



Check before you INVEST

Although most financial advisors are honest and working in your best interest, you still need to carefully choose who you deal with. Before investing, follow these 5 simple steps to choosing a financial advisor, and use this workbook to help you record information found.

Advisor's Name

Firm / Employer

Address

Telephone #

STEP 1: CHECK REGISTRATION

In general, securities industry professionals are required to register with the securities regulator in each province or territory where they do business.

- Is the firm registered? Yes No
- Is the advisor 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

STEP 2: CHECK DISCIPLINARY HISTORY

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:

Are they on FCNB's disciplined persons list ? Yes No

For what 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 _____

What sanctions?

- Director/officer ban
- Trading ban
- Completion of training
- Investor relations ban
- Fine
- Specific undertaking
- Unregistered or illegal trading
- Other _____

Until when?

Are they on the IIROC List of Enforcement Actions? (www.iiroc.ca)

Yes No

Have they been disciplined by the MFDA? (www.mfda.ca)

Yes No

Have they been disciplined by the FCNB? (www.FCNB.ca)

Yes No

Are they on the FCNB caution list? (www.FCNB.ca)

Yes No

If the person you are dealing with is not registered or is on a caution list, contact FCNB immediately.

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 ADVISOR AND FIRM ARE RIGHT FOR YOU

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?

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 advisor you are researching is right for you.

Choosing an advisor 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.

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