PRIVATE CLIENT SERVICES
MEMBER FINRA, SIPC
A Registered Investment Advisor

Let our independence ignite yours.™

PCS Confidential Questionnaire for Prospective Advisor – Existing Group

The attached questionnaire is part of our due diligence process. Our goal is to gain an understanding of your office setup, product mix, and overall business model to ensure that we can support your business. Upon your submission and our satisfactory review, a full registration packet, background check authorization, fingerprinting instructions and additional documents will be provided.

Do not resign or terminate existing employment prior to receiving approval to join PCS

In addition to the questions asked below, please provide the following:

- ☐ **Current Broker Dealer Contract**
- ☐ **Trailing 12-month Commission Statement**
- ☐ **List of Assets under Management, including product type**
- ☐ **Completed Book of Business Spreadsheet**

New Hire Pre-Approval Packet - Dually Registered Representative

Company:	Requestors Name:
Requestor's Email:	Requestor's Direct Phone:

Registration Type (Please check box below)

☐ **Dually Registered Rep:** Producing Rep, affiliated with both PCS and an RIA
☐ **Registered Rep:** Producing Rep, with no affiliation to an RIA
Explain the Responsibilities/Role of the New Hire:

Prospective New Hire Contact Information:

Full Name:	Name you wish to be called:
Social Security Number:	Date of Birth:
CRD Number:	Target Affiliation Date:
Cell Phone:	New Business Phone:
Personal Email:	Company Email:
Name of DBA (if applicable):	
Branch Address:	

If new branch:

- Is there signage? ☐Yes ☐No
- Is location shared w/ other entity? ☐Yes ☐No
- Describe client files/data security measures:________________________________
- Do you meet with clients consistently at other locations? ☐Yes ☐No
  If yes, please identify:________________________________

Current Registration / License Information:

Current Broker Dealer:	Protocol/Non-Protocol:	Clearing Firm:

Current Registrations Held:*
☐S6 ☐S7 ☐S26 ☐S24 ☐S63 ☐S65 ☐S66 ☐S9/10 ☐S4 ☐S27 ☐S51 ☐S53
☐Other: ______________________________

Currently Registered as (Check all that apply):
☐Registered Rep ☐Advisory Rep ☐OSJ / Principal

Current Insurance Licenses Held:
☐Life ☐VA ☐P&C

What professional designations do you hold?
☐CFA ☐CFP ☐CPA ☐ChFC ☐CLU
☐Other: ____________________________

What professional associations do you belong to?

Your primary marketing approach will be:
☐Referrals ☐Seminars ☐Cross Selling Clients ☐Direct Mail ☐Radio/TV Talk
☐Other: ____

PCS does not engage in futures/commodities business and will not affiliate those registrations.

Are you conducting joint business with any firm, agents or RR who will not be affiliated with PCS?
☐Yes ☐No If yes, please describe: ________________________________

Are you aware of any client accounts with non-transferable insurance company contracts or mutual funds? ☐ Yes ☐No If yes, please describe: ________________________________

Do you provide consolidated statements listing assets held away? ☐Yes ☐No
If yes, what system is utilized? ______________________________________

Are there any non-compete or non-solicitation contracts in place with the broker dealer you are currently / were previously affiliated with? ☐Yes ☐ No

Business Mix

Brokerage Business – Accounts held at a Broker Dealer that ***will*** be moving to PCS

Current BD: ______________________ Clearing Firm: _____________________
Number of Brokerage accounts moving to PCS: ___________
Brokerage AUM moving to PCS: $______________________________
Annual brokerage revenue (GDC) moving to PCS: $_________________________

Brokerage Product Types	AUM $	% Brokerage Assets
General Securities (Equities, Fixed Income, etc.)		
Mutual Funds in brokerage accounts		
Alternative Investments		
Unit Investment Trusts		
Structured Products		
Other		
TOTAL:	$ 0.00	0

Do you trade options? ☐Yes ☐No

- Type: ☐Covered calls ☐Long options ☐Other:__________________

Does cost basis information print on client statements? ☐Yes ☐No
Do you offer Banking solutions (check writing, debit cards, etc.)? ☐ Yes ☐No
Do you use Margin, Securities Backed Lines of Credit, Non-purpose loans? ☐ Yes ☐No
Do you have variable annuities linked to brokerage accounts? ☐ Yes ☐No

Direct Business - Mutual fund and annuity business held at a sponsor company that ***will*** move to PCS (i.e., American Funds, Equitable, John Hancock)

Number of direct business accounts moving to PCS: _______________
Annual upfront revenue (GDC): $___________________________
Annual trailing revenue (GDC): $___________________________

Direct Business Products held at Sponsor	AUM $	% of Direct Business Assets
Mutual Funds		
Variable Annuities		
Variable Life		
Fixed Insurance		
529 Plans		
Alternative Investments		
1031/DSTs (Delaware Statutory Trusts)		
Equity and/or Fixed Indexed Annuities		
Annual Premium generated $:		
TOTAL:	$ 0.00	0

Outside Investment Advisory Business - Assets held at a custodian in fee-based accounts (i.e., Fidelity, Schwab). These assets **will not** be moving to PCS

Current Custodian(s): ____
New Custodian(s): ____
Number of Advisory Accounts: ________________ Total AUM: $___________________________
Annual Advisory Revenue: $_____________________________
Account Types:

- Qualified ________% Non-Qualified ________%
- Trust ________% Corporate ________% Other ________________________

Types of investment advisory business:

- Non-model based ________% Model-based ________%
- Discretionary ________% Non-Discretionary _______%

Discretionary-based business:

- Rep Managed _____% (Additional information may be needed to understand models)
- Strategist Managed _____% Name: ______________________________________
- TPAM / TAMP _____% Name: ____
- 401k _____% Name: ____

Financial Planning/Consulting

Do you provide Financial Planning or Consulting Services? ☐Yes* ☐No
**If yes, additional information will be requested*

Annual revenue: $____________________ No. of plans/yr.: ____________

Insurance

Do you offer insurance products? ☐Yes ☐No
If not, do you service any fixed insurance products as Agent of Record? ☐Yes ☐No
If yes, please note each line of business you currently sell:
☐Life ☐Disability Income ☐Long Term Care ☐Fixed Annuities (other than FIAs)
Annual insurance commissions: $___________________________
Which Independent Marketing Organization (IMO) will you be utilizing at PCS (Check all that apply):
☐Financial Independence Group (FIG) ☐Ash Brokerage ☐Highland Capital
☐Gallagher/Summit Risk ☐ Other: ____________________________________

Additional Information

Please review and answer the following:

Do you have alternative investments in advisory accounts that you manage? ☐Yes ☐No
Do you have hedge funds in Advisory accounts that you manage? ☐Yes ☐No
Do you have leveraged ETFs in advisory accounts that you manage? ☐Yes ☐No
(Leveraged ETFs cannot be held in PCS accounts)
Do you have margin, pledged or collateralized loans in advisory accounts that you manage? ☐Yes ☐No
Do you hold mutual fund B or C shares in advisory accounts that you manage? ☐Yes ☐No
(IARs cannot bill or charge a fee on Class B or C share mutual fund assets in PCS accounts)

Alternatives/Complex Products **-** *This includes non-listed REITs and UITs, Private Placements, DSTs, Leveraged and Inverse ETFs, 1031/1033 Exchanges, Structured Notes, Oil and Gas and other such non-listed and illiquid products.*
Do you have alternative/complex product investments in brokerage/direct accounts? ☐Yes ☐No
If not, have you ever sold alternatives in complex product investments? ☐Yes ☐No
Do you have leveraged and inverse ETFs in brokerage/direct accounts? ☐Yes ☐No
(Leveraged and inverse ETFs cannot be held in PCS brokerage accounts)
Do you have pledged or collateralized loans in brokerage accounts? ☐Yes ☐No
If applicable, list any proprietary products: _______________________________________

Private Securities Transaction Notification/Request (FINRA Rule 3280)

FINRA requires that you serve prior written requests to PCS of your intention to conduct a securities/investment advisory business outside of the scope of your registered representative activity with the firm. PCS must then serve you with written notice granting or denying its permission and supervise the activities. Completing this section does not meet your requirement to submit written notice. Please submit the applicable OBA disclosure form to PCS Compliance.

Outside Business Activities (FINRA Rule 3270)

In addition to my commission-based securities business, which I conduct through my current broker/dealer, I am engaged in the following outside securities/investment advisory activities: (If any, submit PCS OBA Disclosure)
Engaged with / own an independent RIA ☐Yes ☐No
A general partner in oil/gas/real estate syndication, or other limited partnerships.* ☐Yes ☐No
Engaged in mortgage brokerage.* ☐Yes ☐No
Engaged in Viatical/Life Settlement activities.* ☐Yes ☐No
*(*These activities are prohibited without prior written approval by PCS)*

Regulatory History:

A. Have you been convicted of or pled guilty or nolo contendere (no contest) to: 1. A felony or misdemeanor involving: investment or investment-related business, fraud, false statements or omissions, wrongful taking of property or bribery, forgery, counterfeiting or extortion? 2. Gambling? 3. Any other felony? 4. Any other misdemeanor and/or criminal charge?	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No
B. Have you, or an organization over which you exercised management or policy control, ever been charged with a felony or charged with a misdemeanor specified in question A. (1) or (2)? (If yes, please provide a copy of case documents)	☐ Yes ☐ No
C. Has any court ever: 1. Enjoined you in connection with any investment-related activity? 2. Found that you were involved in a violation of investment-related statutes or regulations?	☐ Yes ☐ No ☐ Yes ☐ No
D. Has the U.S. Securities and Exchange Commission or the Commodity Futures Trading Commission ever: 1. Found you to have made a false statement or omission? 2. Found you to have been involved in a violation of investment-related statutes or regulations? 3. Found you to have been a cause of an investment-related business having its authorization to do business denied, suspended, revoked or restricted? 4. Entered an order denying, suspending or revoking your registration, or disciplined you by restricting your activities?	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No
E. Have you ever been the subject of an investment-related, consumer-initiated complaint or proceeding that: 1. Alleged compensatory damages of $10,000 or more, fraud or wrongful taking of property? 2. Was settled or decided against you for $5,000 or more, or found fraud or the wrongful taking of property?	☐ Yes ☐ No ☐ Yes ☐ No
F. Are you now the subject of any complaint, investigation or proceeding that could result in a "Yes" answer to parts A-E of this section?	☐ Yes ☐ No
G. Has a bonding company denied, paid out on or revoked a bond for you?	☐ Yes ☐ No
H. Do you have any unsatisfied judgments or liens against you?	☐ Yes ☐ No
I. Have you, or a firm that you exercised management or policy control over or owned 10 percent or more of the securities of, failed in business, made a compromise with a creditor, filed a bankruptcy petition or been declared bankrupt?	☐ Yes ☐ No
J. Has a broker or dealer firm that you exercised management or policy control over, or owned 10 percent or more of the securities of, been declared bankrupt, had a trustee appointed under the Securities Investor Protection Act or had a direct payment procedure initiated?	☐ Yes ☐ No
K. Have you ever been discharged or permitted to resign because you were accused of: 1. Violating investment-related statuses, regulation, rules, or industry standards or conduct? 2. Fraud or the wrongful taking of property? 3. Failure to supervise in connection with investment-related statutes, regulation, rules, or industry standards or conduct?	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No
L. Do you have any criminal, civil, financial or regulatory reportable events that are pending or are not currently disclosed on your U4?	☐ Yes ☐ No

For any "yes" answers, please provide a written explanation and supporting documentation.

I,_______________________________________, hereby give my consent to Private Client Services to review and verify my registration history/records within the FINRA Central Registration Depository (WebCRD) (if applicable).

_______________________________________ _________________________

Signature of Registered Representative ***Date***