Member Information for Proposed Business Expansion

**UNDERWRITING**

|  |
| --- |
| Member Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name of Person Completing This Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Types of Offerings in which the firm will participate (check all that apply):

Best Efforts

Firm Commitment

1. Capacity in which the firm intends to participate in the proposed underwriting activity (check all that apply):

Capacity Best Efforts Firm Commitment

Lead manager

Co-manager

Selling group member

1. Does the firm intend to make markets in securities for which it will be an underwriter?

Yes: No:

If yes, will the firm maintain retail accounts?

Yes: No:

If yes, will the firm maintain proprietary accounts?

Yes: No:

**Information and Documentation to be Submitted**

1. Description of the experience of Supervisory Person(s) in managing and structuring the proposed underwriting activity, conducting due diligence, and trading such offerings.
2. Description of the due diligence process the firm will undertake when considering whether to participate in a prospective offering.
3. ***For Firm Commitment Underwriting***:
4. Pro-forma analysis of the firm’s ability to meet expected open contractual commitment charges.
5. Identify any additional sources of capital available to the firm to meet such additional capital demands.
6. Documentation evidencing the additional financing arrangements (if any) which are in place.
7. Description of the syndicate management/settlement procedures to be used by the firm (if the firm proposes to manage or co-manage these offerings).
8. For the Financial and Operations Principal, provide the following:
9. Name;
10. CRD number; and
11. Description of prior work experience (as it relates to firm commitment underwriting) including where such experience was obtained, the time periods involved, positions held and responsibilities, and who such individual reported to at any such prior firms.