

Compliance Resources

Tools and Resources to Help
Firms Meet Their Compliance
Requirements



FINRA's Website

FINRA Compliance Resources

At FINRA®, we develop tools and resources to help firms meet their compliance requirements. The following pages provide a consolidated view of these resources. While this guide does not include everything, it outlines a valuable sampling of FINRA resources and tools designed to help foster a culture of compliance.

www.finra.org

Information about all of FINRA's compliance resources, including those listed in this guide, can be found on *finra.org*—the first stop for information on FINRA rules, regulatory issues, compliance tools and other services. The site features many important sections, including:

- ▶ **What's New** – a section on the industry home page that lists the latest *Notices* (see page 2), news releases and other announcements or initiatives: www.finra.org/industry
- ▶ **Small Firm Information** – a portion of the site dedicated specifically to tools and information that can be helpful for small firms: www.finra.org/smallfirms
- ▶ **Industry Issues** – a central place to access information on the most current compliance topics: www.finra.org/issuecenter
- ▶ **Rule Filing Status Report** – a comprehensive list of FINRA rule filings currently pending with the SEC, SEC-approved FINRA rule filings, and rule filings filed with the SEC for immediate effectiveness or withdrawn within the last six months: www.finra.org/rulefilingstatus

As the principal FINRA regulatory reference guide, the Online Manual contains core regulatory content, including FINRA rules and By-Laws. Visit www.finra.org/finramanual to view recent rule updates, plan for approved but not-yet-effective rules, bookmark frequently referenced rules and create customized, printable reports.

Note: Use of FINRA's compliance resources does not guarantee compliance with regulatory requirements or create a safe harbor from regulatory responsibility.

Communications to Firms

FINRA actively communicates compliance-related information through emails, publications and Web postings. Through these channels, you can learn even more about the rules, regulations and information that impact your firm.

Emails

FINRA's emails deliver up-to-date information on rules, regulations, issues, tools and other services. Emails include:

- ▶ the **Weekly Update** email, which provides a summary of recent regulatory information, news and products, and information on upcoming events;
- ▶ **FINRA Corporate Notifications**, which provide ad hoc notifications of importance to firms;
- ▶ a **subscription-based email service**, which includes specific information about various topics, such as AML, compliance training, supervision and more at www.finra.org/subscriptions; and
- ▶ specific **email reminders** for registration and continuing education deadlines, and other filing requirements.

FINRA Notices

www.finra.org/notices

FINRA Notices provide detailed information on important regulatory topics. There are four types:

- ▶ **Regulatory Notices** discuss rules, including recently approved rules and amendments, proposed rules on which FINRA is soliciting comment, and legal interpretations and guidance on existing rules. They may also address SEC rules or rules from other governmental agencies.
- ▶ **Election Notices** announce the timing, process, nominations and results of FINRA elections.

- ▶ **Trade Reporting Notices** address trade reporting matters for FINRA regulatory systems, such as TRACE®, ADF® and TRF®.
- ▶ **Information Notices** provide general information on holiday schedules and other administrative notifications.

Visit FINRA's website regularly and review the Weekly Update email (see page 2) for the latest *Notices*.

Podcasts

www.finra.org/podcasts

These short audio recordings offer information on specific compliance topics to help clarify certain compliance issues. A monthly recap podcast summarizes upcoming regulatory deadlines, new FINRA *Notices*, press releases and other updates.

There are two options for listening: online streaming at www.finra.org/podcasts or on-the-go listening through a portable digital media player. Instructions for subscribing are available on our website.

Quarterly Disciplinary Review

www.finra.org/disciplinaryreview

FINRA publishes the Disciplinary Review to provide firms with a summary of recent disciplinary actions involving misconduct by registered representatives. These summaries provide examples of conduct that violates FINRA rules and may result in disciplinary action.

Annual Regulatory and Examination Priorities Letter

www.finra.org/exampriorities

This annual publication highlights new and existing areas of significance to FINRA's examination program for the current year. Look to this document for valuable insights into key examination and regulatory topics as you assess your firm's compliance, ethics and supervisory programs.

Compliance Applications

FINRA Firm Gateway®

www.finra.org/firmgateway

The Firm Gateway gives you consolidated access to the regulatory applications and timely information relevant to your firm. Available applications include Web CRD®, IARD™, OATS™, E-Bill, the Report Center (see page 5) and virtually all electronic regulatory filing applications, including eFOCUS™, the FINRA Contact System and Customer Complaints.

In addition, the Firm Gateway highlights critical tasks to help you understand what you need to know and when you need to know it. Filing reminders are personalized for your firm, and a profile provides a consolidated view of the information your firm is required to keep up to date with FINRA.

Report Center

www.finra.org/reportcenter

The Report Center, which is accessible through the Firm Gateway, supports your firm's compliance-monitoring programs by housing data and reports specific to your firm. Examples of available reports include:

- ▶ **Continuing Education Regulatory Element Report**, which provides your firm's average scores for the S101, S106, S501, S901 and S206 Continuing Education sessions each quarter.
- ▶ **Equity Report Cards**, which allow you to track compliance with key equity trading rules related to OATS compliance, best execution, trade reporting, Reg NMS trade-throughs and more.
- ▶ **Risk Monitoring Reports**, which allow you to view data associated with equity trading activity, customer debits, customer complaints and registered representative professional histories.
- ▶ **TRACE Quality of Market Report Cards**, which display data related to corporate and agency debt securities transactions and transactions in securitized products your firm reported to TRACE.
- ▶ **Web CRD Late Filing Fee Report**, which shows whether your firm submitted U4 and U5 filings in the required time frame.

Online guides are available to help firms understand certain reports. To register for the Report Center, visit www.finra.org/reportcenter.

Interactive Tools

Checklists, Templates and Tutorials

www.finra.org/compliancetools

To help you comply with specific rules, FINRA has developed a number of checklists, templates, forms and tutorials.

Checklists

- ▶ Breakpoints Checklist and Worksheet
- ▶ Comparison of the AML Customer Identification Rules and the SEC Books and Records Customer Account Records Rule
- ▶ Checklist for Organizational Change: Important Steps Related to the Merger, Acquisition and Succession Process
- ▶ Municipal Bonds Sales in the Secondary Market Checklist
- ▶ Written Supervisory Procedures Checklist

Templates and Forms

- ▶ Anti-Money Laundering Template
- ▶ Breakpoints Claim Forms and Notification Letters
- ▶ Breakpoints Sample Written Disclosure Document
- ▶ Business Continuity Planning Template
- ▶ FTC FACT Act Red Flags Rule Template
- ▶ New Account Application Template
- ▶ SEC Identity Theft Red Flags Rule Template
- ▶ Tools and Resources for Complying With the BrokerCheck Link Requirements in Rule 2210

Tutorials

- ▶ eFOCUS Tutorials
- ▶ Form NMA and Application Process
- ▶ REX System Tutorial
- ▶ Report Center Online Guides
- ▶ Supplemental Statement of Income (SSOI) Tutorial

Firms and their employees can use these interactive tools to gain more information or comply with specific rules.

FINRA Arbitration Awards Online

finraawardsonline.finra.org

FINRA's Arbitration Awards database allows for searches of FINRA and historical NASD arbitration awards, and historical awards for the NYSE, the American Stock Exchange, the Philadelphia Stock Exchange and the MSRB.

FINRA Fund Analyzer

www.finra.org/fundanalyzer

The Fund Analyzer offers information and analysis on more than 27,000 mutual funds, exchange-traded funds (ETFs) and exchange-traded notes (ETNs). This tool estimates the value of the funds and impact of fees and expenses on your investment, and also allows you to look up applicable fees and available discounts for funds.

FINRA Disciplinary Actions Online Database

disciplinaryactions.finra.org

This database includes case documentation for FINRA disciplinary actions issued during 2005 or later that are eligible for publication pursuant to FINRA Rule 8313. It also includes opinions issued by the SEC and federal appellate courts that relate to appealed FINRA disciplinary actions.

OFAC Search Tool

www.finra.org/ofac

The Office of Foreign Assets Control (OFAC) Search Tool gives you searchable access to the U.S. Treasury Office's Specially Designated Nationals and Blocked Persons (SDN) list. It helps you comply with OFAC regulations that prohibit transactions with prohibited persons or entities.

Compliance Resource Providers

FINRA works with the following organizations to offer firms compliance-related products and services at a discounted price or with additional features.

Disclosure Monitoring Services – Business Information Group (BIG®)

www.bigreport.com/finra

BIG's Disclosure Monitoring Services allow FINRA firms to screen registered representatives on an ongoing basis for changes to credit history or criminal records. These services can also be used to screen applicants and to validate financial and criminal disclosure information provided through Forms U4.

Electronic Fingerprint Submission – BIG

www.bigreport.com/finra

BIG is vendor-certified to submit fingerprints electronically to FINRA, which improves image quality, reduces rejection rates and decreases processing time compared to the traditional ink fingerprinting method. FINRA firms receive discounts of up to 50 percent off of the standard prices.

Insurance Program – Mercer Consumer

www.brokerdealercoverage.com

Merger Consumer provides insurance designed specifically for FINRA firms, including Fidelity Bonds, E&O, Cyber Security Liability, Privacy Coverage, Signature Guarantee Medallion Bonds and more. Firms can apply for, renew and have Fidelity Bonds issued online.

Message Archiving – Global Relay

www.globalrelay.com/finrafirms

Global Relay provides a suite of hosted message archiving and compliance services to capture, archive and monitor email, instant messaging, BlackBerry, Bloomberg, social media and more. These services are offered at a discounted price available exclusively to FINRA firms.

Through its compliance resource provider program, FINRA seeks to assist firms' compliance efforts by finding, reviewing and making third-party tools and services available at discounted prices or with additional features. FINRA receives compensation from providers in the compliance resource provider program that is used to support the FINRA Investor Education Foundation. These tools and services are provided as a convenience to firms. FINRA does not endorse these products and firms are not obligated to use them. Their use does not ensure compliance with FINRA rules or other regulations or laws.

Compliance Education and Training

FINRA's educational offerings help you keep current on regulatory issues and your role in the compliance process. Choose the learning format that is best for you, including conferences and events, in-person training and online learning.

Conferences and Events

www.finra.org/conferences

FINRA's conferences and events provide an opportunity to hear the most up-to-date compliance information directly from industry and regulatory experts. FINRA hosts conferences and events across the country. Many conference sessions are streamed live online and are available on demand after the conference.

- ▶ The **FINRA Annual Conference**—FINRA's most comprehensive annual event—provides securities industry practitioners, peers and regulators an opportunity to exchange ideas on timely compliance and regulatory topics.
- ▶ Topic-based conferences include a **FINRA/SIFMA Senior Investor Protection Conference**, a **Fixed Income Conference** that focuses on current market impacts on fixed income and how regulators and firms are responding to them, and a **Small Firm Conference** that focuses on small firms' practices and tips for complying with FINRA rules.
- ▶ **District Compliance Events** are free local educational events that provide an opportunity to hear from District Office staff about current regulatory issues.

Education for Compliance Professionals

www.finra.org/education

FINRA's compliance training programs help you enhance your understanding of compliance responsibilities. Participants learn securities laws and regulations, examine practices for current legal and regulatory requirements, and acquire practical new skills for immediate application to the job.

- ▶ **FINRA Webinars** are free, on-demand interactive programs for compliance professionals.
- ▶ **A Few Minutes With FINRA** is series of brief video segments in which senior FINRA staff discuss timely regulatory topics and respond to comments from firms on specific areas of concern.
- ▶ **Half-Day Compliance Boot Camps** provide a broad view of essential compliance concepts and valuable insights on compliance activities that participants can apply immediately to the workplace.
- ▶ **The FINRA Institute at Wharton** delivers a comprehensive and rigorous course of instruction on the foundation, theory and practical application of securities laws and regulation, drawing upon the expertise of Wharton faculty, senior regulators and industry practitioners. Graduates earn the Certified Regulatory and Compliance Professional™ (CRCP™) designation.

Additional Help

E-Learning

www.finra.org/elearning

FINRA's e-learning courses, which are developed by FINRA with input from industry experts, provide firms with an affordable solution for Firm Element, AML and other training needs. Features include:

- ▶ more than 90 courses for targeted training on specific compliance topics.
- ▶ an e-learning library option offering unlimited use for each subscriber for a whole year.
- ▶ courses for compliance personnel, independent broker-dealers, institutional sales representatives, operations staff, retail sales representatives, supervisors and wholesalers/distributors.
- ▶ compact, 30-minute course format.

If you need additional explanation on any compliance-related topics, you can learn more through these avenues.

Regulatory Coordinator Program

www.finra.org/coordinator

The Regulatory Coordinator program dedicates a single FINRA point of contact to provide prompt, accurate answers to your regulatory questions, including those regarding FINRA rules, filing deadlines and compliance resources.

To find out who your Regulatory Coordinator is, call your local District Office.

Questions?

Call the FINRA Call Center at (301) 590-6500, email memberrelations@finra.org or visit www.finra.org.

About FINRA

FINRA is the largest independent regulator for all securities firms doing business in the United States. Our chief role is to protect investors by maintaining the fairness of the U.S. capital markets. Visit our website at www.finra.org.

Investor protection. Market integrity.

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