

**ROAD MAP FOR ARTICLE 3 PENSION FUND ASSETS TO TRANSFER ASSETS TO  
THE ILLINOIS POLICE OFFICERS' PENSION INVESTMENT FUND**

1. Adopt the [Resolution Appointing Authorized Agents](#).
2. Email an executed copy of the resolution and the Secretary's Certificate, to the IPOPIF at [info@ipopif.org](mailto:info@ipopif.org).
3. Authorized agents send a form of notice ([Exhibit B](#)) to all custodians and other entities with fiduciary control of any portion of the fund's assets.
4. Ensure custodian and investment service providers respond to requests from IPOPIF custodian, State Street, for asset holding files and adhere to asset transfer instructions.
5. IPOPIF must be in receipt of Exhibit A and have recent investment holding information for asset transfer.
6. IPOPIF sends Delivery Letter, Certified Investment Asset List (CIAL) and Letter of Direction (LOD) to fund.
7. Authorized agent is required to sign the LOD and deliver to the fund's custodian(s).
8. Upon receipt of the CIAL, fund may not purchase or sell any assets included on the list.
9. Take all reasonable steps to assist IPOPIF in converting non-transferable assets to transferrable assets.
10. The IPOPIF shall promptly and prudently transfer all such pension fund assets on the transfer date.
11. On transfer date, statutory and fiduciary responsibility fund assets on the CIAL shift to IPOPIF.
12. Receive a formal receipt for the transfer from the IPOPIF.
13. Prepare for [cash management](#) needs by submitting an Account Access form to [cashinstructions@ipopif.org](mailto:cashinstructions@ipopif.org)

*Please refer to the IPOPIF [website](#) for additional information including [Frequently Asked Questions](#) and a [library of communications](#) related to the asset transition. Specific questions can be directed to [info@ipopif.org](mailto:info@ipopif.org) or 331-472-1080.*