

Month date, year

Sent via certified mail and email to [Firm Contact's Email Address]

«Title» «First\_Name» «Last\_Name»  
«Firm\_Name»  
«Address»  
«City», «State» «PostalCode»

Re: «Firm\_Name», CRD # «Firm\_CRD»

Dear «Title» «Last\_Name»,

The Financial Industry Regulatory Authority (FINRA) has determined that «Firm\_Name» is subject to a disqualification as defined in Section 3(a)(39) of the Securities Exchange Act of 1934 ("Exchange Act"). The disqualification arises from the Order issued by the U.S. Securities and Exchange Commission ("SEC" or "Commission" dated «Order\_Date», in Admin Proceeding No. 3-xxxxx, which found that your firm willfully violated Section 17(a)(2) of the Securities Act of 1933. The SEC Order was issued in connection with the Commission's Municipalities Continuing Disclosure Cooperation Initiative ("MCDC Initiative").

Generally, no member who is or who becomes subject to a disqualification shall be admitted to or continued in membership unless the member requests and receives written approval from FINRA. The process for requesting such approval is referred to as the Membership Continuance process. FINRA has established procedures for firms subject to disqualification as a result of the MCDC Initiative to request approval to continue in membership.

To initiate the Membership Continuance process, your firm must send a completed MC-400A Application to «FINRA\_Contact» at [SDGroup@finra.org](mailto:SDGroup@finra.org) or FINRA, 9509 Key West Avenue, Rockville, MD 20850 no later than «relief\_date».

For the purpose of your firm's disqualification, which arises from the Order issued in connection with the MCDC Initiative, your firm is *not* required to complete Section 2, Questions 1-2 and 4-8 of the MC-400A Application (the "omitted questions"). Please note that FINRA reserves the right to require your firm to complete the omitted questions at a future date, or provide any other information that FINRA requires to process the member's Application.

In addition, pursuant to SEC Rule 19h-1(c)(4), your firm is required to submit a plan of supervision and the findings and results of all examinations conducted during the past two years by FINRA and any other self-regulatory organization to which your firm belongs, if any.

FINRA also requests that you include a statement indicating whether your firm consents to making public the fact that it has submitted an MC-400A Application as a result of the MCDC Initiative. FINRA intends to publish on its website a listing of all such consenting firms in order to assist members in complying with their reporting obligations pursuant to FINRA Rule 4530(a)(1)(H). A statement consenting to the publication of the firm's name can be submitted as an exhibit to the MC-400A Application.

To avoid a potential business disruption, the member must file the MC-400A Application . If the firm declines to pursue the Membership Continuance process, the firm must file a Form BDW and notify the undersigned in writing by «relief\_date».

Any questions regarding this process or this letter may be directed to Lorraine Lee-Stepney, Manager, FINRA's Statutory Disqualification Program at (202) 728-8442 or [SDMailbox@FINRA.org](mailto:SDMailbox@FINRA.org).

For more information about our statutory disqualification and Membership Continuance process, or to obtain a copy of the MC400A application, please visit our web site: <http://www.FINRA.org/sdprocess>.

We anticipate your firm's response no later than «relief\_date».

Sincerely,

«FINRA\_Contact»  
Regulatory Review Analyst  
Registration and Disclosure  
FINRA

cc: «District\_Name»  
FINRA, District #«District\_Number»

Lorraine Lee-Stepney, Manager, Statutory Disqualification  
FINRA, Member Regulation

«Reg\_Cord»  
FINRA, Member Regulation