

**METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO**  
**Applicant Broker/Dealer Certification Review Form**

Broker/Dealer Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

Review Date: \_\_\_\_\_

All Broker/Dealers (primary and regional) who transact business with the Metropolitan Water Reclamation District of Greater Chicago (“the District”) must supply the following as appropriate:

1. Most Recent Audited Financial Statements.
2. Signed certification of having read, understood, and agreed to comply with the Investment Policy of the District.
3. Four most recent Quarterly FOCUS Report (Form X-17A-5, Part IIA).
4. Proof of qualifying under the Securities and Exchange Commission (SEC) Rule 15c3-1 (uniform net capital rule) \_\_\_\_\_ (as of date).

A. Basic Standard Firms:

- Excess Net Capital \$ \_\_\_\_\_ (Amount in excess of \$ \_\_\_\_\_).
- Ratio of aggregate indebtedness to net capital \_\_\_\_\_ (May not exceed 15 to 1).

**OR**

B. Alternative Standard Firms: Minimum Net Capital of \$250,000 or 2% of aggregate debit items (whichever is greater)

- Excess Net Capital \$ \_\_\_\_\_ (FOCUS Report, Computation of Net Capital Requirement, page 6, Line 25).
- Ratio of Net Capital to Aggregate Debts \_\_\_\_\_ (Must exceed 2%. Line 26 of same report).

5. Certification of Broker/Dealer MBE, WBE, and/or VBE Status (if applicable).
6. Company overview, list of clients in Illinois, experience/resumé of representative.
7. Brokers must have at least one year in operations. Year incorporated: \_\_\_\_\_
8. Clearing Instructions attached. Name of Firm Utilized: \_\_\_\_\_
9. Registration on District’s portal [www.mwrd.org](http://www.mwrd.org) – Quick Links – Become a New Vendor
10. Proof of Illinois State Registration and Certificate of Good Standing from:   
[http://www.cyberdriveillinois.com/departments/business\\_services/corp.html](http://www.cyberdriveillinois.com/departments/business_services/corp.html) \*

\* Select: File Corp & LLC Articles Online – Corporate/LLC Search/Certificate of Good Standing. Click on Search Database (Search by Corp & LLC and Name) Select: File Corp & LLC Articles Online – Corporate/LLC Search/Certificate of Good Standing. Click on Search Database (Search by Corp & LLC and Name). Save Certificate.

Treasury Staff to research:

11. Proof of National Association of Securities Dealers (NASD) certification from:   
<http://brokercheck.finra.org/Support/TermsAndConditions.aspx>
12. No allegations of bid rigging, other potential SEC violations, or any recent stories on broker/dealer management – Perform review of recent articles on the broker/dealer published on the internet. Attach print-out of Google query page.

**Certification:** The Broker/Dealer named above has been reviewed and meets the requirements of the District's Investment Policy.

Financial Analyst: \_\_\_\_\_ Date: \_\_\_\_\_

Financial Analyst: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by:

Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_