

1) FIRM OVERVIEW & SUMMARY OF OFFERED SERVICES

- i) Describe your firm's global book of verification business and give an overview of your firm's history as a verification service provider. Also list the verification clients that you have lost in the last three years, including information about the reason for the loss.

Number of clients (verification and consulting)	29 relations as of Dec. 31, 2017
Total client AUM	~\$35 Bil.
Number of clients gained over last 5 years	27
Number of clients lost over last 5 years	0
Please describe your presence in Canada	Clients USA, Caribbean, and across Canada from BC to Nova Scotia,

- ii) How does your firm stay current with significant industry issues and changes? How do you communicate these issues / changes to your clients?

EVIV Group is the only firm that offers an assistance with implementation planning relating to compliance with CRM2 Amendments to NI31-103 and subsequent implementation:

- compiling the information that will form the basis for the new reports on investment performance
- presenting performance in a manner consistent with the requirements of NI31-103
- meeting the timeline for each new level of compliance
- verification of both MWRR and TWRR
- providing support and data in response to questions from securities regulators, as needed.

2) STANDARDS

- i) What type of training related to GIPS compliance and performance topics can you provide for clients?

All our clients have access to:

- Free on-site training
- Free access to EVIV Group GIPS seminars at the CFA Society Toronto
- Free access to research by EVIV Group and affiliates

- ii) What elements do you, as verifiers, feel are most important to concentrate on during verification?
(This helps the investment management firm understand where the verifier's emphasis lies with regard to what the verifier considers the key elements to test compliance with the standards).

In EVIV Group we go above and beyond the standard testing requirements set forth in the GIPS book. We offer our clients to review and ensure their compliance with both GIPS & OSC requirements.

3) YOUR APPROACH TO THE VERIFICATION PROCESS

- i) Describe how you would structure and manage the verification project

1st step is pre-verification consulting (FREE of charge) – we help our clients to become GIPS Compliant by providing templates and assisting them in every step of the project (Creation GIPS Policies and Procedures, Composites, and GIPS Presentations).

2nd step is the initial Verification - Verification assesses whether (1) the firm has complied with all the composite construction requirements of the GIPS standards on a firm-wide basis and (2) the firm's policies and procedures are designed to calculate and present performance in compliance with the GIPS standards.

3rd step includes updating Consultants databases, pitch books, and their website

- ii) What reliance do you place on any verification, audit, or regulatory work that has already been carried out by your firm or by others?

Before proceeding with the initial Verification, we initiate a brief review (FREE of charge) to ensure that your existing P&P and all of the marketing materials are in Compliance with GIPS Standard.

- iii) Describe the scope of testing your firm normally employs during both an initial and a subsequent verification project.

Accounts open/close dates, composite memberships, market values, AUMs, risk, discretion, performance reasonability, disclosures, and all the others outlined in the GIPS Standards

- iv) Please outline the most common problems and issues that you encounter during verification projects and how they are resolved

Incorrect representation of the firm, unnecessary and time consuming internal policies, miscommunication between departments.

- v) How would you deal with any issues that the verifier and client disagree on?

We recognize that every Firm is unique and has its own and unique investment approach and marketing strategy. We help all our clients to ensure that they stay compliant with both GIPS & OSC requirements by helping Firm to adopt GIPS standards without sacrificing their distinctiveness.