

REQUIREMENTS FOR BROKER-DEALER REGISTRATION

I. **FILING REQUIREMENTS - CRD**

- A. Broker-Dealer applications are filed with the CRD. Filing fee of \$250.00 is submitted to the CRD with Form BD.
- B. Agent Registration. FINRA members register all agents through the CRD system. Agent filing fee is \$25.00 per agent and is submitted to the CRD with the Form U4.
- 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 FINRA Series 9 and 10.
- D. A Certificate of Authority of a Foreign Corporation to Transact Business 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 Services Division at (317) 232-6576 or www.sos.in.gov/business
- E. 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):**
 - FINRA Series 4, 9 and 10

- **BROKER-DEALER PRINCIPALS AND BRANCH MANAGERS (Restricted) (Firm restricted to business in subject area of examination):**
 - FINRA Series 26 (Investment Company/Variable Contracts)
 - FINRA Series 39 (Direct Participation Programs)
 - FINRA Series 4 (Registered Options)

- **BROKER-DEALER AGENTS (General):**
 - FINRA Series 7 and FINRA Series 63 or 66.

- **BROKER-DEALER AGENTS (Restricted):**
 - FINRA Series 6 (Investment Company/Variable Contracts)
 - FINRA Series 22 (Direct Participation Programs)
 - FINRA Series 62 (Corporate Securities)
 - FINRA Series 79 (Limited Representative-Investment Banking)
 - **AND** FINRA Series 63 or 66

Questions regarding audited financials and FOCUS I and II contact Doreen Fuery, Senior Accountant, (317) 232-0737. Questions regarding branch offices or exams 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: _____

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.