



Setting Up the Office

Signage

- You must at all times prominently display your affiliation with LPL Financial, Private Advisor Group, FINRA and SIPC, and you must disclose these affiliations at the entrance to your office.
- Signs and decals for LPL Financial are available at LPL Marketing on Demand: www.lplmarketingondemand.com. For PAG and SIPC window clings, please contact [Julie Galbraith](#).

Files to be Maintained and Created

Branch Compliance Files

Submitting the Memo is not the same as completing a Branch File. The Branch Files that must be maintained in your office are these:

Upload to the Branch Files In BranchNet/ClientWorks (Electronic)

1. Non-Cash Compensation (BranchNet/ClientWorks, uploaded Annually by PAG)
2. Advertising (ComplianceMAX)
3. Client Files (BranchNet/ClientWorks)
4. Do Not Call List (nothing needed if nothing to add)
5. Correspondence (sorted by Hybrid, Brokerage/Advisory, and Incoming/Outgoing, Pull and upload to BranchNet/ClientWorks)
6. Check and Securities Receipt File (F474/A57 & F473 plus a copy of the check/security upload to BranchNet/ClientWorks)
7. Signature Guarantee, if signed/stamped by PAG, it will be uploaded to BranchNet/ClientWorks for you
8. Business Continuity Plan, (auto updated and submitted to BranchNet/ClientWorks by PAG.)
9. Complaint files (only needed if you have a complaint)

The Monday Memo is our copy of your non-cash compensation and Correspondence. As your OSJ we are required to review submitted Non-Cash compensation for all of our non-OSJ offices, and to check your correspondence for any irregularities. We need a copy here at the OSJ.

You will otherwise keep all of your "Branch Files" in BranchNet/ClientWorks electronically and not keep a copy in the office in paper.

ClientWorks /Client Management / Documents / Upload Document / Browse for Files / Select File / Open / Select "Branch" as the category and the appropriate sub category / Upload

OR

BranchNet / Clients / Browse / Document Browse / Select "Branch" as the category and the appropriate sub category / Upload new document

None of the Branch Files need to be kept in paper form.

Side Note: As your OSJ office we are required to have a mirror image of your client files, therefore, we require that ALL of your client records are maintained on BranchNet/ClientWorks via the iDoc system. LPL has SEC approval to keep client files on BranchNet/ClientWorks. For this reason, any document on the BranchNet/ClientWorks system is considered "retained" for the purposes of books and records and serves as the primary client record. We encourage you to destroy any physical client files once they have been imaged into iDoc. If you decide to maintain physical files, they are considered your backups but should be separated by account registration. Remember iDoc is now free for all uploads. If you have questions about how long an item/document has to be retained, please refer to Appendix B of the Compliance Manual, which can be found in the LPL Resource Center on BranchNet/ClientWorks.

Business Continuity Plans

The [Business Continuity Plan \(BCP\)](#) is a document required by both LPL Financial and FINRA – to document how you will continue to service your customers in the event that a Significant Business Disruption (SBD) occurs. PAG has developed a system to gather information from each branch office, create a BCP for that office, have the BCP approved by the appropriate person for that office, and store the BCP where it can be retrieved if a SBD occurs. The BCP must be reviewed and tested annually and the PAG system will help you document the updating and testing process, and store the BCP in BranchFiles.

Securities offered through LPL Financial, member FINRA/SIPC. Investment advice and financial planning offered through Private Advisor Group, a registered investment advisor and separate entity from LPL Financial.