**MZQ Consulting, LLC Prototype Health & Welfare**

**Wrap Plan and Summary Plan Description**

**Adoption Agreement**

This Adoption Agreement, together with (1) the MZQ Consulting, LLC Prototype Health & Welfare Wrap Plan and Summary Plan Description (the “Prototype Document”), and (2) the related summaries, certificates, contracts, agreements and insurance policies, constitute the official Plan Document and Summary Plan Description governing the Plan named below as required by ERISA. These documents are available for review during normal work hours. You may also request copies of these documents. If a summary differs from the underlying contract, agreement, or insurance policy, the underlying document will control. In addition, the Plan Administrator or other personnel cannot modify the terms of the Plan through written or oral statements.

This Adoption Agreement/Prototype Document describes the plan as in effect on the effective date listed below. Prior versions of the Plan may have been in effect prior to the effective date.

|  |  |
| --- | --- |
| **Effective Date for Current Plan Document:** |  |

**I—GENERAL PLAN INFORMATION**

|  |  |
| --- | --- |
| 1. Official Plan Name: |  |
| 1. Name of Plan Sponsor: |  |
| 1. Address of Plan Sponsor: |  |
| 1. Phone Number of Plan Sponsor: |  |
| 1. Plan Sponsor’s EIN: |  |
| 1. Plan Number: |  |
| 1. Type of Plan: | Welfare Benefit Plan |
| 1. Plan Year: |  |
| 1. Plan Administrator: |  |
| 1. Agent for Service of Legal Process: |  |
| 1. The following related employers also participate in the Plan: |  |
| 1. COBRA Administrator: |  |

**II—BENEFITS**

The chart below identifies (1) the component benefits available under the Plan, (2) the insurer or third-party administrator responsible for the administration of the benefit, (3) any applicable policy or group number, and (4) the address for the administrator of the benefit.

The benefits listed with a “\*” next to them may be paid for on a pre-tax basis through the Plan Sponsor’s Cafeteria Plan.

Each of the insurer(s)/administrator(s) listed above produces booklets/certificates describing the benefits available under the Plan. These supplementary materials are part of this Plan document. These materials describe the benefits available under the Plan in detail. If you have not received these materials, please contact the Plan Sponsor for a copy.

**III—ELIGIBILITY**

The chart below identifies the general eligibility criteria and any waiting periods applicable to benefits offered under the Plan.

**IV—CAFETERIA PLAN**

\* \* \*

The Plan Sponsor hereby adopts the MZQ Consulting, LLC Prototype Health and Welfare Plan Document and Summary Plan Description and this Adoption Agreement effective as of the effective date above.

|  |  |
| --- | --- |
| By: |  |
| Title: |  |
| Date: |  |