

Item 1 - Cover Page

The Institute of Trade Management

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This Brochure provides information about the qualifications and business practices of The Institute of Trade Management. If you have any questions about the contents of this Brochure, please contact us at 248-539-5405 or [info@trademgmt.com](mailto:info@trademgmt.com). The information in this Brochure has not been approved or verified by the United States Securities and Exchange Commission or by any state securities authority.

The Institute of Trade Management is registered with the State of Michigan as an investment adviser. Registration of an Investment Adviser does not imply any level of skill or training. The oral and written communications of an Adviser provide you with information to help you determine whether to hire or retain an Adviser.

Additional information about The Institute of Trade Management also is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

## Item 2 – Material Changes

This Brochure dated March 29, 2016 is an update of our Brochure dated March 26, 2012. This Document has no material changes from our previous Brochure.

In the future, this Item will discuss only specific material changes that are made to the Brochure and provide you with a summary of such changes. We will also reference the date of our last annual update of our brochure. We will ensure that you receive a summary of any materials changes to this and subsequent Brochures within 120 days of the close of our business' fiscal year.

In addition to our annual updates, we may provide further disclosure of new information or material changes as necessary, at any time, without charge.

Currently, our Brochure may be requested by contacting David J. Kubicek, CFP®, managing director, at 248-539-5405 or [dkubicek@trademgmt.com](mailto:dkubicek@trademgmt.com). There will be no charge for the document or its delivery. Our Brochure is also available on our web site [www.trademgmt.com](http://www.trademgmt.com), also free of charge.

Additional information about The Institute of Trade Management is available via the SEC's web site [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). The SEC's web site also provides information about any persons affiliated with The Institute of Trade Management who are registered, or are required to be registered, as principals or investment adviser representatives of The Institute of Trade Management.

Item 3 -Table of Contents

Item 1 – Cover Page..... i

Item 2 – Material Changes ..... ii

Item 3 -Table of Contents.....iii

Item 4 – Advisory Business ..... 1

Item 5 – Fees and Compensation ..... 1

Item 6 – Performance-Based Fees and Side-By-Side Management..... 2

Item 7 – Types of Clients ..... 2

Item 8 – Methods of Analysis, Investment Strategies and Risk of Loss ..... 3

Item 9 – Disciplinary Information ..... 3

Item 10 – Other Financial Industry Activities and Affiliations ..... 3

Item 11 – Code of Ethics ..... 4

Item 12 – Brokerage Practices ..... 4

Item 13 – Review of Accounts ..... 5

Item 14 – Client Referrals and Other Compensation ..... 5

Item 15 – Custody ..... 5

Item 16 – Investment Discretion ..... 5

Item 17 – Voting Client Securities ..... 5

Item 18 – Financial Information..... 6

Item 19 – Requirements for State-Registered Advisers..... 6

#### **Item 4 – Advisory Business**

The Institute of Trade Management provides financial consulting services, financial planning and investment advice. The company has been in business since January, 1997. The principal owner is David J. Kubicek, CFP®. The Institute of Trade Management is currently registered as an Investment Advisor.

Our financial advice may include a wide array of investment and cash management products. We customize our advice to your needs and/or goals by carefully gathering and analyzing information about your specific situation. However, it is important to note that we are not affiliated with any brokerage company or financial product company. Therefore, we do not receive compensation based on any investment products which might be recommended to you.

In addition to financial consulting, investment advice and financial planning, The Institute of Trade Management offers litigation support services, treasury and cash management consulting and management consulting.

#### **Item 5 – Fees and Compensation**

All investment advice, financial planning and financial consulting services are offered for fees negotiated at the time of engagement. Depending on your needs, we may propose charging by the hour or by the project. In addition, we may work on an ongoing retainer basis. Unless otherwise requested by you, our fees are invoiced and due following the delivery of services. We won't deduct fees from your investment accounts.

The specific amount and manner in which fees are charged by The Institute of Trade Management are established in a written agreement between you and The Institute of Trade Management. You can cancel the agreement at any time by submitting written notice to The Institute of Trade Management. Any fees accrued until the time of the cancellation notice will be considered owed to The Institute of Trade Management, but any further charges will cease at the time of your cancellation notice. Surplus prepaid fees, if any, will be returned to you.

Because The Institute of Trade Management is not affiliated with any brokerage company or financial product company, you are free to purchase any recommended investment products through brokers and agents of your choice. We don't charge brokerage commissions, transaction fees or other related transaction-based investment costs, so our

advice is not influenced by transaction fees of any kind or your frequency of trading. However, your brokers, custodians and other third parties may charge you for their services. Such charges may include brokerage commissions, transaction fees as well as fees charged by managers, custodial fees, deferred sales charges, odd-lot differentials, transfer taxes, wire transfer and electronic fund fees, and other fees and taxes on brokerage accounts and securities transactions. Mutual funds and exchange traded funds also charge internal management fees, which are disclosed in a fund's prospectus. Such charges, fees and commissions are exclusive of, and in addition to, The Institute of Trade Management's fees. We do not receive any portion of these commissions, fees and costs. However, as part of our services, we will seek to explain and if applicable, make recommendations which could help minimize your various costs of investing.

In addition, The Institute of Trade Management may assist you in your selection of brokerage and financial product companies. Item 12 further describes the factors that we may consider in selecting or recommending broker-dealers for *your* transactions and determining the reasonableness of their compensation (*e.g.*, commissions).

#### **Item 6 – Performance-Based Fees and Side-By-Side Management**

The Institute of Trade Management does not charge any performance-based fees (fees based on a share of capital gains on or capital appreciation of your assets). We only offer advice for flat fees negotiated with you prior to the delivery of service. Also, because we have no internally managed accounts, we have no incentive to favor other investment activities or accounts over yours.

#### **Item 7 – Types of Clients**

The Institute of Trade Management offers financial consulting services to individuals, high net worth individuals, corporate pension and profit-sharing plans, charitable institutions, nonprofit institutions and corporations.

## **Item 8 – Methods of Analysis, Investment Strategies and Risk of Loss**

The Institute of Trade Management bases its advice on your unique needs and goals. Our financial techniques and security selections are customized to your situation. In addition to being appropriate for you, investment securities and products are analyzed and chosen for their fundamental attributes. We may also employ technical analysis to assist in the timing of an investment purchase or sale recommendation.

Investing in securities involves risk of loss that you should be prepared to bear. Risk of loss might occur due to investment selection, timing of investments, strategy, overall market influence, changes in your situation and other unknown variables. The Institute of Trade Management cannot guarantee the success of any investment technique or securities recommended to you.

## **Item 9 – Disciplinary Information**

Registered investment advisers are required to disclose all material facts regarding any legal or disciplinary events that would be material to your evaluation of The Institute of Trade Management or the integrity of our management. We have no information applicable to this Item.

## **Item 10 – Other Financial Industry Activities and Affiliations**

In addition to financial consulting and investment advice, The Institute of Trade Management offers litigation support services, treasury and cash management consulting, management consulting and financial planning.

Neither The Institute of Trade Management nor any of its managers or employees are affiliated with any other financial service organizations.

The Institute of Trade Management is registered with the State of Michigan as an investment advisor.

## **Item 11 – Code of Ethics**

The Institute of Trade Management has a code of ethics that places your interests ahead of ours. In fact, the company itself has been structured in a way that inherently prevents conflicts between your interests and ours. Our code is available to anyone upon request.

Our Code of Ethics applies to all supervised persons of the firm describing its high standard of business conduct, and fiduciary duty to you. The Code of Ethics includes provisions relating to the confidentiality of your information, a prohibition on insider trading, a prohibition of rumor mongering, restrictions on the acceptance of significant gifts and the reporting of certain gifts and business entertainment items, and personal securities trading procedures, among other things. All supervised persons at The Institute of Trade Management must acknowledge the terms of the Code of Ethics annually, or as amended.

The Code of Ethics is designed to assure that the personal securities transactions, activities and interests of the employees of The Institute of Trade Management will not interfere with making decisions in your best interest. Nonetheless, because the Code of Ethics in some circumstances would permit employees to invest in the same securities as you, there is a possibility that employees might benefit from your market activity in a security held by an employee. Employee trading is continually monitored under the Code of Ethics, and to reasonably prevent conflicts of interest between The Institute of Trade Management and you.

You, or any other prospective clients, may request a copy of The Institute of Trade Management's Code of Ethics by contacting David J. Kubicek, CFP®.

## **Item 12 – Brokerage Practices**

Our financial advice will apply to any of your current accounts. At your request, we will recommend brokers. The factors in our selection process are determined by your requirements. These factors might include the location of a broker, ease of access to services, investments and services offered as well as cost of services. The Institute of Trade Management has no relationships, financial or otherwise, with any brokers, banks or insurance companies.

### **Item 13 – Review of Accounts**

The frequency of your financial reviews will be negotiated at the time you hire us. You can request a change in the review frequency or process at any time. The principals of The Institute of Trade Management will conduct the reviews and present the findings and strategies to you. We will usually present our findings and recommendations to you in personal meetings accompanied by written analysis and plan documents.

### **Item 14 – *Client Referrals and Other Compensation***

The Institute of Trade Management receives no compensation of any kind from any third party for the recommendations or advisory services offered to you. In addition, we do not compensate any person or entity of any kind for client referrals.

### **Item 15 – Custody**

The Institute of Trade Management will not hold your funds or securities of any kind. Your assets will remain at your current brokers, banks and/or insurance companies, and statements of your accounts will continue to come directly to you from them. You should carefully review your statements. At your request, we will help you select a new broker or assist you in consolidating your brokerage accounts (including retirement accounts).

### **Item 16 – Investment Discretion**

The Institute of Trade Management will not exercise discretionary authority over your accounts, funds or securities of any kind. You will maintain complete control over your assets.

### **Item 17 – *Voting Client Securities***

As a matter of firm policy and practice, The Institute of Trade Management does not have any authority to and does not vote proxies on your behalf. You retain the responsibility for receiving and voting proxies for any and all securities maintained in your portfolios. The Institute of Trade Management may provide advice to you regarding the process of voting proxies.



## **Item 18 – Financial Information**

Registered investment advisers are required in this Item to provide you with certain financial information or disclosures about their financial condition. The Institute of Trade Management has no financial commitment that impairs its ability to meet contractual and fiduciary commitments to clients, and it has not been the subject of a bankruptcy proceeding.

## **Item 19 – Requirements for State-Registered Advisers**

The principal owner of The Institute of Trade Management is David J. Kubicek, CFP®. His primary education includes: Bachelor of Science at Michigan State University and the Certificate Program in Financial Planning at Grand Valley State University. He is a cofounder and managing member of The Institute of Trade Management since January, 1997. Prior to founding The Institute of Trade Management, he worked as a registered representative for over 20 years at two major, national brokerage firms.