualified custodians. Qualified custodians send statements directly to the account owners on at least a quarterly basis. Clients should carefully review these statements, and should compare these statements to any account information provided by T.O.S. Advisors.

## **ITEM 16 INVESTMENT DISCRETION**

Pursuant to Consulting Agreements executed with its clients, T.O.S. Advisors has discretionary authority to supervise and direct the investment of clients' assets, including the power and authority to buy, sell, exchange, convert, and otherwise effect transactions in any stocks (including stocks of non-U.S. issuers), bonds (including bonds of non-U.S. issuers), other securities, and contracts (including covered and uncovered option contracts) pertaining thereto and to exercise all rights and make all elections pertaining to all client assets, all without prior consultation with or approval by client.

In practice, T.O.S. Advisors selects, in consultation with clients or their designated representatives, the prime brokers and bank custodians used to safeguard client funds and securities. T.O.S. Advisors also selects Investment Managers, which assume discretionary authority for the securities to be bought or sold for each client's account, the amount of securities to be bought or sold for each client's account, the broker or dealer to be used for a purchase or sale of securities for each client's account, and the commission rates to be paid to a broker or dealer for each client's securities transactions.

Clients may place limitations on this authority by negotiating the terms contained in the Consulting Agreement executed with T.O.S. Advisors.

## **ITEM 17 VOTING CLIENT SECURITIES**

T.O.S. Advisors' clients' accounts are managed by the Investment Managers selected by T.O.S., which does not recommend individual securities to its clients. T.O.S. Advisors expects the selected Investment Managers to hold responsibility for voting any proxies on behalf of its clients. In the unexpected case that T.O.S. Advisors is required to make a vote or grant an approval relating to a temporary cash or cash equivalent investment (e.g., money market funds and certificates of deposit), T.O.S. Advisors will vote in the best economic interests of its clients and would generally vote in favor of routine corporate housekeeping proposals (where no corporate governance issues are implicated). Generally, for other proposals, T.O.S. Advisors will vote in accordance with the recommendation of management unless such vote would appear to subject clients to worse investment terms, in which case T.O.S. Advisors would evaluate whether to oppose management's recommendation and remain in the cash or cash equivalent investment or to move to a different investment option.

Clients should contact T.O.S. Advisors to request information from selected Investment Managers about how the Investment Managers voted their securities and to obtain a copy of the selected Investment Managers' proxy voting policies and procedures. In addition, clients should contact T.O.S. Advisors with questions about a particular solicitation. T.O.S. Advisors will forward such inquiries to the selected Investment Managers.

Depending on the particular Investment Manager, clients may be able to direct an Investment Manager's vote in a particular solicitation and should contact T.O.S. Advisors to make any inquiries in this area. The ability to direct votes varies based on the internal policy of each selected Investment Manager.

Investors may obtain a copy of T.O.S. Advisors' Proxy Voting and Class Action Lawsuits Policies and Procedures as well as information about how T.O.S. Advisors voted or granted any approvals relating to temporary cash or cash equivalent investments (as applicable) by contacting the CCO at (713) 376-3202.

## **ITEM 18 FINANCIAL INFORMATION**

T.O.S. Advisors has never filed for bankruptcy and is not aware of any financial condition that is expected to affect its ability to meet any contractual commitments to its clients.