

## FORM ADV PART 2B: BROCHURE SUPPLEMENT

March 31, 2016

This brochure supplement (Part 2B) provides information about Timothy J. Schauer, CFA®, CPA and Sophit Lee, CFP®. This section supplements the Docsa Capital Management, Inc. brochure (Part 2A). You should have received a copy of that brochure. Please contact Timothy J. Schauer, our Principal, at 269.488.2322 if you did not receive the firm's brochure, or if you have any questions about the contents of this supplement.

Additional information about Mr. Schauer and Ms. Lee is available on the SEC's website at www.adviserinfo.sec.gov and at our firm's website at www.docsacapital.com.

#### Docsa Capital Management, Inc.

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## Timothy J. Schauer, CFA®, CPA

#### EDUCATIONAL BACKGROUND AND BUSINESS EXPERIENCE

Timothy J. Schauer was born in 1965. Mr. Schauer earned a Bachelor of Science degree from Mankato State University in 1992 and a Master's degree in Business Administration (MBA) from Western Michigan University in 2002. As described below, he is a Certified Public Accountant (CPA, since 1994) and a Chartered Financial Analyst® (CFA®, since 2003).

Mr. Schauer has earned the right to use the Chartered Financial Analyst<sup>®</sup> or CFA<sup>®</sup> designation from the CFA Institute, a global, not-for-profit organization of investment professionals. To earn the CFA<sup>®</sup> designation, Mr. Schauer successfully passed all three exam levels, completed at least four years of qualified investment work experience, and became a member of the CFA Institute. To maintain the designation, he must annually renew his pledge to adhere to the CFA Institute Code of Ethics and Standards of Professional Conduct and maintain his membership in a local CFA member society. [Chartered Financial Analyst<sup>®</sup> and CFA<sup>®</sup> are trademarks owned by the CFA Institute.]

Mr. Schauer is also a Certified Public Accountant (or CPA). To earn his CPA license, Mr. Schauer earned a degree in accounting, passed the CPA examination, and demonstrated qualifying work experience.

## **DISCIPLINARY INFORMATION**

Mr. Schauer has never been the subject of a legal or disciplinary event that must be disclosed in this brochure supplement.

## **OTHER BUSINESS ACTIVITIES**

Mr. Schauer is not engaged in any other business activities than those of Docsa Capital Management, Inc.

## ADDITIONAL COMPENSATION

Mr. Schauer does not receive any additional compensation for providing advisory services.

## **SUPERVISION**

Mr. Schauer is the sole owner of the firm and supervises all of its duties and activities. However, the firm follows a team approach in the management of client portfolios. Ms. Sophit Lee, CFP®, Managing Director and Chief Compliance Officer, also monitors the investment advice Mr. Schauer provides through the routine review of client documents, electronic and hard copy communications, and other data (such as trade and account information) downloaded from our primary custodian each business day. When rendering investment advice, Mr. Schauer strives to

follow the firm's Code of Ethics, as well as the Code of Ethics of the CFA Institute to which he belongs. In his capacity as your fiduciary, he is committed to act in your best interests, providing full disclosure and seeking to act with care, prudence, and diligence. Mr. Schauer's and Ms. Lee's contact information can be found on the cover page.

#### **REQUIREMENTS FOR STATE-REGISTERED ADVISERS**

Mr. Schauer has not been the subject of an arbitration award, judgment, order, or other disciplinary event that must be disclosed in this brochure supplement. He has not been the subject of a bankruptcy petition.

# Sophit Lee, CFP®

#### EDUCATIONAL BACKGROUND AND BUSINESS EXPERIENCE

Sophit Lee was born in 1957. Ms. Lee earned a Bachelor of Arts degree in Biological Sciences from the University of California, Berkeley, in 1979, and a Master of Library and Information Science degree (MLIS) from the University of California, Berkeley, in 1982. Ms. Lee also completed the Personal Financial Planning certification program from the University of California, Irvine, in 1995. As described below, she is a Certified Financial Planner<sup>™</sup> practitioner (since 1996) and NAPFA-Registered Financial Advisor (since 1999).

Ms. Lee has earned the right to use the CFP® certification mark awarded by the Certified Financial Planner Board of Standards, Inc. (the CFP Board), a global non-profit corporation. To earn the use of the CFP® certification mark, Ms. Lee:

- Obtained a Bachelor's, or higher degree from an accredited university.
- Completed the CFP Board-registered education program.
- Passed the comprehensive CFP<sup>®</sup> Certification Examination.
- Completed at least three years of qualified full-time financial planning related experience, and agreed to be bound by the Board's standards of professional conduct and complete 30 hours of continuing education every two years.
- Passed the CFP Board's "Fitness Standards for Candidates and Registrants," and a background check conducted by the CFP Board.

Certified Financial Planner Board of Standards, Inc. owns the certification marks CFP<sup>®</sup>, CERTIFIED FINANCIAL PLANNER<sup>™</sup> and federally registered CFP (with flame design) in the U.S., which it awards to individuals who successfully complete the CFP Board's initial and ongoing certification requirements.

Ms. Lee is a registered member of The National Association of Personal Financial Advisors (NAPFA), a national organization of fee-only comprehensive financial planning professionals. Advisors who become NAPFA-Registered Financial Advisors must demonstrate at least three years of comprehensive financial planning work experience, commit to the NAPFA's Core Values and Fiduciary Oath and Code of Ethics, as well as agree to complete 60 hours of continuing education every two years.

## **DISCIPLINARY INFORMATION**

Ms. Lee has never been the subject of a legal or disciplinary event that must be disclosed in this brochure supplement.

### **OTHER BUSINESS ACTIVITIES**

Ms. Lee is not engaged in any business activities other than those of Docsa Capital Management, Inc.

## ADDITIONAL COMPENSATION

Ms. Lee does not receive any additional compensation for providing advisory services.

## SUPERVISION

Mr. Timothy J. Schauer, CFA®, CPA, Principal and sole owner of the firm, is the supervisor of Ms. Lee. Mr. Schauer monitors the investment advice Ms. Lee provides through the routine review of statements, client documents, electronic and hard copy communications, and other data (such as trade and account information) downloaded from our primary custodian each business day. Ms. Lee works from offices in Michigan and New Jersey. All paper and electronic files are centralized in the Michigan location, and Mr. Schauer has access to Ms. Lee's computerized files and firmrelated emails. When rendering investment advice, Ms. Lee strives to follow the firm's Code of Ethics, as well as to the Code of Ethics of both NAPFA and the Certified Financial Planner Board of Standards, Inc. to which she belongs. In her capacity as your fiduciary, she is committed to act in your best interests, providing full disclosure and seeking to act with care, prudence, and diligence. For questions regarding the supervision of Ms. Lee, please contact Mr. Schauer at 269.488.2322.

## **REQUIREMENTS FOR STATE-REGISTERED ADVISERS**

Ms. Lee has not been the subject of an arbitration award, judgment, order, or other disciplinary event that must be disclosed in this brochure supplement. She has not been the subject of a bankruptcy petition.