

**Registration and Compliance Services
for Investment Advisers, Hedge Funds,
Mutual Funds, and Broker-Dealers**



NCS

National Compliance Services, Inc.

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WHY NCS?

Choosing the right consulting firm is challenging. At National Compliance Services, Inc. (NCS) our experienced and customer-oriented professionals strive to meet your compliance needs so you can rest easy and focus on what you do best.

NCS is a leader in the compliance and regulatory services industry. Our strength is providing reliable, efficient, and reasonably priced products and services for investment advisers, hedge funds, mutual funds, and broker-dealers. Our customized services are designed so you can work closely with an NCS consultant to structure a compliance program that is appropriate for your firm's unique regulatory needs.

We've built our business on customer service and being responsive to our clients' needs. We don't talk at you; we work with you and regulators to ensure that you're in compliance with applicable federal and/or state rules and regulations.

NCS offers a wide range of products and provides its personalized services to more than 6,000 clients, both domestically and internationally. Our staff takes great pride in its compliance expertise and we are dedicated to providing superior customer service. Our consultants include former regulatory examiners, accountants, attorneys, and other individuals with extensive hands-on industry experience. With this kind of history, you can be assured of a promising future.

"Choosing to work with National Compliance Services as a competent and experienced Compliance Service provider is the easy part. What is included in that decision is the first step in building a relationship with a trusted business adviser that will take care of your compliance needs for years to come."

- Investment Adviser in Golden Valley, MN.

"I'm glad I went with NCS. You have exceeded my expectations!"

- Investment Adviser in Edmond, OK.

**Please Visit Our Website For More Information Regarding NCS Products And Services
www.NCSONLINE.com**

INVESTMENT ADVISER COMPLIANCE ASSISTANCE PROGRAM

NCS offers a full spectrum of products and services for investment advisers. We've developed a number of cost-effective retainer programs which allow you to tailor a compliance program that is appropriate for your specific regulatory needs.

Each of these compliance programs provides advisers with a fixed number of consulting hours, as well as products and services that are customized to match your individual needs.

Our Compliance Assistance Program (CAP) may be structured to include the following:

- Ongoing consulting with a fixed number of hours
- Act as the Service Bureau for your IARD Account
- Form ADV Review and Rewrite
- Advisory Agreement(s) Review/Analysis*
- Preparation and filing of amendments to Form ADV
- Preparation and filing of annual renewal documents and annual updating amendment
- Act as liason between federal/state regulators and your broker-dealer or custodian
- Prepare and file notice filings or state registrations
- Prepare and file new registrations/terminations of Investment Adviser Representatives
- Compliance alerts to explain new rules and/or regulations
- Monthly Compliance News Flyer
- Review of websites, advertising, and marketing materials
- Sample Written Policies and Procedures in hardcopy and on CD-ROM
- Chief Compliance Officer's Checklist under Rule 206(4)-7
- Sample Disaster Recovery Plan
- Compliance Officer's Guide to Personal Liability
- Annual on-site Compliance Audit
- Web-based seminars on relevant investment advisory issues
- Access to document library
- Comment/Assist on general inquiries made by regulators
- Assess need for registration/notice filings
- E-mail Retention Software

"Thanks for all of the help NCS. You were great, prompt, professional and effective. I could not ask for anything more. I am impressed (and I'm not easily impressed) and look forward to our continued relationship."

- Investment Adviser in New York, NY.

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* NCS offers regulatory consulting services and does not offer legal advice. Sample contracts are not available to residents of Texas.



INVESTMENT ADVISER SERVICES



- Act as the Service Bureau for your IARD Account
- Investment Adviser Registration
- Annual Renewals
- Form ADV Review and Rewrite
- IARD Transition Filing
- Mock Audits, on-site and off-site
- Customization of Policies and Procedures Manual
- Web-based compliance seminars
- Review of websites, advertisements, and brochures
- Preparation of adviser publications, newsletters, and content for websites
- AIMR performance review
- Due diligence services, including verifications and background checks
- Expert Witness
- Respond to SEC/State comment letters
- Advisory Agreement(s) Review/Analysis*

PRODUCTS



- Form ADV Software
- Sample Policies and Procedures Manual
- Sample Regulation S-P Compliance Manual (Privacy Policies)
- Sample Code of Ethics and Code of Ethics Training Course
- SEC Registered Investment Adviser Database
- Sample Disaster Recovery Plan
- Sample Anti-Money Laundering Procedures and Training
- Sample Contracts and Solicitor's Agreements*
- Sample Proxy Voting Policies and Procedures
- Sample Investment Policy Statement
- RIA Compliance Officer's Guide to Personal Liability
- Study Material, including Series 65 and Series 66
- Compliance Officer's Guide/Checklist for Compliance under Rule 206(4)-7
- Monthly Compliance News Flyer
- E-mail Retention Software
- Publications including: *Investment Adviser Regulation, Soft Dollars and Other Brokerage Arrangements, and Dictionary of Finance and Investment Terms*

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BROKER-DEALER

COMPLIANCE ASSISTANCE PROGRAM

NCS offers a full spectrum of products and services for Broker-Dealers. We've developed a number of cost-effective retainer programs which allow you to tailor a compliance program that is appropriate for your specific regulatory needs. Each of these compliance programs provides your firm with a fixed number of consulting hours, as well as products and services, that are customized to match your individual needs.

Our Compliance Assistance Program (CAP) may be structured to include the following:

- Ongoing consulting with a fixed number of hours
- Act as the Service Bureau for your CRD Account
- On-site Compliance Audit
- On-site Anti-Money Laundering Audit and Training
- On-site 3012 Audit
- Prepare and submit Rule 1017 applications (continuing membership)
- Review of E-mail Retention Program
- Review and comment on general inquiries made by NASD/Federal/State Regulators
- Periodically assess the need for state registrations
- Prepare and file new state registrations for firm
- Prepare and file new registrations and terminations for representatives
- Prepare and file amendments to Forms U4, U5, BD, and BDR
- Prepare and file annual firm and representative renewals
- Continuing Education Needs Analysis
- Review and amend Compliance Manual and Written Policies and Procedures
- Structure a tailored supervision program
- Review and comment on advertising
- Website review
- Consultations relative to FOCUS filing matters
- As needed compliance conference calls, e-mails, and/or notices initiated by NCS to explain new rules, regulations, and ongoing compliance requirements

"As always I very much appreciate what a great business partner NCS is to us."

- Broker-Dealer in Jersey City, NJ.

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BROKER-DEALER SERVICES



- Broker-Dealer Registration
- Annual Renewals
- Web CRD filing
- Act as the Service Bureau for your CRD Account
- Prepare and file amendments to Forms U4, U5, BD, and BDR
- Mock Audit, on-site and off-site
- Branch office/3012 Audit
- Anti-Money Laundering Audit
- Website and advertising reviews
- Compliance consulting and business plan assistance
- Customized Compliance Supervisory Procedures Manual
- Continuing Education Needs Analysis
- Annual compliance meeting
- Financial reporting
- Expert Witness

PRODUCTS



- Regulation S-P Compliance Kit
- Broker-Dealer Compliance Officer's Survival Guide
- Broker-Dealer Compliance and Supervisory Guidelines Manual
- Registered Representative Compliance Handbook
- Anti-Money Laundering Policies and Procedures
- Compliance News Flyer
- Exam Study Material
- E-mail Retention Software
- Publications Including: *Broker-Dealer Law and Regulations, Soft Dollars and Other Brokerage Arrangements, Fundamentals of Securities Regulation, and Dictionary of Finance and Investment Terms*

"Excellent work here and thanks for the quick turn-around."
- Broker-Dealer in Omaha, NE.

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COMPLIANCE AUDITS

NCS offers the following on-site compliance audits:

- Investment Adviser
- Risk Assessment
- Broker-Dealer
- E-mail Retention
- Annual on-site Compliance Review
- Disaster Recovery
- Anti-Money Laundering
- 3012
- Mutual Fund
- Hedge Fund

Whether it be one office or one hundred branches, NCS can design an audit program specific to your needs. NCS can also design an audit program to supplement your existing audit staff.

Please call your NCS sales representative to find out more about how NCS can help you meet your regulatory obligations.

"Thank you so much for your help! Everyone we worked with at NCS did a great job. We are thrilled that we accomplished this in record time. Who would guess that the state would approve the firm in 6 days and our individual filing in one hour - wow."

- Investment Adviser in Indianapolis, IN.

"I'm pleased to report there were no deficiencies, in large part due to the help you provided with your comprehensive Compliance Manual."

- Investment Adviser in Winchester, MA.

"I wanted to take a moment and thank you for all your efforts on getting my two RIAs approved. I am sure it was frustrating at times, but I appreciate your diligence and professionalism. I am looking forward to continuing my relationship with NCS for a long time."

- Investment Adviser in New York, NY.

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MUTUAL FUND PRODUCTS & SERVICES



- Registration and Filings
- Audits
- Consulting
- Sample Policies and Procedures Manual
- Anti-Money Laundering consulting/training
- Privacy Policy Consulting
- Code of Ethics
- Retainer Services
- Expert Witness
- Verification Service

Please call your NCS sales representative to find out more about how NCS can help you meet your regulatory obligations.

"We are very pleased with the professionalism and efficiency of the service provided by NCS."
- Mutual Fund in Alameda, CA.

HEDGE FUND PRODUCTS & SERVICES



- Registration and Filings
- Audits
- Consulting
- Sample Policies and Procedures Manual
- Anti-Money Laundering consulting/training
- Regulatory Filings - Form D
- Compliance Training
- Verification Service
- Expert Witness
- Retainer Services

Please call your NCS sales representative to find out more about how NCS can help you meet your regulatory obligations.

"It has been good dealing with NCS, thanks for the leadership and suggestions - as that was a big factor in my decision to go with NCS."
- Hedge Fund Manager in Redmond, WA.

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VERIFICATION SERVICES

NCS offers a standard or customized line of verification services to Mutual Funds, Hedge Funds, Custodians, Broker-Dealers, Investment Advisers, and Third-Party Vendors. We have verified the credentials of over 15,000 Registered Investment Advisers and Investment Adviser Representatives. NCS offers an efficient and cost-effective program designed to assist your compliance department on a per incident or ongoing basis in the verification process.

Verification services can be customized to include any or all of the following:

- Firm registration/notice filing with the proper jurisdiction(s)
- Adviser Representative registration(s)
- Adviser Representative degree(s) or professional designation(s)
- Firm reported disciplinary history
- Adviser Representative reported disciplinary history
- Proper registration of Solicitors
- Proper registration of Wholesalers and Third-Party Vendors
- Bank background and activity reports

This service is ideal for verifying new business/adviser relationships or for verifying an entire distribution database.

Whether you need to validate current information or update out-of-date information, NCS will customize a Verification Program to meet your informational needs.

“Thank you for all your help! I think it was very productive and just what the Doctor ordered.”

- Investment Adviser in Winnetka, IL.

“With over 2,500 independent investment advisers in our program the process of verifying each adviser’s registration was too burdensome for us to handle alone. The folks at NCS did a great job for us, in a minimum amount of time and under budget.”

- Broker-Dealer in New York, NY.

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WHAT SETS NCS APART?



At NCS we know you have options when it comes to compliance services and products. Just as *compliance* is our middle name, *service* wasn't stuck on the end as an afterthought.

The consultants at NCS recognize that too many firms talk a great deal about customer service, but do not put words into action. We appreciate the meaning of the word *service* and we appreciate your business.

We will never try to sell you products or services you don't need and we will structure a consulting program that is appropriate for the level of *service* you require. We measure our success by your satisfaction.

Our culture of service is built on the following:

- Long standing industry contacts and extensive industry experience
- Personalized solutions that are customized to meet your unique needs
- Attention to detail, so the job is done right the first time
- Comprehensive support system
- Commitment to providing the highest quality service

In short, what sets us apart is that we are and always will be a company that is dedicated to building long-term relationships with our clients. Moreover, we bring commitment and vision to these relationships so we can earn your trust.

"I just want to say thank you for the terrific job your firm did preparing the ADV and all the necessary forms for our registration. Every person we had contact with in your firm was extremely helpful and treated each issue with a sense of urgency. That gave me tremendous confidence that my issues were important to NCS. Our registration went through the state without a hitch which shows that you knew what you were doing."

Investment Adviser in Plantation, FL.



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