

Web CRD®/IARDSM
Release 7.1 Changes
October 31, 2005

	DESCRIPTION	COMMUNITY
	Accounting	
1	New Accounting charge codes to support branch office will be added to Web CRD.	All
	The "Branch Number" will be added to the following Accounting screens: •Bill Line Search •Bill Line Search Results •Transaction Details Result •Processed Transaction Queue •Funds Deficient Transaction Queue	Firms, NASD
2	BD - Form Filing	
3	Web CRD will invalidate all pending "Schedule E Only" filings and any "Form BD" filings that contain updates to Schedule E. The "Schedule E" of the Form BD will be invalidated from Web CRD.	Firms
	BR - Form Filing	
4	The "Form BR" will be implemented to register, notice file and close/withdraw branch offices using the following filing types: • "Form BR" Initial will be used to register/notice file a firm's branch office(s) with the appropriate regulator(s). • "BR Amendment" will be used to amend information for a firm's branch office(s) with the appropriate regulator(s). • "BR Closing/Withdrawal" will be used to close/withdraw a firm's branch office(s) with the appropriate regulator(s).	Firms, NASD
5	The "Form BR" will be implemented to register, notice file and close/withdraw branch offices. It will include the following sections: •Section 1. "General Information" - Fields used to indicate the branch location, phone number and facsimile. •Section 2. "Registration/Notice Filing/Type of Office" - Fields used to indicate where the branch will be notice filed and/or registered, the "Type of Branch Office Registration", NASD OSJ information, NYSE Type of Office (if applicable) and list of Supervisor(s) and/or Persons-in-Charge of the branch office. •Section 3. "Types of Business Activities/Other Business Names/ Websites" - Fields used to indicate the types of activities conducted at the branch, the Other Business Names and Website addresses used by the branch. •Section 4. "Branch Office Arrangements"- Fields used to indicate how the branch office is arranged. •Section 5. "Associated Individuals" - Fields used to list individuals associated at this branch during an Initial BR filing. After the Initial BR filing is submitted, additional individuals will need to be associated to the branch via a Form U4 filing. Supervisor(s) and Persons-in-Charge will not be listed in this section. •Section 6. "NYSE Branch Information"(Only applicable to firm's seeking NYSE registration) - Fields used to answer questions relating to NYSE. This section will only display when the branch is an NYSE-registered branch. •Section 7. "Branch Closing" - This section will display when the firm is attempting to close a branch that had an approved equivalent status. It provides a place to enter the date operations cease, indicate where the books and records will be located and provide a contact person. •Section 8. "Branch Withdrawal" - This section will display when the firm is attempting to withdraw a branch that has not had an approved equivalent status. Provides a place to enter the date of withdrawal with a reason for withdrawal and provide a contact person. •Section 9. "Signatures" - This section will display on Initial, Amendment and Closing/Withdrawal filing types.	Firms, NASD

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	U4/U5/U6 - Form Filing	
6	The Form U4 "General Information" and "Affiliate" sections will be updated to incorporate the following changes: <ul style="list-style-type: none"> ▪ Addition of the Independent Contractor question ▪ Changes to Office of Employment Address to require selection of a registered location ▪ Changes to Office of Employment Address to indicate whether the individual is located at or supervised from the indicated registered location ▪ Changes to Office of Employment Address to allow entry of a non-registered employment location 	Firms, NASD
7	The Form U4 and Form U5 revision number will be changed from "3/2002" to "10/2005".	All
8	All pending "Form U4" and "Form U5" filings with a form version of "3/2002" will be invalidated as a result of the form version change.	Firms, NASD
9	"Form U5" will be updated to no longer allow users to amend "Office of Employment Address."	Firms, NASD
10	The employment address information on the individual "Form U6" <i>Subject of Action</i> screen will be updated to reflect all the office of employments with which the individual is associated.	NASD, SRO, State
	Entitlement	
11	The following new entitlement privilege will be added to Web CRD for firms: <ul style="list-style-type: none"> ▪ A "Form BR" privilege that will provide firm users with the ability to submit filings 	Firms
12	The following new entitlement privilege will be added to Web CRD for NYSE firms: <ul style="list-style-type: none"> ▪ A "Maintain NYSE Branch Code Number" privilege that will provide firms with the ability to update a firm's main office "NYSE Branch Code Number" 	NYSE Firms
13	The following new entitlement privileges will be added to Web CRD for states and SROs: <ul style="list-style-type: none"> ▪ A "Maintain Branch Status" privilege that will provide state and SRO users with the ability to create and update a firm's branch status ▪ A "Maintain BR Review Method" privilege that will provide states and SROs the ability to update a firm's branch review method 	State,SRO
	Notifications	
14	The following firm notifications will be added to alert firms of the following events: (1) Notification email when a branch registration is approved and (2) Notification email when a branch is deficient.	Firms
	View Individual	
15	"Composite Information" will be updated to show multiple offices of employment locations for an individual and the response to the new Independent Contractor question.	All
16	The "Employment History" screen has been reorganized to display the "Office of Employment Address History" first and the "U4 Employment History" second. The "Office of Employment Address History" section of "U4 Employment History" will be updated to include information from applicable Form BR filings: CRD Branch Number, NYSE Branch Code Number, Firm Billing Code and Type of Office.	All
17	The CRD Branch Number will display as a hyperlink on the "Composite" screen of each individual CRD record. The hyperlink will access the Branch Composite information.	All
	View Organization	
18	The existing <i>Branch Deficiencies</i> section in "View Organization" will be removed and all existing outstanding "Schedule E Branch Deficiencies" will be cleared.	All
19	The existing "Branch Offices" navigation item will be renamed to "Schedule E Branch Offices".	All
20	A new navigation item, "Form BR Branch Offices," will be added to display the firm's branch office information.	All
21	The following new sections will be added as part of the <i>Form BR: View Branch Information</i> : Branch Office Composite, Branch Registration/Notice Filing Status, Branch Deficiencies, Currently Associated Individuals, Branch Address History, Supervisor/Person-In-Charge History and Branch Office Filing History. A new branch header will display when accessing pages in View Branch Information.	All

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	Queues	
22	The existing SRO and State "Branch Queues" will be updated to include Form BR information. "Non Filing Branch" and "Branch Deficiencies" Queues will be added. Any existing notice in the Branch queue for Schedule E branches will be invalidated.	State, SRO
23	The "U5 Notice Queue" will be optimized to improve performance.	Firms
24	The following new queues will be added to the firm queues: "Branch Status", "Branch Deficiencies" and "NYSE Filing Status Queues."	Firms
	Non-Filing Info	
25	Updates will be made to the <i>NFI Organization</i> screens/functions to include the "Maintain NYSE Branch Code Number" function for firms that are associated with the NYSE.	NYSE Firm
26	"Maintain Branch Registration and Branch Review Method" functions will be added for Regulators.	State, SRO
	Reports	
27	A new "Branch Roster Report" that will provide a detailed list of branch office information by firm will be added	All
28	A new "Branch Individuals with Multiple Employment Addresses Report" that will provide a detailed list of associated individuals that have been associated with more than one office of employment with the same firm will be added.	All
29	A new "Branch Snapshot Report" that will provide branch office details by branch will be added	All
30	A new "Branch-Supervising OSJ and Regular Branches Report" that will provide a list of NASD OSJ or NYSE Regular Branches that have Non-OSJ or small branches reporting to it will be added.	All
31	A new "Branch Associated Individuals Report" that identifies all associated individuals assigned to a specified branch office will be added. This report will also include individual details including disclosure counts.	All
32	A new "Branch Applications Processed Report" that identifies all branch applications processed (approved) within a specified date range where the branch registration status changed from pending to a final disposition will be added.	State, SRO
33	The following reports will be updated to include "Office Of Employment Address" and the new "Independent Contractor" question: "Individual - DRP Cause Report"; "Exam - Individual by Exam Report"; "Individual - Recent Hires by Firm Report"; "Individual - Registered Individual Disclosure Report"; "Individual - State Data Download Report"; "Individual - Termination and Identification of New Firm Report"; "Roster - Individual - Active Registrations and Download Report"; "Roster - Individual - Firms Report and Download Report"; "Roster - Individual - Home State with Exam Download Report"; "Roster - Individual - Home State Report"; "Individual - Approvals by Firm Report"; "Snapshot - Individual Report" and the "Snapshot NASD Individual Database Extract Report".	All
34	Updates will be made to the following Accounting reports to include the new branch office and mass transfer fees: <ul style="list-style-type: none"> •Account Activity Report •Account Activity by Category Report •Firm Accounting Download Report 	Firms
35	Updates will be made to the following accounting reports to include the new branch office and mass transfer fees: Disbursement Detail and Download Report	State, SRO
36	Updates will be made to the "Individual Jurisdiction Location Statistics Report" with branch office information.	State, SRO
37	Web CRD will now generate the "Office Of Employment History" section instead of only the composite section when the Individual "State Data Download" report is requested with only the "Include Office Of Employment History" input element set to "Yes"	State
38	The "Snapshot - BD Firm Report" will no longer contain firm's branch office information.	All
39	The following Pre- Release 7.1 Branch Reports will be invalidated: "Branches within Firm – District Report", "Branch – Schedule E – Firm Report", "Branch – Branches within Firm – Firm Report", "Branch – Firm Branch Download – Firm Report", "Branch – Schedule E Branch – Firm Branch Download", "Branch – Branches within Firm – Home State Report" and the "Branch – Firm Branch Office Locations Report".	All

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	Web EFT/NSG	
40	Updates will be made to the "Web EFT NYSE Processing Report" to include the following: branches associated with an active NYSE-registered firm; all branch unresolved deficiencies when the branch status is DEFICIENT; deficiencies that have changed during the reporting period; all office of employment addresses associated with the firm association being reported; NYSE Branch Code Number and the "Doing Business As" name of the firm at the time of employment.	NYSE
41	A new "Form BR Feed" that will contain filing data for NYSE branches filed within a specified time period will be added	NYSE
42	Updates will be made to the "NSG" system to have the ability to upload NYSE Status and Approval Letters. The upload will contain "Branch Status" information and "Branch Approval Letters". Web CRD will process and notify the affected firms in their "Branch Notice Queue".	NYSE
43	Updates will be made to "Web EFT" to accept the U4 and U5 Forms' branch office changes.	Firms
44	Updates will be made to the "Individual Information Report" to include branch office "Office Of Employment Address" and the new "Independent Contractor" question.	Firms
45	Updates will be made to NYSE U4 and U5 data feeds with the branch office changes to U4 and U5 Forms.	NYSE
46	The following NYSE EXI-feeds will be invalidated: NYSE Branch Office Initial Download; NYSE Disciplinary History Disclosure; NYSE Employment Data Download; NYSE Exam Daily Changes; NYSE Exam Initial Download; NYSE NASD Active Firm; NYSE Representative Current Status; NYSE Representative Status Daily Change; NYSE U5 Terminations.	NYSE
47	Updates will be made to accept and process the following Web CRD Branch form types: "Initial", "Amendment" and "Closing/Withdrawal".	Firms
48	The following reports will be added to Web EFT: "Post Branch Deficiencies Report" will provide a list of outstanding current deficiencies for branches at the requesting firm; "Post Branch Individual Report" will contain all active branch offices of the specified firm and the individuals actively associated with those branches; "Post Branch Status Report" will contain the requesting firm's branch registration status and notice filing status changes for a specified date.	Firms
	Misc Information	
49	The following links will be added to the CRD Site Map "Form Filing" section: "Create New BR Filing", "Initial", "Amendment", "Closing/Withdrawal", "Pending BR Filings" and "Historical BR Filings".	Firms
50	The following links will be added to the CRD Site Map "Firm Organization Queues" section: "Branch Status", "Branch Deficiencies" and "NYSE Filing Status".	Firms
51	The following links will be added to the CRD Site Map "Jurisdiction Organization Queues" section: "Non Filing Branch" and "Branch Deficiencies".	State
52	The following links will be added to the CRD Site Map "SRO Organization Queues" section: "Non Filing Branch" and "Branch Deficiencies".	SRO
53	Web CRD Help Text screens will be updated to reflect all new changes.	All
54	The Blank Forms screen will be updated to reflect the new form changes.	All
55	<p>The following branch office fields will be converted from the existing branch office data to the new branch office data before Release 7.1 deployment. They include:</p> <ul style="list-style-type: none"> ▪ NASD Branch Number and NYSE Branch Code Number ▪ NASD/NYSE Supervisor/Person-In-Charge Name and CRD Number ▪ Operational Status (Active)/ Status Dates ▪ NYSE/Jurisdiction Registration Statuses ▪ Filing Information to indicate source of conversion data ▪ Firm Billing Code ▪ Branch Address ▪ NASD OSJ indicator ▪ NASD District Assignment 	All

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Renewals		
56	Renewals functionality will be updated to incorporate new branch office information. The following areas of the Renewal process will be updated to prevent access during the Renewals shutdown period: Form BR filing submission, branch automated processing, and a regulator's ability to change branch status.	All
57	Form BR Filings will be available to be "post-dated" during the Renewals post-dating timeframe.	Firms
58	The following Renewal Reports will be updated to accommodate branch office: "Renewals - Regulator Renewal and Download", "Renewal - Firm Renewal and Download", "Renewals - Regulator Renewal Summary", "Renewals- Branches Renewal Report" and the "Renewals- Treasures Renewal Register".	All
Mass Transfers		
59	Updates will be made to the Mass Transfer functionality to accommodate branch office: <ul style="list-style-type: none"> • Existing Mass Transfer screen will be updated to include branch information • New screens will be added for the following: detail of branch listings, Branch list to display all individuals within a branch in alphabetical order, • Updates will be made to the Mass Transfer screens "Individual Branch Office Assignment Search Criteria" and the "Individual Branch Office Assignment Search Results" to incorporate the branch office. • Updates will be made to charge and collect Mass Transfer fees. 	All
60	Web CRD will display a <i>Branch Mass Transfer Warning</i> screen, if a branch selected to transfer in a registered representative and back office type of mass transfer has a branch selected for the transfer that is both a BD and IA branch.	Firms
61	Updates will be made to the "Organization NFI Mass Transfer List" to incorporate branch office changes.	All
62	The "Mass Transfer for Individual Registrations Not Transferring Report" will be invalidated.	Firms, NASD
63	The "Mass Transfer Individual Report" will change to "Mass Transfer Detail Report" which will contain details of all individuals and branches affected by a Mass Transfer.	All
64	The regulators "Mass Transfer Notice Queue" will be updated.	State, SRO
IARD- Only		
65	New registration completeness checks will be added to "Form ADV" for firms registered or requesting registration with the SEC. For example, when "Item 2A(4)" is selected, IARD will require that <i>Item 5G(3)</i> , be selected and any check box other than "none" is selected. When "Item 2A(6)" is selected, IARD will require that any check box other than none is selected for "Item 5D(5)" and when <i>Item 2A(7)</i> is selected, IARD will require "Item 7A(3)" is selected	SEC, IA Firms
66	New "Business Information" completeness checks to Form ADV will be added for firms registered or requesting registration with the SEC. For example, IARD will require the amount entered in "Item 5F(2)(c)" be the sum of the amount entered in "Item 5F(2)(a)" and "5F(2)(b)". IARD will also require the amount entered in "Item 5F(2)(f)" be the sum of the amount entered in "Item 5F(2)(d)", and "5F(2)(e)", and the amount entered in "Item 5F(2)(a)" be not less than the amount entered in "Item 5F(2)(d)". In addition, IARD will require the amount entered in "Item 5F(2)(b)" be not less than the amount entered in "Item 5F(2)(e)".	SEC, IA Firms
67	A new "Advisory Activities" Completeness Check will be added to Form ADV for firms registered or requesting registration with the SEC. When "Item 5G(3)" is selected "None" cannot be selected for "Item 5D(4)".	SEC, IA Firms
68	A new "Custody" Completeness Check will be added to Form ADV for firms registered or requesting registration with the SEC. If "Item 9C I" is answered "Yes", "Item 7A(1)" will be required to be selected.	SEC, IA Firms

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69	A new Completeness Check Warning Message will be added for state-registered firms when submitting an "Annual Amendment" filing if a firm provided an amount greater than \$0 in "Part 1A – Item 5.F(2)(c)" and selected "Confirm Current Brochure". IARD will require the firm to verify that the disclosure in the brochure of the amount of client assets under management is still accurate and certify that the information and statements in this version of the brochure are true and correct.	State, IA Firms
70	A new "Small Business" Completeness Check will be added to Form ADV for firms registered or requesting registration with the SEC: The system will require "Item 12" to be blank if the firm indicated in response to "Item 5.F(2)(c)" that you have assets under management of \$25 million or more. To complete "Item 12" at least one question in "Item 2A(2-12)" must be selected. In addition, "Item 2A(1)" will not be able to be selected and the dollar amount provided in 5F(2)(c) must be less than \$25 million.	SEC, IA Firms
71	IARD will now only display the following states on the <i>Organization NFI Transition Registration and Notice Request</i> screen: California, Florida, Kentucky and West Virginia.	State, IA Firms
72	A new contact email address verification process will be added to IARD. When an SEC registered firm updates its contact email address, a notification with a confirmation link will be sent to the firm to verify the email address.	SEC, IA Firms
73	IARD Notification privilege has been added to entitlement.	SEC
74	A new "IA SEC Unconfirmed Email Addresses Report" to list firms with an active IA SEC registration that have unconfirmed/missing email addresses will be added to IARD.	SEC, IA Firms
75	Organization Firm Notifications will be added to IARD to alert IA SEC-registered firms of the upcoming following events: •Notification of an Approved or Approved -120 days Firm Status. •Notification of a Cancelled, Suspended, Termined or Revoked Firm Status. •Notification that the Annual Amendment filing is due in 30 days. •Notification that the Annual Amendment filing is due in 60 days. •Notification that the Annual Amendment filing is 30 days past due. •Notification that the Annual Amendment filing is 60 days past due. •Notification that the Annual Amendment filing is 90 days past due. •Notification that 60 days has passed since the SEC 120 days Approval Registration. •Notification that 90 days has passed since the SEC 120 days Approval Registration. •Notification that 120 days has passed since the SEC 120 days Approval Registration.	SEC, IA Firms
76	Web CRD will only display the following states on the Individual NFI Transition Registration Request screen: California, Florida, Kentucky and West Virginia.	State, IA Firms
IARD View Organization		
77	A new navigation item will be added for the Form BR branches: "Form BR Branch Offices".	All
78	The following new pages will be added as part of the Form BR: View Branch Information: Branch Office Composite, Branch Registration/Notice Filing Status, Branch Deficiencies, Currently Associated Individuals, Branch Address History, Supervisor/Person-In-Charge History and Branch Office Filing History. A new branch header will display when accessing pages in View Branch Information.	All