BARKAN

Management Agreement Renewal Policy

OPERATIONS

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VERSION	EFFECTIVE	REVIEWED
1.0	March 2026	March 2026

POLICY

Barkan is committed to maintaining proactive and professional relationships with our clients. As part of this commitment, all Management Agreements must be reviewed and renewed in a timely manner to ensure continuous service delivery, contractual compliance, and alignment with client expectations. This policy outlines the process and responsibilities related to the review, preparation, and execution of Management Agreement renewals.

Agreement Review Timeline

1. Management Agreements must be reviewed no later than 120 days prior to the contract expiration date.
2. Barkan Corporate Office is responsible for identifying upcoming expirations and initiating the renewal process.

Renewal Process Overview

1. The Management Team (PMs, GMs, (S)AEs, RDs, VPs) must review the current agreement and identify any changes in scope, fees, or service needs.
2. Prior to drafting the renewal letter, The Management Team must provide to Corporate a list of 3 accomplishments of past year, 3 goals for upcoming year and recommended increase.
3. The Management Team must schedule a meeting or send written communication to the client representative to discuss proposed renewal terms.
4. If required, the draft agreement must be reviewed by Barkan's legal team or designated compliance officer.
5. Once finalized and approved, the renewal agreement must be presented or sent to the client for signature. Fully executed agreements must be uploaded to the contract repository and retained according to company policy.

Employee Responsibility

1. It is the responsibility of the assigned Management Team to ensure timely follow- through of the renewal process as outlined herein.
2. Corporate is responsible for oversight and providing support where necessary.
3. Failure to renew agreements on time may result in service disruption and potential legal or financial risk.

Agreement Tracking and Notification

1. Barkan will maintain a centralized tracking system for all active Management Agreements.
2. Automatic notifications will be sent to the Management Team 120 days before the contract expiration.
3. All agreements must be reviewed by the Corporate Accountant who is responsible for making sure the new fees are charged on the effective date.