Quick Guide to Affirming Your MSRB Registration

MSRB
Municipal Securities Rulemaking Board

Each January, MSRB registrants (municipal securities dealers and municipal advisors) must verify and, if necessary, update the MSRB registration information provided in Form A-12. MSRB Rule A-12 requires that the affirmation be completed within 17 business days of the beginning of the calendar year. The MSRB uses information provided in Form A-12, in part, to communicate important information to registrants.

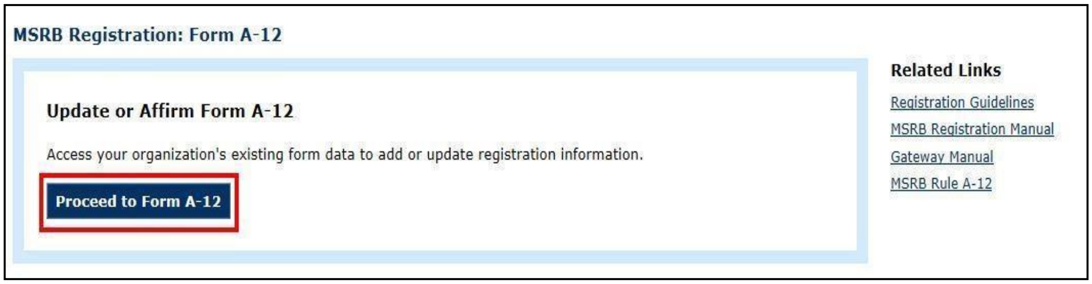
A firm's Primary Contact, Optional Contact or Compliance Contact can make affirmations. If no updates to Form A-12 are required, the appropriate individual can affirm the information by submitting the Form A-12 with no changes. If changes are required, the appropriate individual should make the necessary updates and submit an amended Form A-12.

Outside of the affirmation period, registrants must update their registration information (if applicable) within 30 days of any change in such information. See MSRB Rule A-12(j).

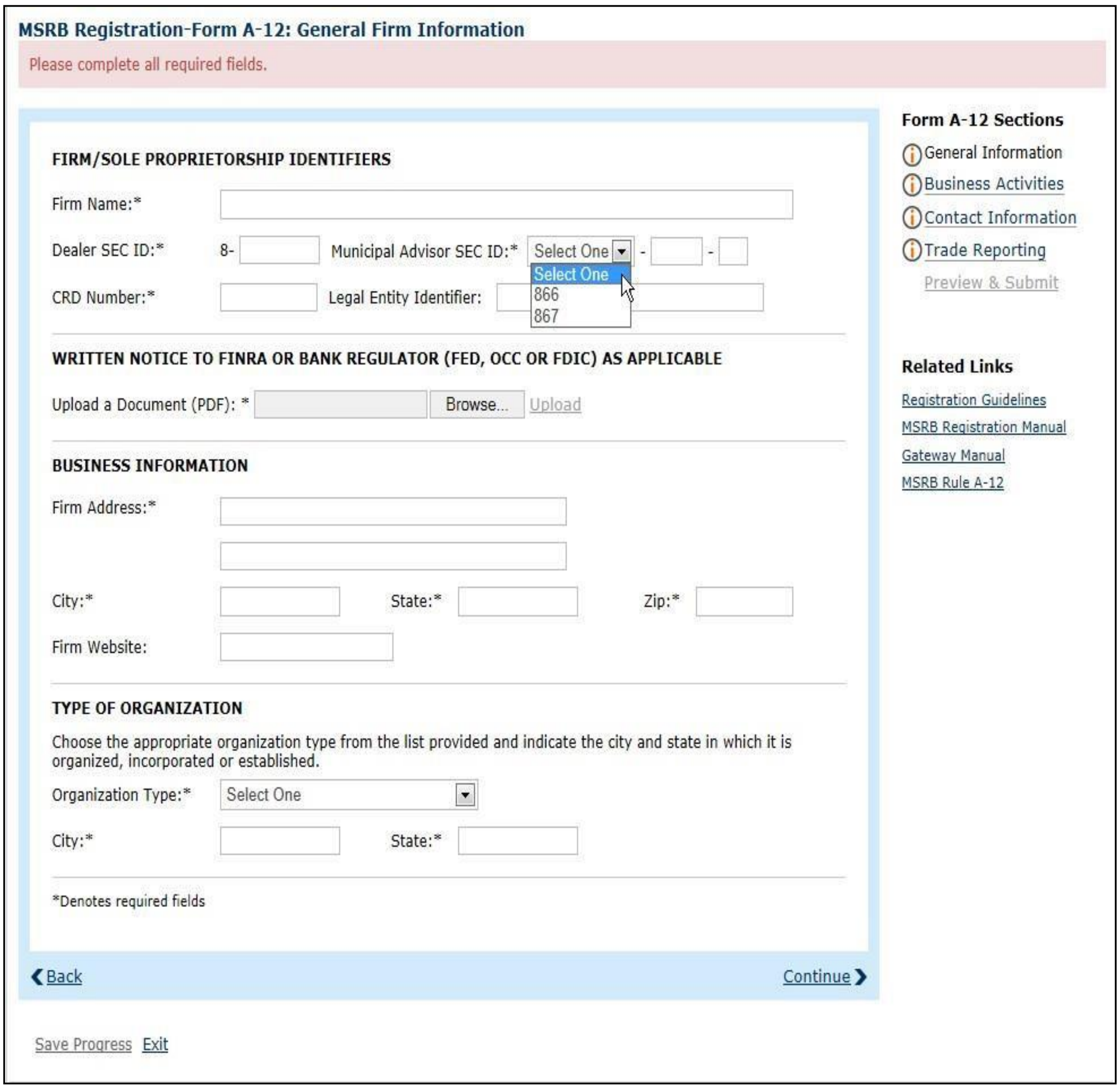
To update or affirm your MSRB registration, follow the steps below:

1. From the MSRB Gateway main menu, expand the Registrant Information Forms option then click on **Form A-12.**

2. To enter the form, click on the **Proceed to Form A-12** button.



To affirm your MSRB registration, begin with the **General Information** section.



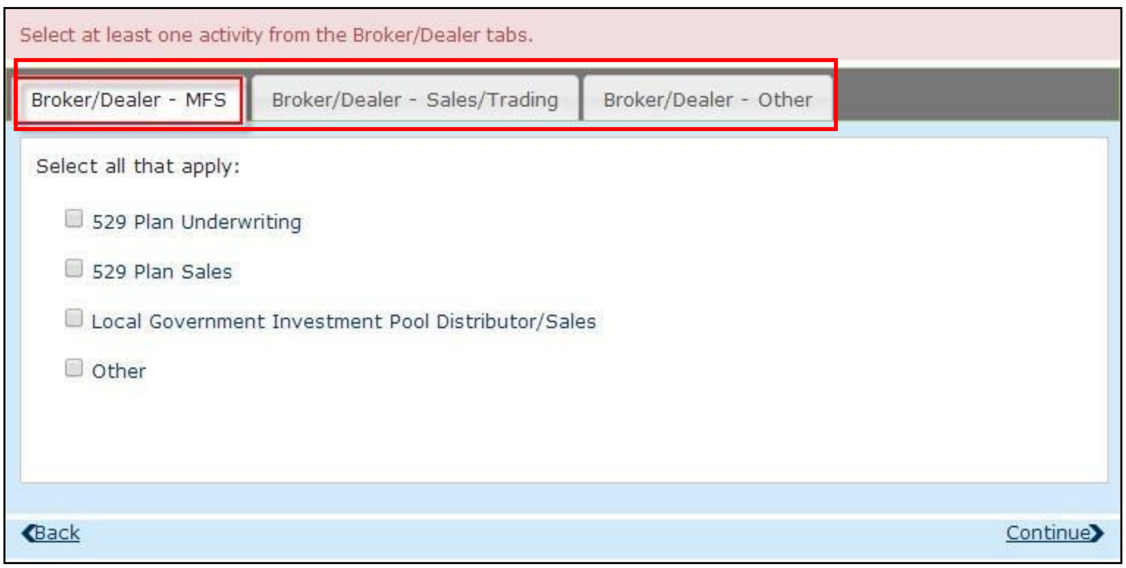
3. Verify that the information is correct. If updates are required, click on the appropriate field(s) to make the updates. Click **Continue** to proceed to the next section.

   You may be required to re-enter SEC numbers or other registration information that has been previously submitted if such information has changed since the form was last submitted.

4. In the **Business Activities** section, verify that the information is correct. If updates are required, click on the appropriate field(s) to make the updates. Click **Continue** to proceed to the next section.

   You must navigate to each of the tabs in this section to affirm all of the business activities engaged in by your firm.

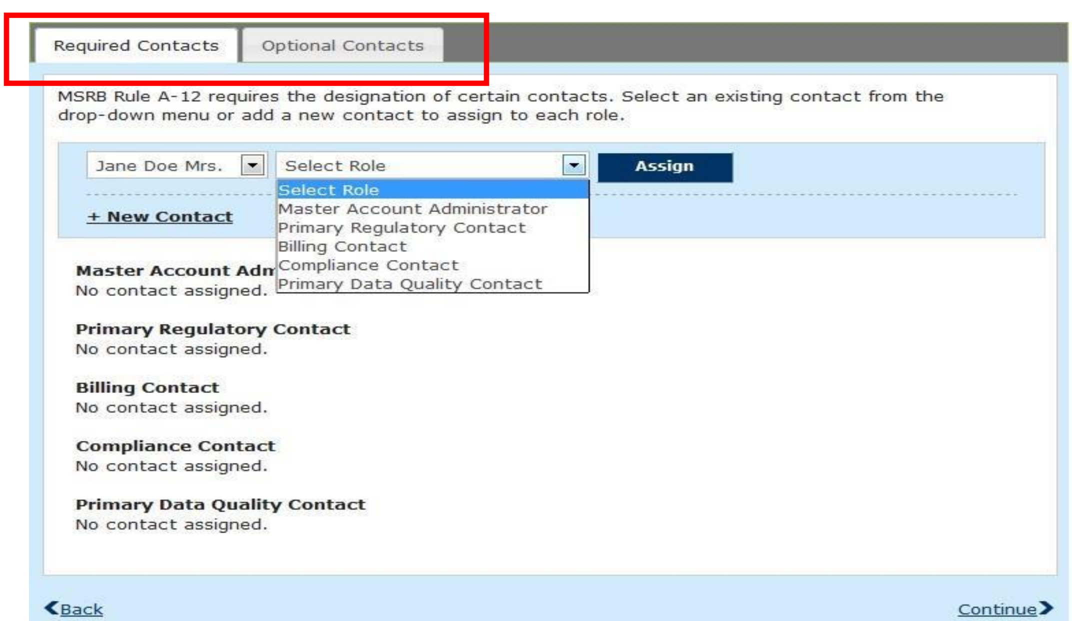
Broker /Dealer Business Activities Tab



Municipal Advisor Business Activities Tab

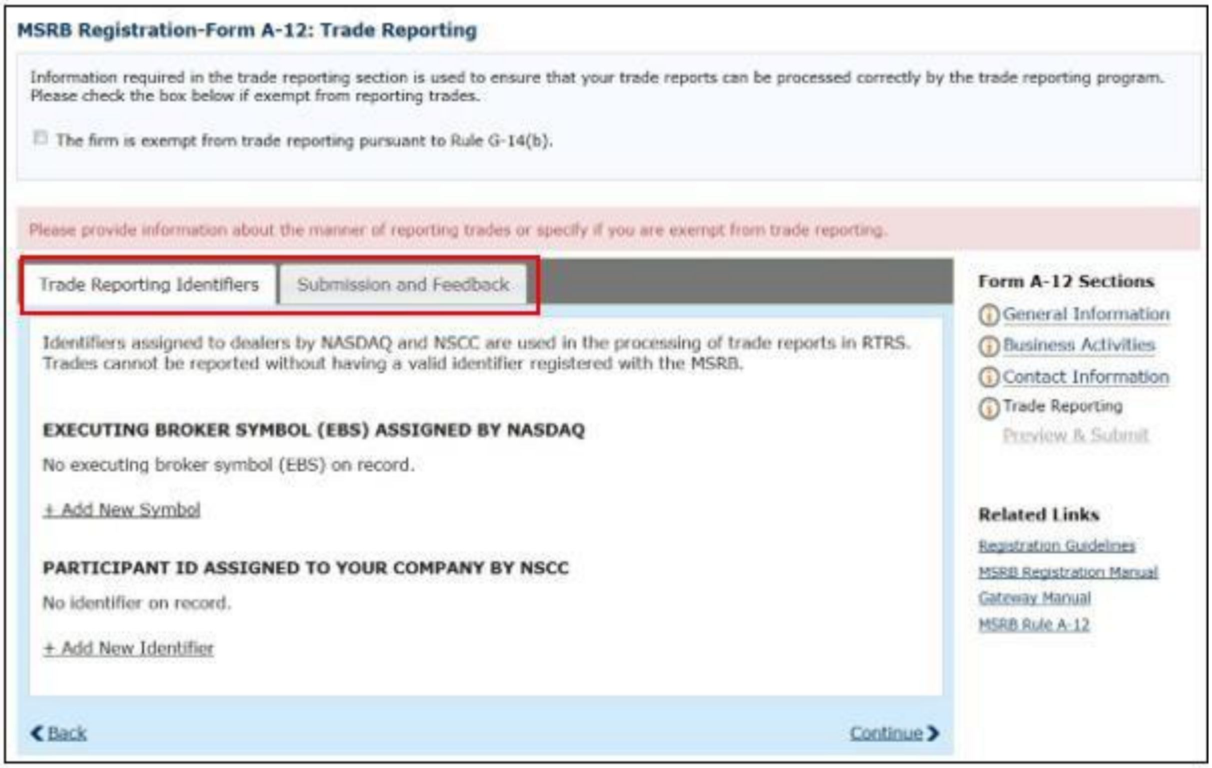
5. In the **Contact Information** section, verify that the information is correct. If updates are required, click on the appropriate field(s) to make the updates. Click the **Continue** link to proceed to the next section.

You must navigate to the **Required Contacts** and the **Optional Contacts** tabs in this section to affirm your firm's contact information. The designated Primary and Optional Regulatory Contacts may be the same individual but should be a principal of the firm in the case of a broker, dealer or municipal securities dealer (collectively, "dealer"). Given this requirement, the designated contact(s) has to be qualified with the Municipal Securities Principal Qualification Examination (Series 53) or, if the dealer engages solely in municipal fund securities business, the Municipal Fund Securities Limited Principal Qualification Examination (Series 51). In the case of a municipal advisor, the designated contact(s) must be authorized to receive official communications from the board.

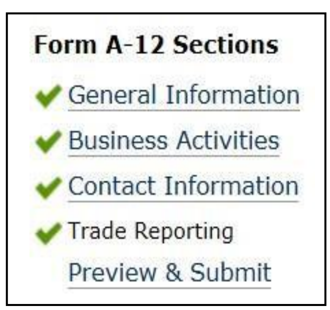


6. In the **Trade Reporting** section, verifythat the information is correct. If updates are required, click on the appropriate field(s) to make the updates. Click **Continue** to proceed to the next section.

ⓘ You must navigate to the **Trade Reporting Identifiers** and the **Submission and Feedback** tabs in this section to affirm trade reporting by your firm.



7. Once you have affirmed all of the sections in Form A-12, green checkmarks will appear next to each section indicating that they are completed. Click **Continue** to preview the form and submit it to the MSRB.

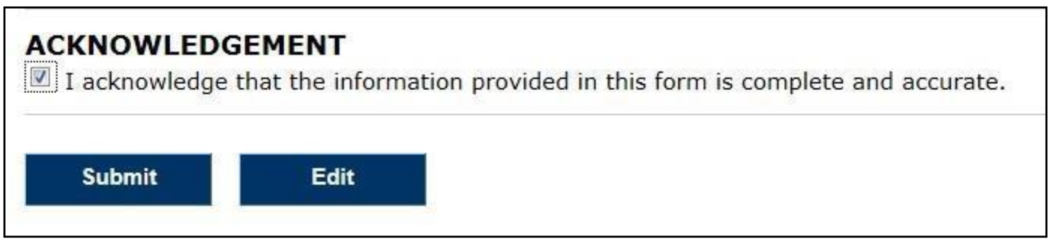


8. You may also click **Preview & Submit** in the Form A-12 sections menu on the right to view the completed Form A-12.

Changes to information are **not** required to submit the form. However, Form A-12 should never be submitted when information is known to be inaccurate or incomplete.

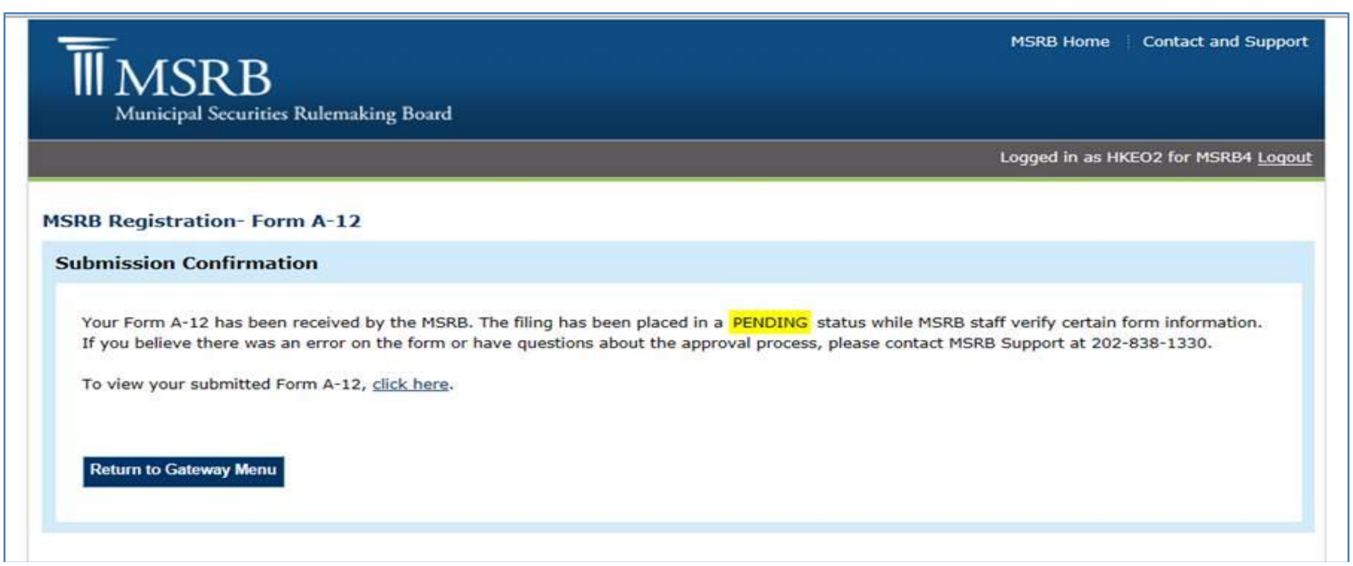
9. To complete the affirmation process, check the box at the bottom of the form next to "**I acknowledge that the information provided in this form is complete and accurate.**"

10. Click the **Submit** button to affirm your MSRB registration.



If the **Submission Confirmation** screen states that your affirmation is approved, you may print and retain it for your compliance records.

If the **Submission Confirmation** screen states that your submission is pending approval, the submission will require MSRB approval, and a screen shot cannot be used to show compliance. In these situations, an email will be sent to the Master Account Administrator (MAA), Primary Regulatory Contact (PRC), Optional Regulatory Contact (ORC), and Compliance Contact (CC) after approval. A copy of the email can be retained for your compliance records.



Resources

- MSRB Registration Manual
- Access your MSRB account through MSRB Gateway
- FAQs on MSRB Registration
- Instructions on how to reset your password using your User ID
- MSRB Rule A-12