

Updated Agency Services Guidelines

January 6, 2017

These guidelines are intended to promote transparency, ensure smooth, seamless contracting and support the production of quality business at all levels of your organization. Keep in mind that all contracting decisions are made at the sole discretion of the company.

Updates Include:

Assignment of Commissions

Effective **January 15, 2017**, Athene will no longer accept Assignment of Commissions for the transferring of tax liability. The Organization will need to complete Corporate Contracting paperwork along with the principal set up. A principal relationship will need to be maintained to that Organization. In order for commissions to be paid directly to the Organization and tax liability transferred, all downline producers will need to be set up at the LOA compensation level. Any assignment of commission form received after **January 15, 2017** will not be accepted.

Transferability Rules for National and Annexus IMO's (see Financial Institution Rules below) ([Full text of Agency Services Guidelines, 20075, Vs 12/16](#))

If a producer meets the transferability requirements below, only a transmittal needs to be submitted in lieu of the full Contracting kit.

Requests for hierarchy transfers must meet the following eligibility requirements:

- Contracting The transferring producer cannot carry a debit balance.
- The producer has been contracting with Athene for at least 6 months in their current hierarchy, and has submitted no business with an application signed date of 6 months or less from the date of the transfer request.
- If the producer has not been contracted with Athene for at least 6 months in their current hierarchy, or has submitted business with an application signed date of 6 months or less from the date of the transfer request, a signed and dated release will be required from the current Top of Hierarchy. Release must be signed by an Authorized Signor for the Top of Hierarchy requesting the release.
- If the producer is a registered representative with an Organization that has signed a Master Selling Agreement with Athene, and that Organization does not allow outside business activity or an Approved Independent Marketing Organization, the producer will not be eligible to transfer to an Independent Marketing Organization and the producer will need to contact their current Broker Dealer.
- If the producer is a registered representative with an Organization that has signed a Master Selling Agreement with Athene, and that Organization allows outside business active or is an Approved Independent Marketing Organization with that Broker Dealer, an additional code will be created for approved products.

Transferability Rules for Financial Institutions

If a producer meets the below transferability requirements, only a transmittal needs to be submitted in lieu of the full Contracting kit. These rules only apply to producers who report directly to a Broker Dealer or Bank that has executed a Master Selling Agreement with Athene.

Requests for hierarchy transfers must meet the following eligibility requirements:

- The transferring producer cannot carry a debit balance.
- The producer has changed their registration with FINRA to a new Organization that has executed a Master Selling Agreement with Athene, no transfer rules apply, and producer is free to transfer to Organization they are registered with.
- The producer has been contracted with Athene for at least 6 months in their current hierarchy, and has submitted no business with an application signed date of 6 months or less from the date of the transfer request and is registered with the same Broker Dealer through FINRA.
- If the producer has not been contracted with Athene for at least 6 months in their current hierarchy, or has submitted business with an application signed date of 6 months or less from the date of the transfer request, a signed and dated release will be required from the current Top of Hierarchy. The producer must be registered with the same Broker Dealer through FINRA, and a release must be signed by an Authorized Signor for the Top of Hierarchy requesting the release.
- If the producer is a registered representative with an Organization that has signed a Master Selling Agreement with Athene, and that Organization allows outside business active or is an Approved Independent Marketing Organization with that Broker Dealer, if all other criteria is met. Producer is eligible.

Thank you for your business!