

July – Compliance Call Notes

- ➔ Friendly Reminder the **Share Class Conversion** is scheduled for the end of August... see bulletin [HO-19-37](#) for more details.
- ➔ **Trade Review update...coming soon, see CIR website for training sessions**
- ➔ **Divorce Planning - make sure you have reviewed the bulletin form CIR (CO-19-19)**
- ➔ Keep **Gift Log** current
- ➔ PLEASE make sure you have you email disclosure added to all emails sent from your phone.
- ➔ **Admin. Conference** - October 16th – 18th in Dallas... **HIGHLY** recommend they attend. Registration is now open -- <https://web.cvent.com/event/213b1a08-458e-4c0b-981e-40f92554e6e1/summary>
- ➔ **Firm Element – Due October 15th** ... you can complete most of your courses in person at a CIR conference and the rest of your courses can be completed online (will be available in August via Knowledge Center on CIR2.com)
- ➔ **IGNITE** (CIR National Conference) September 25th – 27th at Gaylord
Registration and hotel reservations are now open
<https://web.cvent.com/event/770794d5-a2c5-46b0-9438-0fad80f3c35e/summary>

Always:

- Submit **all** advertising into Advview
- Submit correspondence *ON TIME*
- CyberFraud – be mindful of communications with clients & within the office
- **Make sure you U-4** and OBA are current and up to date
(when changes occur, you need to report within 24 hours)