



GENERAL INSTRUCTIONS FOR RENEWING THE LICENSE FOR INVESTMENT ADVISORS

The Office of the Commissioner of Financial Institutions (“OCFI” or “Office”) hereby informs you that Investment Advisor licenses issued by this Office expire **on December 31 of each year**. Pursuant to the provisions of Act No. 60 of June 18, 1963, as amended, known as the “Uniform Securities Act” and Regulation 6078, the **license renewal must be filed no later than December 15 of each year**.

To facilitate your compliance with the aforementioned requirement, we enclose the instructions for the renewal process.

To process the renewal application, you must submit the following documents:

1. Pay the license renewal fee of five hundred dollars (\$500.00) through the IARD system. A reminder of the renewal payment was sent to you along with your FINRA statement, and the amount must be available in the Flex-Funding account before December 15th.
2. Evidence of the current bond for ten thousand dollars (\$10,000) or twenty-five thousand dollars (\$25,000).
3. If you are a corporation or limited liability company, you must submit a certificate of compliance issued by the Department of State (“Good Standing”). Entities that do not require registration with the Department of State must notify it.
4. You must not have any outstanding debts with this Office, including debts for examinations performed. If you have a debt with this Office, you must submit evidence of the balance or your compliance with payment plans.
5. Audited, reviewed, or compiled Financial Statements as of September 30th of the current year.
6. Evidence of registration payment for the investment adviser representative(s). It must include the representative's name and CRD number.
7. Additional documents may be required if necessary.

Important:

Any entity that pays the fees or submits the information required for the renewal of its license **after December 15** will be subject to the imposition of an administrative fine of five hundred dollars (**\$500.00**) payable prior to the renewal of the license is processed.

If the OCIF does not receive the payment and the information required for the renewal of its license on or before December 31 of the current year, it will be understood that it has renounced its license, and the entity will not be able to operate or do business under the provisions of this Act.