

North Carolina Department of State Treasurer Placement Agent,  
Political Contribution, and Connection Disclosure Policy

**Form Disclosure Letter for Investment Managers**

From: The Investment Manager listed below

To: The Treasurer of the State of North Carolina  
325 North Salisbury Street  
Raleigh, North Carolina 27603-1385

Re: Disclosure Letter pursuant to Placement Agent and Political Contribution Policy

Ladies and Gentlemen:

Under the Placement Agent, Political Contribution, and Connection Disclosure Policy (the "Policy") adopted by the Treasurer of the State of North Carolina (the "Treasurer"), the Treasurer requires Investment Managers and Placement Agents to make disclosures at certain times specified by the Policy. Pursuant to and in accordance with the Policy, the undersigned Investment Manager hereby makes the following disclosures. Capitalized terms not otherwise defined in this Disclosure Letter have the same meanings as specified in the Policy.

**1. Basic Information**

Name of Investment Manager:	<b>BlackRock Institutional Trust Company, N.A.</b>
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This letter is submitted in connection with the below-listed Investment Transaction.

*List below the name of the fund in which the Treasurer is investing. For investment management agreements, list the name of the separate account or the name of the investment strategy.*

<b>Active Emerging Markets REITS Separate Account</b>
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This form is submitted in connection with an amendment to the Investment Agreement or a proposed consent to amend the Investment Agreement. *If this box is checked, provide responses on this form based on the amendment, not based on the original contract.*

This form is an update to a previously submitted disclosure letter.

## **2. Disclosures and Representations Concerning Placement Agent**

### **2.1. Use of Placement Agent**

*Check the appropriate box.*

The Investment Manager (or any officer, partner, principal, or affiliate thereof) has elected to use or Compensate a Placement Agent to assist the Investment Manager in obtaining investments from, or business with, any of the NC Funds.

*See the definition of "Placement Agent" in Section XI of the Policy. Please be aware that this definition includes (without limitation) not only persons who hold themselves out as "placement agents," but also lobbyists, solicitors, brokers, meeting arrangers, or any other entities or persons engaged for the purpose of obtaining investments from NC Funds.*

No Placement Agent has been, or will be, used or Compensated by the Investment Manager (or any officer, partner, principal, or affiliate thereof) to assist in obtaining investments from, or business with, any of the NC Funds. *If this box is checked, proceed to question 3.1.*

### **2.2. Representations**

The Investment Manager hereby confirms and represents:

- a. The Placement Agent is registered with the Securities and Exchange Commission or the Financial Industry Regulatory Association;
- b. The individual officers, partners, principals, employees, or other representatives of the Placement Agent hold all required securities licenses;
- c. No placement fee has been, or will be, shared with any person or entity not so registered;
- d. The Placement Agent is in the habitual systematized business of acting as a Placement Agent;
- e. Other than as disclosed in this document, no Placement Agent is being, or will be, Compensated, directly or indirectly, to assist the Investment Manager in obtaining investments from, or business with, any of the NC Funds; and
- f. The Investment Manager, not the Treasurer or the NC Funds, shall bear the entire cost of all Placement Agent fees and expenses disclosed in this document.

### **2.3. Placement Agent Information**

- a. The name of the Placement Agent is:

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- b. Is the Placement Agent an affiliate or employee of the Investment Manager?  
 Yes       No

*Note that the definition of "Placement Agent" includes not only third parties, but also employees or affiliates of an Investment Manager who were used or Compensated to assist in obtaining North Carolina business and who were subject to registration with the Securities and Exchange Commission or the Financial Industry Regulatory Association.*

- c. The names of the Placement Agent personnel who have played a role in marketing or outreach for the Investment Transaction are:

- d. The following Placement Agent personnel will receive Compensation, directly or indirectly, as a result of the NC Funds' investment in the Investment Transaction:

*Note that throughout this Disclosure Letter, "Compensation" to a Placement Agent is deemed to include a flat fee, contingent fee, or any other form of tangible or intangible compensation or benefit. See the Policy's definitions for further details.*

- e. To the Investment Manager's knowledge, the officers, partners, or principals of the Placement Agent, not listed above, are:

- f. **Attached** is a resume (or other summary) for each person listed above detailing the person's education, work experience and professional designations.

- g. Are any persons listed above, or any other Placement Agent officers, partners, and/or principals, current or former (i) North Carolina State Treasurers; (ii) Investment Advisory Committee members; (iii) North Carolina Department of State Treasurer employees, contractors, or consultants; or (iv) members of the Immediate Family of persons listed in (i) to (iii) above?

Yes       No

*If your answer is "Yes," list the persons and identify whether those persons would receive a financial benefit from the Investment Transaction.*

**2.4. Recent Management of North Carolina Investments by Investment Manager**

- The Investment Manager (or its affiliate) currently manages an NC Funds investment or has managed an NC Funds investment within the last two years. *If this box is checked, Department policy bars the Compensation of any third-party Placement Agent (in other words, a Placement Agent who is not an employee or affiliate of the Investment Manager) in connection with the Treasurer's investment in the Investment Transaction.*
- The Investment Manager (or its affiliate) has not managed an NC Funds investment within the last two years.

**2.5. Whether Placement Agent is Being Compensated**

- The Placement Agent is not being Compensated, directly or indirectly, as a result of the Treasurer's investment in the Investment Transaction. *If this box is checked, skip question 2.6.*
- The Placement Agent is being Compensated, directly or indirectly, as a result of the Treasurer's investment in the Investment Transaction.

**2.6. Terms of Placement Agent Compensation and Placement Agent Agreement**

*Check one of the three boxes below. You may attach additional pages.*

- Attached are the provisions of the Investment Manager's contract with the Placement Agent that describe the Placement Agent's Compensation and services. These provisions describe any and all Compensation of any kind provided or agreed to be provided to the Placement Agent.
- The contract or arrangement between the Investment Manager and the Placement Agent is oral, not written. Below is a description of the terms of that oral contract that create an obligation to pay a fee to or for the benefit of any Placement Agent, including but not limited to a description of all terms concerning Compensation of any kind provided or agreed to be provided to any Placement Agent. This description includes the nature, timing and value of such Compensation.

- The Placement Agent is an employee of the Investment Manager. Below is a general disclosure providing the employee's role and responsibilities and stating any known effect on the employee's Compensation that is directly attributable to the NC Funds' proposed investment.

**2.7. Actions and Investigations Involving Placement Agent**

*Check one of the two boxes below.*

- a. Has the Placement Agent (or any officer, partner, principal or affiliate thereof) been the subject of a non-routine inquiry, action, or investigation by a federal, state, or local government agency or regulatory body in the last ten (10) years?

Yes       No

*If your answer is "Yes," describe any such actions or investigations. Attach additional pages as necessary.*

- b. To the Investment Manager's knowledge, does the Placement Agent (or any officer, partner, principal or affiliate thereof) anticipate being the subject of such inquiries, actions or investigations in the future?

Yes       No

*If your answer is "Yes," describe any such actions or investigations. Attach additional pages as necessary.*

**3. Connections or Relationships**

**3.1. Conflicts**

- a. Are any personnel, officers, directors, partners and/or principals of the Investment Manager current North Carolina Department of State Treasurer employees, persons who serve as consultants or contractors for the Department's Investment Management Division, or Investment Advisory Committee members?

Yes       No

*If the answer is "Yes," enclose a statement providing further information.*

- b. Will any current North Carolina Department of State Treasurer employees, persons who serve as consultants or contractors for the Department's Investment Management Division, or Investment Advisory Committee members receive a financial benefit to themselves or to a member of their Immediate Family derived from the Compensation provided to the Investment Manager or Placement Agent for the Investment Transaction?

Yes       No

*If the answer is "Yes," enclose a statement providing further information.*

**3.2. Recommendations of Placement Agent**

- a. Did a current or former Treasurer, Department of State Treasurer employee, Investment Management Division contractor or consultant, or member of the Investment Advisory Committee suggest to the Investment Manager that it retain the Placement Agent?

Yes       No

*If your answer is "Yes," list the person who suggested retention of the Placement Agent.*

- b. To the Investment Manager's knowledge, did a current or former Treasurer, Department of State Treasurer employee, Investment Management Division contractor or consultant, or member of the Investment Advisory Committee suggest to the Department's investment staff that the Placement Agent be retained for the Investment Transaction?

Yes       No

*If your answer is "Yes," list the person who suggested retention of the Placement Agent.*

**3.3. Family Relationships**

Are any of the persons listed in box (1) a member of the Immediate Family of a person listed in box (2)?

Box (1)	Box (2)
<ul style="list-style-type: none"> <li>• The State Treasurer</li> <li>• Department of State Treasurer Senior Staff</li> <li>• Members of the Investment Advisory Committee</li> <li>• Investment Management Division Senior Staff</li> <li>• Investment Management Division staff who played a role in due diligence for the Investment Transaction</li> </ul>	<ul style="list-style-type: none"> <li>• A principal member of the project team for the Treasurer's account at the Investment Manager</li> <li>• Any person associated with the Placement Agent listed in the responses to Question 2.3</li> </ul>

Yes       No

*If your answer is "Yes," list the persons and describe the relationship.*

**Note: For purposes of this letter, we are defining “project team” as those individuals on the portfolio management team responsible for managing this passive mandate.**

*The following questions ask about past or present connections, friendships, or relationships that may exist between the Treasurer's staff and the Investment Manager's staff. Some types of connections or relationships are the ordinary result of doing business. The Treasurer's Compliance Counsel will evaluate this form to determine whether recusal, additional due diligence, or other actions are required.*

### **3.4. Former Department Personnel or Officials**

Are any Investment Manager personnel former North Carolina Department of State Treasurer employees or contractors, North Carolina State Treasurers, or Investment Advisory Committee members?

Yes       No

*If your answer is “Yes,” list the persons and identify whether those persons would receive a financial benefit from the Investment Transaction.*

**To the best of our knowledge, no personnel on the relationship management team or the project team (as defined above) are former North Carolina Department of State Treasurer employees or contractors, North Carolina State Treasurers, or Investment Advisory Committee members.**

### **3.5. Prior Working Relationships**

List below any professional or working relationships that the Investment Manager's project team for the Treasurer's account have had in the past with persons who are now Investment Management Division personnel, Investment Management Division consultants or contractors, the State Treasurer, or Department of State Treasurer Senior Staff.

*Please list in this section any occasions where persons worked together on the same projects at the same company, at the same fund, or as part of a client-consultant relationship. You need not list prior occasions in which the Investment Manager did business for the Department of State Treasurer.*

**None**

**3.6. Social Connections**

List below any social connections or relationships between the Investment Manager’s project team for the Treasurer’s account and Investment Management Division personnel, Investment Management Division consultants or contractors, the State Treasurer, or Department of State Treasurer Senior Staff.

*Please list in this section any pre-existing relationships involving social contacts outside of business.*

**None**

**4. Lobbying Information**

*Check one of the two boxes below.*

The Investment Manager (and/or any officer, employee, partner, principal or affiliate thereof) is registered as a lobbyist with a state government. If this box is checked, the following are the names and positions of such persons and the registrations held (attach additional pages as necessary):

**See attached.**

Neither the Investment Manager nor any officer, employee, partner, principal or affiliate thereof is registered as a lobbyist with any state government.

**5. Political Contributions**

**5.1. Representation**



The Investment Manager hereby confirms and represents that none of the Investment Manager and its respective officers, partners, principals or affiliates has made, coordinated or solicited any Political Contribution to the Treasurer or any incumbent, nominee, candidate or successful candidate for such elective office (i) in violation of applicable state or federal law or (ii) in a manner that would make it unlawful, under the SEC Rule, for the Investment Manager (or its affiliate) to seek compensation for services to the Treasurer and/or the NC Funds.

**5.2. Disclosure**

During the last five years from the date of this letter, have the Investment Manager or its respective officers, partners, principals or affiliates made, coordinated, or solicited any Political Contributions for the campaign of (a) any incumbent, nominee, or candidate for North Carolina State Treasurer or (b) for the campaign of the current State Treasurer running for a different office?

Yes       No

*If your answer is "Yes," list applicable Political Contributions below.*


Date	Person or company making, coordinating, or soliciting	Person or entity receiving	Amount

*[Signature Page Follows]*

**6. Signature**

By signing below, the Investment Manager hereby (i) represents and warrants that the information found in this Disclosure Letter is true, correct, and complete in all material respects, and (ii) agrees that it shall provide the Treasurer with a written update of any material changes to any of the information in this Disclosure Letter within fourteen (14) days from the date the Investment Manager knew or should have known of the change of information.

Sincerely,

  
\_\_\_\_\_,  
**on behalf of the Investment Manager listed above**  
**By:** Joshua Glevine  
(print name)  
**Title:** Managing Director  
**Date:** 1/29/16



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- User's Manual

## Lobbying Activity

# BLACKROCK INSTITUTIONAL TRUST COMPANY, N.A.

- View:**
- General Information
  - Financial Activity/Filing History

- Legislative Session**
- 2015 through 2016
  - Historical

**Name, address and other general information related to the lobbyist employer is presented here.**

**ADDRESS**

400 HOWARD STREET  
 SAN FRANCISCO, CA 94105  
 Phone: (202) 371-7697  
 Email: kcrowley@skadden.com

RESPONSIBLE OFFICER	REGISTRATION DATE	STATUS
J.J. ANDRE, MANAGING DIRECTOR	01/01/2015	Active

EMPLOYER'S LOBBYISTS		
NAME	START DATE	TERMINATION DATE
<a href="#">GODUTI, ALMOND G.</a>	01/01/2015	08/31/2015
<a href="#">FARRAR, MATTHEW</a>	01/01/2015	08/28/2015
<a href="#">FUNG, VICTORIA</a>	01/01/2015	
<a href="#">ZEIDAN, MELISSA</a>	01/01/2015	06/30/2015
<a href="#">CARVILLE, JAMES</a>	01/01/2015	
<a href="#">O'DONNELL, KEVIN</a>	01/01/2015	
<a href="#">CHEW, SAMANTHA</a>	01/01/2015	