

**Branch Office Compliance Review or Onsite Audit**

**Manager:** \_\_\_\_\_

**OSJ Office:**  Yes  No

**Reviewer:** \_\_\_\_\_

**Type of Audit:**  Fed-Ex  Fax  On Site  Other \_\_\_\_\_

**Remarks:** \_\_\_\_\_

**Tasks Reviewed:**

**Compliant Y/N**

**Comments:**

**Branch Office**

- |  |  |       |
|--|--|-------|
| <input type="checkbox"/> 1. Proper Equipment                                     | Yes <input type="checkbox"/> No <input type="checkbox"/> | _____ |
| <input type="checkbox"/> 2. SIPC Decal   | Yes <input type="checkbox"/> No <input type="checkbox"/> | _____ |
| <input type="checkbox"/> 3. Time Stamp   | Yes <input type="checkbox"/> No <input type="checkbox"/> | _____ |
| <input type="checkbox"/> 4. Email review & record maintenance                    | Yes <input type="checkbox"/> No <input type="checkbox"/> | _____ |
| <input type="checkbox"/> 5. CE Records up to date                                | Yes <input type="checkbox"/> No <input type="checkbox"/> | _____ |
| <input type="checkbox"/> 6. FinCEN requests up to date                           | Yes <input type="checkbox"/> No <input type="checkbox"/> | _____ |
| <input type="checkbox"/> 7. Monthly Update responses up to date                  | Yes <input type="checkbox"/> No <input type="checkbox"/> | _____ |
| <input type="checkbox"/> 8. Business cards, stationary, etc.                     | Yes <input type="checkbox"/> No <input type="checkbox"/> | _____ |
| <input type="checkbox"/> 9. Corporate/DBA papers in order                        | Yes <input type="checkbox"/> No <input type="checkbox"/> | _____ |
| <input type="checkbox"/> 10. Review of personal income tax/financial information | Yes <input type="checkbox"/> No <input type="checkbox"/> | _____ |

**Branch Office Files**

**Customer Files**

- |  |  |       |
|--|--|-------|
| <input type="checkbox"/> 11. Review for completeness               | Yes <input type="checkbox"/> No <input type="checkbox"/> | _____ |
| <input type="checkbox"/> 12. New Account & related documents       | Yes <input type="checkbox"/> No <input type="checkbox"/> | _____ |
| <input type="checkbox"/> 13. ACAT form                             | Yes <input type="checkbox"/> No <input type="checkbox"/> | _____ |
| <input type="checkbox"/> 14. Signatures obtained in timely fashion | Yes <input type="checkbox"/> No <input type="checkbox"/> | _____ |

- 15. Related/personal accounts Yes  No  \_\_\_\_\_
- 16. CIP followed (proper customer id) Yes  No  \_\_\_\_\_
- 17. AML program followed (OFAC print) Yes  No  \_\_\_\_\_
- 18. Options strategy level reviewed with ROP signature (option accounts) Yes  No  \_\_\_\_\_
- 19. Account re-documentation Yes  No  \_\_\_\_\_
- 20. Properly licensed Yes  No  \_\_\_\_\_
- 21. Customer statement reviewed Yes  No  \_\_\_\_\_
- 22. Proper customer statement storage Yes  No  \_\_\_\_\_
- 23. Control person accounts reviewed Yes  No  \_\_\_\_\_
- 24. Missing document list maintained Yes  No  \_\_\_\_\_
- 25. Prospectus delivered Yes  No  \_\_\_\_\_
- 26. Customer holding records Yes  No  \_\_\_\_\_
- 27. Confirms reviewed Yes  No  \_\_\_\_\_
- 28. Address Changes Yes  No  \_\_\_\_\_
- 29. Client documentation letter Yes  No  \_\_\_\_\_

**Advertising Files**

- 30. Advertising approval Yes  No  \_\_\_\_\_
- 31. Approved advertising file Yes  No  \_\_\_\_\_

**Seminar Files**

- 32. Copy of presentation (PPT, CD, etc) Yes  No  \_\_\_\_\_
- 33. Copy of written script Yes  No  \_\_\_\_\_
- 34. Attendee Blotter Yes  No  \_\_\_\_\_
- 35. Handouts, material Yes  No  \_\_\_\_\_
- 36. Approval notification Yes  No  \_\_\_\_\_

**Complaint Files**

- 37. Written complaints Yes  No  \_\_\_\_\_
- 38. Verbal complaints Yes  No  \_\_\_\_\_
- 39. Options complaints Yes  No  \_\_\_\_\_

**Order Tickets & Blotters Files**

- 40. Customer bond tickets Yes  No  \_\_\_\_\_
- 41. Dealer bond tickets Yes  No  \_\_\_\_\_
- 42. Equity option buy tickets Yes  No  \_\_\_\_\_
- 43. Equity option sell tickets Yes  No  \_\_\_\_\_
- 44. Futures contracts buy/sell tickets Yes  No  \_\_\_\_\_
- 45. Futures options buy/sell tickets Yes  No  \_\_\_\_\_
- 46. Mutual fund order tickets Yes  No  \_\_\_\_\_
- 47. Checks received blotter Yes  No  \_\_\_\_\_
- 48. Daily trades blotter Yes  No  \_\_\_\_\_
- 49. Mutual fund blotter Yes  No  \_\_\_\_\_
- 50. Client documentation blotter Yes  No  \_\_\_\_\_
- 51. Special products trades blotter Yes  No  \_\_\_\_\_
- 52. Sales to meet margin calls blotter Yes  No  \_\_\_\_\_
- 53. Discretionary orders review Yes  No  \_\_\_\_\_

**Trade Activity Report Files**

- 54. Reports are current and complete Yes  No  \_\_\_\_\_

**Communication Files**

- 55. Incoming correspondence Yes  No  \_\_\_\_\_
- 56. Approval of communications Yes  No  \_\_\_\_\_
- 57. Approved form letter file Yes  No  \_\_\_\_\_

58. Compliance memos Yes  No  \_\_\_\_\_

59. NASD Information Yes  No  \_\_\_\_\_

**Branch Audit Files**

60. Proper file maintained Yes  No  \_\_\_\_\_

**Do Not Call List**

61. List maintained and current Yes  No  \_\_\_\_\_

**Prospectus Files**

62. Copy of prospectus Yes  No  \_\_\_\_\_

63. Approval of prospectus use Yes  No  \_\_\_\_\_

**Personnel Files**

64. Associate records in order Yes  No  \_\_\_\_\_

**Additional Items**

65. \_\_\_\_\_ Yes  No  \_\_\_\_\_

66. \_\_\_\_\_ Yes  No  \_\_\_\_\_

67. \_\_\_\_\_ Yes  No  \_\_\_\_\_

68. \_\_\_\_\_ Yes  No  \_\_\_\_\_

69. \_\_\_\_\_ Yes  No  \_\_\_\_\_

70. \_\_\_\_\_ Yes  No  \_\_\_\_\_

**Should a response be required for any items listed, please do not respond on this document. Use the Branch Review Reporting Page. A separate reporting page is required for each item.**

**Branch Office Compliance Review or Onsite Audit  
Reviewer Reporting Page**

Upon review of the presented information, it is required that the following items be reported on the Branch Review Reporting Page. Each item must be addressed on a separate reporting page. (Circle each task that must be reported on)

Task #:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54
	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70		

\_\_\_\_\_  
Registered Representative Signature

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Branch Manager Signature

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Reviewer Signature

\_\_\_\_\_  
Dated

\_\_\_\_\_  
PICI Principal Signature

\_\_\_\_\_  
Dated

**Polar Investment Counsel, Inc.**

Brokers and Investment Advisors; Member NASD, NFA, MSRB, SIPC  
 Website: www.polarinvest1.com

Review/Audit Date: \_\_\_\_\_ Branch Office#: \_\_\_\_\_ Branch Location: \_\_\_\_\_

**Analysis of Selected Trades**

**Check here if not applicable to this audit**

Account Number	Client Last Name	Income	Net Worth	Objective	Comments

**Polar Investment Counsel, Inc.**

Review/Audit Date: \_\_\_\_\_ Branch Office#: \_\_\_\_\_ Branch Location: \_\_\_\_\_

Brokers and Investment Advisors; Member NASD, NFA, MSRB, SIPC  
Website: www.polarinvest1.com

**Client Files Reviewed During Audit**

Check here if not applicable to this audit

**Client Name**

**Deficiencies**

**Comments**

Client Name	Deficiencies	Comments
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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