# Member Information for Proposed Business Expansion

### PRIVATE PLACEMENTS

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| Member Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Person  Completing This Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. The firm intends to act in the following capacities in the proposed private placement activities (check all that apply):

Placement agent

Underwriter

Finder

Other (Attach description)

1. The methods and media to be used to market the firm’s private placement services include (check all that apply):

Seminars

Mailings

Print

Radio

Television

Telephone Solicitation

Internet advertising (Attach description)

Other (Attach description)

1. The firm’s intended customer base for private placements will be:

Retail

Institutional

Broker/Dealer

Other (Attach description)

**Information and Documentation to be Submitted**

**Details of Private Placement Activity**

1. A description of the types of private placement activities in which the firm intends to engage [in terms of subject area, exemption type (Reg. D, Rule 144A, etc.), size (in terms of dollar amount), entity (corporation, partnership, limited liability company), type of financing (debt or equity), and whether the offerings will be contingent (i.e., all or none or mini-max.).] *(Note: This section may be substituted for Section I(A)(2).)*
2. Describe the due diligence process the firm will undertake when considering whether to participate in a prospective offering.

**Books and Records**

Provide sample books and records to be maintained for the proposed private placement activities (e.g., subscription agreements, due diligence files, customer funds received and forwarded blotter, escrow documents).

**Supervision and Supervisory Procedures**

1. A summary of the background/qualifications of the proposed Supervisory Person(s) responsible for the proposed private placement activities (requested in Section I(B)), must include detail as to the types and number of private placements the Supervisory Person(s) has been involved in and his/her role in those private placements.
2. The Written Supervisory Procedures for this activity should address how the firm will ensure that investors meet the subscription or suitability requirements as well as the firm’s policies on concentration.