

CRD/PD Bulletin

A PUBLICATION OF THE NASD REGULATION CRD/PUBLIC DISCLOSURE DEPARTMENT VOLUME 9/NO. 1

From The Desk Of . . .

Our annual Renewals Program is underway....

On behalf of all of us at CRD/PD, I offer our deepest sympathies to the victims, their families and all those impacted by the tragic events of September 11. We will continue to keep you posted of information or changes resulting from these events through our Web Site at www.nasdr.com and through our daily Broadcast Messages.

This issue of the *CRD/PD Bulletin* is devoted exclusively to the 2002 Renewals Program so please read and retain this special issue so that you can refer to it over the weeks ahead. This issue is full of tips on how to complete your firm's Renewals Process, a convenient calendar of key dates to follow, and all of the other information you'll need.

I'd like to bring a few things to your attention as we begin the Renewals Program.

First, please note that beginning this season, firms will be able to request their own Firm Renewal Reports and Rosters online starting November 5. For your convenience, we have provided step-by-step instructions on how your firm can make its request on page 3 of this *Bulletin*.

Next, you'll want to pay particular attention to the "Joint Filing Tips" section on page 15 of the *Bulletin* if your member firm is a joint broker/dealer and investment adviser firm. For the first time, NASD Regulation will be renewing investment adviser firms. Preliminary and Final Renewal Statements will include all applicable firm fees for both broker/dealer and investment adviser registrations/Notice Filings.

I'd also like to point out that firms will need to send their payments, in full, to two new addresses at Mellon Bank in Philadelphia: one address for all U.S. mail; one address for express deliveries and couriers. The new

Continued on next page

NOVEMBER 2001

IN THIS ISSUE:

The November 2001 issue of the *CRD/PD Bulletin* is devoted to the 2002 Renewals Program. It includes the timeline; fees; instructions to view, request, and print information from Web CRD; key addresses; and telephone numbers you will need to successfully renew for 2002. Please keep this issue of the *Bulletin* as a resource you can consult in the coming weeks.

RENEWALS HIGHLIGHTS

- × Beginning November 5, Preliminary Renewal Statements will be available for retrieving and printing on Web CRD. On this date, firms may begin to request and view Firm Renewal Rosters online. Rosters include: Firms Renewal (Agent), Branches Renewal, and Non-NASD Registered Individuals Report. Remember: Hard-copy Renewal Statements and Reports are no longer mailed to firms.
- × This year, Ohio will participate in Broker/Dealer Renewals. All firms will be charged a flat \$100 Renewal Fee for Ohio. This fee will be collected through the Renewals Program.
- × Please be sure to include the first page of the online Preliminary Renewal Statement with your firm's check or money order when you mail your Renewal Payment to NASD Regulation to ensure prompt processing.
- × On November 1, NASD Regulation will begin accepting post-dated Forms U-5, BDW, Schedule E, and ADV-W. (A post-dated Form ADV-W is used to terminate an Investment Adviser firm's state registrations at the end of the year.) All post-dated forms must be dated December 31, 2001.
- × All of your firm's termination form filings must be submitted electronically by 11 p.m., Eastern Time (ET), December 21, 2001.

(continued)

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addresses are listed throughout this *Bulletin*. Please note that wiring instructions will remain the same as last year. Although wires are usually processed within 24 hours, during the very busy Renewals season, please allow two business days.

Finally, please be on the lookout for two additional Renewals-related *NASD Notices to Members* from us over the coming months. The first will be available on the NASD Regulation Web Site (www.nasdr.com) in November; the second will be available in January. Both will contain important information about the 2002 Renewals Program.

Please remember that you can always call the Gateway Call Center at (301) 869-6699 if you have questions about any aspect of our Renewals Program. All information and communications on Renewals are currently posted on the CRD Web Page on the NASD Regulation Web Site, www.nasdr.com, and are updated regularly.

Thank you for your care and attention in working with us throughout these trying national times and our important 2002 Renewals season.

Sincerely,



Jay Cummings
Vice President
NASD Regulation, Inc.

× For the first time, NASD Regulation will be renewing investment adviser firms. Joint firms (broker/dealers and investment advisers) Preliminary and Final Renewal Statements will include all applicable firm fees for both broker/dealer and investment adviser registration/Notice Filings.

We have two new mailing addresses for the submission of Renewal Payments:

US MAIL:

NASD Regulation, Inc.
CRD-IARD
P.O. Box 7777-W8705
Philadelphia, PA 19175-8705

(Note: This P.O. Box will not accept courier or overnight deliveries.)

EXPRESS DELIVERY:

NASD Regulation, Inc./ CRD-IARD
W8705
c/o Mellon Bank, Rm 3490
701 Market Street
Philadelphia, PA 19106
Telephone Number: (301) 869-6699

Members should remember to use the full address, including the "W8705" in either address to ensure prompt processing.

2001 Renewals Process Begins

Broker/Dealer And Agent Renewals For 2002 Are Due

The 2002 NASD Broker/Dealer and Agent Registration Renewal Program begins November 1. This program simplifies the registration Renewal process through the payment of one amount on the member firm's statement that includes fees for NASD Personnel Assessments, NASD System Processing Fees, NASD Branch Offices, New York Stock Exchange (NYSE), American Stock Exchange® (Amex®), Chicago Board Options Exchange (CBOE), International Securities Exchange (ISE), Pacific Exchange (PCX), and Philadelphia Stock Exchange (PHLX) Maintenance Fees. The statement also includes state Agent Renewal Fees and state Broker/Dealer Renewal Fees. If you are a "joint" firm (broker/dealer

and investment adviser), the statement will also include your 2002 IA Firm Renewal Fees. Members should read the November issue of *NASD Notices to Members* posted on NASD Regulation's Web Site www.nasdr.com and any instructions posted to the Web Site or mailed to you to ensure continued eligibility to do business in the states effective January 1, 2002.

The Preliminary Renewal Statements will be available for retrieval and printing via Web CRD beginning November 5, 2001. This year, firms will be able to request their own Firm Renewal Reports online starting November 5. For your convenience, step-by-step instructions on how your firm can make its request are listed below.

A Guide To The Renewal Reports

During the past year, firms could generate the Individual Snapshot, Firm Snapshot, and Account Activity—Firms Reports automatically. The feedback that we have received from firms regarding this capability has been very positive; therefore, beginning with this year's Renewals Program, additional reports have now been added to the list of reports that firms can generate.

The following Renewals Report Guide provides important information for Preliminary Renewal Reports, available in Web CRD beginning November 5, 2001, and for Final Renewal Reports, available in Web CRD beginning January 2, 2002.

During the Preliminary Renewals Period (November 5, 2001-December 21, 2001), firms will be able to request the following reports:

- × CRD Renewals – Firm Renewal Roster
- × CRD Renewals – Branches Renewal Roster

- × CRD Renewals – Non-NASD Registered Individuals
- × CRD Renewals – Firm Renewal Download

During the Final Renewals Period (January 2, 2002-October 2002), firms will be able to request the following rosters/reports:

- × CRD Renewals – Firm Renewal Roster
- × CRD Renewals – Branches Renewal Roster
- × CRD Renewals – Billing Code Summary
- × CRD Renewals – Billing Code Detail
- × CRD Renewals – Firm Renewal Download

Description Of The Reports

Firm Renewal Roster. This roster lists all agents who have “active” registration statuses that are registered with your firm. It is sorted by regulator. It is provided, along with your Preliminary Renewal Statement, to assist your firm with the annual Renewal Process. *Forms U-4 or U-5 filings update agent information.*

- ✗ The agents listed in this roster are registered with your firm and will be charged Renewal Fees for the year 2002 as reflected in your Preliminary Renewal Statement.
- ✗ If an agent is no longer employed with your firm, wishes to cease doing business with a particular regulator for the year 2002, or will only be employed with your firm until December 31, 2001, please submit a full or partial Form U-5 via Web CRD to terminate the appropriate registrations.
- ✗ If a Form U-5 is submitted, your firm will be assessed the adjusted Agent Renewal Fee at the end of the year on the Final Renewal Statement.

In order to effect these changes, please file a Form U-5 no later than December 21, 2001, via Web CRD. For your convenience, from November 1 through December 21, the NASD will accept “post-dated” Form U-5 filings. The Form U-5 can **only be post-dated to December 31, 2001.**

Please exercise care when processing these post-dated filings. The system will process Forms U-5, but the NASD cannot withdraw a terminated registration once the form has been submitted. A new Form U-4 filing will need to be submitted on January 2, 2002, to effect a new registration.

Branches Renewal Roster. This roster lists each branch office registered with the NASD and able to conduct business in 2002. It also lists branch offices for which the firm is being assessed a fee. The list

is sorted alphabetically by state, then by city. Use this roster to reconcile your records. *Form BD and Schedule E filings update branch information or close a branch office.*

- ✗ All firms that have NASD-registered branches should review this roster, and if appropriate, file address or supervisory changes via Web CRD. This will ensure that Web CRD maintains an accurate and complete address record for regulator mailings.
- ✗ This roster will allow your firm to determine if any inactive branches are still open on Web CRD. If this is the case, a Schedule E should be submitted to close the branches). If a Schedule E is submitted, your firm will be assessed an adjusted Branch Office Fee at the end of the year which will be reflected on the Final Renewal Statement.

In order to effect these changes, please file an amended Form BD, Schedule E, on Web CRD to indicate any branch closings, as well as any address and/or supervisory changes to existing branches. The Schedule E should be filed as early as possible and must be electronically submitted **no later than December 21, 2001**, via Web CRD.

For your convenience, from November 1 through December 21, the NASD is accepting “post-dated” Schedule E filings. **The Schedule E can only be post-dated to December 31, 2001.** A post-dated Schedule E can be used to delete branches that your firm will be closing as of year-end 2001.

Please exercise care when processing these post-dated Schedule Es. Once submitted, the system will process these forms, and the NASD cannot withdraw a deleted branch once the form has been submitted and processed. If a Schedule E is erroneously filed, your firm will need to submit another Schedule E, on January 2, 2002, to add the branch. Additionally, a new branch registration fee will be charged.

Non-NASD Registered Individuals Report. Form U-4 applications that have been filed and that do not have an NASD registration, but are approved in a jurisdiction, will create discrepancies. These discrepancies often result from incomplete applications, failed exams, funds deficiencies, or agents not meeting filing requirements within the allotted time periods. The agents appearing on this list need to be either fully terminated via a Form U-5 filing, or made current by submitting an Amendment Filing to the Form U-4 to request an NASD registration and license. *If none of the agents registered with your firm meet the above criteria, the report you request will not display any data.*

- ✗ This roster contains the name, CRD Number, and reason for non-registration of each agent. An active NASD registration is needed if an individual is registered with a state. The reconciliation of this roster will ensure the accuracy of your year-end Renewal Roster.
- ✗ If the individuals on this roster are no longer with your firm, please submit a Form U-5 filing via Web CRD to terminate the affiliation; or, if the individuals are to remain employed with your firm, please submit a U-4 amendment filing on Web CRD.

Firm Renewal Download. The Firm Renewal Download is a download roster of all individuals who are eligible for renewal or were renewed for the firm. Your firm will be able to download this report from View Reports (Reports Tab). After downloading the roster, firms may need an application to unzip the file. There will be no fee associated with this report request.

Billing Code Detail and Summary Reports. The Billing Code Summary Report summarizes all Renewal charges by billing code. The Billing Code Detail Report is grouped by billing code and provides detailed information on agent renewal. The Billing Code Summary and Billing Code Detail Reports are for the firm’s internal accounting reconciliation and are NOT an additional billing. It is a report of fees

assessed, based on the data supplied by the firm in Item #7, “Branch I.D.”, on the Form U-4 filing. Any combination of letters and characters is captured as a “billing code.” *NASD Regulation does not use this data to assess fees.*

Requesting Renewal Reports

It is easy to request a report; just follow these simple steps:

- ✗ Logon to Web CRD at the following address:
<https://crd.nasdr.com/crdmain/>
- ✗ Accept the disclaimer. (The system will then display the Site Map.)
- ✗ Click on the Reports Tab. (If you do not have entitlement to see the Reports Tab, please contact your Account Administrator.)
- ✗ Click on the “Glossary” link on the left navigation panel to view the entire list of reports to which your firm is entitled.
- ✗ Select the report that you would like to receive by clicking on the report title. (A form will open up and you will need to submit all required information for fields with an asterisk (*) next to them.)
- ✗ Click the Submit Button. (You will receive a Report ID Number which you can use to track the status of your report, under the “Status” link.)

Most reports will be available to view shortly after you submit your request.

Viewing Reports

To view the report when it is available:

- ✗ Click on the Reports Tab
- ✗ Click View Report. (A new browser window will appear that will list all of the reports that you have requested.)
- ✗ Click on the hyperlink for the report. (The report will be listed as a hyperlink and include

the Report ID Number that you received when you requested the report. The link will either open the report in the browser window or prompt you to save the document to your computer depending on the type of report that you requested.)

Please Note

- × Some reports may take longer than others to appear in View Reports. (If you do not see your report when you first go into View Reports, please check back in another 15 to 20 minutes.)
- × Reports will expire after a certain amount of time. For example, a Branches Renewal Roster

will remain in your ReportMart for 60 days. (The length of time each report remains in your ReportMart is detailed in the Glossary for your reference.)

Remember: Firm Renewal Reports **will not be automatically generated.** Firms must request them under the Request Reports Tab. They can be requested when it is convenient for the firm and will appear in the firm's ReportMart.

If you have any questions about the Renewal Reports or how to request or view them, contact the Gateway Call Center at (301) 869-6699.

How To Retrieve Your Renewal Statements

To retrieve your Renewal Statement, follow these easy steps in Web CRD:

- × Logon to Web CRD and from the Site Map, click on the Renewal Statement link under the Accounting section.
- × Print the statement (in order to mail the hard-copy statement along with your firm's payment).

What Firms Can Retrieve And Request In November

Preliminary Renewal Statement

On November 5, 2001, Preliminary Renewal Statements will be available for retrieval on Web CRD for all firms. The statements include fees for NASD Personnel Assessments, NASD System Processing Fees, NASD Branch Office Fees, NYSE, AMEX, CBOE, ISE, PCX, and PHLX Maintenance Fees, state Agent Renewal Fees, and state Broker/Dealer Renewal Fees. For joint broker/dealer and investment adviser firms, the statements include all applicable firm fees for both broker/dealer and investment adviser registrations/Notice Filings. NASD Regulation must receive full payment of

the Preliminary Renewal Statement **no later than December 7, 2001.**

The statement lists:

- × The number of agents registered with the NASD as of the statement date and the portion of the NASD annual assessment due with respect to these agents. This appears on the statement as the NASD Personnel Assessment Fee.
- × The System Processing Fee which is assessed for each agent who renews registration with any regulator through the NASD Renewals Program.
- × The number of branch offices registered with the NASD and the amount due to maintain the registration of these offices.
- × The number of agents registered with specific regulators and the amount due to maintain the registrations of the agents with the regulators.
- × The regulators with which the firm is registered and the amount due to maintain the firm's registration with specific regulators.
- × For joint broker/dealer and investment adviser firms, all applicable firm fees for both broker/dealer and investment adviser registrations/Notice Filings.

NASD Personnel Assessment And System Processing Fees

NASD Personnel Assessments for 2002 are based on the number of registered personnel with an approved NASD license on or before December 31, 2001. (This includes registration statuses that are Inactive CE, Inactive Prints, and Approved Pending Prints.) The NASD fees are:

- × The Personnel Assessment Fee is currently \$10 per person.
- × The annual \$30 NASD System Processing Fee is charged for any agent who is renewed through Web CRD, regardless of the regulator with which the agent is registered.
- × The NASD Branch Office Assessment Fee is \$75 per branch and is based on the number of active branches as of December 31, 2001.

Agent Renewal Fees for NYSE, AMEX, CBOE, ISE, PCX, PHLX, and state affiliations are listed in the statement on Web CRD. A matrix, which includes a list of broker/dealer Renewal Fees for states that participate in the Broker/Dealer Renewal Program, is included in this *Bulletin* and is posted on the Web CRD Page of the NASD Regulation Web Site under the SRO/State Fee Schedule-Web CRD menu selection. NYSE, AMEX, CBOE, ISE, PCX, and PHLX Maintenance Fees—collected by the NASD for firms that are registered with those exchanges as well as the NASD—are based on the number of NYSE-, AMEX-, CBOE-, ISE-, PCX-, and PHLX-registered personnel employed by the member.

California does not participate in the 2002 Broker/Dealer Renewal Program. Member firms registered in California must contact the state directly to ensure compliance with Renewal requirements.

Members should contact states directly for further information on state Renewal requirements.

Removing Open Registrations

This year, the Preliminary Renewal Reports will be available for firms to request themselves via Web CRD.

The reports will include a list of firm agents whose NASD registration is either terminated or purged due to the existence of a deficient condition, but who have an approved registration with a state (**Non-Registered NASD Individuals Report**). This report should aid in the reconciliation of personnel registrations prior to year's end. Firms may terminate obsolete state registrations through the submission of Form U-5 filings or reinstate the NASD licenses through an amendment filing of Form U-4. If a firm does not have agents within this category, the report will advise them of such.

Agent Withdrawals

The NASD will again accept post-dated agent termination notices for one or more regulator affiliations via a Form U-5 filing. From November 1 to December 21, the NASD will electronically accept and process Form U-5 (both partial and full terminations) filings with a post-dated termination date of December 31, 2001. Under this procedure, if the Form U-5 filing indicates a termination date of December 31, 2001, an agent may continue doing business with a regulator until the end of the calendar year without being assessed Renewal Fees for that regulator. Please ensure that Forms U-5 are filed electronically by the Renewal deadline date of 11 p.m., ET, on December 21, 2001. **Also, in Web CRD, post-dated Form U-5 filings must contain a termination date of December 31, 2001.**

Firms should exercise care when filing post-dated Forms U-5. The Web CRD system will process these filings as they are submitted and cannot withdraw a post-dated termination filing once processed. To withdraw a post-dated termination, a member would have to electronically file a new Form U-4. The member would need to do this after the December 31, 2001 termination date.

State And SRO Withdrawals

The CRD Phase II Program allows firms requesting terminations (either full or partial) to file electronically their Forms BDW with Web CRD to avoid the assessment of Renewal Fees with those regulators that are designated on the Form BDW, provided that the

regulator is a CRD Phase II participant. Currently, there are four regulators that **are not** participating in Phase II. They are the:

- x American Stock Exchange
- x New York Stock Exchange
- x Pacific Exchange
- x Philadelphia Stock Exchange

Firms requesting termination with any of the above regulators must submit a paper Form BDW directly to the regulator, as well as electronically file through Web CRD.

For firms that wish to terminate an affiliation before year-end 2001, the deadline for filing Form BDW via Web CRD is 11 p.m., ET, December 21, 2001. This same date applies to the filing of Forms BDW with the regulators that are not participating in Phase II. Post-dated Forms BDW filed with Web CRD will be accepted and processed in the same manner as post-dated Forms U-5.

Preliminary Renewal Reports

On or after November 5, 2001, firms may begin requesting Renewal Reports via Web CRD through the Reports Tab.

During the Preliminary Renewals Period (November 5, 2001–December 21, 2001) firms will be able to request the following reports:

[CRD Renewals – Firm \(Agent\) Renewal Roster](#)

[CRD Renewals – Firm \(Agent\) Download](#)

[CRD Renewals – Branches Renewal Roster](#)

[CRD Renewals – Non-NASD Registered Individuals Report](#)

What Firms Can Retrieve And Request In January

Final Renewal Statements

Beginning January 2, 2002, the NASD will make available Final Renewal Statements to its members. These statements will reflect the final status of firm and agent

registrations as of December 31, 2001. Any adjustments in fees owed as a result of registration terminations or approvals subsequent to the Preliminary Renewal Statement will be made in this final reconciled statement on Web CRD. If a member has more agents and/or branch offices registered at year's end than it did in November when the Preliminary Renewal Statement was generated, additional fees will be assessed. If a member has fewer agents and/or branch offices registered at year's end than it did in November, a credit/refund will be issued.

The statement will list:

- x The number of agents with approved registrations with specific regulators and the amount paid to the regulators to renew the registrations.
- x The regulators with which the firm is registered and the amount paid to the regulators to renew the registrations.
- x The number of agents having an approved registration with the NASD for 2002 and the amount paid to the NASD. This appears on the statement as the NASD Personnel Assessment Fee.
- x The \$30 NASD System Processing Fee, which will be charged for any agent who is renewed through Web CRD regardless of the regulator with which the agent is registered.
- x The number of branch offices having a renewed registration with the NASD for 2002 and the amount paid to the NASD.
- x The total adjusted amount due. If the amount due is less than the amount initially paid, the firm will be credited. Conversely, if the amount due is greater than the amount initially paid, the firm needs to pay the balance.
- x If the firm failed to renew with regulators other than the NASD, only NASD-related fees (*i.e.*, Branch Fees, Registration Fees, and the System Processing Fee) will appear on the Final Renewal Statement.

Final Renewal Reports

Firms may begin requesting these reports January 2, 2002.

On or after January 2, 2002, members will also be able to request member Renewal Rosters via Web CRD through the Reports Tab. The Firm (Agent) Renewal Roster will list all renewed personnel with the NASD, NYSE, AMEX, CBOE, ISE, PCX, PHLX, and each state. Persons whose registrations are approved with any of these regulators during November and December will be included in this roster, while registrations that are pending approval or are deficient at year's end will not be included in the Renewal Process or on the report. At this time, firms can also request an NASD Renewal Branch Office Roster that lists all branches for which they have been assessed. This year's Renewal Reports, which firms can request via Web CRD, will also include two additional reports: a Billing Code Summary Report and a Billing Code Detail Report. These reports should aid firms in their internal research and allocation of fees.

During the Final Renewals Period (January 2, 2002–October 2002), firms will be able to request the following reports:

[CRD Renewals – Firm Renewal Roster](#)

[CRD Renewals – Branches Renewal Roster](#)

[CRD Renewals – Billing Code Summary](#)

[CRD Renewals – Billing Code Detail](#)

[CRD Renewals – Firm Renewal Download](#)

Specific information and instructions concerning the Final Statements and Reports will appear in the January 2002 issue of *NASD Notices to Members*.

Report Discrepancies

The 2002 Renewals Program includes a reconciliation period expiring March 15, 2002. Firms will have approximately two months in which to reconcile any discrepancies on their Renewal Reports. To resolve discrepancies, all regulators should be contacted directly in writing.

If your firm finds any discrepancies between its records and those maintained on Web CRD, please report the discrepancy, in writing, to User Support-Research no later than March 15, 2002. Copies of all appropriate documentation (such as Notices of Approval/Termination, copies of U-4 or U-5 or Schedule E Amendments, etc.) should be included. All addresses appear at the end of this article.

- x **Discrepancies—NASD:** Contact the CRD/PD Gateway Call Center at (301) 869-6699 in regard to the NASD Roster. Copies of appropriate documentation should be readily available.

If your review of the Final Renewal (Agent) Roster reveals any discrepancies between your records and those maintained on Web CRD, you must report the discrepancy directly to the appropriate regulatory authority, in writing, before March 15, 2002.

- x **Discrepancies—NYSE/AMEX/CBOE/ISE/PCX/PHLX/States:** All regulators should be contacted directly in writing. A complete listing of regulators, including their addresses, is located in this *Bulletin* and also on the CRD Page of the NASD Regulation Web Site, www.nasdr.com.

NASD Reports Registration Renewals To Regulators

All individuals listed in the state rosters have been reported to each respective regulator for the calendar year 2002. All firm registration renewals have also been reported to the regulators participating in the 2002 Renewals Program.

- x These rosters should be reviewed promptly to determine if all state agent and firm registrations, as of year-end 2001, have been reported through Web CRD to the respective regulators. For a complete listing of all regulators participating in this year's Renewals Program, please see the SRO/State Regulator's Directory in this *Bulletin* or please visit the CRD Page of the NASD Regulation Web Site, www.nasdr.com.

These reports should be made a permanent part of

your records.

If Your Firm Fails To Renew

If your firm fails to pay the full amount due on the Preliminary Renewal Statement, the agent registrations will terminate at midnight (12:00 a.m.) on December 31, 2001. The firm will have to contact each regulator in which it was registered to request agent and firm re-registration instructions. *Please be advised that many states levy fines for failure to renew properly.*

In January 2002, you will be able to retrieve a Final (Adjusted) Renewal Statement for NASD fees only, a list of branch offices, and a list of agents registered with the NASD. If the firm pays the Final Renewal Statement, in full, the NASD registration ONLY can be renewed for 2002.

All state agent registrations for your firm will terminate

effective **December 31, 2001**, except California, which does not assess Renewal fees. In addition, your firm's state registration will be terminated effective **December 31, 2001** if your firm was previously registered in the the states listed in the box below.

This list is current as of October 16, 2001. Please check the CRD Page of our Web Site, <http://www.nasdr.com/3400.htm>, for updates.

Your firm will have to contact the states in which you were registered (except California) for further instructions and information on reapplying for firm and/or agent registrations. If your firm is instructed by a state to re-file Forms U-4 with CRD to reinstate agent registrations, you must submit an amended U-4 filing, re-requesting the registration, for any individual who has a Form U-4 filed in Web CRD. A check, payable to NASD Regulation, Inc., in the amount of the **Transfer (Re-Registration) Fee**

Alabama	Maryland	Oklahoma
Arkansas	Massachusetts	Oregon
Delaware	Michigan	Rhode Island
District of Columbia	Missouri	South Dakota
Florida	Montana	Texas
Georgia	Nebraska	Utah
Hawaii	Nevada	Vermont
Indiana	New Jersey	Virginia
Iowa	New Mexico	Washington
Kentucky	North Carolina	West Virginia
Louisiana	Ohio	Wisconsin

charged by each state, will be required for all filings.

Payment Options For The 2002 Renewals Program

Renewal Statements

Payment of the Renewal Statement should be either in the form of a check, made payable to NASD Regulation, Inc., by bank wire transfer, or by transfer of fees from the firm's Daily Account.

Payment By Check

The check should be drawn on the member firm's account, with the firm's CRD Number and the word "Renewals" included on the front of the check. *Members should remember to use the full mailing address, including the "W8705" in either address to ensure prompt processing.* Submit the check, along with a printout of the first page of the online Preliminary or Final Renewal Statement, and mail to:

US Mail:

NASD Regulation, Inc.
CRD-IARD
P.O. Box 7777-W8705
Philadelphia, PA 19175-8705

(Note: This P.O. Box will not accept courier or overnight deliveries.)

Express Delivery:

NASD Regulation, Inc./ CRD-IARD
W8705
c/o Mellon Bank, Rm 3490
701 Market Street
Philadelphia, PA 19106
Telephone Number: (301) 869-6699

Members should remember to use the full address, including the "W8705" in either address to ensure prompt processing.

Checks sent to NASD Regulation via Regular Mail or Express should:

1. Be drawn on the firm's bank account.
2. Mailed with the first page of your Preliminary or Final Renewal Statement.
3. Have the firm's CRD Number and the word "RENEWALS" written on the face of the check.
4. Be made payable to NASD Regulation, Inc.
5. Be addressed to NASD Regulation Renewals. The address is also located on the first page of your Preliminary Renewal Statement.

Members are advised that failure to return full payment of the Preliminary Renewal Statement to NASD Regulation by the December 7, 2001, deadline could cause a member to immediately become ineligible to do business in the states effective January 1, 2002.

Payment By Wire Transfer

1. Instruct your firm's bank to contact:
The Riggs National Bank in Washington, DC.
2. Provide your bank with the following information to initiate the wire transfer:
 - ✗ ABA number: **054-000030**
 - ✗ Beneficiary: **NASD Regulation, Inc.**
 - ✗ NASD Regulation Account Number: **086-761-52**
3. Reference Number: Firm CRD Number and the word "Renewals."
4. Remember to inform your bank that funds are to be credited to the NASD Regulation bank account and to use the firm's CRD Number as a reference number only.
5. If you wish to call back later and confirm the transfer, you must have the Confirmation Number, which is given to you by your bank. You may also contact the Gateway Call Center at (301) 869-6699.

Although wires are normally processed within 24 hours, during the very busy Renewals season, please allow two business days. Wires received prior to 1 p.m., ET, should be processed by the next business day.

Payment By Transfer Of Fees From Firm's Daily Account

If the firm has funds available in its Daily (Registration) Account to cover the **FULL** amount due on either the Preliminary or Final Renewal Statement, the funds may be transferred to the Renewal Account. Firms can request this transfer over the phone. Please call the Gateway Call Center at (301) 869-6699.

Daily Account (CRDRG) Vs. Renewal Account (CRDRN)

Every firm has two money accounts with CRD. The first and primary account is called the Daily Account (CRDRG). Most payments are deposited in this account, and fees for new registrations, examinations, and terminations are charged to this account.

The second account, called the Renewal Account (CRDRN), is used only during the Renewals Program. The payment you send with the Preliminary Renewal Statement is deposited in this account. **You must have funds in this account by December 7, 2001, to successfully renew for 2001.** Your account number is the same as your CRD Number. The only way NASD Regulation knows you want a payment to be deposited into your firm's Renewal Account is if it receives the payment with the first page of the Preliminary Renewal Statement and the word "Renewals" is written on the check.

Final Renewal Statement Instructions

Your Final Renewal Statement will be available on Web CRD on January 2, 2002, and lists, by regulator, the total fees paid on your behalf by the NASD on December 31, 2001, to each of the jurisdictions and to the NYSE, AMEX, CBOE, ISE, PCX, and PHLX (if applicable). It also shows the fees for NASD Personnel Assessment, NASD System Processing, and Branch Office Assessments and the total of these fees.

Since this reconciled statement has been adjusted to

reflect the payments you made in response to the November Preliminary Renewal Statement, the "Amount Due" or "Credit Due" reflects any additional amount due at this time or any credit your firm may be owed by the NASD. The total fees are based on the year-end calculation for the number of agent and firm registration approvals held by your firm subject to year 2002 Renewal Fees (as assessed by the participating states and the NYSE, AMEX, CBOE, ISE, PCX, and PHLX).

1. If your statement shows an amount due (i.e., positive amount or debit balance), then the total NASD, AMEX, CBOE, ISE, PCX, PHLX, and state fees paid on your behalf exceeded your Preliminary Renewal Payment. Your company check, with your firm's CRD Number and the word "Renewals" noted on the front of the check, and made payable to NASD Regulation, Inc., for the exact amount due, should be returned to NASD Regulation—Renewals, together with the first page of the Final Renewal Statement, **no later than March 15, 2002.** Send payment to:

US Mail:

**NASD Regulation, Inc.
CRD-IARD
P.O. Box 7777-W8705
Philadelphia, PA 19175-8705**

(Note: This P.O. Box will not accept courier or overnight deliveries.)

Express Delivery:

**NASD Regulation, Inc./CRD-IARD
W8705
c/o Mellon Bank, Rm 3490
701 Market Street
Philadelphia, PA 19106
Telephone Number: (301) 869-6699**

Members should remember to use the full address, including the "W8705" in either address to ensure prompt processing.

2. If your statement reflects a credit due (i.e., negative amount or credit balance), then your firm's Preliminary Renewal Payment exceeded the total fees due. You may either have this credit amount applied to your firm's Daily Account or refunded to your firm.

- ✗ To have the credit applied to your Daily Account, contact the Gateway Call Center at (301) 869-6699.
- ✗ To request a refund check, have an appropriate signatory sign the first page of the Final Renewal Statement and mail it before March 15, 2002 to:

**NASD Regulation, Inc.
Decoverly
User Support—CRD Accounting
9509 Key West Avenue
Rockville, MD 20850**

3. If no request for a refund is received by March 15, 2002, the credit amount will be transferred to your firm's Daily Account by April 1, 2002.

4. If your statement shows a zero balance due, your total fees due as of year-end were equal to the total fees paid by your firm; no further action is required.

Questions?

For questions about the 2002 CRD Renewals Program, please contact the Gateway Call Center at (301)

Key 2002 Renewal Program Addresses

Submit ALL Renewal Payments to:

US Mail:

**NASD Regulation, Inc.
CRD-IARD
P.O. Box 7777-W8705
Philadelphia, PA 19175-8705**

(Note: This P.O. Box will not accept courier or overnight deliveries.)

Express Delivery:

**NASD Regulation, Inc./CRD-IARD
W8705
c/o Mellon Bank, Rm 3490
701 Market Street
Philadelphia, PA 19106
Telephone Number: (301) 869-6699**

Members should remember to use the full address, including the "W8705" in either address to ensure prompt processing.

Send Renewal Refund requests to:

**NASD Regulation, Inc.
Decoverly
User Support—CRD Accounting
9509 Key West Avenue
Rockville, MD 20850
(301) 869-6699**

Send Renewal Roster discrepancies to:

**NASD Regulation, Inc.
Decoverly
User Support—Research
9509 Key West Avenue
Rockville, MD 20850
(301) 869-6699**

Calendar Of Key Renewal Dates

November 2001

1	Web CRD starts accepting post-dated Forms U-5, BDW, and Schedule E filings. All post-dated forms must be dated 12/31/01.
3	NASD runs extract of Preliminary Renewal Statements.
5	PRELIMINARY Renewal Statements are available via Web CRD for viewing and printing under the Accounting Tab. Firms may begin to request and view Firm Renewal Rosters/Reports online. Reports include: <ul style="list-style-type: none"> ✗ Firm Renewal (Agent) Roster ✗ Branches Renewal Roster ✗ Non-NASD Registered Individuals Report

December 2001

7	DEADLINE for receipt, in full , of 2002 Preliminary Renewal Statement payments.
21	11:00 p.m., Eastern Time (ET) DEADLINE for submission of all electronic form filings (including Forms U-5, BDW, Schedule E, ADV Amendment and ADV-W) via Web CRD/IARD and EFT.
22	Web CRD System processing shutdown. No agents will be approved or terminated at this time. No broker/dealers approved or terminated at this time. FINAL Renewal Statement data extracted from Web CRD database.
24-31	Web CRD available for QUERY-only . Filings can be created as "pending" but not submitted during the shutdown.
31	2002 Renewal Payments sent to all participating CRD regulators.

January 2002

2	Web CRD System brought back up as of 7 a.m., ET. Agents and broker/dealers can again be approved or terminated at this time. The processing of filings resumes. FINAL Renewal Statements are available via Web CRD for retrieving and printing under the Accounting Tab. Firms may begin to request and view Final Renewal Reports online. Reports include: <ul style="list-style-type: none"> ✗ Firm Renewal (Agent) ✗ Branches Renewal ✗ Billing Code Summary Report ✗ Billing Code Detail Report
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Calendar Of Key Renewal Dates (continued)

March 2002

15	DEADLINE for payment of FINAL Renewal Statements and to request a refund check for overpayment of the firm's Renewal Account. Deadline for reporting Renewal Roster discrepancies.
16	Run extract for PAST DUE Renewal Statements.
18	PAST DUE Renewal Statements are available via Web CRD for retrieving and printing under the Accounting Tab.

April 2002

19	DEADLINE for receipt of payment by NASD Regulation of PAST DUE Renewal Statements.
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Tips For Joint Broker/Dealer—Investment Adviser Firms

- ✗ For additional 2002 IARD Firm Renewal information, including a detailed *IARD Renewals Bulletin*, please visit the IARD Web Site, www.iard.com, and review information under the "Renewals Program" menu item.
- ✗ Look for any applicable Investment Adviser Firm Renewal Fees in the separate section of your Renewal Statement on Web CRD.
- ✗ Submit full payment of your Preliminary Renewal Statement by December 7, 2001 to ensure renewal of your broker/dealer firm and agent registrations and your investment adviser state registrations/Notice Filings.
- ✗ Beginning November 1, 2001, IARD will begin to accept post-dated Form ADV-W filings from state-registered IA firms to terminate state registrations as of December 31, 2001.
- ✗ Your Investment Adviser Representative (IAR) Renewals for 2002 must be processed by, and paid directly to, the states.

Affiliated Firm Payment Information

If your check or wire payment is not reflected in your firm's Renewal Account, it may have been misapplied. Misapplications can occur due to the following situations:

- ✗ The payment may have been credited to the parent firm's CRD Daily or Renewal Account if the parent firm sent the payment on behalf of an affiliated firm.
- ✗ The payment may have been credited to the affiliated firm's CRD Daily or Renewal Account if the affiliated firm sent the payment on behalf of a parent firm.
- ✗ The payment may have had an incorrect firm CRD Number or unrecognizable name if a clearing firm sent the payment and, therefore, was held by our NASD Finance Billing Department for research.
- ✗ The payment may have had an incorrect lockbox number used in the address and your payment may have been posted to another NASD Regulation billing system. (NASD Regulation uses a variety of lockboxes for specific types of payments, e.g., CRD Renewals, CRD Daily Account, Advertising Regulation, Assessments, etc.)

When contacting the Gateway Call Center, please supply as much information relating to these situations as possible so that we can research your payment and make a prompt correction. To avoid misapplications of your funds, please be certain to include the firm's CRD Number on your check and include the first page of your Renewal Statement. Please write the words "Renewals" on the front of the check. Also, please verify the correct lockbox number for the Renewal Payment you are submitting. The lockbox number for all Renewals Payments is the "W8705" in the payment addresses.

If you have questions about the information contained in this *Bulletin*, please contact the Gateway Call Center at (301) 869-6699.

Frequently Asked Questions

869-6699

-
1. *What is the deadline for submitting payment of my year 2002 Preliminary Renewal Statement?*

Full payment of your Preliminary Renewal Statement must be made by December 7, 2001, even if your firm intends to terminate additional agents or branches by December 31, 2001.

-
2. *Will the amount of my Preliminary Renewal Statement change between November 1 and December 7 as I continue to request new registrations for individuals and/or submit Form U-5 filings to terminate other individuals?*

No. Your Preliminary Renewal Statement is static and will not change. It is based on an extract done on November 3, 2001, from Web CRD. However, your Final Renewal Statement, on January 2, 2002, will reflect those changes.

-
3. *If my Renewal Account status is "Sufficient," does that mean that I have paid my Renewal bill in full?*

No. It only means that a payment towards your Preliminary Renewal Statement has been made. You must still pay the full amount.

-
4. *How do I check to see that NASD Regulation has received my Renewal Payment?*

You can query Web CRD to see if your Renewal Payment has been received and processed by NASD Regulation:

- ✗ Logon to Web CRD and from the CRD Main Site Map, click on the Renewal Statement link under the Accounting section.
- ✗ Click on Deposit Detail under the "Renewal Account Information" menu.
- ✗ Enter a date range in the "Deposit Detail Search" window.
- ✗ Click on Search.

-
5. *How can I transfer money from my Daily Account to my Renewal Account?*

Call the Gateway Call Center at (301) 869-6699 to submit the request. The entire Renewal Statement amount must be available in your firm's Daily Account to complete the transfer of funds.

-
6. *My broker/dealer firm and my investment adviser firm have the same CRD Number. Am I considered a "joint" firm?*

Yes. Therefore, your Preliminary and Final Renewal Statements in Web CRD will reflect your broker/dealer firm, broker/dealer representatives and investment adviser firm 2002 Renewal Fees. You will have to submit payment of your investment adviser representative fees directly to the states for 2002 Renewals.

-
7. *Will my Renewal Reports be automatically generated and sent to me?*

No. Beginning with this year's Renewal Program, firms must request their Renewal Reports via the Reports Tab in Web CRD.

-
8. *Should I send my 2002 Renewal Payment to the same address that I submit payments for my CRD Daily Account?*

No. Renewal Payments should be mailed to:

US Mail:
NASD Regulation, Inc.
CRD-IARD
P.O. Box 7777-W8705
Philadelphia, PA 19175-8705

(Note: This P.O. Box will not accept courier or overnight deliveries.)

Express Delivery:
NASD Regulation, Inc./CRD-IARD
W8705
c/o Mellon Bank, Rm 3490
701 Market Street
Philadelphia, PA 19106
(301) 869-6699

Members should remember to use the full address, including the “W8705” in either address to ensure prompt processing.

9. *If I am submitting payment for an affiliated firm, what CRD Number do I place on the check, the parent firm’s or the affiliated firm’s?*

The Renewal payment check should contain the CRD Number of the firm for which the payment is to be applied which in this case would be the affiliated firm’s CRD Number. The payment should also:

- ✗ Have the word “Renewals” written on the front of the check.
- ✗ Be mailed to the “W8705” lockbox address.

10. *If I identify a discrepancy on my Final Renewal Roster, should I call the Gateway Call Center to report it?*

No. Report the discrepancy, in writing, to NASD Regulation by March 15, 2002, and include copies of all appropriate documentation (such as Notices of Approval/Termination, copies of U-4 and U-5 filings, or Schedule E.

Mail the information to:
NASD Regulation, Inc.
Discoverly
User Support—Research
9509 Key West Avenue
Rockville, MD 20850
(301) 869-6699

Renewals Process Terminology

Note: The following explanation of terms is provided to help firms complete the Renewals Process and should be relied upon only in this context.

Active

The status of a registration that is either approved or in the process of becoming approved. For the purposes of Renewals, the following active registration statuses are assessed a Renewal Fee:

- ✗ “Active” **Firm** Registration Statuses: *Approved, Conditional Restricted, Holding, Limited, Suspended, Term Requested (NASD registration status only).*
- ✗ “Active” **Agent** Registration Statuses: *Approved, Approved Pending Prints, Temporary Registration, Inactive CE, Inactive Prints, Requalification, Restricted Approval, Suspended.*

Applicant

One who submits a request for registration to a regulator for consideration.

Form BD

The application used by an entity seeking registration as a broker/dealer and also the form used to notify regulators of changes.

Form BDW

The form used to withdraw the broker/dealer from registration with a regulator. Full withdrawal means withdrawing all active registrations. Partial withdrawal means withdrawing from some regulators but maintaining an approved registration with other regulators.

FTR (Fail To Renew)

A firm that failed to pay its Renewal Fees and is now subject to the reinstatement or re-registration procedures of each regulator.

No Status

A type of broker/dealer status given to registration requests when the Form BD application has been processed by Web CRD, but no action has been taken on Web CRD by the regulators on the registration.

Non-NASD Active

A condition occurring when an agent has registration approvals with regulators but no status with the NASD. This is a discrepancy.

Pending

A request for registration with a regulator that has not yet been approved to conduct business by the regulator.

Renewed

A registration approved for the following year after the proper fees have been paid and other procedures completed.

Register

The application process. Applying to a regulator for approval to conduct business within that jurisdiction. The regulator reviews the application and either approves or denies the application. Upon approval, the applicant is registered to conduct business with that regulator.

Regulator

A regulator is an SRO or a jurisdiction in which one wishes to conduct business.

Schedule E

One of the schedules that is part of the Form BD. The Schedule E is used to register and close a branch office, as well as to update branch office information.

SRO

Self-regulatory organization such as the NASD and the national securities exchanges.

Terminated

A status reflecting that a previously approved registration is no longer approved. The status is given to both agent and firm registrations when a termination form (Form U-5 or BDW) is filed and made effective or a firm fails to renew properly.

SRO/State Fee Schedule—Web CRD

As of October 22, 2001

STATE SRO	ENT CRD	AGENT INITIAL REG FEE	AGENT TRANSFER RELICENSE FEE	AGENT REVIEW METHOD (AUTO)	AGENT REVIEW METHOD (SUPER-AUTO)	S63 REQUIRED	DUAL REG	BD PHASE II	BD FEE COLLECTED BY CRD	BE REG FEE	AGENT RENEW FEE	BD RENEW FEE	SYSTEM PROCESS FEE
AK	10/84	\$75	\$75	Y	N	Y	N	Y	Y	\$250	\$75	\$250	N
AL	6/81	50	50	Y	N	Y	N	Y	Y	200	50	200	N
AR	5/83	75	75	Y	N	Y	Y	Y	Y	300	75	300	N
AZ	5/84	40	40	Y	N	Y	N	Y	Y	300	40	300	N
CA	3/84	25	25	Y	N	Y	Y	Y	N	N/P	NONE	NONE	N
CO	3/83	10	10	Y	N	N	Y	Y	Y	50	10	50	N
CT	6/81	50	50	Y	N	Y	Y	Y	Y	250	50	150	N
DC	5/83	45	45	Y	N	N	Y	Y	Y	250	45	250	N
DE	6/81	50	50	Y	N	Y	Y	Y	Y	250	50	250	N
FL	5/83	40	40	N	N	N	Y	Y	Y	200	40	200	N
GA	6/81	50	50	Y	N	Y	Y	Y	Y	250	40	100	N
HI	2/88	70	50	Y	N	Y	N	Y	Y	200	70	220	N
IA	6/81	30	30	Y	N	Y	N	Y	Y	200	30	200	N
ID	11/81	20	20	Y	N	Y	Y	Y	Y	100	20	100	N
IL	6/81	75	75	Y	N	Y	Y	Y	Y	300	75	300	N
IN	6/81	25	25	Y	N	Y	Y	Y	Y	250	25	125	N
KS	6/81	50	50	Y	N	Y	N	Y	Y	200	50	200	N
KY	6/81	50	50	Y	N	Y	N	Y	Y	120	50	120	N
LA	5/83	60	60	N	N	N	N	Y	Y	250	60	250	N
MA	4/81	50	50	Y	N	Y	N	Y	Y	300	50	300	N
MD	6/81	35	35	Y	N	N	Y	Y	Y	250	35	250	N
ME	6/81	40	40	N	N	N	N	Y	Y	200	40	200	N
MI	3/83	30	10	Y	N	Y	N	Y	Y	250	30	250	N
MN	6/81	50	25	Y	N	Y	N	Y	Y	200	50	200	N
MO	6/81	50	50	N	N	Y	N	Y	Y	200	50	100	N
MS	6/81	50	50	Y	N	Y	Y	Y	Y	200	50	200	N
MT	5/83	50	50	Y	N	Y	Y	Y	Y	200	50	200	N
NC	6/81	55	55	N	N	Y	N	Y	Y	200	55	200	N
ND	6/81	60	60	Y	N	Y	Y	Y	Y	200	60	200	N
NE	6/81	40	40	Y	N	Y	N	Y	Y	250	40	250	N
NH	3/83	130	130	Y	N	Y	N	Y	Y	250	100	200	N
NJ	6/81	30	30	Y	N	N	N***	Y	Y	250	30	250	N
NM	10/81	35	35	N	N	Y	N	Y	Y	300	35	300	N
NV	6/81	55	55	Y	N	Y	N	Y	Y	150	55	150	N
NY	6/81	45	40	Y	N	Y	Y	Y	Y	200	25	200	N
OH	6/81	50	50	N	N	N	N	Y	Y	100	50	100	N
OK	6/81	50	50	Y	N	Y	Y	Y	Y	300	50	300	N
OR	6/81	15	15	Y	N	Y	N	Y	Y	100	15	50	N
PA	6/81	82	82	Y	N	Y	N	Y	Y	400	67	400	N
PR	10/84	150	150	Y	N	N	Y	Y	Y	500	150	500	N

STATE SRO	ENT CRD	AGENT INITIAL REG FEE	AGENT TRANSFER RELICENSE FEE	AGENT REVIEW METHOD (AUTO)	AGENT REVIEW METHOD (SUPER-AUTO)	S63 REQUIRED	DUAL REG	BD PHASE II	BD FEE COLLECTED BY CRD	BE REG FEE	AGENT RENEW FEE	BD RENEW FEE	SYSTEM PROCESS FEE
RI	3/83	50	50	Y	N	Y	N	Y	Y	250	50	250	N
SC	6/81	100	100	Y	N	Y	N	Y	Y	300	100	300	N
SD	6/81	125	125	Y	N	Y	Y	Y	Y	150	125	150	N
TN	4/81	50	50	N	N	Y	Y	Y	Y	200	50	200	N
TX	6/81	235	235	Y	N	Y	Y	Y	Y	275	220	240	N
UT	5/83	45	45	Y	N	Y	Y	Y	Y	75	45	75	N
VA	6/81	30	30	Y	N	Y	N	Y	Y	200	30	200	N
VT	6/81	45	45	N	N	N	N	Y	Y	250	45	250	N
WA	5/83	40	25	Y	N	Y	Y	Y	Y	150	20	75	N
WI	6/81	30	30	Y	N	Y	N	Y	Y	400	30	200	N
WV	6/81	80	80	Y	N	Y	N	Y	Y	250	65	250	N
WY	6/81	35	35	Y	N	Y	Y	Y	Y	200	35	200	N
AMEX	4/88	60	55	N	Y	N	Y	N	N	N/P	47*	N/P	N
BSE		N/P	N/P	N	Y	N	Y	N	N	N/P	N/P	N/P	N
CHX	4/81	50	50	N	Y	N	Y	N	N	N/P	NONE	N/P	N
CSE		N/P	N/P	N	Y	N	Y	N	N	N/P	N/P	N/P	N
ISE	4/00	25	25	N	Y	N	Y	Y	N	NONE	30	NONE	N
NYSE	5/85	65	43**	Y	N	N	Y	N	N	N/P	52*	N/P	N
NASD	1/39	85	85	Y	N	N	Y	Y	Y	N/P	10	—	30
CBOE	4/81	55	50	N	Y	N	Y	Y	Y	100	50	N/P	N
PCX	4/81	45	45	N	Y	N	Y	N	N	N/P	45	N/P	N
PHLX	10/93	45	45	N	Y	N	Y	N	N	N/P	50*	N/P	N

- * Maintenance Fee
- ^ Denotes current changes
- ** Transfers within 30 days. If more, will be considered as initial.

PLEASE NOTE PHASE II:

- x Applies only to BD amendments.
- x Initial Registration requests should be directed to the state.

STATE	=	Affiliation/Jurisdiction
SYSTEM FEE	=	NASD System Processing Fee
AG REVIEW METHOD	=	Allows Automatic Agent Approval
ENT CRD	=	Joined CRD
S63	=	Exam Required For State Registration
REG FEE	=	Agent Registration Fee
DUAL	=	Allows Dual Agent Registration
TRANSFER FEE	=	Agent Re-Registration Fee
AGENT R/N	=	Agent Renewal Fee
PHASE II	=	Accepts BD Amendment Filings Via Web CRD
BD FEE	=	BD State Fee Collected By Web CRD
BD REG	=	BD State Fee
BD R/N	=	BD Renewal Fee
N or N/P	=	Non-Participant Of Program

***Manual Approval Processing Available - Contact NJ

For additional information, please visit NASDR online at: <http://www.nasdr.com>

State Securities Offices

ALABAMA

Alabama Securities Commission
RSA Plaza
770 Washington Avenue, Suite 570
Montgomery, AL 36130-4700
(334) 242-2984

ALASKA

Division of Banking and Securities
150 Third Street, Suite 217
Juneau, AK 99801

Mailing Address:

P. O. Box 110807
Juneau, AK 99811-0807
(907) 465-2521

ARIZONA

Arizona Corporation Commission
Securities Division
1300 West Washington Street
3rd Floor
Phoenix, AZ 85007
(602) 542-4242

ARKANSAS

Securities Department
Heritage West Building
201 East Markham, 3rd Floor
Little Rock, AR 72201
(501) 324-9260

CALIFORNIA

Department of Corporation
1515 K Street #200
Sacramento, CA 95814
(916) 445-3062

COLORADO

Division of Securities
1580 Lincoln Street., Suite 420
Denver, CO 80203-1506
(303) 894-2320

CONNECTICUT

Department of Banking
260 Constitution Plaza
Hartford, CT 06103
(860) 240-8230

DELAWARE

Department of Justice
Securities Division
820 North French Street, 5th Floor
Wilmington, DE 19801
(302) 577-8424

DISTRICT OF COLUMBIA

Dept. of Insurance & Securities
Regulation Securities Bureau
810 1st Street NE, Sixth Floor
Washington, DC 20002
(202) 442-7849

FLORIDA

Department of Banking & Finance
Division of Securities
101 East Gaines Street
Tallahassee, FL 32399-0350
(850) 410-9805

GEORGIA

Securities Division
West Tower, Suite 802
2 Martin Luther King Jr. Dr. SE
Atlanta, GA 30334
(404) 656-3920

HAWAII

Corporate & Securities Commission
1010 Richards Street, 2nd Floor
Honolulu, HI 96813
(808) 586-2730

IDAHO

Idaho Securities Bureau
Department of Finance
Statehouse; 700 West State Street
Boise, ID 83720

Mailing Address:

P.O. Box 83720
Boise, ID 83720-0031
(208) 332-8004

ILLINOIS

Illinois Securities Department
Lincoln Tower
520 South Second Street, Suite 200
Springfield, IL 62701
(217) 782-2256

INDIANA

Securities Division
302 West Washington Street
Room E-111
Indianapolis, IN 46204
(317) 232-6690

IOWA

Securities Bureau
340 Maple Street
Des Moines, IA 50319-0066
(515) 281-4441

KANSAS

Kansas Securities Commission
618 S. Kansas Avenue, 2nd Floor
Topeka, KS 66603
(785) 296-3307

KENTUCKY

Kentucky Securities Commission
1025 Capital Center Drive-Suite 200
Frankfort, KY 40601
(502) 573-3390

LOUISIANA

Louisiana Commission of Securities
3445 N. Causeway, Suite 509
Metairie, LA 70002

Mailing Address

8660 United Plaza Blvd, 2nd Floor
Baton Rouge, LA 70809
(504) 846-6970

MAINE

Maine Securities Division
121 State House Station
Augusta, ME 04333-0121
(207) 624-8551

MARYLAND

Maryland Division of Securities
Office of the Attorney General
200 St. Paul Place, 20th Floor
Baltimore, MD 21202-2020
(410) 576-6360

MASSACHUSETTS

Massachusetts Securities Division
John W. McCormack Building
One Ashburton Place, Room 1719
Boston, MA 02108
(617) 727-3548

MICHIGAN

Office of Financial and Insurance
Services
Licensing Division
Ottawa Building, 2nd Floor
611 W. Ottawa Street
Lansing, MI 48933

Mailing Address:

P. O. Box 30701
Lansing MI 48909-8201
(517) 241-6350

MINNESOTA

Department of Commerce
85 7th Place East, Suite 500
St. Paul, MN 55101-2198
(651) 296-4026

MISSISSIPPI

Office of the Secretary of State
Business Regulation & Enforcement
202 North Congress St., Suite 601
Jackson, MS 39201

Mailing Address:

P. O. Box 136
Jackson, MS 39205
(601) 359-1350

MISSOURI

Securities Division
Missouri State Information Center
600 West Main Street, 2nd Floor
Jefferson City, MO 65101
(573) 751-2061

MONTANA

Montana Securities Department
840 Helena Avenue
Helena, MT 59601
(406) 444-2040

NEBRASKA

Nebraska Securities Bureau
Department of Banking & Finance
1200 N Street, Suite 311
P. O. Box 95006
Lincoln, NE 68509-5006
(402) 471-3445

NEVADA

Nevada Securities
555 E. Washington Avenue
Suite 5200
Las Vegas, NV 89101
(702) 486-2440

NEW HAMPSHIRE

Bureau of Securities Regulation
State House
107 North Main Street, Room 204
Concord, NH 03301-4989
(603) 271-1463

NEW JERSEY

Bureau of Securities
Gibraltar Building
153 Halsey Street, 6th Floor
Newark, NJ 07102
(973) 504-3600

NEW MEXICO

New Mexico Securities Division
725 St. Michael's Dr.
Santa Fe, NM 87505-7605

Mailing Address:

P. O. Box 25101
Santa Fe, NM 87504
(505) 827-7140

NEW YORK

New York State Department
of Law Investor Protection and
Securities Bureau
120 Broadway
New York, NY 10271
(212) 416-8222

NORTH CAROLINA

North Carolina Securities Division
Office of the Secretary of State
300 North Salisbury Street
Suite 100
Raleigh, NC 27603
(919) 733-3924

NORTH DAKOTA

Office of the Securities
Commissioner
State Capitol Building
600 East Boulevard Avenue
5th Floor
Bismarck, ND 58505
(701) 328-2910

OHIO

Commissioner of Securities
Ohio Division of Securities
77 South High Street, 22nd Floor
Columbus, OH 43215
(614) 644-7381

OKLAHOMA

Oklahoma Department of Securities
First National Center
120 North Robinson, Suite 860
Oklahoma City, OK 73102
(405) 280-7700

OREGON

Oregon Securities Division
Department of Consumer and
Business Services
350 Winter St. NE, Room 410
Salem, OR 97301-3881
(503) 378-4387

PENNSYLVANIA

Pennsylvania Securities Commission
Eastgate Office Building, 2nd Floor
1010 N. 7th Street
Harrisburg, PA 17102
(717) 787-5675

PUERTO RICO

Commonwealth of Puerto Rico
Office of the Commissioner of
Financial Institutions
Centro Europa Building
1492 Ponce de Leon Avenue
Suite 600
San Juan, PR 00907-1492

Mailing Address:

Fernandez Juncos Station
P.O. Box 11855
San Juan, Puerto Rico 00910-3855
(787) 723-3131

RHODE ISLAND

Department of Business Regulation
Securities Division
233 Richmond Street, Suite 232
Providence, RI 02903-4232
(401) 222-3048

SOUTH CAROLINA

Office of the Attorney General
Securities Section
Rembert C. Dennis Office Building
1000 Assembly Street
Columbia, SC 29202

Mailing Address:
P. O. Box 11549
Columbia, SC 29211-1549
(803) 734-9916

SOUTH DAKOTA

Division of Securities
118 W. Capitol Avenue
Pierre, SD 57501
(605) 773-4013

TENNESSEE

Tennessee Securities Division
Davy Crockett Building
500 James Robertson Parkway
Nashville, TN 37243
(615) 741-3187

TEXAS

State Securities Board
208 E. 10th Street, 5th Floor
Austin, TX 78701
(512) 305-8300

UTAH

Department of Commerce
Securities Division
Heber M. Well Building
160 East 300 South, 2nd Floor
P. O. Box 146760
Salt Lake City, UT 84114-6760
(801) 530-6600

VERMONT

Department of Banking,
Insurance, Securities and
Health Care Administration
Securities Division
89 Main Street, Drawer 20
Montpelier, VT 05620-3101
(802) 828-3301

VIRGINIA

Virginia Division of Securities
1300 E. Main Street
Richmond, VA 23219

Mailing Address:
P. O. Box 1197
Richmond, VA 23218
(804) 371-9187

WASHINGTON

Department of Financial Institutions
Securities Division
210 11th Avenue SW, Room 300
Olympia, WA 98504-1200

Mailing Address:
P.O. Box 9033
Olympia, WA 98507-9033
(360) 902-8760

WEST VIRGINIA

West Virginia Securities
Commission Securities Division
106 Dee Drive
Charleston, WV 25311
(304) 558-2257/2258

WISCONSIN

State of Wisconsin
Department of Financial Institutions
Division of Securities, 4th Floor
345 W Washington Avenue
Madison, WI 53703

Mailing Address:

P. O. Box 1768
Madison, WI 53701-1768
(608) 266-1064

WYOMING

Securities Division
Secretary of State
24th & State Capitol Avenue
Cheyenne, WY 82002-0020
(307) 777-7370

SEC

**Securities and Exchange
Commission**

450 5th Street, NW
Washington, DC 20549
(202) 942-8088

OTHER SECURITIES OFFICES

**Municipal Securities Board
(MSRB)**

1900 Duke Street
Suite 600
Alexandria, VA 22314
(703) 797-6600

**North American Securities
Administration (NASAA)**

10 G Street, NE
Suite 710
Washington, DC 20002
(202) 737-0900

EXCHANGES

**American Stock Exchange
(AMEX)**

86 Trinity Place, 12th Floor
New York, NY 10006
(212) 306-1428

**Boston Stock Exchange, Inc.
(BSE)**

100 Franklin Street
Boston, MA 02110
(617) 235-2000

**Chicago Board Options Exchange
(CBOE)**

400 South LaSalle Street
Chicago, IL 60605
(312) 786-7056

Chicago Stock Exchange (CHX)

440 South LaSalle Street
Suite 525
Chicago, IL 60605
(312) 663-2222

Cincinnati Stock Exchange (CSE)

400 South LaSalle Street
5th Floor
Chicago, IL 60605
(312) 786-8803

**The Financial Services Authority
(FSA)**

Individual Registration and
Qualifications Department
25 The North Colonnade
Canary Wharf
London E14 5HS United Kingdom
011-44-207-676-1000

**International Securities Exchange
(ISE)**

60 Broad Street, 26th Floor
New York, NY 10004
(212) 943-2400

**Investment Dealers Association
of Canada (IDA)**

121 King Street West, Suite 1600
Toronto, Ontario (M5H 3T9) Canada
(416) 865-3038

**National Futures Association
(NFA)**

200 West Madison, Suite 1400
Chicago, IL 60606
(800) 676-4NFA

**New York Stock Exchange, Inc.
(NYSE)**

11 Wall Street
New York, NY 10005
(212) 656-3000

**Pacific Exchange, Inc.
(PCX)**

115 Sansome Street, 2nd Floor
San Francisco, CA 94104
(415) 393-4000

**Philadelphia Stock Exchange, Inc.
(PHLX)**

Philadelphia Stock Exchange Bldg.
1900 Market Street
Philadelphia, PA 19103
(215) 496-5000

**Tips For A Successful
Renewal Season**

- x Submit payment on or before December 7, 2001.
- x Pay the total amount due on the Preliminary Renewal Statement.
- x Remember to write your firm's CRD Number and "Renewals" on the front of the check.
- x Print and include the FIRST PAGE of your Preliminary and Final Renewal Statements with your payment.
- x Send payments directly to:

US Mail:

**NASD Regulation, Inc.
CRD-IARD
P.O. Box 7777-W8705
Philadelphia, PA 19175-8705**

(Note: This P.O. Box will not accept courier or overnight deliveries.)

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(301) 869-6699**

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- x Check payments **should not** be combined for affiliated firms (*i.e.*, simultaneous filers, etc.)
- x Submit all termination form filings electronically (including Forms U-5, BDW, Schedule E, ADV Amendment and ADV-W) **on or before** 11 p.m., ET, December 21, 2001.
- x Access Web CRD/IARD Preliminary and Final Renewal Statements under the Accounting Tab and request Reports under the Reports Tab.

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