

THIS MONTH'S RESOURCE: FORM CRS TRAINING & COMPLIANCE MANUAL UPDATE

FORM CRS – TRAINING YOUR IARS & COMPLIANCE MANUAL UPDATES – SEC Registered Advisers, Oklahoma and Montana State Advisers ONLY

TRAIN/EDUCATE YOUR EMPLOYEES ON THE NEW RULE - REG BI

- Schedule your Firm Training to be conducted by June 30, 2020:
 - Refer to SAMPLE Training Memo AND/OR PowerPoint presentation to assist in training and documenting for the Compliance file. Provide Training **by June 30, 2020**.
 - Document training and who attended. This could be asked for on Exams!
 - Refer to additional CCO reminders provided by CRP for documenting additional training for CCO/Management only

COMPLIANCE MANUAL UPDATES FOR REG BI

- Please refer to the attached sample language on Reg BI to update your Firm's Compliance Manual by June 30, 2020. (To be inserted after **REGISTRATION AND LICENSING** section of your current manual).
- Firms will be responsible for adding to their current Manual by June 30, 2020.**
- Regulators will want to see Policies and Procedures updated to comply with the new rules and regulations!

BEGIN PREPARE CLIENT DELIVERY COMMUNICATION

- CRP has provided a sample communication to your clients regarding the new Rule and receipt of Form CRS. Feel free to tailor and use this to begin preparing for delivery to existing clients next month.

DON'T FORGET OUR PREVIOUS REMINDERS ON COMPLYING WITH REG BI (REFER TO JUNE TMIC)

- FORM CRS MUST BE POSTED TO FIRM'S WEBSITE BY JUNE 30TH**
- UPDATE FIRM AGREEMENTS BY JUNE 30TH**
- DELIVER COPY OF FORM CRS TO CLIENTS BY JULY 30TH**