Revised Uniform Branch Office Registration Form

Impacts to Web CRD®

Revisions to the Uniform Branch Office Registration Form (Form BR) were effective April 7, 2014 (See Regulatory Notice 14-11). FINRA made corresponding Web CRD system changes as part of Web CRD Release 2014.1. The purpose of this document is to highlight the system changes and identify the information that FINRA has prepopulated or "mapped" from the previous Form BR to assist firms in amending a revised Form BR.

(Please refer to www.finra.org/webeft/schema for guidance on submitting the revised Form BR through Web EFT.)

General Information

- ✓ All branch office filings submitted on or after April 7, 2014 will use the revised Form BR. When a firm creates an Amendment filing to update information for an existing branch, data that was submitted using the previous version of the form will be mapped to the new or renamed fields. Please refer to the table below to better understand how data previously reported on Form BR was mapped to the revised Form BR. Prior to submitting any Amendment or Closing/Withdrawal filings, users should review the mapped data for accuracy in relation to the revised Form BR.

- ✓ NYSE Branch Information (previously Section 6) was removed from the revised Form BR. Information that was previously reported in Section 6 with respect to the location of branch records will map to a new question in Section 4, Branch Office Arrangements.

- ✓ NYSE is now processed on Form BR as a Branch Notice Filing regulator. Therefore, all branches with a current NYSE registration at the time Release 2014.1 is deployed will be automatically updated to display an NYSE Notice Filing status of "OPEN" as of April 7, 2014 (i.e. 04/2014).

- ✓ The sections of the revised Form BR are:

  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

The impacts identified below are arranged according to each section of the revised Form BR.

Section 1: GENERAL INFORMATION		
Question	**Impact**	**Action required by the user**
1.D. Branch Code Number:	Previously, this field was called 'NYSE Branch Code Number' and was only displayed for NYSE registered firms. Going forward, Branch Code Number will be an optional field that is available to all firms.	If an 'NYSE Branch Code Number' was previously provided, it will pre-populate in the re-named field and the filer will may edit or delete it.

Section 2: REGISTRATION/NOTICE FILING/TYPE OF OFFICE/ACTIVITIES		
Question	**Impact**	**Action required by the user**
2.D. Check all applicable types of financial industry activities conducted by the applicant at this branch office:	• The 'Sales' type of activity will have two new sub-options, called 'Retail' and 'Institutional'. • The two previously distinct checkboxes 'Investment Banking' and 'Underwriting' have been merged into one checkbox, called 'Investment Banking/Underwriting'. • Two new checkboxes, 'Public Finance' and 'Other', have been added.	• Filers who select 'Sales' may select one or both of the new sub types. • Filers who previously selected Investment Banking or Underwriting should verify that the new checkbox selection is accurate. • Filers will need to determine if the new checkboxes are applicable to the branch office.
2.E. Is this branch office an Office of Supervisory Jurisdiction (OSJ)? **If yes:** (1) Provide the following information for the Supervisor(s) physically located at this OSJ that is responsible for supervising this branch office.	An optional 'Type of Activity' field has been added for each supervisor at the location.	Filers may enter the 'Type of Activity' for every supervisor (if applicable).
2.E.(1) Is this branch office an Office of Supervisory Jurisdiction (OSJ)? **If no:** (2) Provide the following information for the OSJ branch office(s) and OSJ	Previously, OSJ branches were identified either by 'Firm Billing Code' or by 'Branch CRD Number'. It is now mandatory to provide a 'Branch CRD Number' for an OSJ branch. 'Firm Billing Code'	The system will automatically pre-populate the Branch CRD Number that corresponds to the Firm Billing code of the OSJ branch. Firms must confirm that the pre-populated branch number is correct. Filers may enter the 'Type of Activity' for every supervisor (if applicable).

Supervisor(s) that have supervisory responsibility for this branch office:	remains an optional field. An optional 'Type of Activity' field has been added for each OSJ supervisor included in the filing.	
2.E.(3) Provide the Person(s)-In-Charge physically located at this branch office:	An optional 'Type of Activity' field has been added for each Person-In-Charge at the location.	Filers may enter the 'Type of Activity' for every supervisor, (if applicable).
2.F. If the applicant is registered with the Municipal Securities Rulemaking Board (MSRB), is this branch office an Office of Municipal Supervisory Jurisdiction as defined under MSRB rules? (Optional)	A new, optional question has been added.	Filers may answer this field if they have a need (and choose to) track MSRB OSJ branches through Form BR.

Section 3: OTHER BUSINESS ACTIVITIES/NAMES/WEBSITES

Question	Impact	Action required by the user
3.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 defined in Section 2 (Registration/Notice Filing/Type of Office/Activities)? **(2) If yes,** provide the following information:	Previously, all Other Business Activities information was provided in a single text box. The question now requires the user to input information in distinct fields: • *"Name under which other business activity is conducted"* • *"Description of Activity"*, and • *"Is this activity conducted on behalf of a firm affiliated with the applicant? (Y/N)"*	Data that was previously provided as a single text string will be pre-populated in the new "Name…" field. The filer must arrange the data into the new distinct fields as appropriate before submitting the form.

Section 4: BRANCH OFFICE ARRANGEMENTS		
Question	**Impact**	**Action required by the user**
4.A. Does this branch office occupy or share space with or jointly market with any other investment-related entity? **If yes,** please enter the CRD number (if applicable), Name, and Type of each entity:	Previously, responses to this question were provided in a single text box. The question now requires the user to input information in distinct fields: • *"CRD Number",* • *"Name",* • *"Affiliate (Y/N)",* and • *"Type of Entity"*	Data that was previously provided as a single text string will be pre-populated in the new "Name…" field. The filer must arrange the data into the new distinct fields as appropriate before submitting the form.
4.B. Is this branch office a business location that operates pursuant to a written agreement or contract (other than an insurance agency agreement) with the main office? **If yes,** enter the CRD number (if applicable), Name, and Type of person(s) (Entity/Individual) with whom the agreement or contract was entered:	Previously, responses to this question were provided in a single text box. The question now requires the user to input information in distinct fields: • *"CRD Number",* • *"Name", and* • *"Type of Person"*	Data that was previously provided as a single text string will be pre-populated in the new "Name…" field. The filer must arrange the data into the new distinct fields as appropriate before submitting the form.
4.E. Are any of the records pertaining to this branch office maintained at any other location, other than this office, the main office, or in the case of a non-OSJ, its supervisory OSJ? If yes, provide the address of the location(s) and the contact person's name and telephone number:	This information was previously collected in the former NYSE section (Section 6, Question 8). An optional email address field has been added to the contact information.	Users may provide an email address of the individual that is filing the form.

Section 6: BRANCH OFFICE CLOSING		
Question	**Impact**	**Action required by the user**
6.C. Contact Information	An email address field has been added to the contact information.	Users must provide an email address for the books and records contact person.

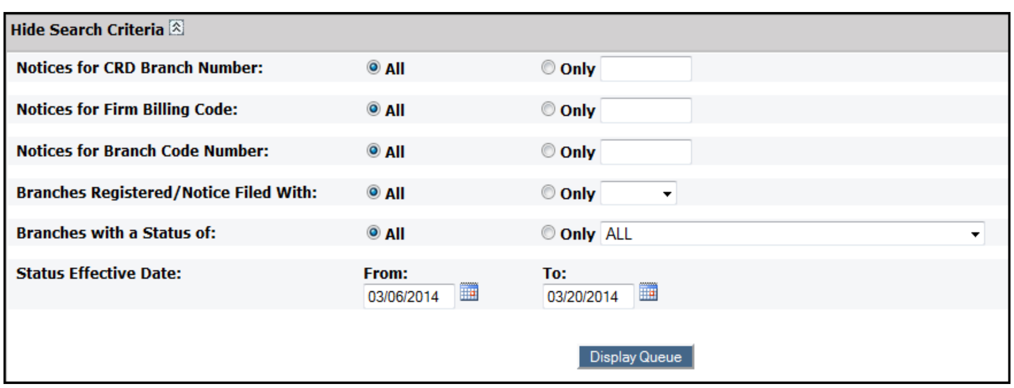
Section 7: BRANCH OFFICE WITHDRAWAL		
Question	**Impact**	**Action required by the user**
7.C. Contact Information	An optional email address field has been added to the contact information.	Users may provide an email address of the individual that is filing the form.

Section 8: SIGNATURE		
Question	**Impact**	**Action required by the user**
Contact Information for Individual Filing Form	An optional email address field has been added to the contact information.	Users may provide an email address of the individual that is filing the form.

Additional Impacts

- ✓ Firm users now have the ability to search for branch offices directly from the Web CRD Site Map. To use this new feature, click the “Branch Search” link in the Organization column on the CRD Main page.

- ✓ The look-and-feel of the branch-related Organization Queues has been modernized.



- ✓ All branch-related reports have been updated to reflect the revisions to each section of the form as described in the above table. For existing branches that have not yet been amended using the new form, existing data for questions that have now been expanded to include multiple distinct fields will be pre-populated in the “Name…” field in all applicable reports.