

September – Compliance Call Notes

- FE Element – now available <https://www.cir2.com/news-and-events/communications-from-cambridge/compliance-alerts/2021-firm-element-program-available/>
If you have already completed the ACM or a FE course at CIR conference, you should see the credit in your account... please let us know if you don't and we will get it corrected.
- **FORM CRS** – SEC is looking for delivery, so make sure you have “documentation” (via email, note in CRM, DocuSign, snail mail) of how it was delivered
- **TRUSTED Contact** – not required but remember to ASK!
- **CYBERSECURITY = BE AWARE!** Admin. emails are the emails that are getting “hacked” the most. HIGHLY recommend you get your own Cybersecurity insurance – it will help the process and cost, if there is a hack, go smoother. See August Compliance Call email for additional information and resources.
- **SECURE emails** - PLEASE make sure you are adding **SECURE/ENCRYPT/SENSITIVE** to **ALL** email that have non-public information them, this includes date of births!
- **FPE** (Financial Planning Engagement) - make sure you have an FPE on file when consulting mortgages and re-fi's (and any other “outside” advice)... this is to protect YOU.
- **CORRESPONDENCE** – needs to be **submitted ON-TIME**... Due on the 15th and 30th of each month.
- **Cashier's Checks** – can only be accepted if they are over \$10k
- Check Trade Review **Daily!** If you are having trouble logging in or see trades, please reach out to the CLIC team.
- **Public Records, search** - Make sure you are AWARE of any “claims/liens/late filings/bankruptcies/etc...” that are in your names – these have to be reported to CIR and possibly on your U-4. CIR pulls records from LexisNexus once a year... make sure you are not ever on this list, because FINRA will charge you with a late filing fine, for not reporting something. BE PROACTIVE!
- If you are **attending Ignite** – our branch will be having a “luncheon” on Thursday, you are not required to attend, it is a casual gathering. See agenda for time and place.
- **COMING...** CIR is going to be moving to a multi-factor authentication log-in process to the main CIR log-in. This is just another layer of security protection that CIR is doing to protect you... watch for it.
- **Compensation** – remember to check your qualified compensation statements reports at least quarterly... don't miss out on those commissions/fees.
Also check FEE BILLING at least monthly to make sure you have enough cash for your Wealthport Fees.

Always:

- Submit **all** advertising into AdView
- *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)