

Special NASD Notice to Members 98-108

NASD Extends Deadline
For Updating Firm
Contact Information Via
The NASD Regulation
Web Site To February 1,
1999

Suggested Routing

- ☒ Senior Management
- ☐ Advertising
- ☐ Continuing Education
- ☐ Corporate Finance
- ☒ Executive Representatives
- ☐ Government Securities
- ☐ Institutional
- ☐ Insurance
- ☐ Internal Audit
- ☒ Legal & Compliance
- ☐ Municipal
- ☐ Mutual Fund
- ☒ Operations
- ☐ Options
- ☒ Registered Representatives
- ☐ Registration
- ☐ Research
- ☐ Syndicate
- ☐ Systems
- ☐ Trading
- ☐ Training
- ☐ Variable Contracts

Executive Summary

As published in *NASD Notice to Members 98-77* (September), Article IV, Section 3 of the National Association of Securities Dealers, Inc. (NASD®) By-Laws has been amended. This By-Law change, which takes effect January 1, 1999, requires members to: (1) obtain an Internet e-mail account and Internet access for their Executive Representative; and (2) update their firm's contact information via the NASD Regulation, Inc. (NASD RegulationSM) Web Site (www.nasdr.com) to include the Executive Representative's e-mail address.

By this time members should be in the process of obtaining, or have already obtained, the required Internet access and e-mail account for their Executive Representative. Members should have also returned the User Request Form, which was mailed to each Executive Representative on November 17, 1998, to request a User ID and password required to update the firm's Contact Questionnaire. NASD Regulation is currently processing requests for User IDs and passwords which should be mailed to members on or about December 16, 1998. Since the User ID and password are required to gain access to the Contact Questionnaire on the NASD Regulation Web Site and given the holiday season with its inherent postal delays, the deadline for updating the Questionnaire has been extended to February 1, 1999.

Additionally, members are reminded that effective January 1, 1999, the primary means of distribution of *NASD Notices to Members* and the *Regulatory & Compliance Alert* is in

electronic form via the NASD Regulation Web Site. Members are advised that the schedule for posting the monthly *NASD Notices to Members* to the Web Site will be on or about the 10th of each month. Once Executive Representatives have updated their Contact Questionnaire to include their Internet e-mail address, NASD Regulation will provide e-mail notification of new *Notices* and other updates posted to the Web Site.

Since the complimentary print distribution of these publications will terminate in January, member firms that wish to continue to receive the printed versions may subscribe at cost by contacting NASD Media-SourceSM at (301) 590-6142. Each Executive Representative will be eligible for one subscription to *Notices to Members* at cost, i.e. \$15 per year; each branch office will be eligible for one subscription to *Regulatory and Compliance Alert* at cost, also \$15 per year.

While members may choose to rely on the printed *NASD Notices to Members*, it does not relieve them of the requirement for the Executive Representative to maintain an Internet e-mail account on behalf of the firm, effective January 1, 1999, and to update the firm's Contact Questionnaire via the NASD Regulation Web Site by February 1, 1999.

For questions regarding the Contact Questionnaire, or to receive a copy of the User Request Form, please call (301) 869-6699.

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