

NASD Regulation Inc. | Required Member Survey Year 2000 Compliance

At this time, NASD member firms that **have not** submitted the “**Year 2000 Survey**” to the New York Stock Exchange are required to complete and return this survey no later than **January 31, 1998** to:

Lyn Kelly, Program Director
Year 2000 Program Office
NASD Regulation, Inc.
15201 Diamondback Drive
Rockville, MD 20850

Any survey-related questions should be directed to Adam Levine at (202) 728-8901 or Paul Voketaitis at (202) 728-8843.

Instructions: Please check-off the answers to the following questions and respond with the specific information requested:

1. Is your firm an introducing or clearing firm?

Introducing _____ Clearing _____

Please note the name of your firm's clearing firm: _____

2. Does your firm use a service bureau for computer processing? Yes _____ No _____

Please note the name(s) of the service bureau(s): _____

3. Has your firm prepared a plan for its Year 2000 Project to ensure that the firm's computer systems continue to operate successfully after December 31, 1999? Yes _____ No _____

4. Please provide the name and contact information of the individual responsible for your firm's Year 2000 Project:

Name: _____

Firm Name: _____

Title: _____

Telephone: () - _____

E-mail Address: _____ @ _____

Firm CRD #: _____

A. Is this a full-time project for the individual? Yes _____ No _____

B. If part-time, what percentage of this person's time is dedicated to your firm's Year 2000 Project?
_____ %

5. Does your firm plan to use an outside consultant to advise it on Year 2000 issues? Yes _____ No _____

A. If so, has the consultant already been retained? Yes _____ No _____

6. At what level of corporate management is your Year 2000 Project being sponsored?

Chairman President CFO CIO Director

Other (provide specific response): _____

7. Are progress reports provided to the project sponsor and management? Yes No

A. If so, how frequently? Weekly Monthly Quarterly

Other (provide specific response): _____

8. Does your firm's Year 2000 Project include an assessment phase to measure the scope and risk of the Year 2000 problem at your firm? Yes No

9. Does the assessment phase include:

A. an inventory of all technology systems? Yes No NA

B. if so, how many technology systems have been identified? _____

C. an analysis of all third-party vendor software and hardware products? Yes No NA

D. an analysis of all internal systems? Yes No NA

E. an analysis of facilities and communication systems (e.g., elevators, telephones, power)? Yes No NA

10. Has your firm determined the corrective action necessary to ensure the technology systems will be Year 2000 compliant? Yes No

If so, how many systems will be:

A. Remediated: _____

B. Retired: _____

C. Replaced: _____

D. Other (provide specific response): _____

11. What is the current completion status of your firm's Year 2000 Project? _____ %

12. When is your firm scheduled to complete the following major milestones of its Year 2000 Project?

A. Remediation of firm systems: Month Year

B. Verification that other systems used by the firm are Year 2000 compliant: Month Year

C. Testing of firm and other systems with other party systems: Month Year

D. Industry-wide testing of firm and other systems: Month Year

13. Has your firm dedicated a separate budget for the Year 2000 Project? Yes No

14. What is the estimated total cost of your firm's Year 2000 Project? \$ _____

NASD Regulation requires an original (not mechanically generated) signature from the member firm's Chief Executive Officer in the space below.

Name: _____ Date: _____