BRANCH EXAM PREPARATION CHECKLIST

The purpose of a branch exam is to ensure your office is compliant with federal and state regulations and LPL policies. To help you achieve a successful outcome, please review the branch exam guidelines below.

- Branch Exams Resource Center Page
- Take the Learning Center Branch Exams Training to learn more. Event ID: G23WI_BREO
- Compliant Office Reference Guide
- iDoc - Branch Records Retention Enhancements Information Guide
- Branch Record Retention Policy Q&As
- Advisor Compliance Manual

Checklist

Topic		Resources
BRANCH EXAM SECURITY POLICY		**Branch Office Security Policy**
☐	Laptop/MacBook encryption. Desktop encryption required (if configurable) by 10/6/2023.	
☐	Password Security • 8 characters or greater • Contains at least 3 of the following: upper case letters, lower case letters, numbers, special characters • Expires every 90 days or less • Biometric authentication is paired with a password or PIN that meets or exceeds LPL baseline requirements	
☐	Secure internet: Internet sharing with non-LPL affiliated entities is prohibited. Wireless devices cannot be named with context clues that identify the branch office.	Entreda Enrollment Form Schedule a virtual assessment at AdvisorInfoSec@lplfinancial.com
☐	Cloud storage using MFA	
☐	Firewall	
☐	Antivirus	
☐	Operating System: Automatic updates on operating system and is supported by software developer (i.e. Windows 7 & 8 are no longer supported). If using a Windows operating system, a professional version is required by 10/6/2023.	Windows 8 End of Life
☐	15-minute screen saver timeout	
☐	Offices and cabinets that contain personally identifiable information (PII) must be locked and secured	
☐	Shred bin or office shredder must use cross-cut or confetti cut (not strip cut)	

BRANCH EXAM PREPARATION CHECKLIST

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	Topic	Resources
	BRANCH EXAM SECURITY POLICY (Continued)	**Branch Office Security Policy**
☐	Secure handling of LPL business-related electronic communication (e.g., email, scanners)	Advisor Information Security MyRepChat Enrollment Form
	BRANCH PERSONNEL & OFFICE SHARING*	**Branch Registration & Status Change Request (F739)**
☐	Office Sharing is up-to-date and approved	Office Sharing Form (RE-OS-CS)
☐	All advisors, staff, and interns are registered with LPL	Registration Department Contact Information
☐	All outside business activities are reported	Outside Business Activities
	CENTRAL FILES	**Branch Exam Readiness | Record Keeping Requirements**
☐	Prospectus Delivery Log	Prospectus Delivery Log (F631)
☐	Non-Cash Compensation Log (now in the MCO)	MCO (MyComplianceOffice) / Non-Cash Compensation Log (F151D)
☐	Securities Receipt Log	Securities Receipt Log (F473)
☐	Correspondence	Correspondence Frequently Asked Questions (FAQs)
☐	Customer checks	Check Receipt Report for Non-Local Deposit Program Log (F474) Remote Deposit Enrollment Information
☐	Customer Complaints	Customer Complaint Submission Job Aid
☐	Do Not Call List	Online Do Not Call List
☐	Signature Guarantee Documents*	See ACM for additional information
☐	Professional Cross-Referral Agreement Form and Log maintained*	RE-F834 F151- CR
☐	Client Referral Rewards Disclosure log maintained in the MCO*	F151-RR

	HYBRID RIA*	**Not required to be maintained in iDoc**
☐	Correspondence	See ACM for additional information
☐	Ledger of fees billed / received	See ACM for additional information
☐	Complaints	See ACM for additional information

*If applicable for your office

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	Topic	Resources
	CLIENT FILES – COMMON FORMS	**iDoc - Branch Records Retention Enhancements Guide**
☐	Annual Advisory Reviews	Advisory Client Review Meeting Policy ClientWorks Meeting Manager
☐	Brokered CD Disclosure	F463
☐	Permission to Disclose Personally Identifiable Information	F456
☐	Trading Authorization	F10
☐	Verification of Assets	F704
☐	Client's Rollover Rationale and Disclosure	F753
☐	Trusted Contact Person Authorization	Add a Trusted Contact F751

	MARKETING MATERIALS	
☐	All Marketing Materials submitted via the Advertising Review Tool (ART)	See ACM for additional information
☐	Distribution lists for form letters and invitations & attendee lists for Seminars/Webinars	Must be uploaded to the Advertising Review Tool or in approved electronic advertising file
☐	Stationery including business cards, letterhead, fax cover sheets, and email signatures	Must be approved in the Advertising Review Tool Examiners may request a copy of current stationery (if used and not imaged to Client Works)
☐	All titles, professional designations and client testimonials are approved in the Advisor Profile tool in ClientWorks	LPL Approved Titles LPL Approved Designations and Education Credentials Using Testimonials in Marketing Materials
☐	Websites: All content updated and approved, FINRA/SIPC hyperlinks, BrokerCheck on landing page & bio pages	Marketing Regulatory Review
☐	Social media accounts are monitored by Social Patrol	Social Media Marketing

*If applicable for your office

Continue

	Topic	Resources
	OFFICE SIGNAGE	
☐	LPL Financial / LPL-approved DBA signage	Marketing On Demand
☐	SIPC sign	Marketing On Demand
☐	Texas business certificate*	See Texas state requirements
☐	IS Signage for banks & credit unions with updated referral relationship disclosure*	Marketing On Demand

*If applicable for your office

Note: This is only a guide and additional reviews may be conducted.

Please only upload reportable items for recordkeeping; blank documents are not required to be uploaded.