# Member Information for Proposed Business Expansion

**BRANCH OFFICE**

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| --- |
| Member Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Person  Completing This Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Important Note: The requested information and documentation should be submitted for *each* proposed branch office.** |

1. Is the Branch Office to be an Office of Supervisory Jurisdiction?

Yes: No:

1. Individual responsible for supervision of Branch Office (Name and CRD#) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Is this person located in the branch office: Yes: No:

If not, where are they located: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. Is this individual a principal? Yes: No:
2. Indicate licenses held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .
3. Will other supervisory personnel be located at the Branch Office:

Yes: No:

1. How many associated persons will be working at the Branch Office: \_\_\_\_\_\_\_.
2. Will the Branch Office have inventory positions?

Yes: No:

1. Will the Branch Office have market-making ability?

Yes: No:

**Information and Documentation to be Submitted**

**Branch Activity**

1. Description of business activities and types of products in which the Branch Office intends to engage.
2. Description of how transactions will be processed (i.e., receipt of transactions, approval process, and execution, etc.).

**Branch Supervision and Organizational Structure**

1. ***For Branch Manager and Other Branch Supervisory Personnel***: *Attach* a detailed description of his/her prior work experience, as it relates to the supervision of a branch office. Include:
2. The names of the firms at which he/she has worked;
3. Positions held and responsibilities (including number and type/function of people supervised);
4. Individuals to whom these persons reported at any prior firms.

*Note: This question should be substituted for question B(2) in Section I.*

1. A description of the total number of associated persons (i.e., registered representatives and non-registered personnel) to be located at the Branch Office, and the name and CRD number of their respective supervisors.
2. A detailed organizational chart for the proposed Branch Office. If the firm will be moving supervisory personnel from other locations to the Branch Office, submit a revised organizational chart showing the resulting supervisory structure at the location(s) from which these supervisory personnel will be transferred.

**Branch Facilities and Status**

1. A description of how the proposed facilities are adequate for the Branch Office pursuant to the standard in Rule 1014(a). You may include with this description a copy of a floor plan for the proposed facilities or such other descriptive document(s).
2. ***Acquisition of Branch Office From Another Broker/Dealer***.

If the proposed Branch is being acquired from another broker/dealer, please provide:

1. Name of the broker/dealer.
2. A list with the names and CRD numbers (or Social Security numbers) of all associated persons previously employed by the prior broker/dealer who will be associated with the firm.
3. *Attach* a description of the transaction(s) by which the branch will be acquired.
4. *Attach* a copy of the documents evidencing such acquisition (i.e., asset purchase agreements, contracts, etc.).
5. ***Branch Office Status***:

If the Branch Office will be either an independent contractor or a franchise branch:

1. Explain how the Branch Office’s overhead and other expenses will be covered.
2. Explain how the Branch Office staff (registered and unregistered) will be compensated.
3. Provide a copy of the branch management, franchise, or other agreement governing the operation of the proposed branch(es).

**Written Supervisory and Audit Procedures**

1. Provide a copy of the firm’s Branch Office Written Supervisory Procedures accompanied by a completed copy of the WSP Checklist.
2. Provide a copy of the firm’s Branch Office audit procedures.