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## New Advisor Transition Checklist

### Registration

#### New advisor will:

- ☐ Complete registration paperwork for himself/herself and any support staff
- ☐ Obtain fingerprints
- ☐ Determine number and types of accounts to be transitioned
- ☐ Identify insurance carriers and secure associated paperwork for new appointments (note: documentation cannot be submitted until affiliation with PCS is complete)
- ☐ Identify existing or new email address to be used upon affiliation with PCS
- ☐ Determine technology needed from PCS' suite of available products and services
- ☐ Establish or amend DBA if applicable
- ☐ Identify the account mix and number of accounts being transferred to PCS
  - Qualified
  - Non-qualified
  - Margin and options privileges
  - ACH contributions or distributions
  - Check writing and/or debit card
  - Automatic deposit and periodic investment plan
  - Special client circumstances (non-publicly traded stocks or alternative investments)

#### PCS will:

- ☐ Conduct a transition call to
  - Introduce key PCS personnel including managing principal, Chief Compliance Officer, and others as deemed appropriate
  - Discuss the advisor's completed registration paperwork
  - Verify that selling agreements are in place for transitioning business

- Schedule additional call(s) or Home Office visit to introduce Operations and Technology
- Conduct training on paperwork requirements and submitting new business
- Conduct compliance training on issues as identified
- Verify that email addresses and web-hosting can be successfully archived into Global Relay
- Provide disclosure language for business cards, letterhead, website, etc.
- Invoice new advisor for affiliation, transition, and technology fees

## **Affiliation & Transition**

### **New advisor will:**

- Submit copy of resignation to current firm and fax or email a copy to designated contact at PCS
- Submit invoiced fees
- Submit business cards, letterhead, and other business collateral to Marketing Pro
- Submit appointment paperwork to appropriate carriers for insurance business
- Provide ADV and other documentation to Compliance if owner of independent RIA
- Provide PCS with logo for Pershing brokerage statements if applicable
- Meet with new Managing Principal for introduction on PCS policies, procedures, and technology training if needed
- Begin meeting with clients to complete transfer paperwork
- Mail transfer paperwork to select clients not coming in for a meeting

### **PCS will:**

- Affiliate advisor with FINRA/IARD
  - Provide advisor with new rep ID and branch information if applicable
  - Provide log-in information to advisor for NetX 360 and all other necessary technology
  - Request new E&O certificate and send to advisor
  - Provide broker/dealer and SIPC signage if a new branch office location
  - Provide file folders to establish new advisor's compliance files
  - Mail fingerprint cards to FINRA
  - Mail 407/3050 letters to related third parties if applicable
- Set up registration for new advisor with Crump Insurance
- Submit new advisor's logo to Pershing
- Ensure advisor's voicemail and email disclosures are compliant
- Create a new Form ADV2B if needed

- ☐ Set up direct deposit for payment of commission
- ☐ Train on technology tools as needed
- ☐ Provide advisor with copy of affiliated U4

## **Post Transition**

### **New advisor will:**

- ☐ Complete all required attestations
- ☐ Provide PCS with copy of U5 from previous broker-dealer

### **PCS will:**

- ☐ Provide attestation for:
  - Code of Ethics/Insider Trading
  - Written supervisory procedures
  - Registered representative manual
  - IT policy
  - AML policy and procedures
- ☐ Conduct ongoing training and provide assistance with paperwork requirements for submission of new business
- ☐ Schedule series of follow-up meetings at one, three, and six months out