

Your RIA Checklist For Maintaining Compliance In 2023

- **Registration And Licensing**

- ☐ Verify that your RIA is properly registered with the SEC or applicable state securities agency.
- ☐ Document that all associated individuals are properly licensed and registered.

- **Code Of Ethics**

- ☐ Have a written code of ethics that is distributed to all employees and updated as needed.
- ☐ Conduct annual training for employees on the code of ethics, and maintain documentation of the training.
- ☐ Conduct employee background checks when hiring individuals to make sure that they have a history of compliance and ethics.

- **Compliance Policies And Procedures**

- ☐ Have written policies and procedures for all compliance-related functions, including trading, advertising, and communication with clients.
- ☐ Conduct annual reviews of policies and procedures, and update them as needed.
- ☐ Review marketing materials to comply with advertising and marketing regulations.

- **Cybersecurity**

- ☐ Have a written cybersecurity policy that includes procedures for protecting client data.
- ☐ Conduct regular training for employees on cybersecurity best practices.

- **Business Continuity And Disaster Recovery**

- ☐ Have a written business continuity plan and disaster recovery plan that include procedures for ensuring business continuity in the event of a disruption.
- ☐ Conduct regular testing of the plans, and update them as needed.

- **Client Disclosures And Communication**

- ☐ Ensure that all client disclosures are up to date and accurate.
- ☐ Have procedures in place for communicating with clients, including providing regular account statements and responding to client inquiries.

- **Recordkeeping**

- ☐ Maintain accurate and organized records of all compliance-related activities, including annual reviews, employee training, and any other compliance-related tasks.
- ☐ Ensure that all required records are retained for the appropriate amount of time.

- **Fees And Compensation**

- ☐ Disclose all fees and compensation to clients in a clear and transparent manner.
- ☐ Ensure that all fee arrangements are in adherence to all applicable regulations.

- **Advertising And Marketing**

- ☐ Ensure that all advertising and marketing materials are accurate and in compliance with applicable regulations.
- ☐ Have procedures in place for reviewing and approving all advertising and marketing materials.

- **Outsourcing Compliance Functions**

- ☐ Consider outsourcing compliance functions to a third-party provider or working with a compliance consultant to ensure that all compliance requirements are met.