Reporting Outside Business Activities

Financial Professionals can report new Outside Business Activities (OBA) and updates to existing OBAs digitally through the Licensing & Registration (L&R) Tool. Designated Supervisors will receive and review OBA submissions through this end-to-end compliance process.

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INFORMATION TO KNOW ABOUT OUTSIDE BUSINESS ACTIVITIES

Category	Information
Definition	Any activity that may not be done through Cetera. These activities include: ✓ Acting as a sole proprietor, partner, officer, or director – regardless of if compensation is received or not. ✓ Acting in the role of trustee, consultant, employee, or independent contractor – outside of employment or being a contractor with Cetera. ✓ Any activity, outside of Cetera, in which you have a financial interest or a reasonable expectation of having a financial interest. ✓ Use of a Doing Business Name (DBA) / Marketing Name for your securities and/or insurance business. This is any name you market which is not the name of the broker-dealer.

Category	Information
Notification	You are required to notify Cetera and receive notification back from the home office – **prior to engaging in any activity**.
Prior to Engaging	Notification is required prior to entering into the activity. For example: ✓ Prior to filing papers to become an officer, director, or similar active role in an entity (agent). ✓ Prior to entering into employment
Responses to your OBA Submission	**<u>Acknowledgement</u>** You may engage in the activity as you disclosed it. If the activity, or any information within your disclosure should materially change, please submit an Update within the L&R Tool. **<u>Acknowledgement with Conditions / Restrictions</u>** The activity is acknowledged with certain conditions, limitations, or restrictions. This means the acknowledgement is contingent upon your compliance with the conditions/restrictions. Ensure you understand and abide by the conditions as listed. **<u>Denial</u>** While rare, if the activity is denied, you are prohibited from engaging in the activity. CompControls, Compliance or Supervision will have a discussion with you first to confirm your understanding and discuss any potential alternatives.
Passive Investments	An investment into an entity where you have no active role. Documentation would include an Operating Agreement to confirm your limited role, or lack of management role.
Failure to Disclose or Update **Late Reporting**	It is your responsibility to disclose – and receive acknowledgment to engage in the activity – prior to engaging. You are also required to keep your OBAs current. Failure to report, or reporting late, will result in disciplinary action.
Advertising Review & Business Collateral	OBA materials must be submitted to Advertising (Ad) Review via Pinpoint Compliance. Ad Review will review and place a No Comment on the submission if it is solely related to your OBA and may be used as is. If Ad Review determines that Cetera-related business has been commingled, the material must comply with regulatory standards. Ad Review will provide comment on required changes, or you may choose to amend your submission to remove securities-related references.

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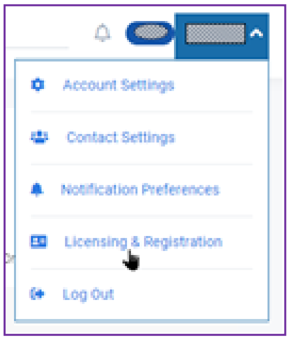
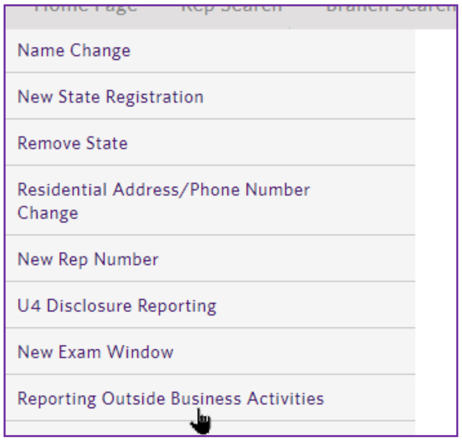
ACCESSING THE L&R TOOL TO REPORT OBA

Step	Action
1	In AdviceWorks > Click on ***your name* in the upper right-hand corner** and select **Licensing & Registration** 
2	In the Licensing & Registration (L&R) Dashboard > Click on **Rep Maintenance** 
3	Select **Reporting Outside Business Activities** in the left-hand column 

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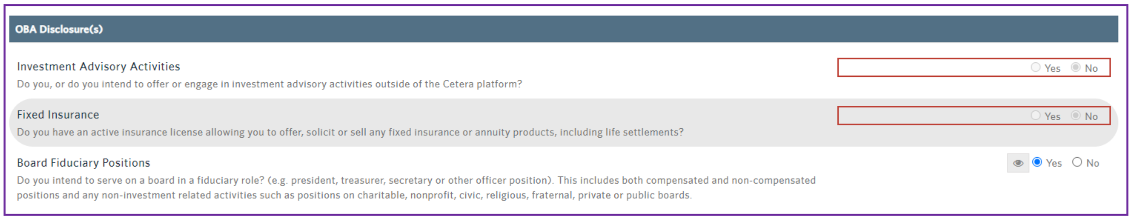
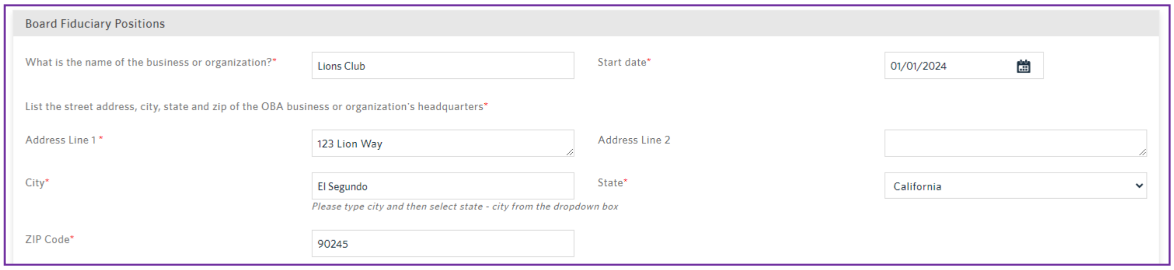
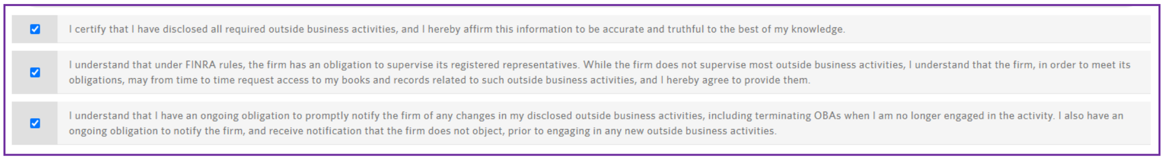
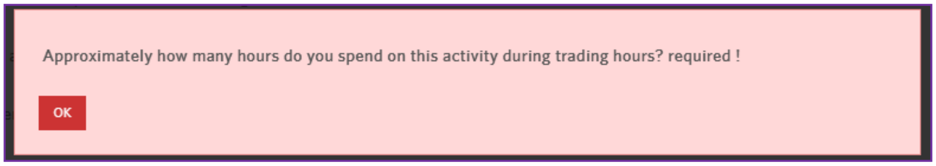
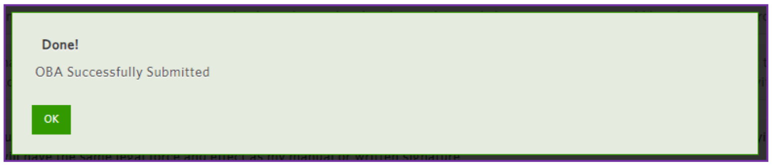
REPORTING A NEW OBA

Step	Action
1	Select **Add New OBA Disclosure** 
2	**Select applicable category** that describes the activity you are reporting under. Please note that you may only add one OBA at a time. 
3	**Complete all required fields**. Please remember to be complete and descriptive with your duties and role.  **TIP:** When entering the city, begin typing the first 3 – 4 letters of the city and the select the applicable city and state.
4	After entering all required information, click Save at the bottom right-hand corner of the disclosure box. 

Step	Action
5	After entering your OBA, scroll to the bottom to review and **certify your disclosure** 
6	**Digitally sign your OBA submission** by typing your first and last name, last four digits of your social security number and selecting Submit. 
7	**NOTE: If any required information was left blank, you will see an error message. Click OK and complete your disclosure. Complete Step 6 and digitally sign your complete OBA.** 
8	**After submitting your complete OBA, the following box will display. Hit OK**  **The following will display at the top of the page.** 

Cetera® FINANCIAL GROUP

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>9</td><td>Your Designated Supervisor will receive your OBA submission, review, and contact you for any questions he/she may have.

Upon the Designated Supervisor’s submission, CompControls will review and send you an email with:
✓ Acknowledgment of the activity OR
✓ Acknowledgement of the activity – with conditions or restrictions OR
✓ Denial of the activity

As a reminder, you are not to engage in the activity until you receive the Acknowledgment from CompControls to do so.</td></tr>
</table>

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UPDATE AN EXISTING OBA

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Select Update Existing OBA Disclosure


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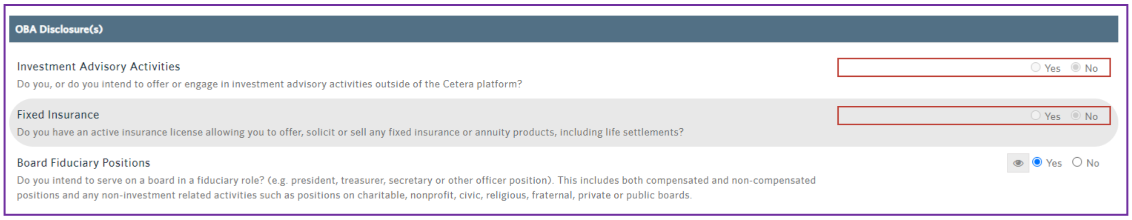
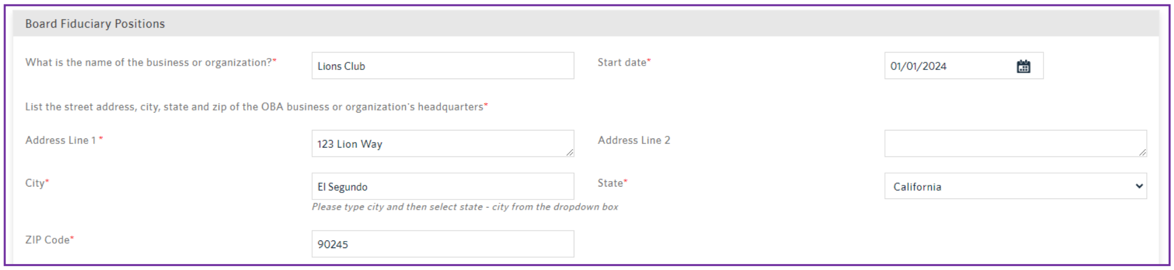
<tr><td>2</td><td>Select applicable category that describes the activity you are reporting under. Please note that you may only update one OBA at a time.


</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>

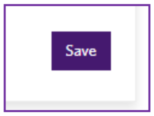
Complete all required fields. Please remember to be complete and descriptive with your duties and role.



TIP: When entering the city, begin typing the first 3 – 4 letters of the city and the select the applicable city and state.

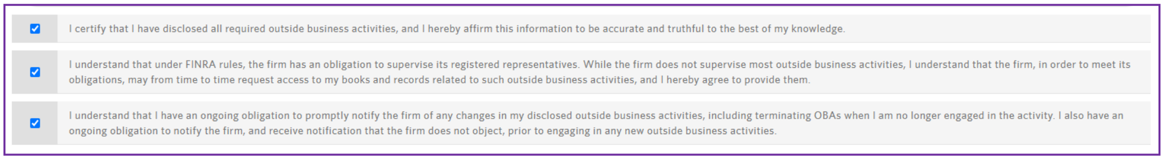
</td></tr>
<tr><td>4</td><td>

After entering all required information, click Save at the bottom right-hand corner of the disclosure box.



</td></tr>
<tr><td>5</td><td>

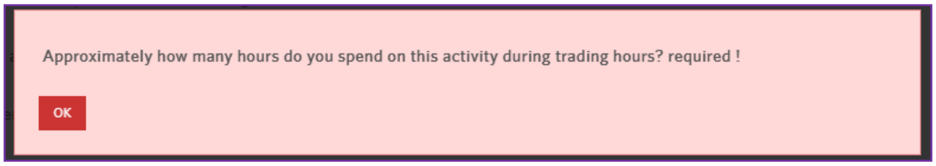
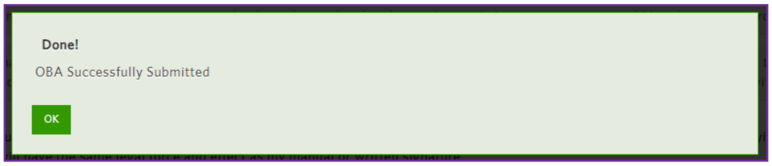
After entering your OBA, scroll to the bottom to review and **certify your disclosure**



</td></tr>
<tr><td>6</td><td>

Digitally sign your OBA submission by typing your first and last name, last four digits of your social security number and selecting Submit.

</td></tr>
</table>

Step	Action
7	**NOTE: If any required information was left blank, you will see an error message. Click OK and complete your disclosure. Complete Step 6 and digitally sign your complete OBA.** 
8	**After submitting your complete OBA, the following box will display. Hit OK**  **The following will display at the top of the page.** 
9	**Your Designated Supervisor will receive your OBA submission, review, and contact you for any questions he/she may have.** **Upon their submission, CompControls will review and send you an email with:** ✓ Acknowledgment of the activity OR ✓ Acknowledgement of the activity – with conditions or restrictions OR ✓ Denial of the activity **As a reminder, you are not to engage in the activity until you receive the Acknowledgment from CompControls to do so.**

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REPORT REMOVAL OF AN EXISTING OBA

Step	Action
1	**Email CompControls@cetera.com per the instructions within the Reporting Outside Business Activities section.** **Removal** - To end an existing OBA, please send an email to **compcontrols@cetera.com** with the activity name and date the activity ended.
2	CompControls will email confirmation that the activity has been removed from your Form U4.

COMPLIANCE DECISION AFTER SUBMISSION

The CompControls team will provide you with a Firm decision on the OBA and copy your designated supervisor.

Decision	Definition & Actions
Acknowledgements with no limitations or conditions	**This means the OBA was acknowledged based on the detail and description that you provided.**
Acknowledgements with limitations or conditions	**This means the OBA was acknowledged with specific limitations or conditions that must be followed to engage in the activity.**
Denial	**This means that the financial professional may not engage in the activity.**

CONTACT INFORMATION

Issue or Question	Contact
Technical Questions Related to the Tool	Registrations@cetera.com or 310.257.7711
Discussion on OBA	CompControls@cetera.com, your Designated Supervisor, Compliance or Supervision Department

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