HBW ADVISORY SERVICES LLC

HBW ADVISORY OFFICE INSPECTION GUIDE

The exam will begin with an opening interview. The preliminary interview will assist in the overall preparation for the exam, and will help familiarize the examiner with office systems and personnel.

The following documents and records, among others, will be reviewed during the exam: (Please have these records available for the examiner to review when he/she arrives at your office)

- Outside business activities (Was approval obtained?)
- Personal investment accounts (Was approval obtained?)
- Client files (Need to be maintained separately from broker-dealer files)
- ADV Part 2B Brochure Supplement (Is current ADV being provided to clients?)
- Client invoices (Was approval obtained?)
- Advertising / Seminar approvals (Was approval obtained prior to use?)
- Client complaints (Were complaints reported to compliance?)
- Banking records/statements for any account (personal or business) that commissions are deposited into and expenses are paid out of for the previous 6 month period.
- Any and all other files and records that may be requested by the examiner in order to complete a thorough review of the office's activities.
- The examiner will request a sample of your stationery, including "dba" stationery when appropriate, and business card.