Check Before You Invest

Use this workbook to help you record information found while choosing a financial adviser. The CSA brochures "Working With an Adviser" and "Understanding Registration" have other important information to consider when making your choice. Visit www.aretheyregistered.ca for more information.

Adviser's Name

Firm / Employer

Address

Telephone #

STEP 1: Check Registration

Is the firm registered? ☐ Yes ☐ No

Is the adviser registered? ☐ Yes ☐ No

Is their registration active? ☐ Yes ☐ No

Are they subject to any conditions of registration? ☐ Yes ☐ No If yes, what condition: _____

Does it limit what they do or require them to be supervised ? ☐ Yes ☐ No

In general, securities industry professionals are required to register with the securities regulator in each province or territory where they do business. If the registration isn't active, or they are suspended, choose another person to work with.

Note: *If the person was disciplined, but is now registered, you may want to follow-up with the securities regulator that disciplined the person to inquire if there are any restrictions on the person's registration. Having the following information on hand when you call can be helpful:*

STEP 2: Check Disciplinary History

Are they on the CSA's disciplined persons list ? ☐ Yes ☐ No

If yes, for which violations?

- ☐ N/A
- ☐ Acting contrary to the public interest
- ☐ Breach of order
- ☐ Failure to file insider reports
- ☐ Fraud
- ☐ Illegal or unregistered distribution
- ☐ Misrepresentations
- ☐ Unregistered activities
- ☐ Unregistered or illegal trading
- ☐ Other:_____

If yes, were there sanctions?

- ☐ Director/officer ban
- ☐ Trading ban
- ☐ Completion of training
- ☐ Investor relations ban
- ☐ Fine amount $_____
- ☐ Specific undertaking
- ☐ Registration ban
- ☐ Other: _____

Until when? (or Permanent)

_____
_____
_____
_____
_____
_____
_____
_____
_____

Are they on the IIROC List of Enforcement Actions? ☐ Yes ☐ No
("Search Disciplinary Cases" at www.iiroc.ca)

Have they been disciplined by the MFDA? ☐ Yes ☐ No
("Check an Adviser" at www.mfda.ca)

Have they been disciplined by the Chambre de la sécurité financière? ☐ Yes ☐ No
("Ethics and Discipline" at www.chambresf.com —Québec only)

Has your local regulator added them to a caution list or a watch list on their own website? ☐ Yes ☐ No

***Note**: If you discover the person you are dealing with **is not registered or is on a caution list**, call or e-mail your local securities commission immediately for more information.*

STEP 3: Check the News and Search the Internet

Are you comfortable with the history of the company? ☐ Yes ☐ No

Would you want to work with this individual and company? ☐ Yes ☐ No

STEP 4: Check if the Adviser and Firm are Right for You

Ask these questions about the adviser and their firm

Are you and your firm registered with a securities regulator?

What is your education and professional experience?

What types of investments are you registered to sell?

How long has your firm and branch been in business ?

How long have you been with the firm?

If I have a concern with how my investments have been handled, what is the process for addressing that?

What is your firm's dispute resolution policy?

Ask how the adviser plans to help you and how much it will cost

How are you paid for your services (salary, commission or flat fee)?

How will you help me reach my goals?

How often will I receive account information from you?

How often will you review my portfolio?

Will you be my main point of contact or will someone else from your office contact me?

Why do you think you are a good match for me? If you're not, who would you recommend, and why?

Can you tell me about other clients who are like me and how you helped them reach their goals.

STEP 5: Decide What to do Next

Now that you've gone through the steps above, decide if the adviser you are researching is right for you.

Choosing an adviser is personal decision and is not just about the answers you record on this sheet. You must also decide if you feel comfortable with the person and the firm and how trustworthy you feel they are. It's important to work with someone that you can have honest and open conversations with and that you can feel comfortable bringing forward any concerns.

☐ Yes, I want to work with this adviser. I will follow up with them to schedule my first planning discussion.

*Date :*_____

*Time :*_____

☐ No, I will continue looking for an adviser.