

**METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO
Applicant Broker/Dealer Certification Review Form**

Broker/Dealer Name: _____

Contact Name: _____ Phone/Email: _____

Review Date: _____

All Broker/Dealers (primary and regional) who transact business with the Metropolitan Water Reclamation District of Greater Chicago (“the District”) must supply the following as appropriate:

1. Most Recent Audited Financial Statements.
2. Signed certification of having read, understood, and agreed to comply with the Investment Policy of the District.
3. Four most recent Quarterly FOCUS Report (Form X-17A-5, Part IIA).
4. Proof of qualifying under the Securities and Exchange Commission (SEC) Rule 15c3-1 (uniform net capital rule) _____ (as of date).

A. Basic Standard Firms:

- Excess Net Capital \$ _____ (Amount in excess of \$ _____).
- Ratio of aggregate indebtedness to net capital _____ (May not exceed 15 to 1).

OR

B. Alternative Standard Firms: Minimum Net Capital of \$250,000 or 2% of aggregate debit items (whichever is greater)

- Excess Net Capital \$ _____ (FOCUS Report, Computation of Net Capital Requirement, page 6, Line 25).
- Ratio of Net Capital to Aggregate Debts _____ (Must exceed 2%. Line 26 of same report).

5. Certification of Broker/Dealer Minority Status (if applicable).
6. Company overview, list of clients in Illinois, experience/resumé of representative.
7. Brokers must have at least five years in operations. Year incorporated: _____
8. Clearing Instructions attached. Name of Firm Utilized: _____

Treasury Staff to research:

9. Proof of National Association of Securities Dealers (NASD) certification from: <http://brokercheck.finra.org/Support/TermsAndConditions.aspx>
10. Proof of State registration from: http://www.cyberdriveillinois.com/departments/business_services/corp.html¹
11. No allegations of bid rigging, other potential SEC violations, or any recent stories on broker/dealer management – Perform review of recent articles on the broker/dealer published on the internet. Attach print-out of Google query page.

Certification: The Broker/Dealer named above has been reviewed and meets the requirements of the District's Investment Policy.

Financial Analyst: _____ Date: _____

Financial Analyst: _____ Date: _____

Assistant Treasurer: _____ Date: _____

Approved by:

Treasurer: _____ Date: _____

¹ Select: File Corp & LLC Articles Online – Corporate/LLC Search/Certificate of Good Standing.
Click on Search Database (Search by Corp & LLC and Name) Select: File Corp & LLC Articles Online –
Corporate/LLC Search/Certificate of Good Standing.
Click on Search Database (Search by Corp & LLC and Name).
Save Certificate.