



Loan Program Amendment Kit

This kit can be used to amend a 401(k) and/or Profit Sharing plan loan program to increase the number of loans permitted to each participant.

Instructions

Since 1984

Fill out the amendment with the name of your plan, the maximum number of loans you wish to allow, and the company name above the signature lines. You should also fill in the plan name on the Notice To Participants. Also, we have included sample resolutions for corporations, proprietors, partnerships/LLPs/LLCs. You may fill in the appropriate resolution and execute for your records or use your own resolution format.

Design and
Administration of

- 401(k)
- Profit Sharing
- Pension Plans

You may either print the form and write in the information needed, or you may fill in the fields while viewing the file in Adobe Acrobat Reader and print it for your execution.

If you do elect to increase the number of plan loans permitted, please be sure to fax a copy of the executed amendment to us so that we can update our records and communicate properly with your employees. **Fax the executed amendment to 949-600-7666.**

If you have any questions, please contact your Administrative Case Manager at The Pension Group, Inc.

23046 Avenida de la
Carlota, Suite 500
Laguna Hills, California
92653
(949) 768-4015
FAX (949) 600-7666
email:
postmaster@pensions.com

**AMENDMENT
TO THE**

LOAN PROGRAM

WHEREAS, the Company wishes to increase the number of loans available to Participants under the above-named plan's loan program,

NOW, THEREFORE, effective as of the date this amendment is executed the Plan is amended as follows:

The maximum number of loans a Participant may have outstanding at one time is increased to _____.

IN WITNESS WHEREOF, the undersigned Employer has executed this Amendment as of the day and year set forth below.

Date Adopted: _____

By: _____
(signature)

Name: _____
(type/print)

Title: _____

NOTICE TO PARTICIPANTS

Your Employer has amended the Loan Program of your retirement plan. This is a summary of the modifications that were made. It should be read in conjunction with the Summary Plan Description, which has already been distributed to you.

Effective _____ the maximum number of loans a Participant may have outstanding is increased to _____.

**Certificate of Corporate Resolutions
of**

The undersigned Secretary certifies that the following resolutions were adopted by the Board of Directors on the date set forth below.

Resolved, to approve the attached amendment to the Loan Program of the

Resolved, that the Notice to Participants which is attached hereto and which reflects the changes made by the above referenced amendment is hereby approved;

Resolved, that any other actions necessary to effectuate the foregoing resolutions and to make any necessary communications to employees are hereby authorized to be taken.

Date Executed _____

Corporate Secretary

**Certificate of Actions
Taken By**

The undersigned duly authorized member of the above named company certifies that the following actions were taken by the partners on the date set forth below.

It Was Decided to approve the attached amendment to the Loan Program of the

It Was Decided to approve the attached Notice to Participants which reflects the changes made by the above referenced amendment; and

It Was Decided to take all additional steps necessary to effectuate the foregoing actions and to make any necessary communications to employees.

Date Executed _____

Authorized Member Signature

Name (type / print)

**Certificate of Action
By The Sole Proprietor**

The undersigned sole proprietor hereby takes the following actions:

It Was Decided to approve the attached amendment to the Loan Program of the

It Was Decided to approve the attached Notice to Participants which reflects the changes made by the above referenced amendment; and

It Was Decided to take all additional steps necessary to effectuate the foregoing actions and to make any necessary communications to employees.

Date Executed _____

Signature

Name (type / print)