

# 4530 Disclosure Event Form Instructions

The following describes how to complete the 4530 Event Disclosure Form.

## Firm Reference ID: (optional)

If your firm has its own numbering system for disclosures, you may enter it here. If you plan to use the file by SFTP, then this field is used to identify the disclosure when making amendments.

## Contact Info: (required)

Enter the first name, last name, and phone number of the contact at the member firm in case there is a question about this complaint. These fields will be automatically populated with information from the Firm Gateway login used to access the form. You have the option to provide a contact email address, but email address is not required.

## Event: (required)

Select one of the following events. See [Regulatory Notices 11-06](#) and [14-20](#) for additional information.

Any written customer complaint reported as a Customer Complaint Involving Certain Allegations event pursuant to Rule 4530(a)(1)(B) must also be reported as a quarterly statistical and summary information customer complaints pursuant to FINRA Rule 4530(d).

Code	Paragraph	Event	Description
11	(a)(1)(A)	<b>External Finding</b>	Report pursuant to Rule 4530(a)(1)(A) when the member or an associated person of the member has been found to have violated any securities-, insurance-, commodities-, financial- or investment-related laws, rules, regulations or standards of conduct of any domestic or foreign regulatory body, self-regulatory organization or business or professional organization.
12	(a)(1)(B)	<b>Customer Complaint Involving Certain Allegations</b>	Report pursuant to Rule 4530(a)(1)(B) when the member or an associated person of the member is the subject of any written customer complaint involving allegations of theft or misappropriation of funds or securities or of forgery.
13	(a)(1)(C)	<b>Named in a Regulatory Proceeding</b>	Report pursuant to Rule 4530(a)(1)(C) when the member or an associated person of the member is named as a defendant or respondent in any proceeding brought by a domestic or foreign regulatory body or self-regulatory organization alleging the violation of any provision of the Exchange Act, or of any other federal, state or foreign securities, insurance or commodities statute, or of any rule or regulation thereunder, or of any provision of the by-laws, rules or similar governing instruments of any securities, insurance or commodities domestic or foreign regulatory body or self-regulatory organization.
14	(a)(1)(D)	<b>Subject to Other Regulatory Actions</b>	Report pursuant to Rule 4530(a)(1)(D) when the member or an associated person of the member is denied registration or is expelled, enjoined, directed to cease and desist, suspended or otherwise disciplined by any securities, insurance or commodities industry domestic or foreign regulatory body or self-regulatory organization or is denied membership or continued membership in any such self-regulatory organization; or is barred from becoming associated with any member of any such self-regulatory organization.

Code	Paragraph	Event	Description
15	(a)(1)(E)	<b>Criminal Actions Involving Felonies and Certain Misdemeanors</b>	Report pursuant to Rule 4530(a)(1)(E) when the member or an associated person of the member is indicted, or convicted of, or pleads guilty to, or pleads no contest to, any felony; or any misdemeanor that involves the purchase or sale of any security, the taking of a false oath, the making of a false report, bribery, perjury, burglary, larceny, theft, robbery, extortion, forgery, counterfeiting, fraudulent concealment, embezzlement, fraudulent conversion, or misappropriation of funds, or securities, or a conspiracy to commit any of these offenses, or substantially equivalent activity in a domestic, military or foreign court.
16	(a)(1)(F)	<b>Associated with a Financial Entity Subject to Certain Actions</b>	Report pursuant to Rule 4530(a)(1)(F) when the member or an associated person of the member is a director, controlling stockholder, partner, officer or sole proprietor of, or an associated person with, a broker, dealer, investment company, investment advisor, underwriter or insurance company that was suspended, expelled or had its registration denied or revoked by any domestic or foreign regulatory body, jurisdiction or organization or is associated in such a capacity with a bank, trust company or other financial institution that was convicted of or pleaded no contest to, any felony or misdemeanor in a domestic or foreign court.
17	(a)(1)(G)	<b>Civil Litigation; Arbitration Matters; or Certain Claims for Damages</b>	Report pursuant to Rule 4530(a)(1)(G) when the member or an associated person of the member is a defendant or respondent in any securities- or commodities-related civil litigation or arbitration, is a defendant or respondent in any financial-related insurance civil litigation or arbitration, or is the subject of any claim for damages by a customer, broker or dealer that relates to the provision of financial services or relates to a financial transaction, and such civil litigation, arbitration or claim for damages has been disposed of by judgment, award or settlement for an amount exceeding \$15,000. However, when the member is the defendant or respondent or is the subject of any claim for damages by a customer, broker or dealer, then the reporting to FINRA shall be required only when such judgment, award or settlement is for an amount exceeding \$25,000.
18	(a)(1)(H)	<b>Statutory Disqualification</b>	Report pursuant to Rule 4530(a)(1)(H) when the member or an associated person of the member is, or is involved in the sale of any financial instrument, the provision of any investment advice or the financing of any such activities with any person who is, subject to a "statutory disqualification" as that term is defined in the Exchange Act. The report shall include the name of the person subject to the statutory disqualification and details concerning the disqualification.
19	(a)(2)	<b>Disciplinary Action Taken by a Firm against an Associated Person</b>	Report pursuant to Rule 4530(a)(2) when the member or an associated person of the member an associated person of the member is the subject of any disciplinary action taken by the member involving suspension, termination, the withholding of compensation or of any other remuneration in excess of \$2,500, the imposition of fines in excess of \$2,500 or is otherwise disciplined in any manner that would have a significant limitation on the individual's activities on a temporary or permanent basis.

Code	Paragraph	Event	Description
20	(b)	<b>Internal Conclusion</b>	<p>Report pursuant to Rule 4530(b) when the member has concluded or reasonably should have concluded that an associated person of the member or the member itself has violated any securities-, insurance-, commodities-, financial- or investment-related laws, rules, regulations or standards of conduct of any domestic or foreign regulatory body or self-regulatory organization.</p> <p>Any written customer complaint reported as a Customer Complaint Involving Certain Allegations event pursuant to Rule 4530(a)(1)(B) must also be reported as a quarterly statistical and summary information customer complaints pursuant to FINRA Rule 4530(d).</p>

## **Allegation Activity Dates From To \_\_\_\_\_: (required)**

The allegation activity period is required for all complaints if stated within the body of the letter or gleaned from enclosed information such as an account statement or confirmation. The system will allow zeros in the month or day fields for those instances where all such precise dates are not known. For example, when the specific day of the month is not known, but the month and year is known, you may enter "mm/00/yyyy". The activity "from" date must be less than or equal to the filing submission date. The activity "to" date must be less than or equal to the filing submission date and equal or subsequent to the activity "from" date. For example, when the alleged activity is for a specific day, the activity "from" and "to" dates will be the same.

Provide an explanation in the Comment field if the activity is alleged or known to be ongoing.

## **Discovery Date (required)**

Circumstances of how the firm is notified may vary depending on the type of event. Refer to the Event Code descriptions above for context to determine the date the firm was notified, or became aware of the subject disclosure.

For defendants in a securities-related civil litigation that settles for an amount that exceeds the threshold dollar amount that requires the reporting of a Civil Litigation; Arbitration Matters; or Certain Claims for Damages event pursuant to Rule 4530(a)(1)(G), the "Discovery Date" is the date the firm knew or should have known of the settlement.

## **Related To (required)**

Select all of the categories that apply to this disclosure. If a registered representative is involved in the disclosure, then you must enter the registered representative information.

### **Rep CRD Number:**

Enter the CRD number of the representative named in the complaint.

### **Supervisor Name:**

Enter the name of the representative's supervisor.

### **Customer Info:**

If the event is Customer Complaint Involving Certain Allegations pursuant to Rule 4530(a)(1)(B), you must complete ALL of the Customer Complaint Info data fields:

- Customer Name:**

The last name of the complaining investor must be provided.

- When the customer is not a proper name, such as for institutional or "for the benefit of" type accounts, the account title must be entered in the last name field the way the account is reflected on the organization's books and records. Do not abbreviate the account title.
- Third-party complaints: Enter the term "third party" or use the customer's name in the last name field.
- Attorney writing on behalf of client: Enter the customer's name.
- Investment advisory accounts: Enter the entire title. For example, "ABC Advisory for the benefit of Joe Doe."

- Anonymous complaints: Write “anonymous” in the last name field.

- Security Info:**

This field is required for a Customer Complaint Involving Certain Allegations event reported pursuant to Rule 4530(a)(1)(B). This field is for the description of the security related to the predominant allegation(s) in the complaint. If the security has a symbol, it must be used. Member firms may enter up to three valid securities symbols. If a complaint is not related to a security, then enter "not applicable." If the security name is included in the complaint but the symbol is not included, the member must obtain a symbol. For instances where there are no security symbols, such as variable annuities, the member can use free-form text to identify the security. A maximum of three securities relating to the predominant problem and product allegation can be included.

- Product Codes**

Select the most egregious in the complaint from the following codes.

Code Description of Product (Effective 10/01/2017)	
<b>00</b>	<b>Miscellaneous</b>
<b>01</b>	<b>Equity-Listed</b> (Common and Preferred Stock, Closed-end funds)
<b>02</b>	<b>Debt-Corporate</b> (not Asset-Backed, include convertible Corporate Zeros)
<b>03</b>	<b>Debt-U.S. Government/U.S. Government Agency/U.S. Government Zeros and U.S. Zeros Receipts</b> (e.g., Treasury Investors Growth Receipt (TIGR), Certificate of Accrual on Treasury Securities (CATS))
<b>04</b>	<b>Commodities/Futures</b> (except Commodity Options and Financial Futures)
<b>05</b>	<b>Commodity Options</b>
<b>06</b>	<b>Options</b> (except Index)
<b>07</b>	<b>Index Options</b>
<b>08</b>	<b>Insurance</b> (not annuities)
<b>09</b>	<b>Index Options</b>
<b>10</b>	<b>Certificate of Deposit</b> (CD) (coupon and zero CDs)
<b>11</b>	<b>Unit Investment Trusts</b> (UITs) (corporate, government and municipal defined asset funds)
<b>12</b>	<b>Direct Investments</b> (limited partnerships, etc.)
<b>13</b>	<b>Financial Futures</b>
<b>14</b>	<b>Equity-OTC</b> (Common and Preferred, New Issues)
<b>15</b>	<b>Debt-Municipal</b> — Such products may include municipal securities with underlying bonds, notes and, zeros, warrants, Variable Rate Demand Obligations, Alternative Minimum Tax bonds, certificates of participation, private placement or direct purchases. However, they should not include Municipal Investment Trusts (see Code 11), Auction Rates Securities (see Code 39), or Structured Products (see Code 42)
<b>16</b>	<b>Debt-Asset Backed</b> (Collateralized Mortgage Obligations (CMOs), credit card receivables, etc.)

Code	Description of Product (Effective 10/01/2017)
17	<b>Managed/Wrap Accounts</b> (in-house money manager)**
18	<b>No Product</b>
19	<b>Managed/Wrap Accounts</b> (outside money manager)**
20	<b>Variable Annuities</b> - A variable annuity is an insurance company contract that allows the owner to elect to receive immediate or future periodic payments. A variable annuity is purchased, either with a lump sum or over time, with premiums allocated among various, separate account funds offered in the annuity contract. During the accumulation phase, the rate of return and the contract fund value on a variable annuity fluctuates with the performance of the underlying investments in the separate account funds, sometimes called investment portfolios or subaccounts.
21	<b>Warrants/Rights</b>
22	<b>Real Estate Investment Trusts (REITS)</b>
23	<b>Employee/Employer Stock Option Plans</b> (not listed options)**
24	<b>Equity-Foreign</b>
25	<b>Debt-Foreign</b>
26	<b>Exchange Traded Funds (ETFs)</b>
27	<b>Single Stock Futures</b>
28	<b>529 Plans/Municipal Fund Securities **</b> (e.g., College Savings Plans, ABLE Accounts, and Local Government Investment Pools)
29	<b>Hedge Funds</b>
30	<b>Private Placements</b> (e.g., Private Investments in Public Equity Securities (PIPES), etc.)
31	<b>Promissory Note</b>
32	<b>Mortgage</b> (pledged assets, reverse mortgage)
33	<b>Closed End Funds</b>
34	<b>Cash Management Accounts</b> (e.g., debit/credit card)**
35	<b>Self-Directed Fee Based Accounts</b> (non-managed)**
36	<b>Contractual Plans/Systematic Investment Plans</b>
37	<b>Tenant in Common</b> (e.g., 1031 Exchanges)
38	<b>Money Markets</b> (e.g., commercial paper, Banker's Acceptance (BA), not money market funds) when the matter is primarily related to money markets.
39	<b>Auction Rate Securities – Municipal Debt</b>
40	<b>Auction Rate Securities – Corporate Debt</b>
41	<b>Auction Rate Securities – Closed-End Funds</b>

Code	Description of Product (Effective 10/01/2017)
42	<b>Structured Products</b> - For the purposes of this reporting, Structured Products are investment instruments designed to facilitate a particular risk-return objective, the performance of which is based on one or more referenced asset, index, interest rate, or other market measure. They may include floater or inverse floater features. Some structured products offer full protection of the principal invested, whereas others offer limited or no protection of the principal. Structured Products may be listed on a securities exchange or traded in the over-the-counter market.
43	<b>Fixed Annuities</b> - A fixed annuity is an insurance contract that is purchased either in a lump sum or over time. A fixed annuity is credited with a fixed or set interest rate and allows the owner to elect to receive immediate or future periodic payments. The insurance company guarantees both earnings and principal.
44	<b>Equity-Indexed Annuities</b> - An equity-indexed annuity is an insurance company product purchased either in a lump sum or with a series of payments. The insurance company credits the holder with a return that is based on performance of an equity index, such as the S&P 500 Composite Stock Price Index. The insurance company may guarantee a minimum return. After the accumulation period, the insurance company makes periodic payments under the terms of the contract or in a lump sum.
45	<b>Life Settlements</b> - A life settlement is a financial transaction in which a policy owner sells an existing life insurance policy to a third party for more than the policy's cash surrender value, but less than the net death benefit.
46	<b>Viatical Settlement</b> - The sale of a terminally ill policy owner's existing life insurance policy to a third party for more than its cash surrender value, but less than its net death benefit. Such a sale provides the policy owner with a lump sum. The third party becomes the new owner of the policy, pays the monthly premiums, and receives the full benefit of the policy when the insured dies.
47	<b>Private Securities</b> - Securities that are not registered; not listed on an exchange; and otherwise not publicly available for trade.
48	<b>Non-Broker-Dealer Affiliate Product</b> - Such as banking and insurance instruments or services related to non-broker-dealer affiliate activity and not otherwise characterized by another Product Code.
49	<b>Exchange-Traded Notes (ETNs)</b> - Senior, unsecured, unsubordinated debt security issued by an underwriting bank designed to provide investors access to the returns of various market benchmarks. ETNs do not actually own anything they are tracking. The note is backed by the credit of the underwriting bank that is promising to pay the amount reflected in the index, minus fees upon maturity.

- **Disputed Amount:**

Members firms must provide the amount of alleged compensatory damage in the complaint for sales practice complaints. If a specific amount is included in the complaint, it must be used. When a specific amount is not included, members are required to make a good faith estimate. The alleged compensatory damages should be classified as follows:

- Enter the specified amount in whole dollars (if included in the complaint) \$\_\_\_.

***Otherwise:***

- Select the radio button when the compensatory damages amount is not specified but is believed to be \$5,000 or more, or if you cannot determine the amount per a good faith effort.
- Select the radio button when the compensatory damages amount is not specified but is believed to be under \$5,000, or when it is determined there is no alleged or potential monetary damages related to the dispute.

- **Total Amount:**

Total investment amount of all transactions named in the complaint (whole dollars). This is not a required field.

## **Statutory Disqualification**

If the event is Statutory Disqualification pursuant to Rule 4530(a)(1)(H), then you must enter ALL of the following:

- **Relation to Member:**

Specify Affiliate, Firm, Representative, or Other

- **Party Name**

Enter the SD party name.

- **Party Company Name**

Enter the SD party's company name.

- **Explanation**

Enter the details surrounding the SD.

## **Disciplinary Action**

If the event is Disciplinary Action Taken by a Firm against an Associated Person pursuant to Rule 4530(a)(1)(2), then you must enter the disciplinary action code (Termination, Withholding of Commissions, Suspension, Imposition of Fines)

## **Branch Lookup:**

This field is only required when the 4530 Disclosure Event is marked as Related To a Registered Representative. This Branch number should be the Branch where the customer's problem and/or registered representative is located. Otherwise, use the Branch number that best represents where

the account is serviced. Lastly, use the Branch number that best matches firm CRD main office or Compliance where the complaint will be handled. The word “MAIN” or “HOME” was accepted in the past, but is no longer a valid entry.

**Details for Disclosure Event:**

Enter any comments you would like regarding this disclosure. Our examiners may not need to contact you if you describe any extenuating circumstances here. This field can hold up to 2,000 characters.