



Classic CRD

Organization Form Filing: Form BD

About Form BD

The Form BD is the Uniform Application for Broker-Dealer registration with the SEC, SROs and jurisdictions. It provides background information on the applicant and the nature of its business. It includes lists of the executive officers and general partners of the company. It also contains information on any securities violations.



IMPORTANT NOTE:

All classic CRD features should now be accessed through [FINRA Gateway](#), the new FINRA reporting and compliance platform. This new system is designed to focus on compliance functions, such as research, reporting and responding to requests, rather than focusing on the specific system you would access to fulfill your requirements.

If you have any questions or feedback regarding the transition to FINRA Gateway, please contact FeedbackFINRAGateway@finra.org.

Contents:

- [Logging in Through FINRA Gateway](#) (pg.2)
- [Creating a Form BD Filing](#) (pg. 3)
- [Form BD Filing Types](#) (pg. 3)
- [Schedule A - Direct Owners/Executive Officers](#) (pg. 4)
- [Schedule B - Indirect Owners](#) (pg. 5)
- [Completing a Form BD Disclosure Reporting Page \(DRP\)](#) (pg. 6)
- [Printing Form BD](#) (pg. 9)
- [Submitting Form BD](#) (pg. 10)
- [Retrieving a Pending Form BD](#) (pg. 12)
- [Viewing Historical Form BD Filings](#) (pg. 14)
- [Tips for Submitting Form BD](#) (pg. 15)

Questions on Web CRD? Call the FINRA Gateway Call Center at 301-869-6699
8 A.M. - 8 P.M., ET, Monday through Friday.

Logging in Through FINRA Gateway

Beginning in Summer 2020, the new [FINRA Gateway](https://gateway.finra.org) will become the primary method for accessing FINRA systems. To access FINRA Gateway:

1. Go to <https://gateway.finra.org>, and
2. Enter your existing CRD user ID and password.

Once you have successfully logged into FINRA Gateway, you can navigate to classic CRD using the **Quick Links** menu on the lower-left. Select **Classic CRD** from the list of links and then follow along with the rest of this guide.

The screenshot shows the FINRA Gateway interface. On the left is a sidebar with icons for Home, Profiles, Requests, Reports, and Support. The 'Requests' section is active, displaying a table of requests. A red box highlights the 'Quick Links' icon (a chain link) in the sidebar, and a red arrow points from it to the 'Quick Links' panel below.

Request Type	Details	Created	Due	Category
Find out response time to complete		06/19/2020	06/19/2020	
FOCUS - Part II Monthly	Part II Monthly FOCUS Filing for J...	12/31/2015	02/24/2016	Financial / Operational
FOCUS - SIS Monthly	SIS Monthly FOCUS Filing for Jan...	01/31/2016	02/29/2016	Financial / Operational
FOCUS - SIS Monthly	SIS Monthly FOCUS Filing for Feb...	02/29/2016	03/29/2016	Financial / Operational
FOCUS - Part II Monthly	Part II Monthly FOCUS Filing for F...	01/31/2016	03/23/2016	Financial / Operational
FOCUS - Part II Monthly	Part II Monthly FOCUS Filing for ...	12/31/2015	04/25/2016	Financial / Operational
FOCUS - Custody Quarterly	Custody Quarterly FOCUS Filing f...	12/31/2015	04/25/2016	Financial / Operational
FOCUS - SIS Monthly	SIS Monthly FOCUS Filing for Mar...	03/31/2016	04/28/2016	Financial / Operational

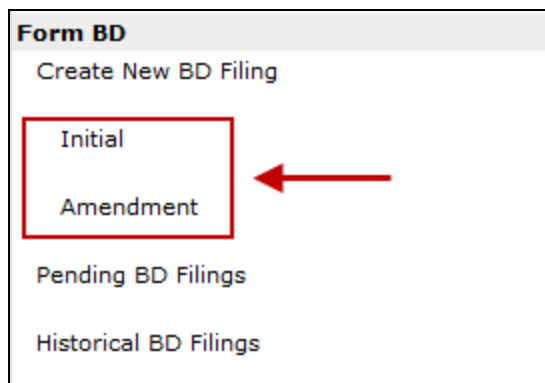
The screenshot shows the 'Quick Links' panel. At the top are two buttons: 'FIRM GATEWAY' and 'CLASSIC CRD'. The 'CLASSIC CRD' button is highlighted with a red box, and a red arrow points to it. Below these buttons is a grid of links to various forms and services.

Quick Links	
FIRM GATEWAY	CLASSIC CRD
Advertising- Ad Reg	BD Form
E-bill	Exam Waiver Form
eFocus	IA Amend form (ADV Amend)
RegT Extension	NewCRD
Report Center	Pre-Registration Search
Shorts	NRF Form
See More Forms...	SIE

Creating a Form BD Filing

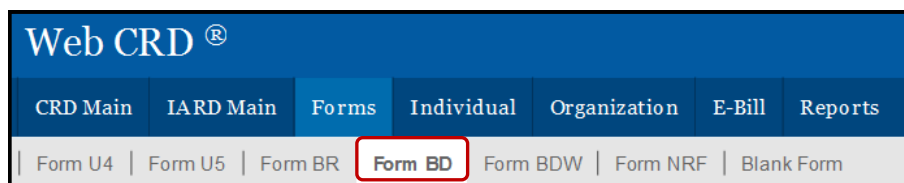
There are two ways to access a Form BD filing:

1. From the CRD Site Map, click the Initial or Amendment hyperlink



OR

2. Click the Forms Tab from the Tool Bar, choose BD Form from the Sub-menu and then select the filing type on the next screen.



Form BD Filing Types

There are two (2) Form BD filing types:

1. **Initial** – This form is used by new broker-dealer firms to apply with the SEC, SROs and jurisdictions. The form can now be submitted electronically through CRD. See the [Register a New Firm](#) page for more information on FINRA membership.
2. **Amendments** – Amendments are used to add or change information on an existing Form BD. The applicant must update the Form BD information by submitting amendments whenever the information on file becomes inaccurate or incomplete for any reason.

Once the appropriate filing type is created, additional form instructions will display.

Schedule A - Direct Owners/Executive Officers

To access **Schedule A** during a **Form BD** filing, click **Direct Owners/Executive Officers** from the Navigation Bar.

To create a new Direct Owner/Executive Officer, click the **Create New Direct Owner/Executive Officer** button and complete the required fields.

SECURITIES FIRM : 0000 Reference #: 7590844955131CC62
BD - DIRECT OWNERS/EXECUTIVE OFFICERS

Name	Title/Status
DOE, JOHN	CHIEF COMPLIANCE OFFICER
DOE, JANE	CHIEF FINANCIAL OFFICER

[Create New Direct Owner/Executive Officer](#)

Are there any indirect owners of the *applicant* required to be reported on Schedule B?
☒ Yes ☐ No

[Next](#) [Save](#) [Reset](#) [Previous](#)

Tip: When adding an individual that is **not** registered with the firm, firms must first submit the Page 2 Initial U4 to associate the person with the firm. After the Page 2 is submitted, the firm can then add the person to Schedule A.

OR

To update an existing Direct Owner/Executive Officer, click the **Name** hyperlink and type new information in the appropriate fields.

OR

To terminate a Direct Owner/Executive Officer, click the **Name** hyperlink and click the **Check here to terminate this Owner** box.

☒ Check here to terminate this Owner

Full Legal Name (Individuals: Last Name, First Name, Middle Name)
 DOE, JOHN

Entity

☐ DE - The owner is a domestic entity.

☐ FE - The owner is an entity incorporated or domiciled in a foreign country.

☒ I - The owner is an individual.

To delete a Direct Owner/Executive Officer from a current filing that has not yet been submitted, click the **Name** hyperlink, click the **Delete** button and choose **OK**.

Click the **Save** button.

Schedule B - Indirect Owners

To access **Schedule B** during a **Form BD** filing, click **Indirect Owners** from the Navigation Bar.

To create a new Indirect Owner, click the **Create New Indirect Owner** button and complete the required fields.

Click on a link to open a particular item.
To create a new item, click the Create button below.

SECURITIES FIRM : 0000 Reference #: 7590844955131CC62
BD - INDIRECT OWNERS

Name	Status
SECURITIES, LLC	SOLE SHAREHOLDER

Next **Create New Indirect Owner** Previous

Tip: When adding an individual that is **not** registered with the firm, firms must first submit the Page 2 Initial U4 to associate the person with the firm. After the Page 2 is submitted, the firm can then add the person to Schedule B.

OR

To update an existing Indirect Owner, click the **Name** hyperlink and type new information in the appropriate fields.

OR

To terminate an Indirect Owner, click the **Name** hyperlink and click the **Check here to terminate this Owner** box.

☒ Check here to terminate this Owner

Full Legal Name (Individuals: Last Name, First Name, Middle Name)
SECURITIES FIRM, LLC

Entity

- ☒ DE - The owner is a domestic entity.
- ☐ FE - The owner is an entity incorporated or domiciled in a foreign country.
- ☐ I - The owner is an individual.

OR

To delete an Indirect Owner from a current filing that has not yet been submitted, click the **Name** hyperlink, click the **Delete** button and choose **OK**.

Click the **Save** button.

Completing a Form BD Disclosure Reporting Page (DRP)

Access a **DRP** during a **Form BD** filing,

NOTE: Disclosure Reporting Pages must be completed to provide information on a Yes answer to a Disclosure Question.

Click **DRPs** from the main Navigation Bar.

NOTE: The new Navigation Bar provides access to the various types of DRPs.

Click the applicable **DRP** type from the Navigation Bar.

Form BD Disclosure Question	Form BD Disclosure Question	Corresponding BD DRPs for the BD Disclosure Question
11A(1) Criminal Disclosure	In the past ten years has the <i>applicant</i> or a <i>control affiliate</i> been convicted of or pled guilty or nolo contendere ("no contest") in a domestic, foreign or military court to any felony?	Details to question 11A(1) must be reported on a Criminal Disclosure Reporting Page (BD).
11A(2) Criminal Disclosure	In the past ten years has the <i>applicant</i> or a <i>control affiliate</i> been charged with any felony?	Details to question 11A(2) must be reported on a Criminal Disclosure Reporting Page (BD).
	In the past ten years has the <i>applicant</i> or a <i>control affiliate</i> been convicted of or pled guilty or nolo contendere ("no contest") in a domestic, foreign or	

NOTE: The **DRP** questions vary based on the corresponding disclosure section (i.e. Bankruptcy/SIPC, Bond, Civil Judicial, Criminal, Judgment/Lien or Regulatory Action); this page serves to assist you in determining which **DRP** you should complete. The following is an example of a Regulatory Action **DRP**:

To revise or update an existing **DRP**, click the **Edit** hyperlink.

Date Initiated	Initiator Name	Docket/Case #
Edit 09/12/2008	FINRA	200600605
Edit 12/23/2004	FINRA	FILE NO. AP-05
Edit 11/30/2004	FINRA	CAF0400

Filing Tip

To delete a new **DRP** that was created on a filing that has not yet been submitted, click the **Edit** hyperlink, and then click the **Delete** button at the bottom of the **DRP**.

Completing a Form BD Disclosure Reporting Page (DRP) (continued)

To report a new DRP, click the **Create New** button, located at the bottom of the screen.

Edit 08/27/1968	SECURITIES AND EXCHANGE COMMISSION
Edit 02/13/1968	THE STATE OF INDIANA
<div> Next Create New Regulatory Action DRP Previous </div>	

Click the box next to the **Disclosure Question** that received a **Yes** response. The **Click here to view question text** hyperlink displays the question.

Please enter the necessary data and click the save button below.	
SECURITIES FIRM : 0000	Reference #: 7590844955131CC62
REGULATORY ACTION DISCLOSURE REPORTING PAGE (BD)	
This Disclosure Reporting Page (DRP BD) is an <input checked="" type="radio"/> INITIAL OR <input type="radio"/> AMENDED response used to report details for affirmative responses to <i>Items 11C, 11D, 11E, 11F or 11G</i> of Form BD;	
Check item(s) being responded to:	
Regulatory Action	
<input type="checkbox"/> 11C(1)	<input type="checkbox"/> 11C(5)
<input type="checkbox"/> 11C(2)	<input type="checkbox"/> 11D(1)
<input type="checkbox"/> 11C(3)	<input type="checkbox"/> 11D(2)
<input type="checkbox"/> 11C(4)	<input type="checkbox"/> 11D(3)
<input type="checkbox"/> 11D(4)	<input type="checkbox"/> 11E(1)
<input type="checkbox"/> 11E(2)	<input type="checkbox"/> 11E(3)
<input type="checkbox"/> 11E(4)	<input type="checkbox"/> 11F
<input type="checkbox"/> 11G	
Click here to view question text	

NOTE: The Initial or Amended radio buttons are automatically pre-populated by the form and cannot be edited.

PART I:

Click **The Applicant**, **Applicant** and **One or more control affiliates** or **One or more control affiliates** radio button. If **The Applicant** radio button is selected, go to Part II to continue with the DRP.

If **Applicant** and **One or more control affiliates** or **One or more control affiliates** radio button is selected: click the **Create New Control Affiliate** button and add the affiliate. If the affiliate has already reported the event on their own filing, Part II is not required.

PART II:

Only complete this section if the event applies to only **The Applicant**, or if it applies to an affiliate that is not registered in CRD/IARD and has not already reported the event on their own filings.

Completing a Form BD Disclosure Reporting Page (DRP) (continued)

Removing an existing DRP:

If the **DRP should be removed from the BD record because the control affiliate(s) are no longer associated with the BD**, click the box and continue as needed.

PART I

A. The *person(s)* or entity(ies) for whom this DRP is being filed is (are):

☐ The *Applicant*

☐ *Applicant and one or more control affiliates*

☐ *One or more control affiliates*

If this DRP is being filed for a *control affiliate*, give the full name of the *control affiliate* below (for individuals, Last name, First name, Middle name).
If the *control affiliate* is registered with the CRD, provide the CRD number. If not, indicate "non-registered" by checking the appropriate checkbox.

Create New Control Affiliate

☒ This DRP should be removed from the BD record because the *control affiliate(s)* are no longer associated with the BD.

B. If the *control affiliate* is registered through the CRD, has the *control affiliate* submitted a DRP (with Form U4) or BD DRP to the CRD System for the event? If the answer is "Yes," no other information on this DRP must be provided.

☐ Yes

☐ No


Printing a Form BD Filing

Create a new filing or access a **Pending Form BD** filing,

Select **Print Preview** from the Submissions Menu.

For best results, click the **Printer Friendly** icon in the top right of the screen.

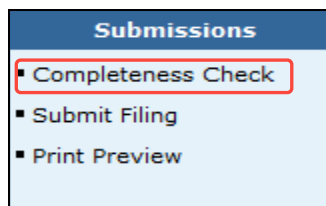
(Note: The exact format of the printout will depend largely on your browser's print settings.)

Submissions	 Please enter the necessary data and click the save button below.
<ul style="list-style-type: none"> ▪ Completeness Check ▪ Submit Filing ▪ Print Preview ← 	<div data-bbox="410 615 1421 646" style="background-color: #cccccc; text-align: center; padding: 2px;">BD - APPLICANT INFORMATION</div> <div data-bbox="410 674 1421 716"> OMB Number3235-0012 </div>
BD Filing <ul style="list-style-type: none"> ▪ Instructions ▪ Applicant Information ▪ Other Business Names 	<div data-bbox="410 743 1421 837"> Expires.....August 31, 2019 Estimated average burden hours per: Response.....2.75 Amendment.....0.33 </div>

NOTE: A paper copy of the form, with original manual signatures, is required to be retained by the filing firm and made available for inspection upon regulatory request. Please review the General Instructions for specific retention requirements.

Submitting a Form BD Filing

Click the **Completeness Check** hyperlink from the Submissions Menu.



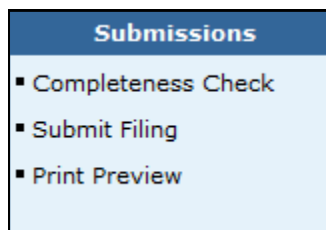
NOTE: You can perform a Completeness Check at any time during the Form Filing process by selecting Completeness Check. In addition, attempting to submit the form filing with incomplete fields will open the Completeness Check error screen. If the filing passes a Completeness you can submit the filing.

Click the **Error Location** hyperlink(s) and complete the necessary fields until all errors have been corrected.

SECURITIES FIRM : 0000		Reference #: 7587834818131CC60	?	Printer Friendly
BD - ON-LINE COMPLETENESS CHECK				
Error Location		Error Description		
Execution Page Information		The Name of Authorized Signature is required.		
Execution Page Information		The Date of Execution is required.		

Submitting a Form BD Filing (continued)

Click **Submit Filing** from the Submissions Menu when ready to submit the filing to CRD.



NOTE: When Submit Filing is selected prior to running a Completeness Check, CRD will automatically run a Completeness Check to verify that all required information has been provided. If information has not been completed in the required fields, the Completeness Check will display the error screen with links to the required fields to be completed.

Click the **Submit Filing** button.

 A screenshot of a web application window. On the left is a sidebar menu with 'Submissions' selected, showing options: 'Completeness Check', 'Submit Filing', and 'Print Preview'. Below this is a 'BD Filing' section with 'Instructions', 'Applicant Information', 'Other Business Names', and 'SEC'. The main content area has a header with 'SECURITIES FIRM : 0000' and 'Reference #: 7587834818131CC60'. Below the header is a grey bar with 'BD - SUBMISSION COMPLETENESS CHECK'. The main text area says 'BD SUBMISSION COMPLETENESS CHECK PASSED SUCCESSFULLY. PLEASE SELECT THE 'SUBMIT FILING' BUTTON BELOW TO SUBMIT TO CRD.' At the bottom right, there is a button labeled 'Submit Filing' which is highlighted with a red rectangle.

Click the **OK** button.

 A screenshot of a web application window, similar to the previous one. The sidebar menu now has 'Form Filing' selected. The main content area has the same header and grey bar. The main text area now says 'YOUR FILING HAS BEEN QUEUED FOR SUBMISSION'. At the bottom center, there is a button labeled 'OK' which is highlighted with a red rectangle.


Retrieving a Pending Form BD

CRD automatically deletes pending filings after 180 days if the filing is not submitted. There are two ways to access pending filings:

From the Site Map, click the **Pending BD Filings** or **Pending BDW Filings** hyperlink.

OR

Click the **Forms** Tab from the Tool Bar, choose **Form BD** or **Form BDW** from the Sub-menu and click **Pending Filings** from the Navigation Bar.




Form Filing	Pending Filing Search BD	
<ul style="list-style-type: none"> Create New BD Filing Pending BD Filings Historical BD Filings 	<div>Hide Search Criteria </div> <div>Select Sort Criteria</div> <div> Creation Date: <div> <input checked="" type="radio"/> Ascending <input type="radio"/> Descending </div> </div> <div>Search</div>	

Select the **Ascending** or **Descending** radio button and click the Search button.

To continue with a Pending filing, click the **Filing ID** hyperlink.

OR

To delete a Pending filing, click the **Delete** hyperlink.

Pending Filing Search BD										
Show Search Criteria 										
Records per Page: 25  Total Records: 1										
Filing ID	Submission Status	Filing Type	Name	CRD	CC Status	Creation Date	User ID	Submission Type	Expected Purge Date	Delete
46791164	Pending Submission	Amendment	FIRM	0000	Fail	09/21/2017	TEST	WEB	03/22/2018	Delete
Records per Page: 25  Total Records: 1										

Retrieving a Pending Form BD (continued)

Click each section of the **Pending** filing from the Navigation Bar, type the appropriate information and click the **Save** button.

The screenshot shows the Form BD interface. On the left is a navigation bar with two main sections: 'Submissions' and 'BD Filing'. Under 'Submissions' are links for 'Completeness Check', 'Submit Filing', and 'Print Preview'. Under 'BD Filing' are links for 'Instructions', 'Applicant Information', 'Other Business Names', 'SEC', and 'SRO / Jurisdiction'. The 'BD Filing' section is highlighted with a red box. The main content area on the right is titled 'A. GENERAL INSTRUCTIONS' and contains four numbered items: 1. Form BD is the Uniform Application for Broker-Dealer Registration... 2. **UPDATING** - By law, the applicant must promptly update Form BD information... 3. **CONTACT EMPLOYEE** - The individual listed as the contact employee must be authorized... 4. **GOVERNMENT SECURITIES ACTIVITIES** - A. Broker-dealers registered or applicants applying for registration under Section 15(b) of the Exchange Act... B. Section 15C of the Securities Exchange Act of 1934 requires sole government securities broker-dealers to register with the SEC.

NOTE: To view sections changed from the previous filing while the filing is in Pending, Click **Print Preview** on the Navigation Panel and select **View Only Sections Changed**. If a section was not changed "No Information Filed" message will display.

The screenshot shows the 'View History' section of the Form BD interface. It has a blue header 'View History'. Below it is a list of items: 'Page 1', 'Page 2', 'Page 3', 'Page 4', 'Page 5', 'Schedule A', 'Schedule B', 'Schedule C', 'Schedule D', 'Schedule E', 'DRPs', 'All Pages', and 'Return to Data Entry'. A red box highlights the 'View Only Sections Changed' link in the 'Submissions' section of the navigation bar.

Viewing Historical Form BD Filings

There are two ways to access historical filings:

From the Site Map, click the **Historical BD Filings** or **Historical BDW Filings** hyperlink.

OR

Click the **Forms** Tab from the Tool Bar, choose **BD Form**, **BDW Form** or **BR Form** from the Sub-menu and click **Historical Filings** from the Navigation Bar.

Click the **Filing Date** hyperlink to display the filing.

Historical Filing Search Results BD			
<<Previous Next>> Rows 1 to 25			
Filing Date	Filing Type	Source	Correction Filing
11/03/2008	Amendment	SECURITIES FIRM (0000)	No
10/01/2008	Amendment	SECURITIES FIRM (0000)	No
09/23/2008	Amendment	SECURITIES FIRM (0000)	No
04/08/2008	Amendment	SECURITIES FIRM (0000)	No

NOTE: The type of Historical Filing will be displayed under the Historical Filing Search Results Header (e.g., BD or BDW)

Click **View Changes on Filing** to see the modifications made on that filing in red.

OR

Click **View Only Sections Changed** to see just the sections changed on that amendment.

OR

Click each page from the Navigation Bar to view the filing by page.

OR

Click **All Pages** to view the filing in its entirety.

Tips for Submitting Form BD

- Pending BD filings can remain pending for up to 180 days, and Pending BDW filings can remain pending for up to 60 days. Pending filings that are not submitted prior to the cutoff will be deleted from the system and cannot be recovered.
- If any part of the firm's CRD record is updated while a filing is pending, the pending filing will be set to read-only and will have to be restarted.
- Defined terms are italicized throughout the Form BD. When the cursor is positioned over any part of an italicized word or phrase, the definition of that word or phrase appears in a small pop-up box. If the definition is too large to display in the pop-up, click the **More** hyperlink to open a second browser with the complete definition from the Explanation of Terms.
- For the Applicant Information Section of BD Amendment filing, the "Business" telephone number entered in item 1G is released through FINRA's BrokerCheck program.
- When changing a firm's name, be sure to reserve the name by written request to FINRA's Registration and Disclosure Department using the [Firm Name Reservation Request Form](#).
- If deleting existing listings on Schedule D of the Form BD (Items 7, 8A-C, 9A-B, and/or 10A-B), you must enter a Termination Date. The Delete button only deletes information that has not yet been submitted on a filing.
- Be sure that you click the Edit hyperlink when updating a DRP (do not create a new DRP, as this will create duplicate occurrences).
- When filing a DRP involving a Control Affiliate, the name of that Control Affiliate must be listed in Part IA of the DRP.
- If an individual acts in several capacities with the firm, do not list the individual multiple times on Schedule A or Schedule B. List the individual once on the appropriate schedule(s) and indicate all statuses held by that individual (e.g., FINOP/President/COO). In the Date Status Acquired field, enter the most recent effective date, i.e., the date the individual acquired his newest status.
- A paper copy of the form, with original manual signatures, is required to be retained by the filing firm and made available for inspection upon regulatory request. Please review the General Instructions for specific record retention requirements.