

# When Your Broker Calls, Take Notes!

(If you don't know the broker, feel free to hang up!)

Make copies of this form to have handy and use it to make notes of conversations with your salesperson or adviser. Be sure to record details of the recommendations you receive and the instructions you give. Keep the notes in your files.

Date _____	Time _____
<input type="checkbox"/> Call made <input type="checkbox"/> Call received <input type="checkbox"/> Meeting	Location _____
Name of Broker _____	Phone _____
Broker's Firm _____	Phone _____
Broker's CRD No. _____	<input type="checkbox"/> Obtained CRD Report *

## 1 Investment Recommendation

Buy                       Sell

Name of Security \_\_\_\_\_

I asked to receive written information about the investment before making a decision.

Yes                       No

Reasons for recommendation \_\_\_\_\_

I will get:

- a prospectus
- an offering memorandum
- most recent Annual Report
- most recent quarterly or interim reports
- recent news releases
- research reports
- other information

How does this meet my investment objectives? \_\_\_\_\_

### Proposed Trade

Number of shares/units \_\_\_\_\_  
Price Per Share \$ \_\_\_\_\_ Total Cost \$ \_\_\_\_\_  
Commission \_\_\_\_\_

What are the risks? \_\_\_\_\_

### My instructions

Do nothing     Buy     Sell

Number \_\_\_\_\_ Price \$ \_\_\_\_\_

\* Call your securities regulator to obtain the CRD report, which discloses any disciplinary incidents, on your salesperson.

If you suspect wrong doing, please contact your securities regulator. The phone number of your securities regulator can be obtained by checking the government listings in your telephone book, calling NASAA at 202-737-0900, or visiting [www.nasaa.org](http://www.nasaa.org) on the Internet.

**NORTH AMERICAN SECURITIES ADMINISTRATORS ASSOCIATION**

## 2 Additional Investment Recommendation on same date

Buy                       Sell

Name of Security \_\_\_\_\_

Reasons for recommendation \_\_\_\_\_

How does this meet my investment objectives? \_\_\_\_\_

What are the risks? \_\_\_\_\_

I asked to receive written information about the investment before making a decision.

Yes                       No

I will get:

- a prospectus
- an offering memorandum
- most recent Annual Report
- most recent quarterly or interim reports
- recent news releases
- research reports
- other information

### Proposed Trade

Number of shares/units \_\_\_\_\_

Price Per Share \$ \_\_\_\_\_ Total Cost \$ \_\_\_\_\_

Commission \_\_\_\_\_

### My instructions

Do nothing             Buy             Sell

Number \_\_\_\_\_ Price \$ \_\_\_\_\_

### Notes

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Notes made by: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_