2015 Investment Adviser Written Examination

Organization CRD/IARD/IARD: *

#

Investment Advisory Firm Name: *

Firm d/b/a/ Name:

Business Address: *

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Please Select

Country

Phone Number: *

-

Area Code Phone Number

Contact Person: *

Contact Person Email Address: *

ex: myname@example.com

Business

1. Does your advisory firm engage in the solicitation of business for other investment advisers, whether or not compensation is received? *

- Yes
- No

If Yes, provide the following:

a. % of your advisory firm's 2014 revenues from solicitation of business for other investment advisers: *

0-100%

b. Number of clients referred for whom you received compensation during 2014: *

#

c. Investment Advisers on whose behalf you solicit clients (please provide the name(s) and CRD/IARD number(s), if applicable): *

2. Does your advisory firm engage other individuals or advisory firms to solicit on your firm's behalf? *

- Yes
- No

Sample

a. If Yes, provide the name of individuals/firms who solicit on your advisory firm's behalf (please provide the name(s) of the individual or firm and the corresponding CRD/IARD number(s), if applicable): *

---

3. Does your advisory firm offer financial planning services? *

- ◯ Yes
- ◯ No

If Yes, provide the following:

a. % of your advisory firm's 2014 revenues from this financial planning services *

0-100%

b. Number of financial planning clients in 2014: *

#

---

4. Does your firm or any affiliated person, including any investment adviser representative, principal or other entity under common control, sell life insurance or any types of annuity product? *

- ◯ Yes
- ◯ No

a. If Yes, provide the number of investment adviser firm clients to whom any such products were sold during 2014: *

#

---

5. Does your advisory firm offer asset management services? *

- ◯ Yes
- ◯ No

If Yes, provide the following:

a. Total value of "assets under management" as of December 31, 2014 in USD: *

$USD

"***Assets Under Management***" is a defined term. See glossary.

b. % of your advisory firm's 2014 revenues from asset management services: *

0-100%

c. % of your client's holdings in the following types of investments as of December 31, 2014:

1. Equities *

- ◯ 0%
- ◯ 1-10%
- ◯ 11-25%
- ◯ 26-50%
- ◯ 51-100%

2. Bonds *

- ◯ 0%
- ◯ 1-10%
- ◯ 11-25%
- ◯ 26-50%
- ◯ 51-100%

3. Mutual funds *

- ◯ 0%
- ◯ 1-10%
- ◯ 11-25%
- ◯ 26-50%
- ◯ 51-100%

Sample

4. Exchange Traded Funds (ETFs), excluding non-traditional ETFs like leveraged, inverse, and volatility products *

- ◯ 0%
- ◯ 1-10%
- ◯ 11-25%
- ◯ 26-50%
- ◯ 51-100%

5. Leveraged, Inverted, and/or Volatility ETFs *

- ◯ 0%
- ◯ 1-10%
- ◯ 11-25%
- ◯ 26-50%
- ◯ 51-100%

6. Microcap Stocks (i.e., "Penny" Stocks) *

- ◯ 0%
- ◯ 1-10%
- ◯ 11-25%
- ◯ 26-50%
- ◯ 51-100%

7. Natural Resources and Precious Metals *

- ◯ 0%
- ◯ 1-10%
- ◯ 11-25%
- ◯ 26-50%
- ◯ 51-100%

8. Viatical Settlements (e.g., Viatical settlements) *

- ◯ 0%
- ◯ 1-10%
- ◯ 11-25%
- ◯ 26-50%
- ◯ 51-100%

9. Gold Bullion *

- ◯ 0%
- ◯ 1-10%
- ◯ 11-25%
- ◯ 26-50%
- ◯ 51-100%

10. Foreign Currencies *

- ◯ 0%
- ◯ 1-10%
- ◯ 11-25%
- ◯ 26-50%
- ◯ 51-100%

11. Privately Placed and/or Unregistered Securities (including those for which no secondary market exists or that are restricted from being resold). *

- ◯ 0%
- ◯ 1-10%
- ◯ 11-25%
- ◯ 26-50%
- ◯ 51-100%

12. Entertainment Investments (including films, theater productions, infomercials, and web-based entertainment providers). *

- ◯ 0%
- ◯ 1-10%
- ◯ 11-25%
- ◯ 26-50%
- ◯ 51-100%

13. Non-publicly traded alternative investments including REITs, business development companies, oil and gas programs, equipment leasing programs, commodity pools or similar direct investment programs but excluding federally and state exempt private offerings. *

- ◯ 0%
- ◯ 1-10%
- ◯ 11-25%
- ◯ 26-50%
- ◯ 51-100%

Sample

14. Asset-Backed Securities (including collateralized mortgage obligations) and/or Insured or Guaranteed Promissory Notes. *

- ◯ 0%
- ◯ 1-10%
- ◯ 11-25%
- ◯ 26-50%
- ◯ 51-100%

15. Church Bonds *

- ◯ 0%
- ◯ 1-10%
- ◯ 11-25%
- ◯ 26-50%
- ◯ 51-100%

16. Derivative or Market-Linked Certificates of Deposit *

- ◯ 0%
- ◯ 1-10%
- ◯ 11-25%
- ◯ 26-50%
- ◯ 51-100%

17. Other *

- ◯ 0%
- ◯ 1-10%
- ◯ 11-25%
- ◯ 26-50%
- ◯ 51-100%

d. Please specify the following client information:

For clients that are at or above the age of 65 and are not considered "high net worth individuals", provide the following:

i. % of asset management accounts as of December 31, 2014 * 0-100%

ii. % of "assets under management" as of December 31, 2014 * 0-100%

"***Assets Under Management***" is a defined term. See glossary.

"***High Net Worth Individual***" is a defined term. See glossary.

e. If any of your firm's investment adviser representatives also act as broker-dealer agents on an asset management client's account, please provide the number of trades for the five most actively traded accounts of all such investment adviser representatives for calendar year 2014:

1 #

2 #

3 #

4 #

5 #

f. Do you manage investor assets with discretion? *

- ◯ Yes
- ◯ No

If Yes, provide the following:

Sample

i. Discretionary "assets under management":

"***Assets Under Management***" is a defined term. See glossary.

1. As of December 31, 2014. USD * $USD

2. As of December 31, 2013. USD * $USD

ii. Discretionary "assets under management" for New Jersey clients:

"***Assets Under Management***" is a defined term. See glossary.

1. As of December 31, 2014. USD. * $USD

2. As of December 31, 2013. USD. * $USD

iii. Number of discretionary accounts as of December 31, 2014: * #

iv. Number of discretionary accounts for New Jersey clients as of December 31, 2014: * #

v. Since December 31, 2013, did your firm have any clients who transferred funds from an employer benefit plan to an IRA or other account managed by you? *

- ◯ YES
- ◯ NO

If Yes, for how many clients? * ex: 23

---

6. Does your advisory firm or any of its representatives charge a performance fee defined under Bureau Regulation 13:47A-2.10 *

- ◯ Yes
- ◯ No

See Bureau Regulation 13:47A-2.10

If Yes, enter a description or schedule if not stated in the sample advisory contract(s) you've submitted to the Bureau *

---

7. Have your advisory firm's investment advisory contracts(s), including contracts used for financial planning and solicitation services, changed since January 1, 2014? *

- ◯ Yes
- ◯ No

If yes, upload all changes to your advisory firm's investment advisory contracts(s), including contracts used for financial planning and solicitation services, since January 1, 2014: *

Choose File No file selected

---

8. Have all of your clients signed an agreement that is the firm's most recent version of that form of agreement? *

- ◯ Yes
- ◯ No

---

9. Is all of the information on your advisory firm's most recently filed ADV, including Part 1, Part 2A, and Part 2B, accurate? If not, please specify what information needs to be amended. *

- ◯ Yes
- ◯ No

Sample

If Not, update your ADV information on the IARD System before submitting your exam or specify what information needs to be amended and explaing why you are unable to do so before submiiting your exam. *

Policies and Prodecures

10. Does your advisory firm have a written policies and procedures manual(s)? *

- ◯ Yes
- ◯ No

11. Does your advisory firm have a written code of ethics, conflicts of interest policy or, insider trading policy or procedure? *

- ◯ Yes
- ◯ No

12. Does your advisory firm have written policies and procedures on how to protect and safeguard client's personal information? *

- ◯ Yes
- ◯ No

13. Does your advisory firm use a suitability questionnaire to determine new clients' investment experience or objectives? *

- ◯ Yes
- ◯ No

If Yes, provide the following:

a. How often are these forms reviewed and updated? Please describe the frequency in terms of months or years. *

b. Does your advisory firm document the review of these forms and any updates that are made? *

- ◯ Yes
- ◯ No

14. Does your advisory firm have a business continuity plan? *

- ◯ Yes
- ◯ No

If Yes, provide the following:

a. Does your business continuity plan include a disaster recovery plan?

- ◯ Yes
- ◯ No

b. If your firm has a single investment adviser representative or is a sole proprietorship, does your continuity plan include a business succession plan that designates an individual to notify clients, vendors, institutions, and regulatory bodies, including filing with the FINRA IARD a Form ADV-W, in the event of the investment adviser representative's incapacity or death?

- ◯ Yes
- ◯ No

Personnel, Associated Persons and Other Activities

15. Upload a list of all current investment adviser representatives of your advisory firm as an attachment, including their accompanying CRD number(s) and any professional designations they use. *

Choose File No file selected

Sample

Indicate any dual affiliations or registrations as a broker-dealer agent or investment adviser representative that any of your investment adviser representatives have with any other broker-dealer or investment advisory firm. Indicate which if any of your investment adviser representatives is licensed as an insurance provider.

16. Was any registered representative of your firm a registered agent of a broker-dealer prior to becoming associated with your firm? *

- ◯ Yes
- ◯ No

If Yes, upload a list of the names and CRD#s for each such individual, and the name and CRD# of their previous broker-dealer if known. *

Choose File No file selected

17. Does your advisory firm employ non-registered personnel?

- ◯ Yes
- ◯ No

If Yes, upload a list of all non-registered personnel compensated by or otherwise working for your advisory firm, indicating their job title and any professional designations that they use. *

Choose File No file selected

18. Are any investment adviser representatives of your advisory firm involved in wrap and/or referral accounts with a broker-dealer firm? *

- ◯ Yes
- ◯ No

If yes, indicate the relevant investment adviser representative and the wrap program they are involved with: *

19. Do any investment adviser representatives of your firm have a "doing business as" (DBA) name that is different from your advisory firm's name? *

- ◯ Yes
- ◯ No

If Yes, provide any DBA name(s) used by each representative and state whether or not their DBA is disclosed on the CRD/IARD. *

20. Provide the name of each individual whose employment or other work relationship with your advisory firm has ceased since December 31, 2013, and their reason for leaving the firm:

21. Is your advisory firm's Chief Compliance Officer ("CCO") the same as listed in your advisory firm's response to Item 1, part J, of the identifying information section of your most recent Form ADV? *

- ◯ Yes
- ◯ No

If No, provide the name and contact information of your advisory firm's CCO, as well as an explanation for why your response to Item 1, part J, for your Form ADV does not reflect this information. *

Sample

22. If your advisory firm does not have a Chief Compliance Officer, indicate the designated regulatory contact for your advisory firm, with that individual's title and contact information.

23. Does your advisory firm have any other entity which assists, or during 2014 assisted, your firm in completing and submitting any forms filed with the IARD or directly with the Bureau? *

- ◯ Yes
- ◯ No

If Yes, provide a list of name(s), address and any other contact information for each such entity. *

24. Are there any other business activities or joint ventures conducted on your premises, such as office sharing, accounting, tax services, mortgage-related services, insurance, real estate, pension or retirement plan administration, other business advisory or consulting services, etc.? *

- ◯ Yes
- ◯ No

If Yes, provide list of the services provided here: *

25. Is your advisory firm under common control or ownership with another investment adviser? *

- ◯ Yes
- ◯ No

If Yes, list the firm name(s) and CRD/IARD number(s), if applicable: *

26. Is your advisory firm associated with or does it have a business arrangement with a broker-dealer? *

- ◯ Yes
- ◯ No

If Yes, provide the following:

a. Name and CRD number of each broker-dealer associated with your advising firm: *

b. Was your advisory firm ever examined by the compliance department of the listed firm? *

- ◯ Yes
- ◯ No

c. Date of the last exam.

Sample

Complaints

27. Has your advisory firm received any client complaints since January 1, 2014? *

- ◯ Yes
- ◯ No

If Yes, provide the following:

a. Number of complaints. *

b. Upload an explanation of each complaint, its current status and indicate the name and CRD # of any representative to whom the complaint pertains. *

Choose File No file selected

---

28. Is your advisory firm aware of any potential claims or complaints, or involved in any current, pending or potential litigation or arbitration, affecting or related to the advisory firm or any of its representatives? *

- ◯ Yes
- ◯ No

If Yes, explain. *

---

29. Is your advisory firm aware of any pending, potential or anticipated regulatory inquiries or investigations involving your firm or any associated person? *

- ◯ Yes
- ◯ No

If Yes, please explain. *

Advertising and Promotional Activities

30. Does your advisory firm or any of its representatives maintain or use any website or use any social media service? *

- ◯ Yes
- ◯ No

---

31. Please list each web address that your advisory firm and/or any of its representatives uses including social media websites (such as Facebook, LinkedIn, etc.), blogs, twitter, personal websites, and business websites. Please affirmatively state that your firm does not utilize any websites, if that is the case. *

---

32. Does your advisory firm have policies and procedures for the use of social media by your firm and its representatives? *

- ◯ Yes
- ◯ No

---

33. Does your advisory firm conduct "seminars"? *

- ◯ Yes
- ◯ No

Sample

If Yes, please provide details here, including the location and dates of seminars conducted since December 31, 2013, as well as the subject matter of each "seminar" and whether or not a meal was provided. *

---

34. Does your advisory firm use any performance figures, such as firm-wide or specific (whether or not identified) customer performance figures or charts, when marketing its services to existing or prospective clients? *

- ◯ Yes
- ◯ No

Custody and Financial Condition

35. Does the advisory firm, directly or through a related person, maintain "custody" and possession, or have the authority to take possession, of its client's assets in addition to or exclusive of an unrelated custodian other than for purposes of withdrawing your advisory fees when earned and due? *

- ◯ Yes
- ◯ No

"***Custody***" is a defined term. See glossary.

a. Upload a certified, audited balance for the advisory firm dated within 60 days of your completion and submission of this questionnaire or an explanation giving rise to your firm having custody of client assests and why no audit of the firm's financial statements has been performed. *

Choose File No file selected

b. Does your firm maintain net capital of at least $25,000? *

- ◯ YES
- ◯ NO

c. Does your firm maintain a surety bond for at least $25,000? *

- ◯ YES
- ◯ NO

---

36. Has your firm or any affilated person under common control at any time since December 31, 2013 managed or advised any pooled investment vehicle? *

- ◯ Yes
- ◯ No

---

37. In addition to any custody that your advisory firm may itself maintain, please list the name, address and CRD/IARD number, if applicable, of all custodian firms who currently or have since December 31, 2013 held client assets for your advisory firm or clients of your advisory firm. Please affirmatively state that your firm does not utilize any custodial firms, if that is the case.

---

38. Is your advisory firm "solvent"? *

- ◯ Yes
- ◯ No

"***Solvent***" is a defined term. See glossary.

Sample

39. Does your firm or any associated person use any client's own personal login or user ID and password to access the client's account at any custodian such as a broker-dealer or a commercial bank? *

- ◯ Yes
- ◯ No

If Yes:

a. Do you have written consent from your client stating the conditions for your use? *

- ◯ Yes
- ◯ No

b. Does your client's account agreement with the custodian permit your use? *

- ◯ Yes
- ◯ No
- ◯ Don't Know

Acknowledgement and Signature

Under penalties of law, I affirm by my signature or electronic submission that this information contained herein, and attached hereto, is true, complete, and current, and that I am an authorized person to submit it.

☐ I AFFIRM

Full Name of Preparer *

First Name Last Name

Date: *

Month Day Year

Title/Positon: *

Company: *

Phone Number *

Area Code - Phone Number

E-mail *

ex: myname@example.com

Submit

Sample