

# SECTION 3

## MFDA APPLICATION CHECKLIST



# SUMMARY OF REQUIREMENTS

The following documents must be submitted with the application for membership. All of the following documents must be received by MFDA staff before the application will be considered complete.

## **PLEASE INDICATE THE ITEMS BEING SUBMITTED AND INCLUDE THIS CHECKLIST WITH YOUR MEMBERSHIP APPLICATION.**

- Fully Completed Application Form
- Non-refundable application deposit
- Articles of Amendment evidencing change in legal name, if applicable
- Copy of trust bank statement and Notice to Financial Institution, if applicable
- Agreement with the trustee if the applicant acts as an agent in administering self-directed registered plans
- Introducing/Carrying Dealer Agreement(s), if applicable
- Service Agreement(s), if applicable
- Referral Agreement(s), if applicable
- List of branch and sub-branch locations (Schedule D in the Application Guide)
- List of trade names of Approved Persons, if applicable (Schedule F in the Application Guide)
- Sample Principal/Agent Agreement, if applicable
- Articles of Incorporation (or other applicable documents). The Certificate of Incorporation should accompany the Articles.
- Subordinated Loan Agreements, if applicable (Schedule I in the Application Guide)
- Undertaking Regarding Retractable Preferred Shares, if applicable (Schedule J in the Application Guide)
- Corporate organization chart- including all related entities and affiliates
- Business Plan
- Policies and Procedures Manual and completed Schedule K Checklist in the Application Guide
- Account opening documents
- Disclosure and Acknowledgement form re: Introducing/Carrying Dealer relationship, if applicable
- Limited Trading Authorization Form
- Risks of Leveraging Disclosure document
- Client Complaint information disclosure
- Dual Occupation disclosure for dually employed Approved Persons, if applicable
- Disclosure of referral arrangements, if applicable
- Audited MFDA Financial Questionnaire and Report, not more than 90 days old
- Unaudited monthly Financial Questionnaire and Report (s) for month end(s) subsequent to the date of the audited FQR
- Letter of Acknowledgement from the applicant's auditor (see Schedule H.1 in the Application Guide)
- Auditor's Report regarding system of books and records

- ❑ Evidence of insurance coverage
- ❑ Complete copy of Financial Institution Bond policy
- ❑ Certificate of Agreement signed by partner or senior officer
- ❑ Statutory Declaration, appropriately signed and notarized