

## REQUIREMENTS FOR BROKER-DEALER REGISTRATION

### I. FILING REQUIREMENTS-CRD

- A. Broker-Dealer applications are filed with CRD. Filing fee of \$250.00 is submitted to the CRD with Form BD.
- B. Agent Registration. NASD members register all agents through the CRD System. The agent filing fee is \$25.00 per agent and is submitted to the CRD with the form U-4.
- C. All Amendments to Form BD are to be filed with the CRD.
- D. Branch Offices. The opening, relocation or closing of branch offices is done through the CRD on Form BR.

### II. FILING REQUIREMENTS-STATE

- A. Please complete the attached cover sheet and return it to the Indiana Securities Division along with the requested documents.
- B. **Indiana requires that you register two principals in Indiana.** Principals need to have passed a principal's exam (i.e. Series 4, 24, 26, 27, 39, 53, 54, etc.)
- C. Branch Managers. Indiana Branch Managers must pass a principal's examination or the Series 9 and Series 10.
- D. A copy of the firm's most recent audited financial statement and most recent Focus I or II. Report must be sent to the Indiana Securities Division along with the attached cover letter.
- E. A Certificate of Authority of a Foreign Corporation to Transact Business in Indiana is required **only** if applicant intends to have an agent **living** in the State of Indiana or if it **maintains a branch office in Indiana**. If you have any questions about how to obtain a Certificate of Authority of Foreign Corporation to Transact Business in Indiana, please call the Business Service Division at (317) 232-6576 or go online to [www.in.gov/sos/business/](http://www.in.gov/sos/business/).
- F. Indiana has 30 days to review your completed application for registration before your registration becomes effective. This 30-day period will not begin until all materials requested by Indiana are received by Indiana.

### III. REQUIRED EXAMS

- **Broker-Dealer Principals and Branch Managers (General):**
  - NASD Series 4, 9 and 10
- **Broker-Dealer Principals and Branch Managers (Restricted)(Firm Restricted to Business in Subject Area of Examination):**
  - NASD Series 26 (Investment Company/Variable Contracts), NASD Series 39 (Direct Participation Programs), NASD Series 4 (Registered Options).
- **Broker-Dealer Agents (General):**
  - NASD Series 7 and NASD Series 63 or 66.
- **Broker-Dealer Agents (Restricted):**
  - NASD Series 6 (Investment Company/Variable Contracts), NASD Series 22 (Directed Participation Programs), NASD Series 62 (Corporate Securities), NASD Series Securities), and the NASD Series 63 or 66.

Questions regarding audited financials and FOCUS I and II contact Doreen Puery, Senior Accountant, at (317) 232-0737. Questions regarding registration or exams in general contact a Division Compliance Officer at (317) 232-6681.

**INDIANA BROKER-DEALER COVER SHEET**

This cover sheet should be completed in full and returned, along with the requested documents to the Indiana Securities Division so that your firm's broker-dealer application may be processed. Please type all information.

1. Name of Firm: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address of Firm: \_\_\_\_\_

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Telephone # ( ) \_\_\_\_\_ Fax # ( ) \_\_\_\_\_  
E-Mail \_\_\_\_\_

CRD Number of Firm \_\_\_\_\_

Have you filed with the CRD to request registration in Indiana? \_\_\_\_\_

Have you filed with the CRD to request registration in Indiana for all agents you wish to register in Indiana? \_\_\_\_\_

2. Name of First Principal \_\_\_\_\_  
CRD # of First Principal \_\_\_\_\_

Name of Second Principal \_\_\_\_\_  
CRD # of Second Principal \_\_\_\_\_

3. Does the firm intend on having a branch office or agent in Indiana?  YES  NO  
If YES, please attach a copy of the Certificate of Authority of a Foreign Corporation to Transact Business in Indiana.

4. What is the firm's fiscal year end? \_\_\_\_\_

**PLEASE ATTACH THE FOLLOWING DOCUMENTS TO THIS COVER SHEET  
AND RETURN TO THE INDIANA SECURITIES DIVISION.**

\_\_\_\_\_ The firm's most recent audited financial statements. See NOTE below.

\_\_\_\_\_ The firm's most recent FOCUS Report.

\_\_\_\_\_ If the firm's most recent audited financial statements and FOCUS Report are over 60 days old, please include an unaudited balance sheet.

\_\_\_\_\_ If the firm intends on having a branch office or agent living in Indiana, please attach a copy of the Certificate of Authority of a Foreign Corporation to Transact Business in Indiana.

NOTE: If the firm does not yet have audited financial statements and / or a FOCUS Report, please forward an unaudited balance sheet not older than 60 days.