

CRD/PD Bulletin



A PUBLICATION OF THE NASD REGULATION CRD/PUBLIC DISCLOSURE DEPARTMENT

VOLUME 7/NO.4

From The Desk Of . . .

With Web CRDSM well underway, it's time to turn to the 2000 renewals season!

We've made some important changes to the renewals process, so please read and retain this special "renewals" issue of the *Bulletin* so that you can refer to it over the weeks ahead. This issue is packed with tips on how to complete your firm's renewals process, a convenient calendar of key dates to follow, and all of the other information you'll need.

First, the CRD/Public Disclosure Department (CRD/PD) will no longer mail Renewal Statements and Rosters to your firm. Instead, you will be able to view and print your firm's Initial Renewal Statements on Web CRD beginning November 1. Payment of the November statement, which incorporates all fees, including the new \$30 NASD system processing fee, is due to the NASD by December 10, 1999. To ensure prompt processing of your Renewal Statement payment, we are also requesting that you include the first page of your Initial Renewal Statement when you mail your payment to us. For firms that will be wiring their renewal payment, wiring instructions are located on page 4 of this issue.

As of November 1, we started accepting post-dated Forms U-5, BDW, and Schedule E. However, all post-dated forms must be dated December 31, 1999. In addition, all of your firm's termination form filings must be submitted electronically via Web CRD by 8 p.m., Eastern Time (ET), December 23, 1999.

I urge you to call the Gateway Call Center at 301.869.6699 if you have any questions about any aspect of our renewals process. All information and communications on renewals are currently posted on the CRD Internet Page on the NASD Regulation Web Site, www.nasdr.com, and are updated regularly.

As the end of the year draws near, I would like to remind you to submit your electronic Form BD refile if you haven't already done so. You must refile your Form BD no later than December 15, 1999.

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NOVEMBER 1999



IN THIS ISSUE:

The November 1999 issue of the CRD/PD Bulletin is devoted exclusively to the year 2000 renewals process. It includes the timeline; fees; instructions to view, retrieve, and print information from Web CRD; key addresses; and telephone numbers you will need for the 2000 renewals process. Please keep this issue of the Bulletin as a resource you can consult in the coming weeks.

WHAT'S NEW:

With Web CRD operational, Renewal Statements and Rosters will no longer be mailed to member firms.

The Initial Renewal Statements are available for viewing and printing on Web CRD as of November 1. Web CRD began generating firms' Renewal Rosters on November 1. All of these rosters should be available for viewing and printing no later than November 15.

To ensure prompt processing of your Initial Renewal Statement payment, you should include the first page of your Initial Renewal Statement when you mail your payment to NASDR.


On November 1, NASDR started accepting post-dated Forms U-5, BDW, and Schedule E. All post-dated Forms **must** be dated December 31, 1999.

All of your firm's termination form filings must be submitted electronically via Web CRD by 8 p.m., ET, December 23, 1999.



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With Web CRD operational for almost three months now, I would like to assure you that the CRD/Public Disclosure Department remains committed to continuing to secure a smooth transition to these new work processes that we are encountering. We truly appreciate your feedback and support along the way.

Sincerely,



Barbara Z. Sweeney
Director
CRD/PD Public Disclosure Department



2000 Renewals Process Begins

Broker/Dealer And Agent Renewals For 2000 Are Due

The year 2000 National Association of Securities Dealers, Inc. (NASD®) broker/dealer and agent registration renewal cycle began November 1. This year, with the implementation of Web CRD, Renewal Statements and Rosters were not mailed to member firms. The Initial Renewal Statements and Rosters are available for viewing and printing on Web CRD.


This program simplifies the registration renewal process through the payment of one amount on the member firm's statement that include fees for NASD personnel assessments, NASD system processing fees, NASD branch offices, New York Stock Exchange (NYSE), American Stock Exchange® (Amex®), Chicago Board Options Exchange (CBOE), Pacific Exchange (PCX), and Philadelphia Stock Exchange (PHLX) maintenance fees. The statement also includes state agent renewal fees and state broker/dealer renewal fees. Members should read *NASD Notice to Members 99-85* (posted on NASD Regulation's Web Site, www.nasdr.com) and any

instructions posted to the Web Site or mailed to ensure continued eligibility to do business in the states effective January 1, 2000.

What Member Firms Can Retrieve On Web CRD

1. Initial Renewal Statement. The statement lists:

- ❖ The number of agents registered with the NASD as of the statement date and the portion of the NASD annual assessment due with respect to these agents. This appears on the statement as the NASD Personnel Assessment Fee.
- ❖ The System Processing Fee due with respect to the agents registered with the NASD.
- ❖ The number of branch offices registered with the NASD and the amount due to maintain the registration of these offices.
- ❖ The number of agents registered in specific jurisdictions and the amount due to maintain the registrations of the agents in the jurisdictions.

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- ❖ The jurisdictions in which the firm is registered and the amount due to maintain the firm's registration in specific jurisdictions.

2. Branches Renewal Roster. The roster lists each branch office registered with the NASD and lists branch offices for which the firm is being assessed a fee. The list is sorted alphabetically by state, then by city. Use this roster to reconcile your records. Use Form BD Schedule E to update branch information or close a branch office.

3. Non-NASD Registered Individuals. Form U-4 applications that are on file and that do not have corresponding NASD agent registrations will create discrepancies. These discrepancies often result from incomplete applications, funds deficiencies, or agents not meeting the qualifications requirements within allotted time periods. The agents appearing on this list need to be either fully terminated via a Form U-5, or made current by resubmitting Page 1 of the Form U-4 to request an NASD registration and license. **A firm will not receive this roster if all its agents have NASD registrations.**

4. Firm Renewal Roster (Agent). This roster lists all agents registered with your firm and is sorted by regulator. Use the Forms U-4 or U-5 to update agent information.

Initial Renewal Statements

Beginning on November 1, 1999, Initial Renewal Statements became available on Web CRD for all member firms. The statements include fees for NASD personnel assessments, NASD system processing fees, NASD branch-office fees, NYSE, Amex, CBOE, PCX, and PHLX maintenance fees, state agent renewal fees, and state broker/dealer renewal fees. **The NASD must receive full payment of the November statement no later than December 10, 1999.**

NASD Personnel Assessment And System Processing Fees


NASD personnel assessments and system processing fees for 2000 are based on the number of registered personnel with an approved NASD license on or before December 31, 1999. (This includes Inactive CE, Inactive Prints, and Approved Pending Prints). The NASD fees are:

- ❖ The personnel assessment is currently \$10.00 per person.
- ❖ The system processing fee is \$30.00.
- ❖ The NASD branch office assessment fee is \$75.00 per branch and is based on the number of active branches as of December 31, 1999.

Agent renewal fees for NYSE, Amex, CBOE, PCX, PHLX, and state affiliations are listed in the statement on Web CRD. A matrix, which includes a list of broker/dealer renewal fees for states that participate in the broker/dealer renewal program, is posted on the CRD Web Page of the NASDR Web Site (www.nasdr.com) under the License Renewal Information menu selection. NYSE, Amex, CBOE, PCX, and PHLX maintenance fees—collected by the NASD for firms that are registered with those exchanges as well as the NASD—are based on the number of NYSE-, Amex-, CBOE-, PCX-, and PHLX-registered personnel employed by the member.

California does not participate in this year's broker/dealer renewal program. Members registered in California must contact the state directly to ensure compliance with renewal requirements. In addition, some participating states may require steps beyond the payment of renewal fees to complete the broker/dealer renewal process. Members should contact states directly for further information on state renewal requirements.

Payment of the Initial Renewal Statement should be either in the form of a check made payable to NASD Regulation, Inc., or by bank wire transfer. The check should be drawn on the member firm's account, with



the firm's CRD number included on the check. Submit the check, along with a printout of the first page of the online statement, and mail to:

NASD, Inc.
Finance Department - Renewals
15201 Diamondback Drive, 2nd Floor
Rockville, MD 20850-3389

To ensure prompt processing, **the renewal statement payment must include the first page of your statement** with no other forms or fee submissions. Members are advised that failure to return full payment to NASD Regulation by the **December 10, 1999**, deadline could cause a member to immediately become ineligible to do business in the states effective January 1, 2000.

Instructions For Wire Transfers

1. Instruct your firm's bank to contact: **"The Riggs National Bank in Washington, DC"**.
2. Provide your bank the following information to initiate the wire transfer:
 - ABA number: **054-000030**
 - Beneficiary: **NASD Regulation, Inc.**
 - NASD Regulation Account Number: **086-761-52**
3. Reference Number: Firm CRD number and the word **"Renewals"**
4. Remember to inform your bank that funds are to be credited to the NASD Regulation bank account and to use the firm's CRD number as a reference number only.

Agent Withdrawals

Members may avoid paying unnecessary renewal fees by filing electronically Forms U-5 via Web CRD for agents terminating one or more jurisdiction affiliations. Due to the positive feedback received by NASD member firms that used post-dated Forms U-5 for renewals, the NASD will again accept post-dated agent termination

notices on the Forms U-5. **From November 1 to December 23, the NASD will electronically accept and process Forms U-5 (both partial and full terminations) with a post-dated termination date of December 31, 1999.** Under this procedure, if the Form U-5 indicates a termination date of December 31, 1999, an agent may continue doing business in a jurisdiction until the end of the calendar year without being assessed renewal fees for that jurisdiction. Please ensure that Forms U-5 are filed electronically by the renewal deadline date of 8 p.m., ET, on December 23, 1999. Also, in Web CRD, post-dated Forms U-5 must contain a date of termination of December 31, 1999.


Members should exercise care when filing post-dated Forms U-5. The Web CRD system will process these filings as they are submitted but **cannot** withdraw a post-dated termination filing once processed. To withdraw a post-dated termination, a member would have to electronically file a new Form U-4. The member would need to do this **after** the December 31, 1999, termination date.

State And SRO Withdrawals

The CRD Phase II program, now in its 10th year, allows firms requesting terminations (either full or state only) to file electronically their Forms BDW with Web CRD to avoid the assessment of renewal fees in those jurisdictions that are designated on the Form BDW, provided that the jurisdiction is a CRD Phase II participant. Currently, there are four regulators that are not participating in Phase II. They are:

- ✦ *Michigan*
- ✦ *American Stock Exchange*
- ✦ *New York Stock Exchange*
- ✦ *Pacific Exchange*

Firms requesting termination in any of the above-listed jurisdictions must submit a paper Form BDW directly to the jurisdiction as well as electronically through Web CRD.



The deadline for filing Form BDW via Web CRD for firms desiring to terminate an affiliation before year-end 1999 is 8 p.m., ET, on December 23, 1999. This same date applies to the filing of Forms BDW with the jurisdictions that are not participating in Phase II. Post-dated Forms BDW filed with Web CRD will be accepted and processed in the same manner as post-dated Forms U-5.

Payment Options

Payment of the Renewal Statement may be made by:

❖ **Wire Transfers**

1. Instruct your firm's bank to contact: **"The Riggs National Bank in Washington, DC"**.
2. Provide your bank the following information to initiate the wire transfer:
 - ABA number: **054-000030**
 - Beneficiary: **NASD Regulation, Inc.**
 - NASD Regulation Account Number: **086-761-52**
3. Reference Number: Firm CRD number and the word **"Renewals"**
4. Remember to inform your bank that funds are to be credited to the NASD Regulation bank account and to use the firm's CRD number as a reference number only.

If you wish to call back later and confirm the transfer, you must have the **Confirmation Number**, which is given to you by your bank. You may contact the NASD Finance Department at 301.590.6088.

❖ **Checks Sent Via Overnight Courier or Regular Mail:** Checks sent to NASD Regulation should:

1. Be drawn on the firm's bank account.
2. Be attached to the first page of your Renewal Statement.
3. Have the firm's CRD number and the word "Renewals" written on the face of the check.
4. Be made payable to NASD Regulation, Inc.

5. Be addressed to the **NASD Finance Department**. The address is located on the first page of your Initial Renewal Statement.

❖ **Transfer fees from your firm's Daily Registration Balance:** If the firm has funds available in its Daily Registration Account, the funds may be transferred to the Renewal Account. Firms can request this transfer over the phone. Please call the Gateway Call Center at 301.869.6699.

Daily Registration (CRDRG) Vs. Renewal Account (CRDRN)

Every member firm has two money accounts with the CRD. The first and primary account is called the Daily Registration Account, or CRDRG. Most payments are deposited in this account and fees for new registrations, examinations, and terminations are charged to this account.

The second account, called the Renewal Account (CRDRN), is used only during the renewals season. The payment you send with the Initial Renewal Statement is deposited in this account. **You must have funds in this account by December 10 to successfully renew for 2000.** Your account number is the same as your CRD number. The only way NASD Regulation knows you want a payment to be deposited into your firm's renewal account is if it receives the payment with the first page of the Renewal Statement or if the word "Renewal" is written on the check.

Tips For A Successful Renewal Season

- ❖ Pay the total amount due.
- ❖ Pay on or before December 10, 1999.
- ❖ Send payment directly to:

NASD, Inc.
Finance Department - Renewals
15201 Diamondback Drive, 2nd Floor
Rockville, MD 20850-3389

- ❖ Remember to obtain all proper signatures on your firm's check.
- ❖ Remember to write your firm's CRD number and "Renewals" on the check.
- ❖ Remember to print and include the **first page** of your Renewal Statement with your payment.
- ❖ Check payments should not be combined for affiliated firms (*i.e.*, simultaneous filers, etc.).
- ❖ Reconcile your records to ensure you are only paying to renew the registrations you need for 2000.
- ❖ Submit all termination form filings electronically (U-5, BDW, BD for Schedule E) on or before 8 p.m., ET, December 23, 1999.
- ❖ Via Web CRD, Renewal Statements are available on the Accounting site and Rosters are available on the Reports site.

Removing Open Registrations

This year, the Initial Renewal Rosters, posted on Web CRD, will include a list of firm agents whose NASD registration is either terminated or purged due to the existence of a deficient condition, but who have an approved registration with a state (Non-Registered NASD Individuals Roster). This roster should aid in the reconciliation of personnel registrations prior to year's end. Firms may terminate obsolete state registrations through the submission of Forms U-5 or reinstate the NASD licenses through an amendment filing of Forms U-4. **No roster will be provided if a firm does not have agents within this category.**

Final Renewal Statements

On January 24, 2000, the NASD will make available Final Renewal Statements to its members. These statements will reflect the final status of firm and agent registrations as of December 31, 1999. Any adjustments in fees owed as a result of registration terminations or approvals subsequent to the Initial Renewal

Statement will be made in this final reconciled statement on Web CRD. If a member has more agents and/or branch offices registered at year's end than it did on the November-generated date, additional fees will be assessed. If a member has fewer agents and/or branch offices registered at year's end than it did in November, a credit/refund will be issued.

Members will also need to access the Reports tab for Member Renewal Rosters that will list all renewed personnel with the NASD, NYSE, Amex, CBOE, PCX, PHLX, and each state. Persons whose registrations are approved in any of these jurisdictions during November and December will be included in this roster, while registrations that are pending approval or are deficient at year's end will not be included in the renewal process. Firms will also see an NASD renewal branch-office roster that lists all branches for which they have been assessed.

This year's Renewal Rosters, located on Web CRD, will also include two reports: a Billing Code Summary Report and a Billing Code Detail Report. These reports will aid firms in their internal research and allocation of fees.

Firms then will have approximately two months in which to reconcile any discrepancies on the Renewal Rosters. All jurisdictions should be contacted directly in writing. Specific information and instructions concerning the final statements and rosters will appear in the January 2000 issue of *Notices to Members*.

What Member Firms Can Retrieve In January

1. Final Renewal Statement. The statement will list:

- ❖ The number of agents with approved registrations in specific jurisdictions and the amount paid to the jurisdictions to renew the registrations.
- ❖ The jurisdictions in which the firm is registered and the amount paid to the jurisdiction to renew the registration.



- ❖ The number of agents having an approved registration with NASD Regulation for 2000 and the amount paid to NASD Regulation. This appears on the statement as the NASD Personnel Assessment Fee.
- ❖ The System Processing Fee due with respect to the agents registered with the NASD.
- ❖ The number of branch offices having a renewed registration with NASD Regulation for 2000 and the amount paid to the NASD.
- ❖ The total adjusted amount due. If the amount due is less than the amount initially paid, the firm will be credited. Conversely, if the amount due is greater than the amount initially paid, the firm needs to pay the balance.
- ❖ If the firm failed to renew in jurisdictions other than the NASD, only NASD-related fees (*i.e.*, branch fees, registration fees, and the new processing fee) will appear on the statement. Information and suggestions for reinstating registrations in other jurisdictions are under a different heading in this article.

2. Branches Renewal Roster. This roster lists each branch office registered with the NASD and able to conduct business in 2000. The list is sorted alphabetically by state, then by city.

3. Billing Code Summary And Detail Reports. These reports are for the firm's internal accounting reconciliation and are NOT an additional billing. It is a report of fees assessed, based on the data supplied by the firm in item #7, "Branch I.D.," of the Form U-4 application. Any combination of letters and characters is captured as a "billing code." NASD Regulation does not use this data to assess fees.

4. Firm Renewal Roster (Agent). This roster lists all agents in the firm registered and renewed by regulators.

More information and instructions about the Final Statement will appear in the January 2000 issue of *Notices to Members*.

Account Reconciliation

To request a refund check, print and sign the first page of the Renewal Statement and send it to CRD Accounting (the address appears on the Final Adjusted Statement, as well as at the end of this article). The first page of the Renewal Statement must be signed by an officer or principal of the firm and should include the name and address of the person within the firm who should receive the refund. Refund checks will be mailed to the firm promptly after NASD Regulation receives the signed first page of the statement. If NASD Regulation does not receive a refund request on or before March 10, 2000, CRD Accounting will begin to transfer credits to the firm's Daily Registration Account (CRDRG) by April 1, 2000.

The NASD Finance Department must receive statement payments that reflect an amount due **no later than March 10, 2000**. Statements with a zero balance require no further action by the firm.

Roster Discrepancies

March 13, 2000, is the deadline to reconcile all renewal roster discrepancies. Report these in writing directly to the attention of CRD/PD Research, along with supporting documentation (such as Notices of Approval/Termination, copies of Forms U-4 or U-5, or Schedule E amendments). All addresses appear at the end of this article.

If Your Firm Fails To Renew

If your firm fails to pay the full amount due on the Initial Renewal Statement by December 10, 1999, the agent registrations will terminate at midnight on December 31, 1999. NASD Regulation will return any late payments to your firm unless you specify on the check that the payment is for NASD fees only. The firm will have to contact



each jurisdiction in which it was registered to request agent and firm re-registration instructions. Please be advised that many states levy fines for failure to renew properly.

In January, you will be able to retrieve a Final Adjusted Statement for NASD fees only, a list of branch offices, and a list of agents registered with the NASD. If the firm pays the Final Statement in full, the NASD registration ONLY can be renewed for 2000.

Questions?

For questions about the Year 2000 Renewals Program, please contact the Gateway Call Center at 301.869.6699.

Key Renewal Process Addresses

Send **renewal refund requests** to:

**NASD Regulation, Inc.
CRD Accounting
1390 Piccard Drive
Rockville, MD 20850
301.869.6699**

Send **renewal roster discrepancies** to:

**NASD Regulation, Inc.
CRD/PD Research
1390 Piccard Drive
Rockville, MD 20850
301.869.6699**

Submission Of ALL Renewal Payments:

**NASD, Inc.
Finance Department - Renewals
15201 Diamondback Drive
Rockville, MD 20850**

To obtain **Firm Renewal (Agent) Download Roster**: Contact the Gateway Call Center at 301.869.6699

Express Mail Deliveries

The CRD/Public Disclosure Department is physically located at:

**1390 Piccard Drive
Second Floor
Rockville, MD 20850
301.869-6699**

Please use this address when sending express mail packages to this department.

Calendar Of Key Renewal Dates

October	
30	NASDR runs extract of Initial Renewal Statements and rosters.
November	
1	Initial Renewal Statements are available via Web CRD for viewing and printing. Renewal Rosters began to be generated on November 1 and should be completed no later than November 15. These rosters include: Firm Renewal (Agent), Branches Renewal, and Non-NASD Registered Individuals reports.
1	Web CRD started accepting post-dated Forms U-5, BDW, and Schedule E. All post-dated forms must be dated 12/31/99.
December	
10	Deadline for receipt of payments.
23	8 p.m., ET, deadline for submission of all electronic form filings (including Forms U-5, BDW, and Schedule E) via Electronic File Transfer (EFT) and Web CRD.
24	Web CRD system shut down. No agents will be approved or terminated at this time. No BDs approved or terminated at this time.
25	Final renewal statement data extracted from CRD database.
30-31	Payments sent to all CRD affiliations/jurisdictions.
January	
3	Web CRD system operational. Agents and BDs approved or terminated at this time.
24	Final Renewal Statements and Rosters are available via Web CRD for viewing and printing. Rosters include: Firm Renewal (Agent), Branches Renewal, Billing Code Summary, and Billing Code Detail reports.
March	
10	Deadline for payment of Final Renewal Statements and refund check requests.
13	Deadline for reporting renewal roster discrepancies.
18	Run extract for Past Due Renewal Statements .
20	Past Due Renewal Statements are available via Web CRD for viewing and printing.
April	
17	Deadline for payment of Past Due Renewal Statements .



How To Retrieve Renewal Rosters

To retrieve Renewal Rosters, such as your Firm Renewal (Agent), Branches Renewal Roster, and if applicable, Non-NASD Registered Individual Roster in Web CRD, go to the Reports tab and follow these easy steps:

1. Click on View Reports.
2. Under View Reports, click on the report you wish to view, print and/or download.

Firm renewal rosters will systemically be generated and appear under View Reports (Reports tab).

Members may also wish to request an electronic download of the Firm Renewal (Agent) Roster. This new download report will replace Legacy CRD magnetic tape requests. To request this download roster, please contact the Gateway Call Center at 301.869.6699. When the report has been generated, a CRD/PD staff member will contact your firm. Your firm will then be able to download the report from View Reports (Reports tab). After downloading the roster, firms may need an application to unzip the file. There will be no fee associated with this roster request.

A Guide To The Renewal Rosters

The following Renewal Roster guide provides important information for Initial Renewal Rosters, available on Web CRD in November 1999, and for Final Renewal Rosters, available on Web CRD in January 2000. Please refer to this guide when you review your rosters.

Initial Renewal Rosters: Available November 1999

2000 Branches Renewal Roster

The 2000 Branches Renewal Roster lists branch offices for your firm.

- ✦ All member firms should review this roster, and if appropriate, file address or supervisory changes via Web CRD. This will ensure that Web CRD maintains an accurate and complete address record for regulator mailings.
- ✦ This roster will allow your firm to determine if any inactive branches are still open on Web CRD. If this is the case, a Schedule E should be submitted to close the branch(es). If a Schedule E is not submitted, your firm will be assessed a branch office fee at the end of the year (on the Final Renewal Statement).


How To Retrieve Your Renewal Statements

To retrieve your Renewal Statement, follow these easy steps in Web CRD:

- ✦ From CRD Main window, click on the Accounting tab.
- ✦ From the navigation panel on the left side on your screen, click on the Renewal link.
- ✦ Now click on the Renewal Statement link within the navigation panel.
- ✦ Print the statement and mail with your firm's payment.

In order to effect these changes, please file an amended Form BD, Schedule E on Web CRD to indicate any branch closings, as well as any address and/or supervisory changes to existing branches. The Schedule E should be filed as early as possible and must be electronically submitted no later than December 23, 1999, via Web CRD. Until December 15, NASDR will accept paper Schedule Es for firms that have not yet refiled their Forms BD.

For your convenience, from November 1 through December 23, the NASD is accepting "post-dated" Schedule E filings. The Schedule E can only be post dated to December 31, 1999. A post-dated Schedule E



can be used to delete branches that your firm will be closing as of year end 1999.

Please exercise care when processing these post-dated Schedule Es. The system will process these forms, but the NASD cannot withdraw a deleted branch once the form has been submitted. If a Schedule E is erroneously filed, your firm will need to submit another Schedule E, on January 3, 2000, to add the branch. Additionally, a new branch registration fee will also be charged.

Preliminary Firm Renewal (Agent) Roster

This roster lists active agent registrations for your firm. It is provided along with your Initial Renewal Statement to assist your firm with the annual renewal process.

- ❖ The agents listed in this roster are registered with your firm and will be charged renewal fees for the year 2000.
- ❖ If an agent is no longer employed with your firm, wishes to cease doing business in a particular jurisdiction for the year 2000, or will only be employed with your firm until December 31, 1999, please submit a full or partial Form U-5 via Web CRD to terminate the appropriate registrations.
- ❖ If a Form U-5 is not submitted, your firm will be assessed the appropriate agent renewal fee at the end of the year (on the Final Renewal Statement).

In order to effect these changes, please file a Form U-5 no later than December 23, 1999, via Web CRD. For your convenience, from November 1 through December 23, the NASD will accept "post-dated" Form U-5 filings. The Form U-5 can only be post-dated to December 31, 1999.

Please exercise care when processing these post-dated forms. The system will process Forms U-5, but the NASD cannot withdraw a terminated registration once

the form has been submitted. A new Form U-4 will need to be submitted on January 3, 2000, to effect a new registration.

Roster Of Non-NASD Registered Individuals

This roster lists agents who have an active affiliation with your firm but do not have an active NASD registration status. These record discrepancies are often the result of failed exams or registration requests that were purged due to unresolved deficiencies.

This roster contains the name, CRD number, Social Security number, and reason for non-registration of each agent. An active NASD registration is required for all individuals registered on Web CRD with the exception of certain exclusive NYSE-only positions. The reconciliation of this roster will ensure the accuracy of your year-end renewal roster.

If the individuals on this roster are no longer with your firm, please file a Form U-5 electronically via Web CRD to terminate the affiliation or if the individuals are to remain employed with your firm, please file a page one of Form U-4 on Web CRD.

Final Renewal Rosters: Available January 2000

2000 Branches Renewal Roster

This roster lists all renewed branch offices for which your firm has been assessed the 2000 NASD Regulation Branch Office Renewal Fee.

If your firm finds any discrepancies between its records and those maintained on Web CRD, please report the discrepancy, in writing, to CRD/PD Research no later than March 13, 2000. Copies of all appropriate documentation (Schedule E Amendments, etc.) should be included.



2000 Firm Renewal (Agent) Roster

Roster Discrepancies

The 2000 Renewal Program includes a 60-day reconciliation period expiring March 13, 2000.

If your review of this agent roster reveals any discrepancies between your records and those maintained on Web CRD, you must report the discrepancy directly to the appropriate regulatory authority in writing before March 13, 2000.

- ❖ **Discrepancies-NYSE/Amex/CBOE/PCX/PHLX /States:** *All regulators should be contacted directly in writing. For a complete listing of regulator addresses, please visit the NASD Regulation Web Site, www.nasdr.com. From the NASDR Home Page, click on "Members Check Here," then click on "Central Registration Depository," and view information under the "Regulator's Directory" menu selection.*
- ❖ **Discrepancies-NASD:** *Contact the CRD/PD Gateway Call Center at 301.869.6699 in regard to the NASD roster. Copies of appropriate documentation should be readily available.*

NASD Reports Registration Renewals To Regulators

All individuals listed in the state rosters have been reported to each respective jurisdiction for calendar year 2000. All firm registration renewals have also been reported to the 56 jurisdictions participating in the broker/dealer renewal program.

- ❖ These rosters should be reviewed promptly to determine if all state agent and firm registrations, as of year-end 1999, have been reported through Web CRD to respective regulators. For a complete listing of all regulators participating in this year's Renewal Program, please visit the NASD Regulation Web Site, www.nasdr.com. From the NASDR Home Page, click on "Members Check Here," then click on "Cen-

tral Registration Depository," and view information under the last menu selection, "License Renewal Information."

These rosters should be made a permanent part of your records.

Final Statements - Payments And Credits


Your Final Renewal Statement lists, by regulator, the total fees paid on your behalf by the NASD on December 30-31, 1999 to each of the 51 state jurisdictions and to the NYSE, Amex, CBOE, PCX, and PHLX (if applicable). It also shows the fees for NASD Personnel Assessment, NASD System Processing, and Branch Office assessments and the total of these fees.

Since your reconciled statement has been adjusted to reflect the payments you made in response to the November Initial Renewal Statement, the "Amount Due" or "Credit Due" reflects any additional amount due at this time or any credit your firm may be owed by the NASD. The total affiliations fees are based on the year-end calculation for the number of agent and firm registration approvals held by your firm subject to year 2000 renewal fees (as assessed by the participating states and the NYSE, Amex, CBOE, PCX, and PHLX).

Instructions

1. **If your statement shows an amount due** (*i.e.*, positive amount or debit balance), then the total NASD, NYSE, Amex, CBOE, PCX, PHLX, and state fees paid on your behalf exceeded your Initial Renewal Payment. Your company check, made payable to NASD Regulation, Inc., for the exact amount due, should be returned to the NASD Finance Department together with the first page of the statement no later than **March 10, 2000**. Send payment to:

**NASD Finance Department - Renewals
15201 Diamondback Drive, 2nd Floor
Rockville, MD 20850-3389**



2. **If your statement reflects a credit due** (*i.e.*, negative amount or debit balance), then your firm's Initial Renewal Payment exceeded the total fees due. You may either have this credit amount applied to your firm's Daily Registration Account or refunded to your firm. To have the credit applied to your Daily Registration Account, contact the CRD/PD Gateway Call Center at 301.869.6699. To request a refund check, have an appropriate signatory sign the first page of the statement and mail by March 10, 2000 to: (see next page above right).

NASD Regulation, Inc.
CRD Accounting
1390 Piccard Drive, 2nd Floor
Rockville, MD 20850

3. **If no request for refund is received by March 10, 2000**, the credit amount will be transferred to your firm's Daily Registration Account by April 1, 2000.
4. **If your statement shows a zero balance due**, your total fees due as of year-end were equal to the total fees paid by your firm; no further action is required.

Important Year 2000 Renewal Information For Regulators

Regulator Renewal Roster: This roster lists all renewed agents in alphabetical order under the employing firm. Fees for the agents listed will be forwarded to your jurisdiction on or about December 31, 1999.

By the end of January, the NASD will make available to firms their Annual Firm Renewal Rosters, after which the 60-day roster reconciliation period will begin. Firm rosters will list all renewed agents on an affiliation-by-affiliation basis. Unless a firm failed to renew, the rosters will reflect all approved agents as of December 31, 1999. Registrations which were terminated, pending, or deficient on that date will not be included.

The NASD will forward to your affiliation a Regulator Renewal Payment Summary that lists all firms approved in your affiliation as of December 31, 1999, including those firms which failed to renew.

The rosters made available to firms, which failed to renew, will clearly reflect that the firm and its agents were not renewed. The NASD has advised these firms to contact each regulator for more information. It is now your decision to either accept renewal payments directly and convert the agent registrations back onto Web CRD through the Non Filing Information functionality or to require the firm to file Forms U-4.

Should you choose to have a firm file a Form U-4, only a Page 1 amendment filing will be necessary, as long as there is a full Form U-4 on file for the individual. Transfer fees, not renewal fees, will be charged when the filing is processed.

Firms have also been advised to contact each jurisdiction (in writing) to report any discrepancies on affiliation rosters. If you are satisfied that a valid discrepancy exists, an agent or firm registration status can be corrected by accessing Non Filing Information via Web CRD (for Approvals and/or Terminations). It is important to note that copies of forms provided by firms should be checked against your records on Web CRD. Firms should be able to provide you with a dated, Web CRD-generated notice of termination, notification of deficient condition, or notice of approval from their Firm Queues for all forms which were properly filed with the NASD.

Since all renewal payments for every renewed firm have already been forwarded to you, any refund of fees regarding renewal discrepancies is at your discretion and can be paid directly by your jurisdiction to the firm in question. Should you have any questions regarding this year's renewal procedures, please contact the CRD/Public Disclosure Department's State Desk at one of the following numbers: 301.590.6727 or 301.590.6728.



Frequently Asked Questions

-
1. *What is the deadline for submitting payment of my year 2000 Initial Renewal Statement?*

Full payment of your Initial Renewal Statement must be made by December 10, 1999, even if your firm intends to terminate agents or branches by December 31, 1999.

-
2. *Will the amount of my Initial Renewal Statement change between November 1 and December 10 as I continue to request new registrations for individuals and/or submit Form U-5 filings to terminate other individuals?*

Your Initial Renewal Statement is static and will not change. It is based on an extract done on October 30, 1999, from Web CRD. However, your Final Renewal Statement will reflect those changes.

-
3. *If my Renewal Account status is "Sufficient", does that mean that I have paid my renewal bill in full?*

No. It only means that a payment towards your Initial Renewal Statement has been made. You must still pay the full amount.

-
4. *How do I check to see that the NASD has received my Renewal Payment?*

You can query Web CRD to see if your Renewal Payment has been received and processed by the NASD:

- ✘ *From the CRD Main window, click on the **Accounting** tab.*
- ✘ *Click on **Renewal Account** under the "Organization Accounting Information" navigation panel on the left.*
- ✘ *Click on **Deposit Detail** under the "Renewal Account Information" menu.*
- ✘ *Enter a **date range** in the "Deposit Detail Search" window.*
- ✘ *Click on **Search**.*

-
5. *How can I transfer money from my Daily Account to my CRD Renewal Account?*

Call the Gateway Call Center at 301.869.6699. The entire amount must be available in your firm's Daily Registration Account to complete the transfer.



Renewals Process Terminology

Note: The following explanation of terms is provided to help firms complete the renewals process and should be relied upon only in this context.

Active

The status of a registration that is either approved or in the process of becoming approved. For the purposes of renewals, the following active registration statuses are assessed a renewal fee:

- ✗ *“Active” Firm Registration Statuses: Approved, Conditional Restricted, Holding, Limited, Suspended, Term Requested (NASD registration status only).*
- ✗ *“Active” Agent Registration Statuses: Approved, Approved Pending Prints, Temporary Registration, Inactive CE, Inactive Prints, Requalification, Restricted Approval, Suspended.*

Applicant

One who submits a request for registration to a regulator or jurisdiction for consideration.

Form BD

The application used by an entity seeking registration as a broker/dealer and also the form used to notify of changes.

Form BDW

The form used to withdraw the broker/dealer from registration in a jurisdiction. Full withdrawal means withdrawing all active registrations. Partial withdrawal means withdrawing from some jurisdictions but maintaining an approved registration with other jurisdictions.

FTR (Fail To Renew)

A firm that failed to pay its renewal fees and is now subject to the reinstatement or re-registration procedures of each jurisdiction.

Jurisdiction

A regulator or a region (usually a state) in which one wishes to conduct business.

No Status

A type of broker/dealer status given to registration requests when the BD application has been processed by Web CRD, but no action has been taken on Web CRD by the jurisdictions on the registration.

Non-NASD Active

A condition occurring when an agent has registration approvals in jurisdictions but no status with the NASD. **This is a discrepancy.**

Pending

A request for registration in a jurisdiction that has not yet been approved to conduct business by the jurisdiction.

Renewed

A registration approved for the following year after the proper fees have been paid and other procedures completed.

Register

The application process. Applying to a jurisdiction for approval to conduct business within that jurisdiction. The jurisdiction reviews the application and either approves or denies the application. Upon approval, the applicant is registered to conduct business in that jurisdiction.

Schedule E

One of the schedules that is part of the Form BD. The Schedule E is used to register and close a branch office, as well as to update branch office information.

SRO

Self-regulatory organization such as the NASD and the national securities exchanges.

Terminated

A status reflecting that a previously approved registration is no longer. The status is given to both agent and firm registrations when a termination form (Form U-5 or BDW) is filed and made effective or a firm fails to renew properly.

SRO/State Fee Schedule—Web CRD As Of October 30, 1999

STATE SRO	ENT CRD	AGENT INITIAL REG FEE	AGENT TRANSFER RELICENSE FEE	AGENT REVIEW METHOD (AUTO)	AGENT REVIEW METHOD (SUPER-AUTO)	S63 REQUIRED	DUAL REG	BD PHASE II	BD FEE COLLECTED BY CRD	BE REG FEE	AGENT RENEW FEE	BD RENEW FEE	SYSTEM PROCESS FEE
AK	10/84	\$75	\$75	Y	N	Y	N	Y	Y	\$250	\$75	\$250	N
AL	6/81	50	50	Y	N	Y	N	Y	Y	200	50	200	N
AR	5/83	75	75	Y	N	Y	Y	Y	N	—	75	300	N
AZ	5/84	40	40	N	N	Y	N	Y	N	—	40	300	N
CA	3/84	25	25	Y	N	Y	Y	Y	N	—	NONE	NONE	N
CO	3/83	10	10	Y	N	N	Y	Y	Y	87	10	87	N
CT	6/81	50	50	Y	N	Y	Y	Y	Y	250	50	150	N
DC	5/83	25	25	Y	N	N	Y	Y	Y	250	25	250	N
DE	6/81	50	50	Y	N	Y	Y	Y	Y	250	50	250	N
FL	5/83	40	40	N	N	N	Y	Y	N	—	40	200	N
GA	6/81	50	50	Y	N	Y	Y	Y	Y	250	40	100	N
HI	2/88	70	50	Y	N	Y	N	Y	Y	200	70	220	N
IA	6/81	30	30	N	N	Y	N	Y	Y	200	30	200	N
ID	11/81	20	20	N	N	Y	Y	Y	Y	100	20	100	N
IL	6/81	75	75	Y	N	Y	Y	Y	Y	300	75	300	N
IN	6/81	25	25	Y	N	Y	Y	Y	Y	250	25	125	N
KS	6/81	50	50	Y	N	Y	N	Y	Y	200	50	200	N
KY	6/81	50	50	N	N	Y	N	Y	N	—	50	120	N
LA	5/83	60	60	N	N	N	N	Y	Y	250	60	250	N
MA	4/81	50	50	Y	N	Y	N	Y	Y	300	50	300	N
MD	6/81	35	35	Y	N	N	Y	Y	Y	250	35	250	N
ME	6/81	40	40	N	N	N	N	Y	Y	200	40	200	N
MI	3/83	30	10	Y	N	Y	N	N	N	—	30	250	N
MN	6/81	50	25	N	N	Y	N	Y	Y	200	50	200	N
MO	6/81	50	50	N	N	Y	N	Y	Y	200	50	100	N
MS	6/81	50	50	N	N	Y	Y	Y	Y	200	50	200	N
MT	5/83	50	50	N	N	Y	Y	Y	Y	200	50	200	N
NC	6/81	55	55	N	N	Y	N	Y	Y	200	55	200	N
ND	6/81	60	60	N	N	Y	Y	Y	Y	200	60	200	N
NE	6/81	40	40	Y	N	Y	N	Y	Y	250	40	250	N
NH	3/83	130	130	Y	N	Y	N	Y	N	—	100	200	N
NJ	6/81	30	30	Y	N	N	N	Y	Y	250	30	250	N
NM	10/81	35	35	N	N	Y	N	Y	Y	300	35	300	N
NV	6/81	55	55	N	N	Y	N	Y	Y	150	55	150	N
NY	6/81	45	40	Y	N	Y	Y	Y	N	—	25	200	N
OH	6/81	50	50	N	N	N	N	Y	Y	150	50	N/P	N
OK	6/81	50	50	N	N	Y	Y	Y	Y	300	50	300	N



STATE SRO	ENT CRD	AGENT INITIAL REG FEE	AGENT TRANSFER RELICENSE FEE	AGENT REVIEW METHOD (AUTO)	AGENT REVIEW METHOD (SUPER-AUTO)	S63 REQUIRED	DUAL REG	BD PHASE II	BD FEE COLLECTED BY CRD	BE REG FEE	AGENT RENEW FEE	BD RENEW FEE	SYSTEM PROCESS FEE
OR	6/81	15	15	Y	N	Y	N	Y	Y	100	15	50	N
PA	6/81	80	80	Y	N	Y	N	Y	Y	350	65	350	N
PR	10/84	150	150	Y	N	N	Y	Y	Y	500	150	500	N
RI	3/83	50	50	N	N	Y	N	Y	Y	250	50	250	N
SC	6/81	100	100	N	N	Y	N	Y	Y	300	100	300	N
SD	6/81	125	125	N	N	Y	Y	Y	Y	150	125	150	N
TN	4/81	50	50	N	N	Y	Y	Y	Y	200	50	200	N
TX	6/81	235	235	Y	N	Y	Y	Y	Y	275	220	240	N
UT	5/83	45	45	Y	N	Y	Y	Y	Y	75	45	75	N
VA	6/81	30	30	N	N	Y	N	Y	N	—	30	200	N
VT	6/81	45	45	N	N	N	N	Y	Y	250	45	250	N
WA	5/83	40	25	Y	N	Y	Y	Y	Y	150	20	75	N
WI	6/81	30	30	N	N	Y	N	Y	Y	400	30	200	N
WV	6/81	80	80	N	N	Y	N	Y	Y	250	65	250	N
WY	6/81	35	35	Y	N	Y	Y	Y	Y	200	35	200	N
AMEX	4/88	55	55	N	Y	N	Y	N	N	—	30*	N/P	N
BSE		N/P	N/P	N	Y	N	Y	N/P	N	N	N/P	N/P	N
CHX	4/81	50	50	N	Y	N	Y	N	N	—	NONE	N/P	N
CSE		N/P	N/P	N	Y	N	Y	N/P	N	N	N/P	N/P	N
NYSE	5/85	65	43**	Y	N	N	Y	N	N	—	52*	N/P	N
NASD	1/39	85	85	Y	N	N	Y	Y	Y	—	10	—	30
CBOE	4/81	35	30*	N	Y	N	Y	Y	Y	100	30	N/P	N
PCX	4/81	25^	25^	N	Y	N	Y	N	N	—	25^	N/P	N
PHLX	10/93	12	12	N	Y	N	Y	N	N	—	25*	N/P	N

* Maintenance Fee	STATE/SRO	Affiliation/Jurisdiction
** Transfers within 30 days. If more, will be considered as initial.	ENT CRD	Joined CRD
^ Denotes current changes	AGENT INITIAL REG FEE	Agent Registration Fee
	AGENT TRANSFER RELICENSE FEE	Agent Re-registration Fee
	AGENT REVIEW METHOD	Allows Automatic Agent Approval
	S63 REQUIRED	Exam Required For State Registration
	DUAL REG	Allows Dual Agent Registration
	BD PHASE II	Accepts BD Amendment filings Via Web CRD
	BD FEE COLLECTED BY CRD	BD State Fee Collected By Web CRD
	BD REG FEE	BD State Fee
	AGENT RENEW FEE	Agent Renewal Fee
	BD RENEW FEE	BD Renewal Fee
	SYSTEM PROCESS FEE	NASD System Processing Fee
	N or N/P	Non-Participant Of Program

PLEASE NOTE PHASE II:

- ✗ Applies only to BD amendments.
- ✗ Initial Registration requests should be directed to the state.

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- 1099A08 Hands-On Exercise
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- 1099S16 New & Continuing Member Application Issues
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State Securities Offices As Of October 22, 1999

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Alabama Securities Commission
RSA Plaza
770 Washington Avenue, Suite 570
Montgomery, AL 36130-4700
(334) 242-2984

ALASKA

Division of Banking and Securities
333 Willoughby
State Office Building, 9th Floor
Juneau, AK 99801
Mailing address:
P.O. Box 110807
Juneau, AK 99811-0807
(907) 465-2521

ARIZONA

Arizona Corporation Commission
Securities Division
1300 West Washington Street
3rd Floor
Phoenix, AZ 85007
(602) 542-4242

ARKANSAS

Securities Department
Heritage West Building
201 East Markham, 3rd Floor
Little Rock, AR 72201
(501) 324-9260

CALIFORNIA

Department of Corporation
980 Ninth Street, Suite 500
Sacramento, CA 95814
(916) 445-3062

COLORADO

Division of Securities
1580 Lincoln Street., Suite 420
Denver, CO 80203-1506
(303) 894-2320

CONNECTICUT

Department of Banking
260 Constitution Plaza
Hartford, CT 06103
(860) 240-8299

DELAWARE

Delaware Securities Division
State Office Building
820 North French Street, 8th Floor
Wilmington, DE 19801
(302) 577-8424

DISTRICT OF COLUMBIA

Dept. of Insurance &
Securities Regulation
Securities Bureau of the
District of Columbia
810 1st Street NE, 6th Floor
Washington, DC 20002

Mailing address:

P.O. Box 37638
Washington, DC 20013
(202) 442-7849

FLORIDA

Department of Banking & Finance
Division of Securities
101 East Gaines Street
Tallahassee, FL 32399-0350
(850) 410-9805

GEORGIA

Securities Division
West Tower, Suite 802
2 Martin Luther King Jr. Dr. SE
Atlanta, GA 30334
(404) 656-3920

HAWAII

Corporate & Securities Commission
1010 Richards Street, 2nd Floor
Honolulu, HI 96813
(808) 586-2730

IDAHO

Idaho Securities Bureau
Department of Finance
Statehouse
700 West State Street
Boise, ID 83720

Mailing address:

P.O. Box 83720
Boise, ID 83720-0031
(208) 332-8004

ILLINOIS

Illinois Securities Department
Lincoln Tower
520 South Second Street, Suite 200
Springfield, IL 62701
(217) 782-2256

INDIANA

Securities Division
302 West Washington Street
Room E-111
Indianapolis, IN 46204
(317) 232-6688



IOWA

Iowa Securities Bureau
340 Maple Street
Des Moines, IA 50319-0066
(515) 281-4441

KANSAS

Kansas Securities Commission
618 S. Kansas Avenue, 2nd Floor
Topeka, KS 66603
(785) 296-3307

KENTUCKY

Kentucky Securities Commission
1025 Capital Center Drive
Frankfort, KY 40601
(502) 573-3390

LOUISIANA

Louisiana Commission of Securities
3445 N. Causeway, Suite 509
Metairie, LA 70002
(504) 846-6970

MAINE

State of Maine Securities Division
121 State House Station
Augusta, ME 04333-0121
(207) 624-8551

MARYLAND

Maryland Division of Securities
Office of the Attorney General
200 St. Paul Place, 20th Floor
Baltimore, MD 21202-2020
(410) 576-6360

MASSACHUSETTS

Massachusetts Securities Division
John W. McCormack Building
One Ashburton Place, Room 1719
Boston, MA 02108
(617) 727-3548

MICHIGAN

Corporation and Securities Bureau
6546 Mercantile Way
P.O. Box 30222
Lansing, MI 48909
(517) 334-6200

MINNESOTA

Department of Commerce
133 East Seventh Street, 2nd Floor
St. Paul, MN 55101
(651) 296-2283

MISSISSIPPI

Securities Division
P.O. Box 136
Jackson, MS 39205
(601) 359-1350

MISSOURI

Securities Division
Missouri State Information Center
600 West Main Street, 2nd Floor
Jefferson City, MO 65101
(573) 751-2302

MONTANA

Securities Commissioner
Mitchell Building, Room 270
126 North Sanders Street
Helena, MT 59620

Mailing address:

P.O. Box 4009
Helena, MT 59604-4009
(406) 444-2040

NEBRASKA

Nebraska Securities Bureau
Department of Banking & Finance
1200 N Street, Suite 311
P.O. Box 95006
Lincoln, NE 68509-5006
(402) 471-3445

NEVADA

Nevada Securities
555 E. Washington Avenue
Suite 5200
Las Vegas, NV 89101
(702) 486-2440

NEW HAMPSHIRE

Bureau of Securities Regulation
State House
107 North Main Street, Room 204
Concord, NH 03301-4989
(603) 271-1463

NEW JERSEY

Bureau of Securities
Gibraltar Building
153 Halsey Street, 6th Floor
Newark, NJ 07102
(973) 504-3600

NEW MEXICO

New Mexico Securities Division
725 St. Michael's Drive
Santa Fe, NM 87501

Mailing address:

P.O. Box 25101
Santa Fe, NM 87504
(505) 827-7140

NEW YORK

New York Bureau of Investment
Protection and Securities
120 Broadway
New York, NY 10271
(212) 416-8222

NORTH CAROLINA

North Carolina Securities Division
Office of the Secretary of State
300 North Salisbury Street, Rm. 302
Raleigh, NC 27603
(919) 733-3924

NORTH DAKOTA

North Dakota Securities
Commission
State Capitol Building
600 East Boulevard Avenue
5th Floor
Bismarck, ND 58505
(701) 328-2910

OHIO

Commissioner of Securities
Ohio Division of Securities
77 South High Street, 22nd Floor
Columbus, OH 43215
(614) 644-7465

OKLAHOMA

Oklahoma Department of Securities
First National Center
120 North Robinson, Suite 860
Oklahoma City, OK 73102
(405) 280-7700

OREGON

Oregon Securities Commission
Department of Insurance & Finance
21 Labor & Industries Building
Salem, OR 97310
(503) 378-4387

PENNSYLVANIA

Pennsylvania Securities
Commission
Eastgate Office Building, 2nd Floor
1010 N. 7th Street
Harrisburg, PA 17102
(717) 787-5675

PUERTO RICO

Commonwealth of Puerto Rico
Office of the Commissioner of
Financial Institutions
Centro Europa Building
1492 Ponce de Leon Avenue
Suite 600
San Juan, PR 00907-1492
(787) 723-3131

RHODE ISLAND

Department of Business Regulation
233 Richmond Street, Suite 232
Providence, RI 02903-4232
(401) 222-3048

SOUTH CAROLINA

Office of the Attorney General
Securities Section
Rembert C. Dennis Office Building
1000 Assembly Street
Columbia, SC 29202

Mailing address:

P.O. Box 11549
Columbia, SC 29211-1549
(803) 734-9916

SOUTH DAKOTA

South Dakota Securities
Commission
Division of Securities
Capitol Building
118 W. Capitol Avenue
Pierre, SD 57501
(605) 773-4013

TENNESSEE

Tennessee Securities Division
Volunteer Plaza, Suite 680
500 James Robertson Parkway
Nashville, TN 37243
(615) 741-3187

TEXAS

State Securities Board
200 E. 10th Street, 5th Floor
Austin, TX 78701
(512) 305-8300

UTAH

Department of Commerce
Securities Division
Herber M. Well Building
160 East 300 South, 2nd Floor
P.O. Box 146760
Salt Lake City, UT 84114-6760
(801) 530-6600

VERMONT

Department of Banking,
Insurance & Securities
Securities Division
89 Main Street, Drawer 20
Montpelier, VT 05620-3101
(802) 828-3301

VIRGINIA

Virginia Division of Securities
1300 E. Main Street
Richmond, VA 23219

Mailing address:

P.O. Box 1197
Richmond, VA 23218
(804) 371-9187

WASHINGTON

Department of Financial Institutions
Securities Division
210 11th Street West, 3rd Floor
Olympia, WA 98507-9033

Mailing Address:

P.O. Box 9033
Olympia, WA 98507-9033
(360) 902-8760

WEST VIRGINIA

West Virginia Securities
Commission
Securities Division
106 Dee Drive
Charleston, WV 25311
(304) 558-2257/2258

WISCONSIN

State of Wisconsin
Dept. of Financial Institutions
Division of Securities, 4th Floor
345 W. Washington Avenue
Madison, WI 53703

Mailing address:

P.O. Box 1768
Madison, WI 53701-1768
(608) 266-3431

WYOMING

Securities Division
Secretary of State
24th & State Capitol Avenue
Cheyenne, WY 82002-0020
(307) 777-7370

SEC

*Securities and Exchange
Commission*
450 5th Street, NW
Washington, DC 20549
(202) 942-8088

EXCHANGES

American Stock Exchange
86 Trinity Place, 7th Floor
New York, NY 10006
(212) 306-1442

Boston Stock Exchange, Inc.
One Boston Place, 38th Floor
Boston, MA 02110
(617) 723-9500

Chicago Board Options Exchange
400 South LaSalle Street
Chicago, IL 60605
(312) 786-7056

Chicago Stock Exchange
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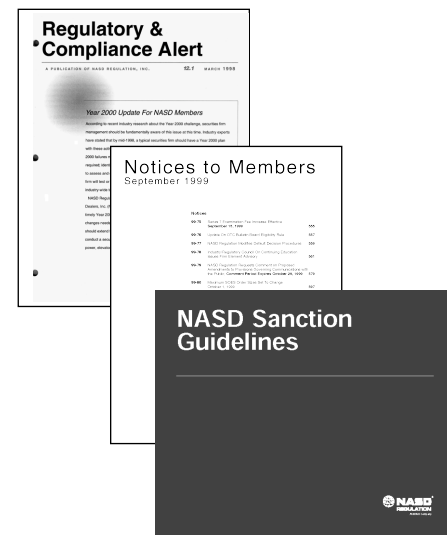
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