



Indiana Secretary of State Securities Division

Application for Broker Dealer Registration

*SUBMIT THIS COVER SHEET AND ALL REQUESTED DOCUMENTS TO:
STEPHEN NELSON - COMPLIANCE OFFICER
302 West Washington Street, Room E-111
Indianapolis, IN 46204
stnelson@sos.in.gov*

FIRM INFORMATION				
Name of Firm			CRD Number of Firm	
Contact Person	Email Address		Telephone	
Address (Firm)	City	State	Zip Code	
Have you filed with the CRD to request registration in Indiana?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you filed with the CRD to request registration in Indiana for all agents you wish to register in Indiana?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the firm have a branch office or agent in Indiana? <i>If yes, please attach a copy of the Certificate of Authority of a Foreign Corporation to Transact Business in Indiana.</i>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
What is the firm's fiscal year end?				

PRINCIPAL INFORMATION	
Name of First Principal	CRD Number
Name of Second Principal	CRD Number
Is there a request for a waiver of the two principal requirement? <i>If yes, please see checklist below</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

CHECKLIST FOR WAIVER OF THE TWO PRINCIPAL REQUIREMENT
Under 710 Ind. Admin. Code § 4-7-2(d)(4), certain criteria must be met to receive a waiver of the Broker Dealer two principal requirement. The Broker Dealer must notify the Indiana Securities Division, in writing, of the following two items: (1) The Broker Dealer maintains NO branch offices anywhere. (2) The Broker Dealer employs NO MORE than ten agents anywhere. <i>Please submit your request for the two principal waiver, along with the other requested documents.</i>

REQUESTED DOCUMENTS

Please submit the following documents with the cover sheet:

- (1) The firm's most recent audited financial statements.
- (2) The firm's most recent FOCUS Report.

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.

- (3) If the firm's most recent audited financial statements and FOCUS report are over 60 days old, please include an unaudited balance sheet.
- (4) If the firm will have a branch office or agent living in Indiana, attach a copy of the Certificate of Authority of a Foreign Corporation to Transact Business in Indiana.

Questions regarding audited financials and FOCUS I and/or II contact Doreen Fuery, Senior Accountant at (317) 232-0737.

PROCESS TO REQUEST AN EXAM WAIVER

If an agent is seeking an exam waiver, send the request directly to:

Daniel Spungen, Registrations Attorney – dspungen@sos.in.gov

Send the request on company letterhead via pdf copy, and include the individual's name, CRD number, exam and registration history. Mr. Spungen will consider the request and respond within 30 days.

FILING REQUIREMENTS / HELPFUL RESOURCES

- 1) Broker Dealer applications are filed through the CRD, along with a filing fee of \$250.00 and the Form BD.
- 2) FINRA members register all agents through the CRD, along with a filing fee of \$25.00 and the Form U4.
- 3) All amendments to the Form BD are to be filed through the CRD.
- 4) The opening, relocation and/or closing of branch offices is done through the CRD on the Form BR.
- 5) The Division requires that you register two principals in Indiana. Principals and Indiana branch managers must pass a principal's exam.
- 6) A Certificate of Authority of a Foreign Corporation to Transact Business is required **only** if the 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 on how to obtain a Certificate of Authority of a Foreign Corporation to Transact Business in Indiana, please contact the Business Services Division at (317) 232-6576 or www.in.gov/sos/business/index.htm
- 7) The Division has 30 days to review a completed application for registration before the registration becomes effective. This 30 day period will not begin until **all** materials requested are received by the Division.
- 8) Exam information can be found at <http://www.finra.org/industry/qualification-exams>.

