

## IMPORTANT RENEWAL NOTICE

**TO:** Nebraska Registered Investment Advisers

**FROM:** Nebraska Department of Banking and Finance

**DATE:** November 1, 2017

**SUBJECT:** 2018 CRD/IARD Investment Adviser and Investment Adviser Representative Registration Renewal Notice

### **State-registered investment adviser (IA) and investment adviser representative (IAR) registrations expire in Nebraska on December 31, 2017.**

Please refer to the timetables and payment schedule found in the 2018 Renewal Program Calendar as set forth by FINRA at: <http://www.iard.com/renewals.asp> for guidance in connection with 2018 Renewals.

All renewal payment fees must be submitted through CRD/IARD before December 26, 2017. All required electronic form filings must be submitted through CRD/IARD before December 27, 2017. All Nebraska specific forms and documentation (below) are due by December 22, 2017, in either hard-copy or email attachment format. Failure to meet any of the above deadlines means you will no longer have an investment adviser and/or investment adviser representative registration in Nebraska on January 1, 2018; therefore, you will be unable to conduct any investment advisory business.

**SUBMIT THE FOLLOWING DOCUMENTS TO NEBRASKA BY DECEMBER 22, 2017.**  
**Please include a cover letter which lists the firm's IARD number and all renewal documents that are being submitted or excluded, along with an explanation for each exclusion:**

1. A current audited Financial Statement is required **if your firm has custody** of client funds. If not, submit a Balance Sheet signed by an officer or owner of the firm attesting that the Balance Sheet is true and accurate. (48 NAC 7.009.02). Financial documents must be current (within 90 days) of the investment adviser's current registration; i.e., dated no earlier than September 30, 2017.
2. A completed Net Capital Computation Form. The Form is available online in a fillable .pdf format (link below) and must be completed and remitted to the Department either in hard-copy or as an email attachment. The Net Capital Computation Form is required for all Nebraska-based initial Investment Adviser applicants and all Nebraska-based existing firms annually at renewal. If an investment adviser has a net capital less than \$25,000.00, the firm is required to have a surety bond in the amount of \$25,000.00, and a copy of the bond is to be submitted to renew the investment adviser registration.

**Net Capital Computation Form:**

**<https://ndbf.nebraska.gov/sites/ndbf.nebraska.gov/files/doc/industries/ianetcap.pdf>**

**Email remittances of the Net Capital Computation Form should be sent to:**

**[DOB.SecuritiesBureau@Nebraska.gov](mailto:DOB.SecuritiesBureau@Nebraska.gov)**

3. A copy of all Investment Adviser contracts or agreements including, but not limited to: client contracts, asset management agreements, financial planning agreements, contracts with other Investment Advisers, co-adviser agreements, sub-adviser agreements, third party adviser agreements, or solicitor agreements.
4. A copy of any Investment Adviser Representative Agreements for Independent Contractors, if applicable.
5. A list of all remote locations the Investment Adviser has and any d/b/a's used at these locations. Provide the remote location address and a list of Investment Adviser Representatives at each location.
6. You are required to file your Form ADV ANNUAL UPDATING AMENDMENT no later than March 31, 2018, or within 90 days of your fiscal year end.

Refer to Title 48, Chapters 7 and 9 of the Department Rules for details pertaining to renewal of state registered investment advisers and investment adviser representatives, available at: <https://ndbf.nebraska.gov/about/legal/title-48-securities-rules>. Conducting business without renewing on a timely basis is a violation of the Securities Act of Nebraska and may result in Departmental regulatory action.

**The Department will not send out reminder notices or make telephone calls reminding firms to submit their required information to the Department by the due date. If your fees and information are not submitted when required, your registration will be systematically terminated as of January 1, 2018.**

If you have questions regarding the CRD/IARD portion of the renewal process for investment advisers or investment adviser representatives, please contact the IARD Call Center at (240) 386-4848. For questions regarding Nebraska specific requirements or other questions, please feel free to contact me from the information listed below.

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