

OMB APPROVAL

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SECURITIES AND EXCHANGE COMMISSION
WASHINGTON, D.C. 20549
Form 19b-4

File No. SR - 2007 - 028

Amendment No.

Proposed Rule Change by Financial Industry Regulatory Authority
Pursuant to Rule 19b-4 under the Securities Exchange Act of 1934

Initial ☒ Amendment ☐ Withdrawal ☐

Section 19(b)(2) ☐ Section 19(b)(3)(A) ☒ Section 19(b)(3)(B) ☐

Rule

Pilot ☐ Extension of Time Period
for Commission Action ☐ Date Expires

☒ 19b-4(f)(1) ☐ 19b-4(f)(4)
☐ 19b-4(f)(2) ☐ 19b-4(f)(5)
☐ 19b-4(f)(3) ☐ 19b-4(f)(6)

Exhibit 2 Sent As Paper Document ☐Exhibit 3 Sent As Paper Document ☒**Description**

Provide a brief description of the proposed rule change (limit 250 characters).

Revisions to the Series 24 examination program.

Contact Information

Provide the name, telephone number and e-mail address of the person on the staff of the self-regulatory organization prepared to respond to questions and comments on the proposed rule change.

First Name Last Name
Title
E-mail
Telephone Fax

Signature

Pursuant to the requirements of the Securities Exchange Act of 1934,

has duly caused this filing to be signed on its behalf by the undersigned thereunto duly authorized officer.

Date By
(Name)

(Title)

NOTE: Clicking the button at right will digitally sign and lock
this form. A digital signature is as legally binding as a physical
signature, and once signed, this form cannot be changed.

SECURITIES AND EXCHANGE COMMISSION
WASHINGTON, D.C. 20549

For complete Form 19b-4 instructions please refer to the EFFF website.

Form 19b-4 Information

Add Remove View

The self-regulatory organization must provide all required information, presented in a clear and comprehensible manner, to enable the public to provide meaningful comment on the proposal and for the Commission to determine whether the proposal is consistent with the Act and applicable rules and regulations under the Act.

Exhibit 1 - Notice of Proposed Rule Change

Add Remove View

The Notice section of this Form 19b-4 must comply with the guidelines for publication in the Federal Register as well as any requirements for electronic filing as published by the Commission (if applicable). The Office of the Federal Register (OFR) offers guidance on Federal Register publication requirements in the Federal Register Document Drafting Handbook, October 1998 Revision. For example, all references to the federal securities laws must include the corresponding cite to the United States Code in a footnote. All references to SEC rules must include the corresponding cite to the Code of Federal Regulations in a footnote. All references to Securities Exchange Act Releases must include the release number, release date, Federal Register cite, Federal Register date, and corresponding file number (e.g., SR-[SRO]-xx-xx). A material failure to comply with these guidelines will result in the proposed rule change being deemed not properly filed. See also Rule 0-3 under the Act (17 CFR 240.0-3)

Exhibit 2 - Notices, Written Comments, Transcripts, Other Communications

Add Remove View

Exhibit Sent As Paper Document

☐

Copies of notices, written comments, transcripts, other communications. If such documents cannot be filed electronically in accordance with Instruction F, they shall be filed in accordance with Instruction G.

Exhibit 3 - Form, Report, or Questionnaire

Add Remove View

Exhibit Sent As Paper Document

☒

Copies of any form, report, or questionnaire that the self-regulatory organization proposes to use to help implement or operate the proposed rule change, or that is referred to by the proposed rule change.

Exhibit 4 - Marked Copies

Add Remove View

The full text shall be marked, in any convenient manner, to indicate additions to and deletions from the immediately preceding filing. The purpose of Exhibit 4 is to permit the staff to identify immediately the changes made from the text of the rule with which it has been working.

Exhibit 5 - Proposed Rule Text

Add Remove View

The self-regulatory organization may choose to attach as Exhibit 5 proposed changes to rule text in place of providing it in Item I and which may otherwise be more easily readable if provided separately from Form 19b-4. Exhibit 5 shall be considered part of the proposed rule change.

Partial Amendment

Add Remove View

If the self-regulatory organization is amending only part of the text of a lengthy proposed rule change, it may, with the Commission's permission, file only those portions of the text of the proposed rule change in which changes are being made if the filing (i.e. partial amendment) is clearly understandable on its face. Such partial amendment shall be clearly identified and marked to show deletions and additions.

1. Text of Proposed Rule Change

(a) Pursuant to the provisions of Section 19(b)(1) of the Securities Exchange Act of 1934 (“Act”),¹ Financial Industry Regulatory Authority, Inc. (“FINRA”) (f/k/a National Association of Securities Dealers, Inc. (“NASD”)) is filing with the Securities and Exchange Commission (“SEC” or “Commission”) revisions to the study outline and selection specifications for the General Securities Principal (Series 24) examination program.² The proposed revisions update the material to reflect changes to the laws, rules and regulations covered by the examination and to better reflect the duties and responsibilities of a General Securities Principal. FINRA is not proposing any textual changes to the By-Laws, Schedules to the By-Laws, or Rules of FINRA.

The revised study outline is attached. The Series 24 selection specifications have been submitted to the Commission under separate cover with a request for confidential treatment pursuant to Rule 24b-2 under the Act.³

(b) Not applicable.

(c) Not applicable.

2. Procedures of the Self-Regulatory Organization

¹ 15 U.S.C. 78s(b)(1).

² FINRA also is proposing corresponding revisions to the Series 24 question bank, but based upon instruction from the Commission staff, FINRA is submitting SR-FINRA-2007-028 for immediate effectiveness pursuant to Section 19(b)(3)(A) of the Act and Rule 19b-4(f)(1) thereunder, and is not filing the question bank for Commission review. See Letter to Alden S. Adkins, Senior Vice President and General Counsel, NASD Regulation, from Belinda Blaine, Associate Director, Division of Market Regulation, SEC, dated July 24, 2000. The question bank is available for Commission review.

³ 17 CFR 240.24b-2.

At its meeting on January 24, 2001, the Board of Directors of NASD Regulation, Inc. authorized the staff to propose modifications to examination programs, including study outlines, examination specifications, and question banks, and to file the proposed modifications with the Commission, without obtaining further or specific authorization from the Board of Directors of NASD Regulation, Inc. The Board of Governors of FINRA (then known as NASD) had an opportunity to review that action at its meeting on January 25, 2001. No other action by FINRA is necessary for the filing of the proposed rule change.

As further discussed below, FINRA is filing the proposed rule change for immediate effectiveness. FINRA proposes to implement the revised Series 24 examination program on February 12, 2008. FINRA will announce the proposed rule change and the implementation date in a Regulatory Notice (“Notice”) to be published on the same date as this filing.

3. Self-Regulatory Organization’s Statement of the Purpose of, and Statutory Basis for, the Proposed Rule Change

(a) Purpose

Section 15A(g)(3) of the Act⁴ requires FINRA to prescribe standards of training, experience, and competence for persons associated with FINRA members. In accordance with that provision, FINRA has developed examinations, and administers examinations developed by other self-regulatory organizations, that are designed to establish that persons associated with FINRA members have attained specified levels of competence and knowledge. FINRA periodically reviews the content of the examinations to

⁴ 15 U.S.C. 78o-3(g)(3).

determine whether revisions are necessary or appropriate in view of changes pertaining to the subject matter covered by the examinations.

Pursuant to NASD Rule 1022(a), each associated person of a member who is included within the definition of principal in NASD Rule 1021(b), and each person designated as a Chief Compliance Officer on Schedule A of Form BD (Uniform Application for Broker-Dealer Registration), is required to register with FINRA as a General Securities Principal, or in such other limited principal registration categories as may be appropriate.⁵ An associated person also may be required to register as a General Securities Principal due to other FINRA rule requirements.⁶ The Series 24 examination is the FINRA examination that qualifies an individual to function as a General Securities Principal. An associated person seeking to register as a General Securities Principal also must register as either a General Securities Representative (Series 7) or, depending on the scope of his or her supervisory responsibilities, as a Limited Representative—Corporate Securities (Series 62).⁷

A committee of industry representatives, together with FINRA staff, recently

⁵ In addition, NYSE Rule 342.13 recognizes the Series 24 examination as an acceptable alternative to the General Securities Sales Supervisor (Series 9/10) examination for persons whose duties do not include supervision of options or municipal securities sales activities. FINRA has incorporated into its rulebook certain rules of NYSE, including NYSE Rule 342.13. FINRA's NYSE Rule 342.13 applies solely to those members of FINRA that also are members of NYSE on or after July 30, 2007.

⁶ See, e.g., NASD Rules 3010(a)(2), 3010(a)(4) and 3012(a)(1).

⁷ As a prerequisite to the Series 24 examination, FINRA also recognizes the Limited Registered Representative (Series 17), Canada Modules of the Series 7

undertook a review of the Series 24 examination program. As a result of this review, FINRA is proposing to make revisions to the study outline to reflect changes to the laws, rules and regulations covered by the examination and to better reflect the duties and responsibilities of a General Securities Principal.

Among other revisions, FINRA is proposing to revise the references to the FINRA and NASDAQ Stock Market LLC (NASDAQ) rules in the study outline to reflect NASDAQ's separation from FINRA (then known as NASD). In addition, FINRA is proposing to add sections on SEC Regulation M-A (Mergers and Acquisitions), SEC Regulation S-K, SEC Regulation S-X, SEC Regulation NMS, SEC Regulation SHO, the Sarbanes-Oxley Act, SEC Rule 3a4-1 (Associated Persons of an Issuer Deemed Not to Be Brokers), SEC Rule 405 (Definitions of Terms), the NASDAQ Initial Public Offering Process (NASDAQ Head Trader Alert 2005-096) and NYSE Rule 392 (Notification Requirements for Offerings of Listed Securities). FINRA also is proposing to add sections on NASD IM-2110-7 (Interfering With the Transfer of Customer Accounts in the Context of Employment Disputes), IM-2440-2 (Additional Mark-Up Policy For Transactions in Debt Securities, Except Municipal Securities) and IM-2210-6 (Requirements for the Use of Investment Analysis Tools), as well as on NASD Rules 2111 (Trading Ahead of Customer Market Orders), 2290 (Fairness Opinions), 2370 (Borrowing From or Lending to Customers), 2441 (Net Transactions with Customers) and 5110 (Transactions Related to Initial Public Offerings).

(Series 37 and Series 38) and Limited Representative—Private Securities Offerings (Series 82) examinations.

FINRA is proposing to change the title of Section 1 of the study outline from “Supervision of Investment Banking Activities” to “Supervision of Investment Banking, Underwriting Activities and Research” and the title of Section 4 from “Sales Supervision; General Supervision of Employees; Regulatory Framework of NASD” to “Sales Supervision and General Supervision of Employees.” Further, as a result of the revisions discussed above, the number of questions on each section of the study outline were modified as follows: Supervision of Investment Banking, Underwriting Activities and Research, increased from 23 to 33 questions; Supervision of Trading and Market Making Activities, decreased from 39 to 31 questions; Supervision of Brokerage Office Operations, decreased from 34 to 29 questions; Sales Supervision and General Supervision of Employees, increased from 38 to 43 questions; and Compliance with Financial Responsibility Rules, decreased from 16 to 14 questions.

FINRA is proposing similar changes to the Series 24 selection specifications and question bank. The number of questions on the Series 24 examination will remain at 150, and candidates will continue to have 3½ hours to complete the exam. Also, each question will continue to count one point, and each candidate must correctly answer 70 percent of the questions to receive a passing grade.

(b) Statutory Basis

FINRA believes that the proposed revisions to the Series 24 examination program are consistent with the provisions of Sections 15A(b)(6)⁸ and 15A(g)(3) of the Act,⁹

⁸ 15 U.S.C. 78o-3(b)(6).

⁹ 15 U.S.C. 78o-3(g)(3).

which authorize FINRA to prescribe standards of training, experience, and competence for persons associated with FINRA members.

4. **Self-Regulatory Organization's Statement on Burden on Competition**

FINRA does not believe that the proposed rule change will result in any burden on competition that is not necessary or appropriate in furtherance of the purposes of the Act.

5. **Self-Regulatory Organization's Statement on Comments on the Proposed Rule Change Received from Members, Participants, or Others**

Written comments were neither solicited nor received.

6. **Extension of Time Period for Commission Action**

Not applicable.

7. **Basis for Summary Effectiveness Pursuant to Section 19(b)(3) or for Accelerated Effectiveness Pursuant to Section 19(b)(2)**

The proposed rule change is effective upon filing pursuant to Section 19(b)(3)(A)(i) of the Act¹⁰ and Rule 19b-4(f)(1) thereunder,¹¹ in that the proposed rule change constitutes a stated policy, practice, or interpretation with respect to the meaning, administration, or enforcement of an existing rule of FINRA. FINRA proposes to implement the revised Series 24 examination program on February 12, 2008. FINRA will announce the implementation date in a Notice to be published on the same date as this filing.

8. **Proposed Rule Change Based on Rules of Another Self-Regulatory**

¹⁰ 15 U.S.C. 78s(b)(3)(A)(i).

¹¹ 17 CFR 240.19b-4(f)(1).

Organization or of the Commission

Not applicable.

9. Exhibits

Exhibit 1. Completed notice of proposed rule change for publication in the Federal Register.

Exhibit 3a. Revised Study Outline for the Series 24 Examination.

Exhibit 3b. Revised Selection Specifications for the Series 24 Examination.

FINRA has requested confidential treatment for the Series 24 revised selection specifications, and thus the specifications are omitted from this filing. The Series 24 revised selection specifications have been filed separately with the Commission pursuant to Rule 24b-2 under the Act.¹²

Exhibit 3c. Letter to Alden S. Adkins, Senior Vice President and General Counsel, NASD Regulation, Inc. from Belinda Blaine, Associate Director, Division of Market Regulation, SEC, dated July 24, 2000.

¹² 17 CFR 240.24b-2.

EXHIBIT 1

SECURITIES AND EXCHANGE COMMISSION

(Release No. 34- ; File No. SR-FINRA-2007-028)

Self-Regulatory Organizations: Financial Industry Regulatory Authority, Inc.; Notice of Filing and Immediate Effectiveness of Proposed Rule Change Relating to Revisions to the Series 24 Examination Program

Pursuant to Section 19(b)(1) of the Securities Exchange Act of 1934 (“Act”)¹ and Rule 19b-4 thereunder,² notice is hereby given that on , Financial Industry Regulatory Authority, Inc. (“FINRA”) (f/k/a National Association of Securities Dealers, Inc. (“NASD”)) filed with the Securities and Exchange Commission (“SEC” or “Commission”) the proposed rule change as described in Items I, II, and III below, which Items have been prepared by FINRA. FINRA has designated the proposed rule change as constituting a stated policy, practice, or interpretation with respect to the meaning, administration, or enforcement of an existing rule of the self-regulatory organization pursuant to Section 19(b)(3)(A)(i) of the Act³ and Rule 19b-4(f)(1) thereunder,⁴ which renders the proposal effective upon receipt of this filing by the Commission. The Commission is publishing this notice to solicit comments on the proposed rule change from interested persons.

I. Self-Regulatory Organization’s Statement of the Terms of Substance of the Proposed Rule Change

¹ 15 U.S.C. 78s(b)(1).

² 17 CFR 240.19b-4.

³ 15 U.S.C. 78s(b)(3)(A)(i).

⁴ 17 CFR 240.19b-4(f)(1).

FINRA is filing revisions to the study outline and selection specifications for the General Securities Principal (Series 24) examination program.⁵ The proposed revisions update the material to reflect changes to the laws, rules and regulations covered by the examination and to better reflect the duties and responsibilities of a General Securities Principal. FINRA is not proposing any textual changes to the By-Laws, Schedules to the By-Laws, or Rules of FINRA.

The revised study outline is attached. The Series 24 selection specifications have been submitted to the Commission under separate cover with a request for confidential treatment pursuant to Rule 24b-2 under the Act.⁶

II. Self-Regulatory Organization's Statement of the Purpose of, and Statutory Basis for, the Proposed Rule Change

In its filing with the Commission, FINRA included statements concerning the purpose of and basis for the proposed rule change and discussed any comments it received on the proposed rule change. The text of these statements may be examined at the places specified in Item IV below. FINRA has prepared summaries, set forth in Sections (A), (B), and (C) below, of the most significant aspects of such statements.

A. Self-Regulatory Organization's Statement of the Purpose of, and Statutory Basis for, the Proposed Rule Change

1. Purpose

⁵ FINRA also is proposing corresponding revisions to the Series 24 question bank, but based upon instruction from the Commission staff, FINRA is submitting SR-FINRA-2007-028 for immediate effectiveness pursuant to Section 19(b)(3)(A) of the Act and Rule 19b-4(f)(1) thereunder, and is not filing the question bank for Commission review. See Letter to Alden S. Adkins, Senior Vice President and General Counsel, NASD Regulation, from Belinda Blaine, Associate Director, Division of Market Regulation, SEC, dated July 24, 2000. The question bank is available for Commission review.

Section 15A(g)(3) of the Act⁷ requires FINRA to prescribe standards of training, experience, and competence for persons associated with FINRA members. In accordance with that provision, FINRA has developed examinations, and administers examinations developed by other self-regulatory organizations, that are designed to establish that persons associated with FINRA members have attained specified levels of competence and knowledge. FINRA periodically reviews the content of the examinations to determine whether revisions are necessary or appropriate in view of changes pertaining to the subject matter covered by the examinations.

Pursuant to NASD Rule 1022(a), each associated person of a member who is included within the definition of principal in NASD Rule 1021(b), and each person designated as a Chief Compliance Officer on Schedule A of Form BD (Uniform Application for Broker-Dealer Registration), is required to register with FINRA as a General Securities Principal, or in such other limited principal registration categories as may be appropriate.⁸ An associated person also may be required to register as a General Securities Principal due to other FINRA rule requirements.⁹ The Series 24 examination is the FINRA examination that qualifies an individual to function as a General Securities Principal. An associated person seeking to register as a General Securities Principal also

⁶ 17 CFR 240.24b-2.

⁷ 15 U.S.C. 78o-3(g)(3).

⁸ In addition, NYSE Rule 342.13 recognizes the Series 24 examination as an acceptable alternative to the General Securities Sales Supervisor (Series 9/10) examination for persons whose duties do not include supervision of options or municipal securities sales activities. FINRA has incorporated into its rulebook certain rules of NYSE, including NYSE Rule 342.13. FINRA's NYSE Rule 342.13 applies solely to those members of FINRA that also are members of NYSE on or after July 30, 2007.

must register as either a General Securities Representative (Series 7) or, depending on the scope of his or her supervisory responsibilities, as a Limited Representative—Corporate Securities (Series 62).¹⁰

A committee of industry representatives, together with FINRA staff, recently undertook a review of the Series 24 examination program. As a result of this review, FINRA is proposing to make revisions to the study outline to reflect changes to the laws, rules and regulations covered by the examination and to better reflect the duties and responsibilities of a General Securities Principal.

Among other revisions, FINRA is proposing to revise the references to the FINRA and NASDAQ Stock Market LLC (NASDAQ) rules in the study outline to reflect NASDAQ's separation from FINRA (then known as NASD). In addition, FINRA is proposing to add sections on SEC Regulation M-A (Mergers and Acquisitions), SEC Regulation S-K, SEC Regulation S-X, SEC Regulation NMS, SEC Regulation SHO, the Sarbanes-Oxley Act, SEC Rule 3a4-1 (Associated Persons of an Issuer Deemed Not to Be Brokers), SEC Rule 405 (Definitions of Terms), the NASDAQ Initial Public Offering Process (NASDAQ Head Trader Alert 2005-096) and NYSE Rule 392 (Notification Requirements for Offerings of Listed Securities). FINRA also is proposing to add sections on NASD IM-2110-7 (Interfering With the Transfer of Customer Accounts in the Context of Employment Disputes), IM-2440-2 (Additional Mark-Up Policy For Transactions in Debt Securities, Except Municipal Securities) and IM-2210-6

⁹ See, e.g., NASD Rules 3010(a)(2), 3010(a)(4) and 3012(a)(1).

¹⁰ As a prerequisite to the Series 24 examination, FINRA also recognizes the Limited Registered Representative (Series 17), Canada Modules of the Series 7 (Series 37 and Series 38) and Limited Representative—Private Securities Offerings (Series 82) examinations.

(Requirements for the Use of Investment Analysis Tools), as well as on NASD Rules 2111 (Trading Ahead of Customer Market Orders), 2290 (Fairness Opinions), 2370 (Borrowing From or Lending to Customers), 2441 (Net Transactions with Customers) and 5110 (Transactions Related to Initial Public Offerings).

FINRA is proposing to change the title of Section 1 of the study outline from “Supervision of Investment Banking Activities” to “Supervision of Investment Banking, Underwriting Activities and Research” and the title of Section 4 from “Sales Supervision; General Supervision of Employees; Regulatory Framework of NASD” to “Sales Supervision and General Supervision of Employees.” Further, as a result of the revisions discussed above, the number of questions on each section of the study outline were modified as follows: Supervision of Investment Banking, Underwriting Activities and Research, increased from 23 to 33 questions; Supervision of Trading and Market Making Activities, decreased from 39 to 31 questions; Supervision of Brokerage Office Operations, decreased from 34 to 29 questions; Sales Supervision and General Supervision of Employees, increased from 38 to 43 questions; and Compliance with Financial Responsibility Rules, decreased from 16 to 14 questions.

FINRA is proposing similar changes to the Series 24 selection specifications and question bank. The number of questions on the Series 24 examination will remain at 150, and candidates will continue to have 3½ hours to complete the exam. Also, each question will continue to count one point, and each candidate must correctly answer 70 percent of the questions to receive a passing grade.

2. Statutory Basis

FINRA believes that the proposed revisions to the Series 24 examination program

are consistent with the provisions of Sections 15A(b)(6)¹¹ and 15A(g)(3) of the Act,¹² which authorize FINRA to prescribe standards of training, experience, and competence for persons associated with FINRA members.

B. Self-Regulatory Organization's Statement on Burden on Competition

FINRA does not believe that the proposed rule change will result in any burden on competition that is not necessary or appropriate in furtherance of the purposes of the Act.

C. Self-Regulatory Organization's Statement on Comments on the Proposed Rule Change Received from Members, Participants, or Others

Written comments were neither solicited nor received.

III. Date of Effectiveness of the Proposed Rule Change and Timing for Commission Action

The proposed rule change has become effective pursuant to Section 19(b)(3)(A)(i) of the Act¹³ and Rule 19b-4(f)(1) thereunder,¹⁴ in that the proposed rule change constitutes a stated policy, practice, or interpretation with respect to the meaning, administration, or enforcement of an existing rule of the self-regulatory organization. FINRA proposes to implement the revised Series 24 examination program on February 12, 2008. FINRA will announce the implementation date in a Regulatory Notice to be published on the same date as this filing.

¹¹ 15 U.S.C. 78o-3(b)(6).

¹² 15 U.S.C. 78o-3(g)(3).

¹³ 15 U.S.C. 78s(b)(3)(A)(i).

¹⁴ 17 CFR 240.19b-4(f)(1).

At any time within 60 days of the filing of the proposed rule change, the Commission may summarily abrogate such rule change if it appears to the Commission that such action is necessary or appropriate in the public interest, for the protection of investors, or otherwise in furtherance of the purposes of the Act.

IV. Solicitation of Comments

Interested persons are invited to submit written data, views and arguments concerning the foregoing, including whether the proposed rule change is consistent with the Act. Comments may be submitted by any of the following methods:

Electronic Comments:

- Use the Commission's Internet comment form (<http://www.sec.gov/rules/sro.shtml>); or
- Send an e-mail to rule-comments@sec.gov. Please include File Number SR-FINRA-2007-028 on the subject line.

Paper Comments:

- Send paper comments in triplicate to Nancy M. Morris, Secretary, Securities and Exchange Commission, 100 F Street, NE, Washington, DC 20549-1090.

All submissions should refer to File Number SR-FINRA-2007-028. This file number should be included on the subject line if e-mail is used. To help the Commission process and review your comments more efficiently, please use only one method. The Commission will post all comments on the Commission's Internet Web site (<http://www.sec.gov/rules/sro.shtml>). Copies of the submission, all subsequent amendments, all written statements with respect to the proposed rule change that are filed

with the Commission, and all written communications relating to the proposed rule change between the Commission and any person, other than those that may be withheld from the public in accordance with the provisions of 5 U.S.C. 552, will be available for inspection and copying in the Commission's Public Reference Room. Copies of such filing also will be available for inspection and copying at the principal office of FINRA.

All comments received will be posted without change; the Commission does not edit personal identifying information from submissions. You should submit only information that you wish to make available publicly. All submissions should refer to File Number SR-FINRA-2007-028 and should be submitted on or before [insert date 21 days from publication in the Federal Register].

For the Commission, by the Division of Market Regulation, pursuant to delegated authority.¹⁵

Nancy M. Morris

Secretary

¹⁵ 17 CFR 200.30-3(a)(12).



General Securities Principal Qualification Examination (Test Series 24)

Study Outline

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FINRA

Introduction

The FINRA General Securities Principal Qualification Examination (Series 24) is designed to test a candidate's knowledge of the rules and statutory provisions applicable to the management of a general securities broker-dealer. This study outline has been prepared to assist member firms in preparing candidates to sit for the examination. The outline is designed for use by course developers in the preparation of training material, for training directors in the development of lecture notes and seminar programs, and for use by candidates, both to structure their study and as a final review checklist prior to taking the examination. The General Securities Principal Qualification Examination and this study outline are composed of five general areas of supervision, which are listed below with the number of questions in each section.

Section	Description	Number of Questions
1	Supervision of Investment Banking, Underwriting Activities and Research	33
2	Supervision of Trading and Market Making Activities	31
3	Supervision of Brokerage Office Operations	29
4	Sales Supervision and General Supervision of Employees	43
5	Compliance with Financial Responsibility Rules	14
Total		150

Detail on the content of each of these general areas of supervision is included in the text of the study outline that follows.

Structure of the Examination and Grading Procedures

The General Securities Principal Qualification Examination is composed of 150 multiple choice questions covering all of the material in the following outline in accordance with the subject-matter distribution shown above. A maximum of 3 1/2 hours testing time is allowed for candidates to complete the examination. The examination is graded on a 150-point system. Each multiple choice question is worth one point. No credit is given for incorrect answers to these questions. The passing grade is equal to 70% of the total number of questions on the examination. Candidates will be required, therefore, to answer correctly 105 of the 150 questions on the General Securities Principal Qualification Examination in order to receive a passing grade. The results will identify the percentage performance of the candidate in each of the five general areas of the examination. The examination is a closed-book test and candidates will not be permitted to use any reference material during their testing session. Severe penalties are imposed on candidates who cheat on FINRA-administered examinations. Scratch paper and basic electronic calculators will be provided to a candidate by the test administrator, but must be returned to the administrator at the end of the testing session. Questions used in the examination will be updated to reflect the most current interpretations of the rules and regulations on which they are based. Questions on

new rules will be added to the pool of questions for this examination within a reasonable time period after their effective dates. Questions on rescinded rules will be promptly deleted from the pool of questions.

The following page lists reference materials that may be used as a starting point for course developers in preparing training programs. Much of the reference material overlaps topics covered in other references. It is, therefore, not necessary, to obtain each reference listed. In addition, nonmember commercial training vendors offer packaged study courses specifically designed for this registration category. These vendors are often listed in local Yellow Page directories and advertise in securities industry periodicals.

This outline is available on the FINRA Web Site at www.finra.org.

At the end of this outline there are five sample questions written in the various formats used in the Series 24 test questions. These samples do not reflect the difficulty level of the test questions or the subject-matter distribution of the test itself. Their use is to familiarize candidates with the types of multiple-choice question formats used in the Series 24.

References

Securities Act Handbook

Aspen Publishers
111 Eighth Avenue
New York, NY 10011

Code of Federal Regulations

Title 17 — Commodity and Securities Exchanges

Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402

Federal Securities Law Reporter Volumes 2 and 3

Commerce Clearing House, Inc.
4025 W. Peterson Avenue
Chicago, IL 60646

Handbook of Stock Brokerage Accounting

Richard Ross
New York Institute of Finance
Two Broadway
New York, NY 10004

Modern Securities Transfers

Egon Guttman
Warren, Gorham & Lamont
31 St. James Avenue
Boston, MA 02116

NASD Manual

Commerce Clearing House, Inc.
4025 W. Peterson Avenue
Chicago, IL 60646

New York Stock Exchange, Inc.

Constitution and Rules
Commerce Clearing House, Inc.
4025 W. Peterson Avenue
Chicago, IL 60646

Regulation of Brokers, Dealers and Securities Markets

N. Wolfson, R.M. Phillips, and T.A. Russo
Warren Gorham & Lamont Inc.
31 St. James Avenue
Boston, MA 02116

Resales of Restricted Securities

J. William Hicks
Clark Boardman Callahan
375 Hudson Street
New York, NY 10014

Securities Law Handbook

Harold Bloomenthal
Clark Boardman Callahan
375 Hudson Street
New York, NY 10014

Securities Regulation

Warren, Gorham & Lamont
31 St. James Avenue
Boston, MA 02116

The Stock Market, 7th Edition

R.J. Teweles and E.S. Bradley
John Wiley & Sons, Inc.
605 Third Avenue
New York, NY 10158

Other Publications Available through www.finra.org:

NASD Rules

NASD Notices to Members
NASD Guide to Rule Interpretations
NASD Sanctions Guidelines

Publications available from NASDAQ through www.nasdaqtrader.com

NASDAQ Marketplace Rules **Head Trader Alerts**

Other Publications Available through www.NYSE.com:

NYSE Rules

NYSE Information Memos

1.0

Supervision of Investment Banking, Underwriting Activities and Research

1.1 New Issue Market— Underwriting Corporate Securities (negotiated)

1.1.1 Issuer Requirements

- 1.1.1.1 SEC Rule 405—Definitions of terms
 - Ineligible issuer
 - Unseasoned reporting issuer (not primary S-3 eligible)
 - Seasoned issuer (primary S-3 eligible)
 - Well-known seasoned issuer (“WKSI”)
- 1.1.1.2 Issuer organizations
 - C Corporations
 - S Corporations
 - Limited Liability Companies
 - Limited Partnerships
 - Trusts
 - Master Limited Partnerships
 - REITs
- 1.1.1.3 Issuer-related on-going reporting obligations
 - 1.1.1.3.1 Registration of issuer’s securities under the Securities Exchange Act of 1934
 - Section 12(a) — Exchange-listed securities
 - Section 12(g) — Registration of issuers engaged in interstate commerce
 - Section 12(j) — Suspension or revocation of registration
 - Section 12(k) — Trading Suspension
 - 1.1.1.3.2 Regulation FD — Fair Disclosure
 - Purpose
 - Requirements
 - Issuer obligations
- 1.1.1.4 Disclosure of control relationships
 - 1.1.1.4.1 Securities Exchange Act of 1934
 - Rule 15c1-5 — Disclosure of control
 - Rule 15c1-6 — Disclosure of interest in distributions
 - 1.1.1.4.2 NASD Rules
 - Rule 2240 — Disclosure of control relationship with issuer
 - Rule 2250 — Disclosure of participation or interest in primary or secondary distribution

1.1.2 Public Offerings

- 1.1.2.1 NASDAQ initial public offering (IPO) process (*See Head Trader Alert 2005-096*)
 - Obligation of lead underwriter to notify NASDAQ IPO has been released by SEC
 - NASD Rule 5110 – Transactions related to initial public offerings
- 1.1.2.2 NYSE Rule 392(a)—Notification requirements for offerings of listed securities

- 1.1.2.3 New issues and overallotment
 - Limitations on overselling
 - Pro-rata distribution of managing underwriter's short position losses among co-underwriters
- 1.1.2.4 Primary
- 1.1.2.5 Secondary
- 1.1.2.6 NASD Rule 2790 — Restrictions on purchase and sale of initial equity public offerings
 - General prohibitions
 - Preconditions for sale
 - General exemptions
 - Issuer-directed securities
 - Anti-dilution provisions
 - Stand-by purchasers
 - Undersubscribed offerings
 - Definitions
- 1.1.3 Transactions Exempt from the Registration Requirements of the Securities Act of 1933**
 - 1.1.3.1 Private placements
 - Private investment in a public equity (PIPEs)
 - Primary
 - Secondary
 - 1.1.3.2 Distribution of private placement offerings
 - 1.1.3.2.1 Section 4(2) Transactions by an issuer not involving any public offering
 - 1.1.3.2.2 Section 4(6) Transactions involving offers or sales by an issuer solely to one or more accredited investors up to the Section 3(b) maximum
 - 1.1.3.2.3 Regulation D — Rules governing the limited offer and sale of securities without registration under the Securities Act of 1933
 - Rule 501 — Definitions and terms used in Regulation D
 - Accredited investor
 - Affiliate
 - Aggregate offering price
 - Business combination
 - Calculation of number of purchasers
 - Executive officer
 - Issuer
 - Purchaser representative
 - Rule 502 — General conditions to be met
 - Integration
 - Information requirements
 - Limitation on manner of offering
 - Limitations on resale
 - Rule 503 — Filing of notice of sales
 - Filing Form D

Rule 504 — Exemption for limited offerings and sales of securities not exceeding \$1,000,000

Exemption

Conditions to be met

Limitation on aggregate offering price

Rule 505 — Exemption for limited offers and sales of securities not exceeding \$5,000,000

Exemption

Conditions to be met

General conditions

Specific conditions

Limitation on aggregate offering price

Limitation on number of purchasers

Disqualifications

Rule 506 — Exemption for limited offers and sales without regard to dollar amount of offering

Exemption

Conditions to be met

General conditions

Specific conditions

Limitation on number of purchasers

Nature of purchasers

1.1.3.3 Rule 144A — Private resales of securities to institutions

1.1.3.4 Regulation S — Rules governing offers and sales made outside the U.S. without registration under the Securities Act of 1933

Rule 901 — General statement

Rule 902 — Definitions

Rule 903 — Offers or sales of securities by the issuer, a distributor, and of their respective affiliates, conditions relating to specific securities

Rule 904 — Resales

1.1.3.5 Section 4(1) Transactions by any person other than an issuer, underwriter or dealer

1.1.3.6 Section 4(3) Transactions by a dealer

1.1.3.7 Section 4(4) Broker's transactions

1.1.3.8 Rule 144 — Persons deemed not to be engaged in a distribution and therefore not underwriters (resales of securities by control persons)

Definitions

Conditions to be met

Current public information

Holding period for restricted securities

Limitation on amount of securities sold

Manner of sale

Brokers' transactions

- Notice of proposed sale
- Bona fide intention to sell
- Non-exclusive rule
 - Termination of certain restrictions on sale of restricted securities by persons other than affiliates

1.1.4 Securities Exempt from the Registration Requirements of the Securities Act of 1933

1.1.4.1 Rule 147 — “Part of an issue,” “person resident” and “doing business within,” for purposes of Section 3(a)(11)

- Transactions covered
- Part of an issue
- Nature of the issuer
- Offerees and purchasers, person resident
- Limitation of resales
- Precautions against interstate offers and sales

1.1.4.2 Regulation A — General exemptions

- Rule 251 — Definition of terms
- Rule 254 — Amount of securities exempted
- Rule 256 — Filing and use of the offering circular
- Rule 258 — Sales material to be filed

1.1.5 Shelf Distributions

1.1.5.1 SEC Rule 415 — Delayed or continuous offering and sale of securities (shelf registration)

- Form S-1 filing requirement
- Allows issuers and investment bankers the flexibility of matching financing needs to market conditions
- Prospectus requirements
 - Base prospectus
 - Prospectus supplement
 - Refreshing requirements
 - Effective date of prospectus

1.1.5.2 SEC Rule 405—Definition of terms

- Automatic shelf registration statement

1.1.6 Mergers and Acquisitions

1.1.6.1 Leveraged buy-outs

- Private equity

1.1.6.2 SEC Rule 145 — Reclassification of securities, mergers, consolidations, and acquisitions of assets

- Transactions within the rule
- Communications not deemed a “prospectus” or “offer to sell”
- Persons and parties deemed to be underwriters
- Resale provisions for persons and parties deemed to be underwriters
- Definition of “person”

Form S-4 requirement

1.1.6.3 SEC Regulation M-A—Mergers and acquisitions

1.1.6.4 NASD Rule 2290—Fairness opinions

1.2 Securities Distribution

1.2.1 Due Diligence of Financing Proposals

Preliminary study

Letter of intent

General examination

Industry data

Operational data

Management and employee relations

Financial data

Research, product development and expansion

Legal examination

Commitment committee

Types of covenants

Bond

Indenture

Financial

Default

Impact of default covenant

Covenant analysis

1.2.2 Types of Underwriting Commitments

1.2.2.1 Firm commitment

Competitive bid or negotiated

1.2.2.2 Stand-by commitment

All or none

Best efforts

Mini-max

Market-out clauses

1.2.2.3 Securities Exchange Act of 1934 and SEC Rules Thereunder

SEC Rule 10b-9—Prohibited representations in connection with certain offerings

SEC Rule 15c2-4—Transmission or maintenance of payments received in connection with underwritings

1.2.3 Underwriting Syndicate

Role of syndicate manager

Agreement among underwriters

Due diligence meeting

Blue skying the issue

1.2.4 Underwriter's Compensation

Components of underwriter's spread

Forms of compensation

Stand-by commitments

NASD Rule 2710 — Corporate financing rule — underwriting terms and arrangements

Underwriting compensation and arrangements

Determination of whether items of value are included in underwriting compensation

Valuation of non-cash compensation

Non-cash compensation

1.2.5 Mechanics of Distributions

1.2.5.1 Formation of the Selling Group

Handled by managing underwriter

Selling group agreement

NASD Rule 2770 — Disclosure of price in selling agreements

Retention

Designations

Liabilities of selling group members vs. underwriters' liabilities

1.2.5.2 Role of the placement agent

Contractual obligation to issuer

Identification of potential investors

Liabilities of the placement agent

Distribution of proceeds

1.2.5.3 Finders

1.2.5.4 SEC Rule 3a4-1—Associated persons of an issuer deemed not to be brokers

1.2.6 Pricing of the Issue

Determined on effective date of registration

Indications of interest

Factors affecting the price of the issue

Opening and closing the books

1.2.7 Stabilization

1.2.7.1 SEC Rules

1.2.7.1.1 Regulation M — Anti-manipulation rules concerning securities offerings

Rule 100—Definitions of “stabilization” and “stabilizing

Rule 104 — Stabilizing and other activities in connection with an offering

1.2.7.1.2 Rule 17a-2 — Recordkeeping requirements relating to stabilizing activities

Scope of rule

Definitions

Records required to be maintained by manager

Notification of manager

1.2.7.2 NASDAQ Rules

Rule 4200(b)(36) — Stabilizing bid

Rule 4614 — Stabilizing bids

Rule 4624 — Penalty bids and syndicate covering transactions

1.2.7.3 NYSE Rule 392(b)—Notification requirements for offerings of listed securities

1.2.8 Tender Offers

SEC Rule 13e-4 — Tender offers by issuers

Schedule 13E-4 filing requirement

SEC Rule 14e-1 — Unlawful tender offer practices

SEC Rule 14e-2—Position of subject company with respect to a tender offer

SEC Rule 14e-3 — Transactions in securities on the basis of material, non-public information in the context of tender offers

SEC Rule 14e-4 — Prohibited transactions in connection with partial tender offers

SEC Rule 14e-5—Prohibiting purchases outside of a tender offer

1.2.9 Distribution-Related NASD Rules

1.2.9.1 Rule 2710 — Corporate financing rule — underwriting terms and arrangements

Definitions

Filing requirements

Unreasonable terms and arrangements

Lock-up restrictions on securities

12.9.2 Rule 2810 — Direct participation programs

Definitions

Requirements

Application

Suitability

Disclosure

Organization and offering expenses

Participation in rollups

1.2.9.3 Rule 2720 — Distribution of securities of members and affiliates—conflicts of interest

Definitions

Participation in distribution of securities of member or affiliate

Disclosure

Escrow of proceeds; net capital computation

Offerings resulting in affiliation or public ownership of member

Suitability

Discretionary accounts

Sales to employees

Filing requirements; coordination with Rule 2710

1.2.9.4 Rule 2750 — Transactions with related persons

1.2.9.5 Rule 2780 — Solicitation of purchases on an exchange to facilitate a distribution of securities

1.2.9.6 Rule 11880 — Settlement of syndicate accounts

Definitions

Final settlement

Settlement of underwritten public offerings

1.2.10 Marketing Restrictions under Industry Regulations

SEC Rule 15c1-8/NASD Rule 2760 — Sales at the market

NASD Rule 3120 — Use of information obtained in a fiduciary capacity

1.2.11 Securities Allotments and Designations

1.2.11.1 NASD Rule 2730 — Securities taken in trade

Definitions

IM-2730 — Safe harbor and presumption of compliance

1.2.11.2 NASD Rule 2740 — Selling concessions, discounts, and other allowances

Discounts or allowances must be paid only to broker/dealer for services rendered in distribution

Definition of “bona fide research”

Required written agreements

Quarterly reports to be filed

Maintenance of records for 24 months

IM-2740 — Services in distribution

1.3 Communications and Liability Related to the New Issue

1.3.1 Regulatory Requirements Pertaining to a Prospectus

1.3.1.1 Rule 405—Definition of terms

Free writing prospectus

Rule 164—Post-filing free writing prospectuses in connection with certain registered offerings

Rule 433 – Conditions to permissible post-filing free writing prospectuses

Well-known seasoned issuers

Non-reporting and unseasoned issuers

Graphic communication

Written communication

Electronic road shows

1.3.1.2 Content and filing requirements of prospectus

Section 10 — Information Required in Prospectus

Rule 424—Filing of prospectuses, number of copies

Rule 427 — Contents of prospectuses used after nine months

Rule 430 — Prospectus for use prior to effective date

Rule 430A — Prospectus for use prior to effective date

Rule 430B – Prospectus in a registration statement at the time of effectiveness

1.3.1.3 Exemptions/safe harbors

1.3.1.3.1 Public notices excluded from the definition of prospectus

Rule 134 — Communications not deemed a prospectus

Distribution of information during an underwriting

Rule 135 — Notice of certain proposed offerings

Rule 135a — Generic advertising

Rule 163—Exemption from Section 5(c) of the Act for certain communications by or on behalf of well-known seasoned issuers

Rule 163A—Exemption from Section 5(c) of the Act for certain communications made by or on behalf of issuers more than 30 days before a registration statement is filed

Rule 168—Exemptions from Sections 2(a)(10) and 5(c) of the Act for certain communications of regularly released factual business information and forward-looking information

Rule 169—Exemptions from Sections 2(a)(10) and 5(c) of the Act for certain communications of regularly released factual business information

1.3.1.3.2 Research reports and free writing prospectuses

Rule 137 — Definition of “offers,” “participates,” or “participation” in Section 2(11) in relation to certain publications by persons independent of participants in a distribution

Rule 138 — Definition of “offer for sale” and “offer to sell” in Sections 2(10) and 5(c) in relation to certain publications

Rule 139 — Definition of “offer for sale” and “offer to sell” in Sections 2(10) and 5(c) in relation to certain publications

1.3.1.4 Distribution of the preliminary and final prospectuses

Securities Act of 1933

Rule 153A — Definition of “preceded by a prospectus” as used in Section 5(b)(2) of the Act, in relation to certain transactions requiring approval of security holders

Rule 172—Delivery of prospectus

Rule 174 — Delivery of prospectus by dealers; exemptions under Section 4(3) of the Act

Rule 460 — Distribution of preliminary prospectus

Prospectus used more than nine months

Summary prospectus

Securities Exchange Act of 1934

Rule 15c2-8 — Delivery of prospectus

Preliminary prospectus

Final prospectus

Delivery to associated persons

Delivery to other broker/dealers by managing underwriter

1.3.1.5 Special issues dealing with electronic offerings

SEC Release 34-42728—Use of electronic media

1.3.2 Regulatory Requirements Pertaining to Filing of Registration Statements

1.3.2.1 Section 7 — Information required in registration statement

Regulation S-K—Content of non-financial statements portions of registration statements under the Securities Act of 1933 and other documents required under the Securities Exchange Act of 1934

Regulation S-X—Financial statements required to be filed as part of registration under Sections 12, 13 and 14 of the Securities Act of 1933

1.3.2.2 Section 8 — Taking effect of registration statements

Amendments to registration statements prior to and after effective date

Stop orders

Form SB-1/SB-2 filing requirement

1.3.3 Research Analysts and Research Reports

- 1.3.3.1 Securities Exchange Act of 1934 and SEC Rules Thereunder
SEC Regulation AC—Analyst certification
- 1.3.3.2 NASD Rule 2711/ NYSE Rule 472 — Research analysts and research reports
 - Definitions
 - Restrictions on relationship with research department
 - Restrictions on communications with the subject company
 - Prohibition on participation in road shows
 - Restrictions on research analyst compensation
 - Prohibition of promise of favorable research
 - Restrictions on publishing research reports and public appearances; termination of coverage
 - Restrictions on personal trading by research analysts
 - Quiet periods relating to public offerings
 - Disclosure requirements
 - Supervisory procedures
 - Annual attestation of research supervisory procedures
 - Prohibition of retaliation against research analysts

1.3.4 Communications-Related Liability

- 1.3.4.1 Section 11 — Civil liabilities on account of false registration statement
- 1.3.4.2 Section 12 — Civil liabilities arising in connection with prospectuses and communications
 - Rule 159—Information available to purchaser at time of contract of sale
 - Rule 412—Modified or superseded documents
- 1.3.4.3 Section 15 — Liability of controlling persons
- 1.3.4.4 Section 17 — Fraudulent interstate transactions
- 1.3.4.5 Section 23 — Unlawful representations
- 1.3.4.6 Rule 175 – Liability for certain statements by issuers
- 1.3.4.7 Rule 3b-6 – Liability for certain statements by issuers

1.4 Securities Exchange Act of 1934 and SEC Rules Thereunder

1.4.1 Regulation M—Antimanipulation Rules Concerning Securities Offerings

- 1.4.1.1 Rule 100 — Definitions
- 1.4.1.2 Rule 101 — Activities by distribution participants
- 1.4.1.3 Rule 102 — Activities by issuers and selling security holders during a distribution

1.4.2 Schedules, Statements, Forms and Other Reports to Be Filed

- 1.4.2.1 Rule 13a-11/Rule 15d-11 — Current reports on Form 8-K
- 1.4.2.2 Rule 13a-13/Rule 15d-13 — Annual reports on form 10-K
- 1.4.2.3 Rule 13a-13/Rule 15d-13 — Quarterly reports on Form 10-Q
- 1.4.2.4 Rule 13d-1 — Beneficial ownership reports on Schedules 13D and 13G
- 1.4.2.5 Rule 13e-3 — Going private transactions by certain issuers or their affiliates
Schedule 13E-3 filing requirement
- 1.4.2.6 Rule 13f-1 — Reporting by institutional investment managers of information with respect
to accounts over which they exercise investment discretion (Schedule 13F)
- 1.4.2.7 Rule 14a-6 — Proxy statements on Form 14A
- 1.4.2.8 Rule 16a-1 — Beneficial ownership reports of directors, officers and principal
stockholders
 - Form 3 — Initial statement of beneficial ownership of securities
 - Form 4 — Statement of changes in beneficial ownership of securities

1.5 Investment Company Act of 1940 and SEC Rules Thereunder

1.5.1 Section 2 — Definitions

1.5.2 Section 3 — Definition of Investment Company

1.5.3 Section 4 — Classification of Investment Company

1.5.4 Section 5 — Sub-Classification of Management Companies

1.5.5 Section 8 — Registration of Investment Companies

- 1.5.5.1 Section 8(b) — Filing requirements for investment companies
 - Form N-1A — Registration statement of open-end management investment
companies

1.5.6 Section 11 — Offers of Exchange

1.5.7 Section 12 — Functions and Activities of Investment Companies

- 1.5.7.1 Prohibitions
 - Purchases on margin
 - Participation in joint trading accounts
 - Short sales
- 1.5.7.2 Rule 12b-1 — Distribution of shares by registered open-end management investment
company
 - Disclosure of payment for distribution of funds from assets
 - Statement of additional information

1.5.8 Section 13 — Changes in Investment Policy

1.5.9 Section 19 — Dividends

1.5.9.1 Accumulated undistributed net income

1.5.9.2 Current net income

1.5.9.3 Statement disclosing source of payment
 Rule 19a-1 — Written statement to accompany dividend payments by management companies

1.5.9.4 Distribution of long-term capital gains
 Rule 19b-1 — Frequency of distribution of capital gains

1.5.10 Section 35 — Unlawful Representations and Names

1.5.11 Section 37 — Larceny and Embezzlement

1.6 Trust Indenture Act of 1939

1.6.1 Purpose and Basic Provisions

1.6.2 Necessity of Trustee to Safeguard the Rights of Investors in Registered Debt Obligations

1.6.3 Identification of Rights and Powers of Trustee

1.6.4 Full Disclosure of Information in Bond Indentures

1.6.5 Participation of Trustees in the Preparation of Indentures

1.7 Anti-Trust Regulations

1.7.1 Hart-Scott-Rodino Act
 Filing Requirements
 Cooling-off period
 Notification Thresholds

2.0

Supervision of Trading and Market Making Activities

2.1 Overview of Markets Regulated by NASD

2.1.1 NASDAQ Securities

- 2.1.1.1 NASDAQ Tier securities
 - NASDAQ Capital markets securities (SmallCap)
 - NASDAQ Global market securities (NNM)
 - NASDAQ Global Select market securities

- 2.1.1.2 Preferred securities

- 2.1.1.3 Convertible debt

- 2.1.1.4 ADRs and International Securities

2.1.2 Over-the-Counter Securities

- Pink Sheets and other similar trading facilities (www.pinksheets.com)
- Third market
 - Trading in exchange listed securities in OTC market
 - Consolidated tape reporting requirement
- Fourth market
 - Private transactions between institutional investors without the use of a broker/dealer

2.1.3 OTC Bulletin Board

- 2.1.3.1 Allows participants to enter, update, retrieve quotation information on non-NASDAQ OTC stocks on real-time basis
 - Displays firm quotations
 - Displays unpriced indications of interest
- 2.1.3.2 Rule 6500 — OTC Bulletin Board Service
 - Rule 6510 — Applicability
 - Rule 6520 — Operation of the service
 - Rule 6530 — OTCBB-eligible securities

2.1.4 NASDAQ Market Center Requirements

- 2.1.4.1 Listing requirements (General factors; numerical values not tested)
 - Rule 4300 Series—Listing requirements for Nasdaq securities
 - Rule 4400 Series—NASDAQ Global market
 - Rule 4800 Series—Procedures for review of Nasdaq listing determinations
- 2.1.4.2 Execution Services
 - Rule 4751—Definitions
 - Rule 4755—Order entry parameters
 - Rule 4756—Entry and display of quotes and orders
 - Rule 4757—Book processing

Rule 4758—Order routing
Rule 4761—Adjustment of open quotes and/or orders

- 2.1.4.3 Alternative Trading Systems
 SEC Regulation ATS
 Electronic Communications Networks (ECNs)

2.1.5 NASD Marketplace Rules Regarding Display, Transaction Reporting and Order Tracking Obligations

- 2.1.5.1 NASD Alternative Display Facility
 - Rule 4110A—Use of NASD Alternative Display Facility Data Systems
 - Rule 4130A—Prohibition from locking or crossing quotations in NMS stocks
 - Rule 4200A—Definitions
- 2.1.5.2 Trade Reporting Facility (TRF)
 - 2.1.5.2.1 Function of the Trade Reporting Facility
 - Primary vehicle for reporting over-the-counter transactions in equity securities (including OTC trades in listed securities)
 - 2.1.5.2.2 NASD Rules
 - Rule 4000—The NASD/NASDAQ Trade Reporting Facility
 - Rule 4200 —Definitions
 - Rule 4630A—Reporting transactions in ADF-eligible securities
 - Rule 4630 – Reporting transactions in designated securities
 - Rule 4631 – Definitions
 - Rule 4632—Transaction reporting
- 2.1.5.3 Other NASD transaction reporting obligations rules
 - Rule 6550—Transaction reporting in OTC Bulletin Board Service
 - Rule 6620—Transaction reporting in over-the-counter equity securities
 - Rule 6920—Transaction reporting in direct participation programs
- 2.1.5.4 Trade Reporting and Compliance Engine Rules (TRACE Rules)
 - Rule 6210 — Definitions
 - Rule 6220 — Participating in TRACE
 - Rule 6230 — Transaction reporting
 - Rule 6240 — Termination of TRACE service
 - Rule 6250 — Dissemination of transaction information
 - Rule 6260 — Managing underwriter or group of underwriters obligation to obtain CUSIP and provided notice
- 2.1.5.5 Trade Comparison Service (TRACS)
 - Rule 6110A—Definitions
 - Rule 6120A—Participation in TRACS trade comparison feature by participants in the alternative display facility
 - Rule 6130A—Trade report input
 - Rule 6190A—Termination of TRACS service
- 2.1.5.6 NASD Rule 6100 — Clearing and Comparison
 - Rule 6110 — Definitions
 - Rule 6120 — Trade reporting participation requirements

Mandatory participation for clearing agency members

Participant obligations

Access

System participant obligations

Clearing broker obligations

Rule 6130 — Trade report input

Rule 6140 — Trade report processing

Rule 6180 — Violation of reporting rules

2.1.5.7 Order Audit Trail and Tracking systems

2.1.5.7.1 NASD Rules

Rule 6951—Definitions

Rule 6952—Applicability

Rule 6953—Synchronization of member business clocks

Rule 6954—Recording of order information

Rule 6955—Order data transmission requirements

2.1.5.7.2 NYSE Rules

Rule 132A—Synchronization of member business clocks

Rule 132B—Order tracking system

Rule 410A—Automated submission of trading data

Rule 410B—Reports of listed securities transactions effected off the Exchange

2.1.6 Requirements for NASDAQ Market Makers and Other Market Center Participants

2.1.6.1 NASD Rules

Rule 2460—Payments for market making

Rule 4300A—Quote and order access requirements

Rule 4611A—Registration as an ADF market maker or an ADF ECN

Rule 4619A—Withdrawal of quotations

Rule 5120—Other trading practices

Rule 6540 — Requirements applicable to market makers

Permissible quotation entries (one-sided quotes)

Impermissible quotation entries

Voluntary termination of registration

More than one trading location

Clearance and settlement

2.1.6.2 NASDAQ Rules

Rule 4611—NASDAQ Market Center participant registration

Rule 4612 — Registration as a NASDAQ market maker

NASD member

Minimum net capital requirements

Rule 4619—Withdrawal of quotations and passive market making

2.1.6.3 NASD/NASDAQ Rules

Rules 4617A/4617 — Normal business hours

Extended hours trading (including pre-market hours)

2.1.6.4 SEC Regulation M — Anti-manipulation Rules Concerning Securities Offerings

Rule 103 — Passive market making in NASDAQ stocks

- 2.1.6.5 Determination of spread
 - Financial condition of issuer
 - Size of issue
 - Activity in issue
 - Market conditions

- 2.1.6.6 Types of customer business
 - Retail
 - Institutional

2.1.7 Quotation and Execution Requirements (general knowledge)

- 2.1.7.1 NASD Rules
 - Rule 2320 — Best execution and interpositioning
 - IM-2320-1—Interpretative guidance with respect to best execution requirements
 - Rule 3310 — Publication of transactions and quotations
 - IM-3310 — Manipulative and deceptive quotations
 - Marking the close/Marking the opening
 - Rule 3320 — Offers at stated prices
 - IM-3320 — Firmness of quotations
 - Backing-away
 - Rule 3380—Order entry and execution practices
 - Rule 6630—Recording of quotation information
 - Rule 6640—Submission of Rule 15c2-11 information on non-exchange-listed securities
 - Rule 6650—Minimum quotation size requirements for OTC equity securities
- 2.1.7.2 NASD/NASDAQ Rules
 - Rule 4613A/ Rule 4613—Character of quotations
 - Quotation requirements and obligations
- 2.1.7.3 SEC Rules
 - Rule 15c2-7 — Identification of quotations
 - Rule 15c2-11 — Initiation or resumption of quotations with specified information

2.1.8 Trading and Market Halts

- 2.1.8.1 Trading halts
 - 2.1.8.1.1 NASD Rules
 - Rule 3340 — Prohibition on transactions during trading halts
 - Rule 4120 — Trading halts
 - Authority to initiate trading halts
 - Procedure for initiating a trading halt
 - IM-4120-1 — Disclosure of material information
 - Rule 4633—Trading halts
 - Rule 6545—Trading and quotation halt in OTCBB-eligible securities
 - Rule 6660—Trading and quotation halt in OTC equity securities
 - IM-6660-1—Factors to be considered when initiating a trading and quotation halt

- 2.1.8.1.2 NYSE Rules
 - Rule 80B — Trading halts due to extraordinary market volatility
 - Rule 123D—Openings and halts in trading
 - Rule 906—Impact of trading halts on off-hours trading
- 2.1.8.2 Market halts
- 2.1.8.2.1 Agreement between NASDAQ and NYSE (circuit breakers)
 - NASDAQ Rule 4121 — Market closing
- 2.1.9 Anti-Competitive Trading Practices (21A Report)**
 - Collusion
 - Price/size/spread convention
 - Intimidation
 - Harassment
 - NASD Rule IM-2110-5 —Anti-intimidation/coordination
- 2.2 Auction Exchange Markets**
 - 2.2.1 Listing Criteria (general understanding, numerical values not tested)**
 - 2.2.1.1 Minimum listing standards
 - 2.2.1.2 NYSE-Listed Company Manual
 - 2.2.2 Trading**
 - 2.2.2.1 Trading post
 - 2.2.2.2 Rule 54 — Floor broker (member)
 - 2.2.2.3 Role of the specialist
 - Maintains the limit order book
 - Rule 104A — Specialists--general
 - Rule 115A — Arranges buy and sell orders at the opening of daily trading to orchestrate a balanced price
 - Rule 116 — “Stops” stock
 - Agent vs. principal functions of specialist
 - 2.2.2.4 Automated trading systems (DOT, PACE, AUTO, AMOS, SCOREX)
 - 2.2.2.5 Rule 13 — Types of orders
 - 2.2.2.6 Rule 127 — Block trading
 - 2.2.3 New York Stock Exchange Regulations**
 - 2.2.3.1 Rule 61 — Recognized quotations
 - 2.2.3.2 Rule 76 — “Crossing” orders

- 2.2.3.3 Rule 77 — Prohibited dealings and activities
- 2.2.3.4 Rule 78 — Sell and buy orders coupled at same price
- 2.2.3.5 Rule 91 – Taking or supplying securities named in order
- 2.2.3.6 Rule 92 — Limitations on member trading because of customers’ orders
- 2.2.3.7 Rule 97 — Limitations on members’ trading because of block positioning
- 2.2.3.8 Rule 123B — Exchange automated order routing system
- 2.2.3.9 Rule 123C—Market on-the-close- policy and expiration procedures
- 2.2.3.10 Rule 435 — Miscellaneous prohibitions
 - Excessive trading by members
 - Successive transactions by members
 - Manipulative operations
 - Circulation of rumors
 - Reopening a contract
 - Loans for account of nonmembers

2.2.4 Consolidated Tape Network

- 2.2.4.1 Reports all executions of exchange-listed securities, regardless of where the transactions occurred
- 2.2.4.2 Use of the tape for price information
- 2.2.4.3 Reports of third market activity

2.3 Securities Exchange Act of 1934 and SEC Rules Thereunder

2.3.1 Section 3 — Certain Definitions under the Act

- 2.3.1.1 Section 3(a)(5) — Dealer
- 2.3.1.2 Section 3(a)(23)(A) — Clearing agency
- 2.3.1.3 Section 3(a)(38) — Market maker
- 2.3.1.4 Section 3(b) — Other definitions under the Act
 - Rule 3b-1 — Listed
 - Rule 3b-8 — Qualified OTC market maker, qualified third market maker, and qualified block positioner

2.3.2 Section 11 — Trading by Members of Exchanges, Brokers and Dealers

- 2.3.2.1 Rule 11a-1 — Regulation of floor trading
- 2.3.2.2 Rule 11a1-1(T) — Transactions yielding priority, parity and precedence

- 2.3.2.3 Rule 11a1-2 — Transactions for certain accounts of associated persons of members
- 2.3.2.4 Rule 11a1-3(T) — Bona fide hedge transactions in certain securities
- 2.3.2.5 Rule 11a1-4(T) — Bond transactions on national securities exchanges
- 2.3.2.6 Rule 11a1-5 — Transactions by registered competitive market makers and registered equity market makers
- 2.3.2.7 Rule 11a2-2(T) — Transactions effected by exchange members through other members

2.3.3 Regulation NMS — Regulation of the National Market System

- 2.3.3.1 Rule 600 — NMS security designation and definitions
 - Block size
 - Electronic communications network
 - Exchange market maker
 - Exchange-traded security
 - NMS security/stock
 - OTC market maker
 - Quotation size
- 2.3.3.2 Rule 602/ NYSE Rule 60 — Dissemination of quotations in NMS securities
 - Obligations of responsible brokers and dealers
- 2.3.3.3 Rule 604— Display customer limit orders
 - Specialists and OTC market makers
- 2.3.3.4 Rule 605– Disclosure of order execution information
- 2.3.3.5 Rule 606– Disclosure of order routing information
- 2.3.3.6 Rule 607 — Customer account statements
- 2.3.3.7 Rule 611 – Order Protection Rule (trade-throughs)
- 2.3.3.8 Rule 612—Minimum pricing increments

2.3.4 Penny Stock Rules

- Rule 3a51-1 — Definition of penny stock
- Rule 15g-1 — Exemptions for certain transactions
- Rule 15g-2 — Risk disclosure document relating to the penny stock market
- Rule 15g-3 — Broker or dealer disclosure of quotations and other information relating to the penny stock market
- Rule 15g-4 — Disclosure of compensation to brokers or dealers
- Rule 15g-5 — Disclosure of compensation of associated persons in connection with penny stock transactions
- Rule 15g-6 — Account statements for penny stock customers
- Rule 15g-9 — Sales practice requirements for certain low priced securities

2.4 NASD — Regulations

2.4.1 Conduct Rules

- 2.4.1.1 Rule 2110 — Standards of commercial honor and principles of trade
 - IM-2110-2 — Trading ahead of customer limit orders (Manning)
 - IM-2110-3 — Front running policy
 - IM-2110-4 — Trading ahead of research reports
- 2.4.1.2 Rule 2111 – Trading Ahead of Customer Market Orders
- 2.4.1.3 Day-trading accounts
 - Rule 2360/ NYSE Rule 431(b)(4) — Approval procedures for day-trading accounts
 - Rule 2361 — Day-trading risk disclosure statement
 - Rule 2520(f)(8)(B)/ NYSE Rule 431(8)(B)) — Day trading
 - Definition of pattern day trader
 - Definition of day trading buying power
 - Special requirements for pattern day traders
- 2.4.1.4 Rule 2440 — Fair prices and commissions
 - IM-2440-1 — Mark-Up Policy
 - General considerations
 - Relevant factors
 - Transactions to which the Policy is applicable
 - Transactions to which the Policy is not applicable
 - IM-2440-2—Additional mark-up policy for transactions in debt securities, except municipal securities
- 2.4.1.5 Rule 2441—Net transactions with customers

3.0

Supervision of Brokerage Office Operations

3.1 Client Accounts

3.1.1 Account Documentation

- 3.1.1.1 Customer information
 - Identification data
 - Name and occupation of third party authorized to act on behalf of the beneficial owner
 - Limited authorization
 - Full authorization
 - Discretionary powers to broker/dealers
 - Payment/delivery and/or duplicate mailing instructions
 - Transfer and ship
 - Hold in “street name”
 - Transfer and hold in safekeeping
 - Hold cash or forward cash balance on settlement date
 - Deliver against payment to a bank or depository
 - Reinvestment plan (reinvesting cash balances)
 - Signature of and acceptance of account by general securities or options principal of firm
- 3.1.1.2 Supplementary documentation
 - Hypothecation agreement
 - Loan consent agreement
 - Credit agreement
 - Powers of attorney —discretionary accounts
 - Options agreement
 - Arbitration agreement
 - Account guarantee acknowledgment
 - W-8 and W-9 tax withholding forms under the Tax Equity and Fiscal Responsibility Act of 1982
- 3.1.1.3 Discretionary accounts
 - 3.1.1.3.1 NASD Rule 2510/ NYSE Rule 408 — Discretionary accounts
 - Excessive transactions
 - Authorization and acceptance of account
 - Approval and review of transactions
 - Exceptions
 - 3.1.1.3.2 SEC Rule 15c1-7 — Discretionary accounts
- 3.1.2 Customer Accounts and Documents
 - 3.1.2.1 Individual customers

- 3.1.2.2 Joint customers
- 3.1.2.3 Corporate customers
- 3.1.2.4 Unincorporated associations (partnerships, charitable organizations, schools, churches, hospitals, investment clubs and hedge funds)
- 3.1.2.5 Fiduciaries
 - Prohibition regarding margin accounts and grants of trading authority to others
 - Restrictions regarding “legal investments”
 - Prudent man rules
 - Administrators of estates
 - Trustees
 - Guardians
 - Receivers in bankruptcy
 - Committees or conservators for incompetents
 - Executors of estates
- 3.1.2.6 Investment advisors contracts
 - Special omnibus account for broker/dealer subsidiary or affiliate
 - Introduced accounts of investment advisors’ clients
 - Advisors’ client account
- 3.1.2.7 Accounts with check writing capability
- 3.1.2.8 Customer confirmations
 - 3.1.2.8.1 SEC Rule 10b-10 — Confirmation of transactions
 - 3.1.2.8.1 NASD IM-2110-6 — Confirmation of callable common stock
 - 3.1.2.8.3 NASD Rule 2230/ NYSE Rule 409(f) — Confirmations
 - IM-2230 “Third market” confirmations
- 3.1.3 Custodial Accounts under the Uniform Gifts/Transfers to Minors Act**
 - 3.1.3.1 Irrevocability of gift
 - 3.1.3.2 Custodian
 - Appointed by donor
 - Successor custodians
 - Securities registered in name of custodian
 - Legal ownership vested in minor
 - 3.1.3.3 Securities registered to beneficiary upon attaining majority
 - 3.1.3.4 Must be cash account — no margin
 - 3.1.3.5 Securities in account cannot be pledged
 - 3.1.3.6 Reinvestment of cash proceeds, dividends and interest within reasonable period
 - 3.1.3.7 Rights and warrants

Exercised if sufficient cash is in account
Liquidated at the market

3.1.3.8 Reimbursement of expenses to custodian

3.1.3.9 Use of custodial property for support of minor

3.1.3.10 Maintenance of records

3.1.4 Requirements Regarding Accounts of Deceased/Incompetent Persons

3.1.4.1 Outstanding orders
Cancel open orders
Freeze assets in account until necessary documents are obtained from administrator, executor, or conservator of estate

3.1.4.2 Death or incompetence of a joint tenant
Presentation of death certificate and inheritance tax waiver, letters testamentary or other required documents before assets in account are released
Assignment by surviving/competent tenant and by the legal representative of the deceased/ incompetent tenant

3.1.4.3 Death or incompetence of tenant-in-common
Freeze assets and acceptance of orders until instructions are received from survivor(s) and executor, administrator, or conservator of the estate together with applicable inheritance tax waivers, letters testamentary or other required documents

3.1.4.4 Death or incompetence of a partner
Required authority from surviving/competent partners before executing any further orders
Follow stipulations in partnership agreement

3.1.4.5 Death or incompetence of principal on a power of attorney
Immediate termination of power

3.1.4.6 Valuation of the securities for estate purposes

3.1.4.7 Uniform Transfer-on-death Security Registration Act

3.1.5 Qualified Retirement Plans

3.1.5.1 Individual retirement investment account (IRA) — Conventional and Roth
Purpose
Contributions
Payout period
Tax free rollovers

3.1.5.2 Keogh plans — HR-10
Purpose
Funding — annuities, mutual funds, trust accounts, savings accounts
Contributions

Payout period
Eligibility

- 3.1.5.3 Other types of qualified plans
 - Corporate pension plans
 - Corporate deferred payment profit — sharing plans
 - Tax — deferred annuity plans
 - 401(k) plans
 - 403(b) plans
 - Employee stock ownership plans (ESOP)
 - Eligible worker-owned cooperative (EWOC)
- 3.1.5.4 ERISA concept
 - Party-in-interest — definitions
 - Pension plan regulations
 - Disclosure requirements
 - Reports to employees
 - Funding policies
 - Minimum funding standards
 - Employers funding objectives
 - Fiduciary requirements
 - Fiduciary standards
 - Diversification of plan investments
 - Identification of fiduciary
 - Loans
 - Prohibited transactions
 - Self-dealing transactions —prohibitions and exemptions
 - Class exemptions for certain broker/dealers and registered representatives
 - Transfer of plan assets
 - Investment of pension plans
- 3.1.6 Non-Qualified Retirement Plans**
- 3.1.6.1 Payroll deduction plans
- 3.1.6.2 Deferred compensation plans
- 3.1.7 Transactions in Client Accounts**
- 3.1.7.1 Entering an order
 - Client identifier
 - RR identifier
 - Originating office identifier (if applicable)
 - Security description (symbol)
 - Number of shares or bonds
 - Where traded (NYSE, AMEX, NASDAQ, etc.)
 - Action
 - Price and qualifications
 - Type of account (cash, margin, special bond, etc.)
 - Settlement instructions if not established when account was opened

- 3.1.7.2 Review report of execution
 - Check against order ticket
 - Report execution to client
 - Report all errors immediately through appropriate firm channels
- 3.1.7.3 Records of customer transactions
- 3.1.7.4 Pre-arranged and third-party trades for client accounts
 - Painting the tape
 - Cross
 - Third-party trades
 - Step-out
 - Wrap accounts
 - NYSE Rule 138 — Give-up (clearing)
 - Prime brokers

3.2 Extensions of Credit in the Securities Industry

3.2.1 Regulation T — Credit by Brokers and Dealers

- 3.2.1.1 Definitions
 - Creditor
 - Customer
 - Registered security
 - OTC margin stock
 - Margin security
 - Exempted security
 - Non-equity security
- 3.2.1.2 General provisions
 - Separation of accounts
 - Maintenance of credit
 - Guarantee of accounts
 - Receipt of funds or securities
 - Arranging for loans by others
- 3.2.1.3 Margin accounts
 - Margin transactions
 - Required margin
 - Additional margin requirement
 - Liquidation in lieu of deposit
 - Withdrawals of cash or securities
- 3.2.1.4 Special memorandum account
- 3.2.1.5 Good faith account
 - Arbitrage
 - Prime broker
 - Non-purpose credit
- 3.2.1.6 Broker/dealer credit account

- Purchase or sale of security against full payment
 - Joint back office
 - Capital contribution
 - Emergency and subordinated credit
 - Omnibus credit
 - Special purpose credit
- 3.2.1.7 Cash accounts
 - Permissible transactions
 - Time periods for payment, cancellation, or liquidation
 - 90-day freeze
 - Extension of time periods; transfers
- 3.2.1.8 Borrowing and lending securities
- 3.2.2 **Regulation U of the Federal Reserve Board — Credit by Banks for the Purpose of Purchasing or Carrying Margin Stocks**
 - Purpose credit secured by stock
 - Exceptions from general rule for broker/dealers
 - OTC market maker exemption
- 3.2.3 **General Purpose of Other FED Credit Regulations**
 - Regulation X — Rules governing borrowers who obtain securities credit
- 3.2.4 **NASD Margin Requirements**
- 3.2.4.1 Rule 2341—Margin disclosure statement
- 3.2.4.2 Rule 2520/ NYSE Rules 431 and 432 — Margin Requirements
 - Definitions
 - Initial margin
 - Maintenance margin
 - Additional margin
 - Exceptions to Rule
 - Offsetting long and short positions
 - Exempted securities, non-equity securities, and baskets
 - Specialists' and market makers' accounts
 - Broker/dealer accounts
 - Shelf-registered, control, and restricted securities
 - Other provisions
 - Determination of value for margin purposes
 - "When issued" and "when distributed" securities
 - Guaranteed accounts
 - Consolidation of accounts
 - Mark to market must be obtained
 - Prohibition on liquidations
 - Special initial and maintenance margin requirements
 - Prohibition on free riding in cash accounts
 - Portfolio margin
- 3.2.4.3 Rule 3160—Extension of time under Reg T and SEC Rule 15c3-3

3.2.5 SEC Requirements for Extensions of Credit and Related Disclosure

- 3.2.5.1 Rule 3a12-9 — Exemption of certain direct participation program securities from the restrictions regarding the extending or arranging of credit under Sections 7(c) and 11(d)(1)
- 3.2.5.2 Rule 10b-16 — Disclosure of credit terms in margin transactions
- 3.2.5.3 Section 11(d)(1) — Extension of credit
 - Rule 11d-1 — Exemption of certain securities from Section 11(d)(1)
 - Rule 11d1-2 — Exemption from Section 11(d)(1) for certain investment company securities held by broker/dealers as collateral in margin accounts
- 3.2.5.4 Rule 15c2-5—Disclosure and other requirements when extending or arranging credit in certain transactions
- 3.2.5.5 Regulation S-P — Privacy of consumer financial information
 - Treatment of nonpublic personal information about consumers by financial institutions

3.2.6 Short Sales

- 3.2.6.1 Lender's privileges
 - Return of securities
 - Marking to the market
 - Interest on bonds loaned
 - Cash dividends
 - Stock dividends
 - Subscription rights
 - Voting rights
- 3.2.6.2 Short sale rules
 - 3.2.6.2.1 SEC Rules
 - Regulations SHO
 - Rule 200—Definition of “short sale”
 - Rule 203—Borrowing and delivery requirements
 - List of available securities must be no older than 24 hours old
 - Regulation M
 - Rule 105 — Short selling in connection with a public offering
 - 3.2.6.2.2 NASD Rule 3210 — Short sale delivery requirements

3.3 Broker-to-Broker Clearing Procedures

3.3.1 Settlement Procedures

- 3.3.1.1 Contract sheet
- 3.3.1.2 Netted trades

- 3.3.1.3 Continuous net settlement
- 3.3.1.4 Money settlement
- 3.3.1.5 OTC trade comparisons on locked-in trades
- 3.3.1.6 Comparison sheet or ticket
- 3.3.1.7 Regular way and when issued contract sheets
- 3.3.1.8 SEC Rule 15c6-1 — Settlement cycle
- 3.3.1.9 NASD Rule 4618 — Clearance and settlement

3.3.2 Firm Must be Member of One of the Following Clearing Corporations

- National Securities Clearing Corporation
- Midwest Clearing Corporation
- Philadelphia Clearing Corporation
- Pacific Clearing Corporation

3.3.3 Depository Trust and Clearing Corporation

- Securities certificate safekeeping
- Exchange effected by computerized bookkeeping entries

3.3.4 Clearing Funds

- Participant contribution based on processing activity
- Interest earned is transferred to Participant

3.4 NASD — Regulations

3.4.1 Conduct Rules

- 3.4.1.1 Rule 2340/ NYSE Rule 409 — Customer account statements
- 3.4.1.2 Rule 3110/ NYSE Rules 401A, 406, 410, 440 and 636 — Books and records
 - Requirements
 - Marking of customer order tickets
 - Customer account information
 - IM-3110 — Customer account information
 - Record of written complaints
 - “Complaint” defined
 - Requirements when using predispute arbitration agreements with customers
 - Negotiable instruments drawn from a customer’s account
 - Holding of customer mail
 - Changes in account name or designation
- 3.4.1.3 Rule 3150—Reporting requirements for clearing firms
- 3.4.1.4 Rule 3230 — Clearing agreements

- 3.4.1.5 Rule 3220 — Adjustment of open orders
- 3.4.1.6 Rule 3360/ NYSE Rule 421 — Short-interest reporting
- 3.4.2 Uniform Practice Code**
 - 3.4.2.1 Rule 11100 — Scope of the Uniform Practice Code
 - 3.4.2.2 Rule 11120 — Definitions
 - 3.4.2.3 Rule 11130/ NYSE Rule 63 — When, as and if issued/distributed contracts
 - 3.4.2.4 Rule 11140/ NYSE Rules 235 and 236 — Transactions in securities “ex-dividend,” “ex-rights,” or “ex-warrants”
 - 3.4.2.5 Rule 11150 — Transactions “ex-interest” in bonds which are dealt in “flat”
 - 3.4.2.6 Rule 11160 — “Ex” liquidating payments
 - 3.4.2.7 Rule 11170/ NYSE Rule 193 — Transactions in “part-redeemed” bonds
 - 3.4.2.8 Rule 11190 — Reconfirmation and pricing service participants
 - 3.4.2.9 Rule 11200/ NYSE Rule 133 and 134 (a) — Comparisons or confirmations and “Don’t Know Notices”
 - 3.4.2.10 Rule 11220 — Description of securities
 - 3.4.2.11 Rule 11300 — Delivery of Securities
 - 3.4.2.12 Rule 11320 — Dates of delivery
 - NYSE Rule 177 — Cash
 - Regular way
 - NYSE Rules 73 and 179 — Seller’s option
 - Buyer’s option
 - NYSE Rule 178 — Contracts due on holidays or Saturdays
 - Delayed delivery
 - Prior to delivery date
 - Time and place of delivery
 - 3.4.2.13 Rule 11361/ NYSE Rule 185 — Units of delivery — stocks
 - 3.4.2.14 Rule 11362/ NYSE Rule 186 — Units of delivery — bonds
 - 3.4.2.15 Rule 11363 — Units of delivery — unit investment trust securities
 - 3.4.2.16 Rule 11364/ NYSE Rule 187 — Units of delivery — certificates of deposit for bonds
 - IM-11364 — Trading securities as “units” or bonds “with stock”
 - 3.4.2.17 Rule 11410 — Delivery of securities with draft attached — time of presentation
 - Prior to settlement date

With irregularities

- 3.4.2.18 Rule 11520/ NYSE Rules 223 and 224 — Delivery of mutilated securities
- 3.4.2.19 Rule 11550/ NYSE Rules 195, 196, 198, 199, 201 and 207 — Assignments and powers of substitution; delivery of registered securities
 - National medallion signature guarantee program
- 3.4.2.20 Rule 11574 — Certificate in name of deceased person, trustee, etc.
- 3.4.2.21 Rule 11620/ NYSE Rule 243 — Computation of interest
- 3.4.2.22 Rule 11630/ NYSE Rule 255 — Due-bills and due-bill checks
- 3.4.2.23 Rule 11640 — Claims for dividends, rights, interest, etc.
- 3.4.2.24 Rule 11650/ NYSE Rule 182 — Transfer fees
- 3.4.2.25 Rule 11700 — Reclamations and rejections
 - Definitions
 - Uniform reclamation form
 - Time for delivery of reclamation and manner of settlement
- 3.4.2.26 Rule 11720 — Irregular delivery; transfer refused; lost or stolen securities
- 3.4.2.27 Rule 11740/ NYSE Rules 165, 166, 168 — Marking to the market
- 3.4.2.28 Rule 11810/ NYSE Rules 282, 284, 289, 290 — “Buying-in”
- 3.4.2.29 Rule 11820/ NYSE Rule 283 — “Selling-out”
- 3.4.2.30 Rule 11840 — Rights and warrants
- 3.4.2.31 Rule 11860/ NYSE Rule 387 — Acceptance and settlement of COD orders
- 3.4.2.32 Rule 11900 — Clearance of corporate debt securities
- 3.4.2.33 Rule 11890/ NYSE Rule 411 — Erroneous transactions
 - Authority to review transactions
 - Procedures for reviewing transaction
 - Procedures for reviewing transactions executed during system disruptions or malfunctions
 - Review by the Market Operations Review Committee

3.4.3 Customer Account Transfers

- 3.4.3.1 IM-2110-7. Interfering With the Transfer of Customer Accounts in the Context of Employment Disputes
- 3.4.3.2 Rule 11870/ NYSE Rule 412 — Customer account transfer contracts

4.0

Sales Supervision and General Supervision of Employees

4.1 Securities Exchange Act of 1934 and SEC Rules Thereunder

4.1.1 Section 3 — Certain Definitions under the Act

- 4.1.1.1 Section 3(a)(10)/ NYSE Rule 3 — Security
- 4.1.1.2 Section 3(a)(39) — Statutory disqualification
- 4.1.1.3 Rule 3a11-1 — Equity security
- 4.1.1.4 Rule 3a12-2 — Exemption of certain securities, the income on which is substantially guaranteed by states or political subdivisions thereof
- 4.1.1.5 Rule 3b-5 — Non-exempt securities issued under governmental obligations

4.1.2 Section 9 — Prohibitions against Manipulation of Security Prices

- 4.1.2.1 Section 9(a)(1) — Misleading appearance of active trading
- 4.1.2.2 Section 9(a)(2) — Inducing purchase or sale by others
- 4.1.2.3 Section 9(a)(3) — Dissemination of information as to rise or fall of security prices
- 4.1.2.4 Section 9(a)(4) — Making false or misleading statements
- 4.1.2.5 Section 9(a)(5) — Dissemination of information for consideration
- 4.1.2.6 Section 9(a)(6) — Pegging, fixing, or stabilizing prices
- 4.1.2.7 Section 9(e) — Liability for unlawful acts or transactions

4.1.3 Section 10 — Regulation of the Use of Manipulative and Deceptive Devices

- 4.1.3.1 Rule 10b-17 — Untimely announcements of record dates
- 4.1.3.2 Rule 10b-18 — Purchases of certain equity securities by the issuer and others

4.1.4 Section 15 — Registration and Regulation of Brokers and Dealers

- 4.1.4.1 Section 15(a)(1) — Prohibitions relating to unregistered broker/dealers
 - 4.1.4.1.1 Rule 15a-6 — Exemption of certain foreign brokers or dealers
- 4.1.4.2 Section 15(b)(4) — Sanctions against brokers or dealers
- 4.1.4.3 Section 15(b)(6) — Sanctions for person associated with broker or dealer

4.1.5 Section 17 — Accounts and Records, Reports, Examinations of Exchanges, Members and Others

4.1.5.1 Rule 17f-2 — Fingerprinting of securities industry personnel (general requirement)

4.1.6 Soft Dollar Arrangements

Section 3(a)(35)—Definition of “investment discretion”

Section 28(e)—Research services in exchange for brokerage

4.2 Investment Company Act of 1940 and SEC Rules Thereunder

4.2.1 Section 22 — Distribution, Redemption, and Re-Purchase of Redeemable Securities

4.2.1.1 Section 22(c) — Regulation of underwriters and dealers by Commission

Rule 22c-1 — Pricing of redeemable securities for distribution, redemption and re-purchase

4.2.1.2 Section 22(d) — Persons to and through whom redeemable securities may be sold (offer securities at a price based on NAV)

Rule 22d-1 — Exemption from Section 22(d) to permit sales of redeemable securities at prices which reflect sales loads set pursuant to a schedule

Rule 22d-2 — Exemption from Section 22(d) for certain registered separate accounts

4.2.1.3 Section 22(e) — Suspension of rights of redemption

Rule 22e-1 — Exemption from Section 22(e) during annuity payment period of variable annuity contracts participation in certain registered separate accounts

4.3 Investment Advisers Act of 1940 and SEC Rules Thereunder

4.3.1 Section 202(a)(11) — Definitions of Investment Adviser

4.3.2 Section 203 — Registration of Investment Advisers

4.3.3 Section 205 — Investment Advisory Contracts

4.3.4 Section 206 — Prohibited Transactions by Investment Advisers

4.4 Compliance and Ethics

4.4.1 Sarbanes-Oxley Act

4.4.1.1 Section 302—Corporate responsibility for financial reports

Development, implementation and assessment of an ethics course

4.4.1.2 Section 401—Disclosures in periodic reports

4.4.1.3 Section 402—Enhanced conflict of interest provisions

4.4.1.4 Section 403—Disclosures of transactions involving management and principal stockholders

Required documentation

- 4.4.1.5 Section 404—Management assessment of internal controls
 - Execution of mergers and acquisitions; timing of deals
 - Extensive documentation
 - Testing of “control environment by management”
 - Testing and issuance of opinions by external auditors
 - Certification and reporting requirements apply to the entire company--including acquisitions

4.4.2 Insider Trading Regulations— Insider Trading and Securities Fraud Enforcement Act of 1988

- 4.4.2.1 Section 3 — Civil penalties of controlling persons for illegal insider trading by controlled persons
 - Securities Exchange Act of 1934
 - Section 15(f) — Policies and procedures to be developed by broker/dealers to prevent misuse of material, non-public information
 - Section 21(d) — Injunctions and prosecution of offenses
 - Section 21A — Civil penalties
 - Investment Advisers Act of 1940
 - Section 204 — Annual and other reports
- 4.4.2.2 Section 4 — Increases in criminal penalties
 - Securities Exchange Act of 1934
 - Section 32(a) — Penalties
- 4.4.2.3 Section 5 — Liability to contemporaneous traders for insider trading
 - Securities Exchange Act of 1934
 - Section 20A — Liability to contemporaneous traders for insider trading

4.4.3 Securities Exchange Act of 1934 and SEC Rules Thereunder

- 4.4.3.1 Section 10 — Regulation of the Use of Manipulative and Deceptive Devices
 - Rule 10b-1 — Prohibitions with respect to securities exempted from registration
 - Rule 10b-3 — Employment of manipulative and deceptive devices by brokers or dealers
 - Rule 10b-5 — Employment of manipulative and deceptive devices
 - Insider trading
 - Material information
 - Non-public information
 - Insiders and tippees
 - Information barriers (Chinese wall doctrine)
 - Rule 10b5-1 — Trading “on the basis of” material nonpublic information in insider trading
 - Rule 10b5-2 — Duties of trust or confidence in misappropriation insider trading cases
- 4.4.3.2 Section 15 — Registration and Regulation of Brokers and Dealers
 - Rule 15c1-1 — Definitions
 - Rule 15c1-2 — Fraud and misrepresentation

Rule 15c1-3 — Misrepresentation by brokers and dealers as to registration
Rule 15c1-9 — Use of pro forma balance sheets

4.4.4 NASD Business Conduct Rules

- 4.4.4.1 Rule 2110/ NYSE Rule 401 – Standards of commercial honor and principles of trade
- 4.4.4.2 Rule 2120/ NYSE Rule 435(4) — Use of manipulative, deceptive or other fraudulent devices
- 4.4.4.3 Rule 3010/ NYSE Rules 342 and 405 — Supervision
 - Supervisory system
 - Written procedures
 - Internal inspections
 - Review of transactions and correspondence
 - Supervision of registered representatives
 - Review of correspondence
 - Retention of correspondence
 - Qualifications investigated
 - Applicant's responsibility
 - Definitions
 - Office of supervisory jurisdiction
 - Branch office
 - IM 3010-1—Standards for reasonable review
- 4.4.4.4 Rule 3011/ NYSE Rule 445 — Anti-money laundering compliance program
 - IM-3011-1 — Independent testing requirements
 - IM-3011-2 — Review of anti-money laundering compliance person information
- 4.4.4.5 Rule 3012/ NYSE Rule 342.23—Supervisory control system
- 4.4.4.6 Rule 3013/NYSE Rule 342.30—Annual certification of compliance and supervisory processes
 - IM 3013—Annual compliance and supervision certification
- 4.4.4.7 Rule 3510/ NYSE Rule 446—Business continuity plan

4.5 Communications with the Public

4.5.1 SEC Rule 156 — Investment Company Sales Literature

4.5.2 NASD Rule 2210/ NYSE Rule 472 — Communications with the Public

- Definitions
 - Advertisement
 - Sales literature
 - Public appearance
 - Independently prepared reprint
- Approval and recordkeeping
- Filing requirements and review procedures
- Content standards
 - Standards applicable to all communications with the public

Standards applicable to advertisements and sales literature
IM-2210-1 — Guidelines to ensure that communications with the public are not misleading
IM-2210-2 — Communications with the public about variable life insurance and variable annuities
IM-2210-3 — Use of rankings in investment companies advertisements and sales literature
IM-2210-4 — Limitations on use of NASD's name
IM-2210-5 — Requirements for the use of bond mutual fund volatility ratings
IM-2210-6 — Requirements for the use of investment analysis tools
IM-2210-8 — Communications with the public about collateralized mortgage obligations (CMOs)

4.5.3 Rule 2211 — Institutional Sales Material and Correspondence

Definitions

Correspondence
Institutional sales material
Institutional investor
Existing retail customer

Approval and recordkeeping

Spot-check procedures

Content standards applicable to institutional sales material and correspondence

4.5.4 Rule 2212/ NYSE Rule 440A — Telemarketing

4.6 NASD — Regulations

4.6.1 By-Laws

4.6.1.1 Article I/ NYSE Article I — Definitions

4.6.1.2 Article III — Qualifications of members and associated persons
Section 1 — Persons eligible to become members and associated persons of members
Section 2 — Authority of Board to adopt qualification requirements
Section 3 — Ineligibility of certain persons for membership or association
Section 4/ NYSE Rule 351 — Definition of disqualification

4.6.1.3 Article IV/ NYSE Article II and Rule 312 — Membership
Section 1 — Application for membership
Section 3 — Executive representative
Section 5 — Resignation of members
Section 6 — Retention of jurisdiction
Section 7 — Transfer and termination of membership
Section 8 — Registration of branch offices

4.6.1.4 Article V/ NYSE Rules 345 and 347 — Registered representatives and associated persons
Section 1 — Qualification requirements
Section 2 — Application for registration
Section 3 — Notification by member to the NASD and associated person of termination; amendments to notification
Section 4 — Retention of jurisdiction

4.6.2 Membership and Registration

- 4.6.2.1 Rule 1000/ NYSE Rule 311 — Membership, registration, and qualification requirements
 - IM-1000-1 — Filing of misleading information as to membership or registration
 - IM-1000-3 — Failure to register personnel
 - IM-1000-4/ NYSE Rule 342 — Branch offices and offices of supervisory jurisdiction
- 4.6.2.2 Rule 1010 — Membership proceedings
 - Definitions
 - General provisions
 - New member application and interview
 - Department decision
 - Review by the National Adjudicatory Council
 - Discretionary review by NASD Board
 - Application for approval of change in ownership, control or business operations
 - Application to Commission for review
- 4.6.2.3 Rule 1020/ NYSE Rule 342.13 — Registration of principals
 - Registration requirements
 - Categories of principal registration
 - General securities principal
 - Limited principals
- 4.6.2.4 Rule 1030/ NYSE Rule 345.10 — Registration of representatives
 - Registration requirements
 - Categories of representative registration
 - General securities representative
 - Limited representatives
- 4.6.2.5 Assistant representatives
 - Rule 1041—Registration requirements for assistant representatives
 - Rule 1042—Restrictions for assistant representatives
- 4.6.2.6 Rule 1050/ NYSE Rule 344—Registration of research analysts
- 4.6.2.7 Rule 1060 — Persons exempt from registration
- 4.6.2.8 Rule 1070 — Qualification examinations and waiver of requirements
- 4.6.2.9 Rule 1080 — Confidentiality of examinations
- 4.6.2.10 Rule 1090 — Foreign members
- 4.6.2.11 Rule 1100 — Foreign associates
- 4.6.2.12 Rule 1120/ NYSE Rule 345A — Continuing education requirements
- 4.6.2.13 Rule 1140 — Electronic filing rules
- 4.6.2.14 Rule 1150—Executive representative

- 4.6.2.15 General knowledge of the NASD/NASAA Central Registration Depository (CRD) and public disclosure of disciplinary information via NASD toll free number

4.6.3 Conduct Rules

- 4.6.3.1 Rule 2310/ NYSE Rules 405 and 435(1)—Recommendations to customers [suitability]
IM-2310-2 — Fair dealing with customers
Recommending speculative low-priced securities
Excessive trading activity
Trading in mutual fund shares
Fraudulent activity
Recommending purchases beyond customer capability
Fair dealing with customers with regard to derivative products or new financial products
IM-2310-3 — Suitability obligations to institutional customers
- 4.6.3.2 Rule 2315 – Recommendations to customers in OTC equity securities
- 4.6.3.3 Rule 2330/NYSE Rule 352 — Customers’ securities or funds
Improper use
Prohibition against guarantees
Sharing in accounts; extent permissible
- 4.6.3.4 Rule 2350 — Broker/dealer conduct on the premises of financial institutions
Applicability
Definitions
Standards for member conduct
Setting
Networking and brokerage affiliate agreements
Customer disclosure and written acknowledgment
Communications with the public
Notifications of terminations
- 4.6.3.5 Rule 2370—Borrowing from or lending to customers
- 4.6.3.6 Rule 2410 — Net prices to persons not in investment banking or securities business
- 4.6.3.7 Rule 2420 — Dealing with non-members
Transactions with non-members
Transactions with foreign non-members
Non-member broker or dealer
IM-2420-1 — Transactions between members and non-members
IM-2420-2 — Continuing commission policy
- 4.6.3.8 Rule 2820 — Variable contracts of an insurance company
Application
Definitions
Sales charges
Receipt of payment
Transmittal

Selling agreements
Redemption

- 4.6.3.9 Rule 2830 — Investment company securities
 - Application
 - Definitions
 - Conditions for discounts to dealers
 - Selling dividends
 - Withhold orders
 - Purchase for existing orders
 - Purchases as principal
 - Repurchase from dealer
 - Execution of investment company portfolio transactions
 - Dealer concessions
 - Prompt payment for investment company shares
 - Sales charge
 - Refund of sales charge
 - Disclosure of deferred sales charges
 - IM-2830-1 — “Breakpoint” sales
 - IM-2830-2 — Maintaining the public offering price
- 4.6.3.10 Rule 3030/ NYSE Rule 346 — Outside business activities of an associated person
(NOTE: Rule 3030 requires prior written **notification** by an associated person be made to a member; Rule 346 requires that a written request be made by an associated person and that the member employer provide prior written **consent**.)
- 4.6.3.11 Rule 3040 — Private securities transactions of an associated person
 - Applicability
 - Written notice
 - Transactions for compensation
 - Transactions not for compensation
 - Definitions
 - Private securities transaction
 - Selling compensation
- 4.6.3.12 Rule 3050/ NYSE Rule 407 — Transactions for or by associated persons
 - Determine adverse interest
 - Obligations of executing member
 - Obligations of associated persons concerning an account with a member
 - Obligations of associated persons concerning an account with an investment adviser, bank, or other financial institution
 - Exemption for transactions in investment company shares and unit investment trusts
(NOTE: Rule 3050 requires prior written **notification** to the employer member; Rule 407 requires the prior written **consent** of the employer.)
- 4.6.3.13 Rule 3060/NYSE Rules 350 and 353 — Influencing or rewarding employees of others
- 4.6.3.14 Rule 3070/NYSE 351d — Reporting requirements
- 4.6.3.15 Rule 3080 – Disclosure to associated persons when signing Form U-4

4.6.3.16 Rule 3330 — Payment designed to influence market prices, other than paid advertising

4.6.3.17 Rule 2260/NYSE Rule 451 — Forwarding of proxy and other materials
IM-2260 — Suggested rates of reimbursement

4.6.3.18 Rule 2280 — Investor education and protection

4.6.4 Procedural Rules

4.6.4.1 Rule 8000 — Investigations and Sanctions

4.6.4.1.1 Rule 8100 — General provisions
Rule 8110 — Availability of Manual to customers
Rule 8120 — Definitions

4.6.4.1.2 Rule 8200 — Investigations
Rule 8210 — Provision of information and testimony and inspection and copying of books
Rule 8220 — Suspension for failure to provide requested information

4.6.4.1.3 Rule 8300 — Sanctions
Rule 8310 — Sanctions for violation of the Rules
IM-8310-1 — Effect of a suspension, revocation, cancellation, or bar
IM-8310-2 — Release of disciplinary information
Rule 8320 — Payment of fines, other monetary sanctions, or costs; summary action for failure to pay
Rule 8330 — Cost of proceedings

4.6.4.2 Rule 9000 — Code of Procedure

4.6.4.2.1 Rule 9100 — Application and purpose
Rule 9110 — Application
Rule 9120 — Definitions
Rule 9130 — Service; filing of papers
Rule 9140 — Proceedings

4.6.4.2.2 Rule 9200 — Disciplinary proceedings
Rule 9210 — Complaint and answer
Rule 9220 — Request for hearing; extensions of time, postponements, adjournments
Rule 9230 — Appointment of hearing panel, extended hearing panel
Rule 9240 — Pre-hearing conference and submission
Rule 9250 — Discovery
Rule 9260 — Hearing and decision
Rule 9270 — Settlement procedure
Rule 9280 — Contemptuous conduct

4.6.4.2.3 Rule 9300 — Review of disciplinary proceeding by National Adjudicatory Council and NASD Regulation and NASD Board; application for Commission review
Rule 9310 — Appeal to or review by National Adjudicatory Council
Rule 9340 — Proceedings

Rule 9350 — Discretionary review by NASD Board

Rule 9360 — Effectiveness of sanctions

Rule 9370 — Application to Commission for review

4.6.4.2.4 Rule 9500 —Other proceedings

4.6.4.2.5 Rule 9800—Temporary cease and desist orders

Rule 9810—Initiation of proceeding

Rule 9830—Hearing

Rule 9840—Issuance of temporary cease and desist order by hearing panel

Rule 9870—Application to Commission for review

4.6.4.3 Rule 12000 and 13000 Series/ NYSE Rules 600-639 — Code of Arbitration Procedure

4.6.4.3.1 Part I Interpretive Material, Definitions, Organization and Authority

IM-12000 and IM-13000— Failure to act under provisions of code of arbitration
procedure for customer/industry disputes

Rules 12105 and 13105—Agreement of the parties

4.6.4.3.2 Part II General Arbitration Rules

Rule 12200—Arbitration under an arbitration agreement or the rules of NASD

Rule 12201—Elective arbitration

Rule 12202—Claims against inactive members

Rules 12204 and 13204—Class action claims

Rule 12205—Shareholder derivative actions

Rule 13200—Required arbitration

Rule 13201—Statutory employment discrimination claims

Rule 13202—Claims involving registered clearing agencies

4.6.4.3.3 Part VIII Simplified Arbitration and Default Proceedings

Rules 12800 and 13800— Simplified arbitration

Rules 12801 and 13801—Default proceedings

4.6.4.4 Rule 10400/NYSE Rule 638 — Mediation rules

Rule 10404 — Mediation under the Code

Rule 10405 — Effect of mediation on arbitration proceedings

Rule 10408 — Mediation ground rules

4.7 MSRB Rules

4.7.1 Rule G-37 — Political Contributions and Prohibitions on Municipal Securities Business

5.0

Compliance with Financial Responsibility Rules

5.1 Securities Act of 1934 and SEC Rules Thereunder

5.1.1 Section 15 — Registration and Regulation of Brokers and Dealers

- 5.1.1.1 Rule 15c2-1 — Hypothecation of customers' securities (See Rule 8c-1)
 - General provisions
 - Definitions
- 5.1.1.2 Rule 15c3-1/ NYSE Rules 325 and 326 — Net capital requirements for brokers and dealers
 - 5.1.1.2.1 Minimum net capital requirements
 - Broker/dealers that carry customer accounts
 - Prime brokers
 - Broker/dealers that carry accounts but do **not** hold customer funds or securities and operate under Paragraph (k)(2)(i) exemption of Rule 15c3-3
 - Introducing broker/dealers
 - Firms that introduce accounts on a fully disclosed basis to another broker or dealer and do **not** receive funds or securities
 - Firms that introduce accounts on a fully disclosed basis to another broker or dealer **and receive, but do not hold**, customer or other broker/dealer securities **and do not receive funds**
 - Dealers
 - Mutual fund brokers or dealers transacting a business in redeemable shares of registered investment companies and certain other share accounts
 - Wire order basis
 - Subscription basis (**do not otherwise receive or hold funds or securities**)
 - Market makers
 - Brokers or dealers transacting a business only in direct participation programs
 - Brokers or dealers engaged exclusively in mergers and acquisition
 - 5.1.1.2.2 Definitions and general understanding of the following terms
 - Aggregate indebtedness
 - Net capital including adjustments to net worth for illiquid assets
 - Securities differences — treatment when computing net capital
 - Haircuts — effect on capital of proprietary positions
 - Additional haircuts on securities with a limited market, unduly concentrated positions and non-marketable securities
 - Open contractual commitments
 - Treatment of aged fails to deliver
 - 5.1.1.2.3 Debt—Equity requirements
 - 5.1.1.2.4 Withdrawal of equity capital
 - 5.1.1.2.5 Alternative net capital requirement

- 5.1.1.2.6 Appendix D — Satisfactory subordination agreements
 - Definitions
 - Subordinated loan agreement
 - Collateral Value
 - Secured demand note agreement
 - Minimum requirements of subordination agreements
 - Temporary and revolving subordination agreements
 - Filing requirements (general)
- 5.1.1.3 Rule 15c3-2/ NYSE Rule 409 — Use of customer free credit balances
- 5.1.1.4 Rule 15c3-3/ NYSE Rule 402 — Customer protection — reserves and custody of securities
 - Definitions
 - Physical possession or control of securities
 - Requirement to reduce securities to possession or control —timeliness
 - Special reserve bank account for the exclusive benefit of customers
 - Notification of banks
 - Withdrawals from the reserve bank account
 - Buy-in of short security differences
 - Exemptions under subsection (k)
 - Delivery of fully paid and excess margin securities
 - Completion of sell orders on behalf of customers — mandatory buy-in
 - Extensions of time
- 5.1.2 **Section 17 — Accounts and Records, Reports, Examinations of Exchanges, Members and Others**
- 5.1.2.1 Rule 17a-3 — Records to be made by certain exchange members, brokers and dealers (general understanding of major provisions)
 - Blotters or other records of original entry
 - Ledgers or other records reflecting all assets and liabilities
 - NYSE Rule 421 — Securities position records
 - Memorandum of each brokerage order given or received for the purchase or sale of securities (for customer and firm accounts)
 - Memorandum of each purchase and sale for the account of the firm
 - NYSE Rule 421 — Copies of customer confirmations and copies of notices of all other debits and credits for accounts of customers
 - Identification data on beneficial owners of all accounts
 - Subsidiary ledgers and proofs of money balances in all accounts (trial balance)
 - Questionnaire or application for employment executed by each “associated person”
 - Fingerprint records required by Rule 17f-2
- 5.1.2.2 Rule 17a-4 — Records to be preserved by certain exchange members, brokers and dealers
 - Requirement for ready accessibility of all records for two years
 - General type of record to be maintained for six years
 - Maintenance of records with respect to associated persons
 - Preservation of required records
 - Outside service bureaus

- 5.1.2.3 Rule 17a-5/ NYSE Rule 418 — Reports to be made by certain brokers and dealers
 - Filing of monthly and quarterly reports
 - Report filed upon termination of membership interest
 - Customer statements
 - Who must furnish the statements
 - Unaudited statements to be furnished
 - Definition of customer
 - Annual filing of audited financial statements
 - Qualification of accountants
 - Audit objectives
 - Accountant's reports —general provisions
 - Accountant's report on material inadequacies
 - Extensions and exemptions
 - Notification of changes of fiscal year
 - Filing requirements
- 5.1.2.4 Rule 17a-8 — Financial recordkeeping and reporting of currency and foreign transactions
- 5.1.2.5 Rule 17a-11 — Notification provisions for brokers and dealers
- 5.1.2.6 Rule 17a-13 — Quarterly security counts to be made by certain exchange members, brokers and dealers (general requirement)
 - Requirements for each calendar quarter year
 - Persons to perform or supervise required securities counts
- 5.1.2.7 Rule 17f-1 — Requirements for reporting and inquiry with respect to missing, lost, counterfeit or stolen securities
 - Definition of “reporting institution”
 - Reporting requirements
 - Required inquiries
 - Permissive inquiries

5.2 Securities Investor Protection Act and SIPC Rules Thereunder

5.2.1 SIPC Rules

- 5.2.1.1 Accounts of separate customers
 - Individual accounts
 - Accounts held by executors or administrators
 - Accounts held by a corporation, partnership, or unincorporated association
 - Trust accounts
 - Joint accounts
- 5.2.1.2 Prohibited acts
 - Failure to pay assessment or file reports
 - Engaging in business after appointment of trustee or initiation of direct payment procedure
 - Concealment of assets; false statements or claims
- 5.2.1.3 Advertising by members of SIPC protection
 - Member of displaying SIPC membership

5.3 NASD Conduct Rules

5.3.1 Rule 2270 — Disclosure of Financial Condition to Customers

Requirement of members to furnish recent financial statement to other members

5.3.2 Rule 2330 — Customers' Securities or Funds

Authorization to lend

Segregation and identification of securities

IM-2330—Segregation of customers' securities

5.3.3 Rule 2910 — Disclosure of Financial Condition to Other Members

5.3.4 Rule 3020/ NYSE Rule 319 — Fidelity Bonds

Coverage required

Deductible provision

Annual review of coverage

Notification of change

Definitions

5.3.5 Rule 3130 — Regulation of Activities of Members Experiencing Financial and/or Operational Difficulties

IM-3130 — Restrictions on a member's activity

5.3.6 Rule 3140 — Approval of Change in Exempt Status under SEC Rule 15c3-3

Loss of 15c3-3(k) exemption when member conducts business that will disqualify it from the exemption without the prior written approval of the NASD

Sample Question Formats

The questions and answers that appear below are similar in format and content to questions on the examination. These sample questions, however, are not intended to exactly parallel either the level of difficulty or the subject coverage of the actual examination. Their purpose here is to assist candidates and training personnel in preparing for the types of multiple-choice questions that will appear on the examination.

Answers

1. (C)
2. (B)
3. (D)
4. (A)

1. Under NASD rules, which two of the following are TRUE regarding a fully disclosed clearing agreement between two NASD members?

- I. Customers must provide a written acknowledgement of the clearing agreement.
- II. The introducing member is required to submit the agreement to NASD for review.
- III. The clearing member is required to submit the agreement to NASD for review.
- IV. The agreement must provide for written notification to customers, upon account opening, of the existence of the clearing agreement.

- (A) I and III
- (B) I and IV
- (C) II and III
- (D) II and IV

2. A customer wishes to purchase securities in a margin account. In order for the broker/dealer to borrow money with the margined securities, the customer must sign which of the following?

- (A) Power of attorney
- (B) Hypothecation agreement
- (C) Discretionary account agreement
- (D) Maintenance agreement

3. Under what conditions may an NASD member firm sell shares of a “new issue” to one of its non-registered employees?

- (A) The amount of the purchase is small and not disproportionate to the size of the issue.
- (B) The employee promises in writing to hold the securities for two years.
- (C) The transaction is consistent with the employee’s normal investment practice.
- (D) Under no circumstances.

4. While engaged in a distribution, a managing underwriter may do each of the following EXCEPT

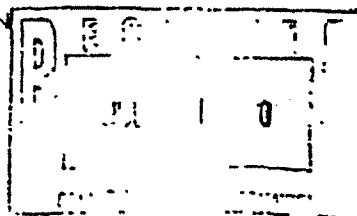
- (A) solicit purchases through an updated research report
- (B) accept unsolicited buy orders
- (C) effect stabilizing transactions
- (D) solicit purchase through a prospectus

Exhibit 3c
SR-FINRA-2007-028



DIVISION OF
MARKET REGULATION

UNITED STATES
SECURITIES AND EXCHANGE COMMISSION
WASHINGTON, D.C. 20549



July 24, 2000

Mr. Alden S. Adkins
Senior Vice President & General Counsel
NASD Regulation, Inc.
1735 K Street, N. W.
Washington, D.C. 20006-1500

Re: Procedure for Filings Relating to Qualification Examinations

Dear Mr. Adkins: *Alden*

I am writing to inform you of a change in the filing requirements for proposed rule changes involving qualification examinations for associated persons. In the past, the Division required the SROs to file question banks for new examinations for Commission approval pursuant to Section 19(b)(2) of the Exchange Act. The Division also required SROs to file questions being added to the question bank for Commission approval.

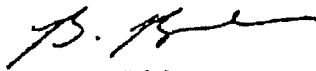
The Division has decided that it is no longer necessary for SROs to file new exam question banks for Commission approval under Section 19(b)(2). In the future, any new examinations should be filed as non-controversial rule changes for immediate effectiveness pursuant to Section 19(b)(3)(A) of the Exchange Act and Rule 19b-4(f)(6) thereunder. As you know, Rule 19b-4(f)(6) requires the SRO to give notice to the Commission of its intent to file a proposed rule change five days before doing so. During the five days prior to filing, the Division will determine if the proposed rule change is appropriately filed as non-controversial. To assist us in our analysis, please include a complete description of the examination in your rule filing. For example, the proposed rule change should address who will be required to take the exam, what information the exam will cover, the time allotted for each section, the weight assigned to each topic, the effective date of the exam requirement, and any other information that would be helpful to us in determining whether the proposal should become effective on filing. Also, pursuant to Rule 19b-4(f)(6), the rule change should be designated as effecting a change that does not significantly affect the protection of investors or the public interest, does not impose any significant burden on competition and, by its terms, does not become operative for 30 days after the date of the filing.

Alden S. Adkins
Page 2

Filings to modify an existing examination should be submitted as "constituting a stated policy, practice, or interpretation with respect to the meaning, administration or enforcement of an existing rule..." pursuant to Section 19(b)(3)(A) of the Exchange Act.

Our goal in changing these procedures is to expedite the effectiveness of proposed rule changes involving examination requirements for persons associated with SRO members. Please contact Kathy England, Assistant Director, at 202-942-0154, or Karl Varner, Special Counsel, at 202-942-7125, if you have any questions.

Sincerely,



Belinda Blaine
Associate Director