

## CLOSE SUPERVISION REPORT

**To be Retained by Member**

I hereby certify that supervision has been conducted for the month of \_\_\_\_\_, 20\_\_\_\_ on \_\_\_\_\_ by the undersigned. The following are the principal areas that have come under particular scrutiny.

- (1) All client accounts of the approved person have been reviewed on a daily and monthly basis, based on the standards established for the Minimum Industry Standards for Account Supervision;
- (2) A review of trading activity on a daily basis has been conducted relative to the approved person's own accounts.
- (3) No transactions have been made in any new account until the full and correct documentation is in place;
- (4) No client complaints have been received during the period covered;
- (5) There has been no handling of client securities and payment by the approved person and no issuance of cheques to clients without management approval;
- (6) Any transfer of securities between client accounts have been authorized by the client and reviewed and approved by myself or a senior officer;
- (7) I have reported any evidence of customer complaints of trading or sales practice violations to IIROC
- (8) Comment by supervisor on reasons for inability to comply with any of the above:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director / Senior Officer / Branch Manager

\_\_\_\_\_  
Name of Director / Senior Officer / Branch Manager

\_\_\_\_\_  
Employing Member Firm