Uniform Branch Office Registration Form

GENERAL INSTRUCTIONS

The Uniform Branch Office Registration Form (Form BR) is the form used for branch office registration, notification, *closing* or *withdrawal*. Broker-Dealers and Investment Advisers must use Form BR to register or notice file their branch offices in the appropriate participating *jurisdictions* and/or with *self-regulatory organizations* (*SROs*). These instructions apply to the filing of Form BR electronically with the Central Registration Depository ("CRD®"). Filers submitting paper filings should read the Special Instructions For Paper Filers (*Jurisdictions* Only) in conjunction with the other instructions to Form BR. In addition, paper filers should contact the appropriate *jurisdiction* for specific filing instructions or requirements.

Filers must answer all questions and submit all requested information, unless otherwise directed in the Specific Instructions.

Upon request, filers may be required to provide documents to clarify or support responses to Form BR.

An *applicant* is under a continuing obligation to promptly update Form BR whenever the information becomes inaccurate or incomplete. Amendments must be filed electronically (unless the filer is an approved paper filer) by promptly updating the appropriate section of Form BR. **Note:** The *SROs* and most *jurisdictions* require that an amendment be filed not later than 30 days after the *applicant* learns of the facts and circumstances giving rise to the amendment.

Some *jurisdictions* require approval of a branch office before business can be conducted at a branch office location.

Filers should contact the appropriate *SRO* or *jurisdiction* with any questions relating to Form BR or branch registration/notice filing requirements.

Electronic Filing Instructions

An *applicant* must file a complete Form BR to register or notice file a branch office with the CRD system for the first time. All questions must be answered and all sections/fields requiring a response must be completed before the filing will be accepted. The *applicant* must complete Section 8 (Signature) to certify that Form BR and amendments thereto have been executed properly and that the information contained therein is accurate and complete. To amend information, the *applicant* must update the appropriate Form BR sections.

Special Instructions For Paper Filers (*Jurisdictions* **Only)**

Some *jurisdictions* may require a separate paper filing of Form BR. The *applicant* should contact the appropriate *jurisdiction(s)* for specific filing requirements. Type applicable information. Provide the name of the *applicant* and the date on each page. Use only the current version of Form BR, or a reproduction of the form. For an amendment to Form BR, circle the number of any item for which you are changing your response on Form BR and complete Section 8 (Signature). On an initial Form BR filing, attach Section 8 (Signature) with original manual signatures.

The sections of Form BR are as follows:

- 1. GENERAL INFORMATION
- 2. REGISTRATION/NOTICE FILING/TYPE OF OFFICE/ACTIVITIES
- 3. OTHER BUSINESS ACTIVITIES/NAMES/WEBSITES
- 4. BRANCH OFFICE ARRANGEMENTS
- 5. ASSOCIATED INDIVIDUALS
- 6. BRANCH OFFICE CLOSING
- 7. BRANCH OFFICE WITHDRAWAL (PENDING APPLICATION)
- 8. SIGNATURE

SPECIFIC INSTRUCTIONS

Completing Form BR

1. GENERAL INFORMATION

Applicant CRD Number

The *applicant's* CRD number will be prepopulated based on the information filed by the *applicant* on the Form BD or the Form ADV.

Applicant Name

The applicant's name will be prepopulated based on the information filed by the applicant on the Form BD or the Form ADV.

Address Street 1/Street 2

The address where the *applicant's* principal place of business is physically located. This information will be prepopulated based on the information filed by the *applicant* on the Form BD or the Form ADV.

City

The name of the city where the *applicant's* principal place of business is physically located. This information will be prepopulated based on the information filed by the *applicant* on the Form BD or the Form ADV.

State

The name of the state where the *applicant's* principal place of business is physically located. This information will be prepopulated based on the information filed by the *applicant* on the Form BD or the Form ADV.

Country

The country where the *applicant's* principal place of business is physically located. This information will be prepopulated based on the information filed by the *applicant* on the Form BD or the Form ADV.

Postal Code

The postal code where the *applicant's* principal place of business is physically located. This information will be prepopulated based on the information filed by the *applicant* on the Form BD or the Form ADV.

Firm Billing Code

A number selected by the *applicant* for its internal billing purposes. A firm billing code consists of up to eight alpha/numeric characters. This field is optional. If the *applicant* does not use billing codes, leave this field blank.

Branch Code Number

A number selected by the *applicant* to identify an *applicant's* branch office. The branch code number can be up to fifteen alpha/numeric characters, and may be the same as the firm billing code. This field is optional. If the *applicant* does not use branch code numbers, leave this field blank.

CRD Branch Number

The CRD branch number for this office is assigned by the CRD system to identify this branch office of the *applicant*.

Branch Address Street 1/Street 2

Enter the address where this branch office is physically located. A complete address must be furnished. Enter the actual street address in Branch Address Street 1 - post office boxes are not acceptable in this field. Enter additional identifying information in Branch Address Street 2, if necessary.

City

Enter the name of the city where this branch office is physically located.

State

Enter the state where this branch office is physically located.

Note: If the *applicant* files a Form BR amendment to relocate this branch office to another state, the amendment filing represents the *applicant's* acknowledgement that it is *closing* this branch office in the current state. In addition, if the *applicant* is relocating this branch office to a state that requires branch office registration or notice filing, the amendment filing represents the *applicant's* acknowledgement that it is requesting branch office registration or notice filing in that state.

Country

Enter the name of the country where this branch office is physically located.

Postal Code

Enter the postal code where this branch office is physically located.

Private Residence Check Box

Check this box if this branch office is also a private residence. Checking this box may not necessarily prevent the Branch Address from disclosure to the public.

Branch Telephone Number

Enter the telephone number of this branch office.

Branch Facsimile Number

Enter the facsimile number of this branch office.

2. REGISTRATION/NOTICE FILING/TYPE OF OFFICE/ACTIVITIES

Register/Notice File Branch Office with SRO/Jurisdiction

The CRD system will populate the applicable SRO and/or jurisdiction with which you may be required to register or notice file this branch office based on the applicant's current registrations and where this branch is physically located. If applicant is not required to register or notice file this branch office with an SRO and/or jurisdiction that has been populated, you may remove that registration/notice request. Note: If applicant files a Form BR amendment to relocate this branch office to another state, the amendment filing represents applicant's acknowledgement that it is closing the branch office in the current state. In addition, if applicant is relocating this branch office to a state that requires branch office registration or notice filing, the amendment filing represents applicant's acknowledgement that it is requesting branch office registration or notice filing in that state.

Type of Branch Office Registration/Notice Filing

Registering/Notice Filing: To register or notice file this branch office with a *jurisdiction*, select the type of registration/notification you are seeking: Broker-Dealer and/or Investment Adviser.

Terminating registration/notice when *applicant* is dually registered: To terminate the branch registration or notice of this branch office when the *applicant* is registered as both a Broker-Dealer and Investment Adviser, uncheck the applicable box (i.e., Broker-Dealer or Investment Adviser) and file an amended Form BR. To terminate both Broker-Dealer and Investment Adviser registrations/notices for this branch office, you must file a branch "*closing*" under Section 6.

Types of Activities

Check all applicable types of financial industry activities conducted by the *applicant* at this branch office.

Office of Supervisory Jurisdiction

Indicate whether this branch office is an *Office of Supervisory Jurisdiction (OSJ)*. Supervisor Detail

Answer "yes" if this branch office is an *Office of Supervisory Jurisdiction (OSJ)*. Then in the "*Supervisor* Detail" section enter the CRD number of the *Supervisor(s)* physically located at this *OSJ* that is responsible for supervising this branch office; entering the CRD number will populate the individual's name. The "Type of Activity" field is optional.

Supervisory OSJ Branch and Person-In-Charge Detail

Answer "no" if this branch office is not an *OSJ*. Then in the "Supervisory *OSJ* Branch Detail" section enter the CRD branch number(s) for the *OSJ*(s) that has supervisory responsibility for this branch office and the CRD number(s) of the *Supervisor*(s) at the *OSJ* that supervise(s) this branch office. In addition, in the "*Person-in-Charge* Detail" section enter: the CRD number(s) of the *Person*(s)-in-Charge physically located at this branch office. Entering the CRD number will populate the individual's name. The "Type of Activity" field is optional and allows this branch office to identify specific lines of business for each *supervisor* and *person-in-charge*.

Office of Municipal Supervisory Jurisdiction

If your firm is registered with the Municipal Securities Rulemaking Board (MSRB), indicate whether or not this branch office is an Office of Municipal Supervisory Jurisdiction, as defined under MSRB rules. This field is optional. If the *applicant* is not registered with MSRB or chooses not to report this information, leave this field blank.

3. OTHER BUSINESS ACTIVITIES/NAMES/WEBSITES

Other Business Activities

Indicate whether any associated individual conducts, at this branch office, any investment-related activity in addition to those activities conducted by the applicant that are identified in Section 2 (Registration/Notice Filing/Type of Office/Activities). If you answer "yes", for each such activity, provide the name under which the other business activity is conducted; describe the activity; and indicate whether the activity is conducted on behalf of a firm affiliated with the applicant.

Other Business Names

Indicate whether any associated individual conducts any investment-related activity of the applicant, at this branch office, under any "doing business as" name, other than those names disclosed on the applicant's Form BD and/or Form ADV.

Website Addresses

Indicate whether this branch office or any of its *associated* individuals maintains a website, other than the primary website address maintained by the *applicant*. If you answer "yes", enter all website addresses maintained by this branch office or any of its *associated individuals*.

4. BRANCH OFFICE ARRANGEMENTS

Arrangements

Indicate whether this branch office occupies, shares space with, or jointly markets with, any other *investment-related* entity. If you enter "yes", enter the CRD number (if applicable), name and type of entity.

Indicate whether this branch office is a business location that operates pursuant to a written agreement or contract (other than an insurance agency agreement) with the main office. If you answer "yes", enter the CRD number (if applicable), name and type of *person*.

Indicate whether this branch office has primary responsibility for decisions relating to the employment and remuneration for associated individuals at this location.

Indicate whether any *person* other than the *applicant* has responsibility, directly or indirectly, for paying the expenses of this branch office or otherwise has a financial interest in this branch office or its activities. If you answer "yes", provide details for each *person* responsible for expenses or with a financial interest and an explanation of the arrangements.

Books and Records

Indicate whether any of the records pertaining to this branch office are maintained at any other location, not including this branch office, the main office, or in the case of a non-OSJ, the supervisory OSJ. If "yes", provide the address of the location(s) and the contact person's name, telephone and email address (optional).

5. ASSOCIATED INDIVIDUALS

Initial Filings Only: Enter the name and/or CRD number of all registered individuals, other than the *Supervisor(s)/Person(s)-in-Charge* listed in Section 2 (Registration/Notice Filing/Type of Office/Activities), who will be associated with this branch office upon the opening of this branch office. Entering the CRD number will populate the individual's name. Note: This section will appear and be required to be completed only for initial branch office filings. To associate a registered individual with a branch office after the initial branch office filing, update the office of employment address on that individual's Form U4.

6. BRANCH OFFICE CLOSING

If you are *closing* a branch office registered or notice filed with an *SRO* or *jurisdiction*, complete the following information.

Date operations ceased, or will cease, at the branch office

Enter the month, day, and year this branch office closed or intends to close.

Location of Books and Records

Address Street 1/Street 2

Enter the address of the location (or locations, if more than one) of the books and records for this branch office.

City

Enter the name of the city of the location (or locations, if more than one) of the books and records for this branch office.

State

Enter the state of the location (or locations, if more than one) of the books and records for this branch office.

Country

Enter the country of the location (or locations, if more than one) of the books and records for this branch office.

Postal Code

Enter the postal code of the location (or locations, if more than one) of the books and records for this branch office.

Contact Information

Name

Enter the name of the individual that can be contacted regarding information on the books and records for this branch office.

Daytime Telephone Number

Enter the daytime telephone number of the individual that can be contacted regarding information on the books and records for this branch office.

Email Address

Enter the email address of the individual that can be contacted regarding information on the books and records for this branch office.

7. BRANCH OFFICE WITHDRAWAL

If you are withdrawing a pending application, complete the following information:

Date of Withdrawal

Enter the month, day, and year of withdrawal.

Reason for Withdrawal

Enter the reason for withdrawal.

Contact Information

Name

Enter the name of the individual that can be contacted regarding information on the *withdrawal* of this branch office.

Daytime Telephone Number

Enter the daytime telephone number of the individual that can be contacted regarding information on the *withdrawal* of this branch office.

Email Address

Enter the email address of the individual that can be contacted regarding information on the books and records for this branch office. This field is optional.

8. SIGNATURE

Please Read Carefully

All signatures required on this Form BR filing must be made in this section. A "signature" includes a manual signature or an electronically transmitted equivalent. For purposes of an electronic form filing, a signature is effected by typing a name in the designated signature field. By typing a name in this field, the signatory acknowledges and represents that the entry constitutes in every way, use, or aspect, his or her legally binding signature.

<u>Signature of Appropriate Signatory</u>. Enter the name of the *Appropriate Signatory*. The name must be typed or printed (if paper filing) as it appears in signature form.

By typing a name in this field, the signatory acknowledges that this entry constitutes in every way, use, or aspect, his or her legally binding signature.

<u>Name/Title/Telephone Number of Individual Filing the Form</u>. Enter the name, title, and telephone number of the individual filing the form. <u>Email Address.</u>

Enter the email address of the individual filing this Form BR. This field is optional. <u>Date</u>. Enter the month, day, and year that the form is being signed. Future dates may not be entered in this section.

EXPLANATION OF TERMS

The following definitions apply to terms that are italicized in Form BR.

APPLICANT – The Broker-Dealer or state registered Investment Adviser filing or amending this form.

APPROPRIATE SIGNATORY – The individual the *applicant* authorizes to execute the *applicant's* Form BR on the *applicant's* behalf. The *appropriate signatory* must meet the criteria established, if any, by the appropriate *self-regulatory organization* and/or *jurisdiction*.

ASSOCIATED INDIVIDUAL – For purposes of Form BR, a natural person who is registered with the *applicant*.

CLOSING – An *applicant's* request to terminate a branch office registration or notice filing when an *applicant* intends to cease, or has ceased, operations at a branch office.

INVESTMENT-RELATED – Pertains to securities, commodities, banking, insurance, or real estate (including, but not limited to, acting as or being associated with a Broker-Dealer, issuer, investment company, Investment Adviser, futures sponsor, bank, or savings association).

JURISDICTION – A state, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, or any subdivision or regulatory body thereof.

OFFICE OF SUPERVISORY JURISDICTION (OSJ) – A location as defined by FINRA Rules.

PERSON – An individual, partnership, corporation, trust, or other organization.

PERSON-IN-CHARGE – A natural person, associated with the *applicant* and appropriately registered, who is physically located at a non-*OSJ* branch office and who has been designated by the *applicant* to manage the activities of the individuals working at the branch office. The *Person-in-Charge* is not required to be registered in a principal capacity with the *applicant*.

SELF-REGULATORY ORGANIZATION (SRO) – Any national securities or commodities exchange or registered securities association, or registered clearing agency.

SUPERVISOR – A natural person, associated with the *applicant* and appropriately registered in a principal capacity with an *SRO*, who is physically located at an *OSJ* branch office.

WITHDRAWAL – An *applicant's* request to withdraw an initial Form BR filing prior to approval of the branch office identified in that filing. *Withdrawal* applies only for *jurisdictions/SROs* that register branch offices.

FIRM NAME:		CRD Number:	
	1. GENERAL I	NFORMATION	
information on a timely bas otherwise to comply with the Broker-Dealer or Investmen	is, or the failure to be provisions of la at Adviser would es, and the laws o	nt and to file accurate supples be keep accurate books and real wapplying to the conduct of violate the federal securities of the <i>jurisdictions</i> , and may a minal action.	cords or f business as a laws, <i>self-</i>
A. Applicant CRD Number	r:		
B. Name and principal pla Applicant Name:	nce of business of	firm filing this form:	
Address Street 1:			
Address Street 2:			
City: C. Firm Billing Code:	State:	Country: D. Branch Code N	Postal Code:
E. CRD Branch Number:		EV EX MINER COME ?	
F. Branch Office Location Branch Address Street 1:	1		
Branch Address Street 2:			
City:	State:	Country:	Postal Code:
	By filing this amendmer office from, and/or to, a registration or notice fili applicant acknowledges branch office in [a registration or notice fili	ing of branch offices, that it is <i>closing</i> the nd requesting branch	
G. Private Residence Chec If this address is a private re	ck Box:		

H. Branch Telep	phone Number:	I. Branch Facs	simile Number:
2. REGIST	TRATION/NOTICE F	ILING/TYPE OF OFFIC	E/ACTIVITIES
_	ice File Branch Office YSE	with SRO/Jurisdiction:	
requires registrat submission of the	ion or notice filing of b is amendment closes thi	this branch office from, and ranch offices, the <i>applicant</i> is branch office in [and ach notice filing in].	acknowledges that
V 1	nch Office Registration Investment Advise	O	
applicant at this ☐ Sales ☐ Retail ☐ Institu ☐ Investment Ac	tional dvisory Services anking/Underwriting ag/Trading Operations	cial industry activities con	ducted by the
E. Is this branch	n office an <i>Office of Su</i>	pervisory Jurisdiction (OS	J)?
	following information responsible for supervi	for the <i>Supervisor(s)</i> physic sing this branch office.	cally located at th
Supervisor Deta	il:		
Supervisor CRD Number	Supervisor Name	Type of Activity (Optional)	Delete

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If no:

(2) Provide the following information for the *OSJ* branch office(s) and *OSJ Supervisor(s)* that have supervisory responsibility for this branch office:

Supervisory OSJ Branch Detail:

OSJ Branch CRD Number	OSJ Supervisor CRD Number	OSJ Supervisor Name	Type of Activity (Optional)	Firm Billing Code	Delete

(3)	Provi	de the	Perso	on(s)-In-	-Charge	physically	located	at this	branch	office:

Person-In-Charge Detail:

Person-In- Charge CRD Number	Person-In-Charge Name	Type of Activity (Optional)	Delete

F. If the applicant is registered with the Municipal Securities Rulemaking Boar	rd
(MSRB), is this branch office an Office of Municipal Supervisory Jurisdiction	as
defined under MSRB rules? (Optional)	

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4.7	I CS	4.7	INO

3. OTHER BUSINESS ACTIVITIES/NAMES/WEBSITES

Other Business Activities

A.(1) Does any associated individual conduct, at this branch office, investment-related activity in addition to the activities conducted by the applicant that are identified in Section 2 (Registration/Notice Filing/Type of Office/Activities)?

Yes	No	
	- 10	

(2) If yes, provide the following information:

Name under which other business activity is conducted	Description of Activity	Is this activity conducted on behalf of a firm affiliated with the applicant? (Y/N)	Delete

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Other Business Names

applicant, at this brane	ch office, ui	d conduct any investment-related activity of the der any "doing business as" name other than cant's Form BD or Form ADV?	<u>}</u>
(2) If yes, provide all of the <i>applicant</i> by <i>ass</i>	ociated indi	ss names used for any <i>investment-related</i> activi iduals at this branch office:	ty
Name	Delete		
other than the primar	y website a	y of its associated individuals maintain a websit dress maintained by the applicant? ress(es) maintained by this branch office or any	
its associated individua		ess(es) mamouned by one brunen enter or unit	01
Website Address		Delete	

4. BRANCH OFFICE ARRANGEMENTS

A. Does this branch office occupy or share space with or jointly market with any

other investment-related entity?

O No

O Yes

CRD Number	Name	Affiliate (Y/N)	Type of Entity	
			Broker-Dealer	
			 Investment Adviser 	
			Commodities	
			Bank	
			Credit Union	
			Savings bank	
			Savings association	
			Other federally insured deposite	ory
			institution	
			Insurance	
			Real Estate:	
			Other:	
office? O Yes If yes, ent	○ No er the CRD number (i	if applicabl	e), Name, and Type of <i>person(s)</i> ent or contract was entered:	main
CRD#	Name	<u> </u>	Type of Person	Delete
			© Entity © Individual	
			esponsibility for decisions relating iated individuals at this location?	to the

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If yes: (a) Provide the following responsible for expensions:	0	-		l)	
Name	CRD Number	EIN	Type of Person	Registered (Y/N)	Delete
			© Entity		
			○ Individual		
E. Are any of the record location, other than the supervisory OSJ? Yes No If yes, provide the addrenumber:	rds pertaining to is office, the ma	o this brance in office, or	h office maintained at in the case of a non-O	any other SJ, its	
Address (Street/City/S	State/Country/ I	Postal Code)	Delete	
First Name: Daytime Telephone Note: Email Address (option			Last Name:		
(0)					

O Yes O No

5. ASSOCIATED INDIVIDUALS

Complete this section for initial filings only.

A. List all registered individ	-	sor(s)/Person(s)-in-Charge
that will be associated with t Individual Name	CRD Number	
IIIII (IIIIII)	CRETAINE	
6.	BRANCH OFFICE CLOS	ING
A. Date operations ceased or	r will cease at this branch o	ffice (MM/DD/YYYY):
B. Location(s) of Books and	l Records	
Address (Street/City/State/C	Country/ Postal Code)	Delete
C. Contact Information First Name:		Last Name:
Daytime Telephone Number	r :	
Email Address:		
7. BR	ANCH OFFICE WITHDR	AWAL
A. Date of Withdrawal (MM	/DD/YYYY):	B. Reason for Withdrawal:
C. Contact Information First Name:		Last Name:
Daytime Telephone Number	r :	Email Address (optional):

8. SIGNATURE

The undersigned certifies that he/she has executed this form on behalf of, and with the authority of, the *applicant*. The undersigned and the *applicant* represent that the information and statements contained herein, and all materials filed in connection with this form, are current, true and complete. The undersigned and the *applicant* further represent that to the extent any information previously submitted is not amended, such information is accurate and complete. False statements on this application or any amendment thereto shall constitute a violation of the rules of the applicable SRO(s) and/or jurisdiction(s).

A "signature" includes a manual signature or an electronically transmitted equivalent. For purposes of an electronic form filing, a signature is effected by typing a name in the designated signature field. The *applicant* or *applicant's* agent has typed the *applicant's* name under this section to attest to the completeness and accuracy of this record. By typing a name in this field, the signatory acknowledges and represents that the entry constitutes in every way, use, or aspect, his or her legally binding signature.

Signature of Appropriate Signature	gnatory:
Signature Line	
Date (MM/DD/YYYY):	
Contact Information for In	dividual Filing Form
Name:	
Title:	
Telephone Number:	
Email Address (optional):	
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