

Information Memo

New York Stock Exchange, Inc.
20 Broad Street
New York, NY 10005

Member Firm Regulation



Number 02-54
November 26, 2002

ATTENTION: CHIEF OPERATIONS OFFICER, CHIEF ADMINISTRATIVE OFFICER, REGISTRATION, LEGAL AND COMPLIANCE DEPARTMENTS

TO: ALL MEMBERS AND MEMBER ORGANIZATIONS

SUBJECT: ENHANCEMENTS TO THE ELECTRONIC FILING PLATFORM (EFP) BRANCH OFFICE APPLICATION SYSTEM

THIS MEMORANDUM MAY REQUIRE ACTION BY MEMBERS AND MEMBER ORGANIZATIONS

Since June 1, 2000, members and member organizations have been using the EFP to electronically file the Branch Office Application to request approval for a new branch office.¹ However, notification of address relocations, branch closings, and changes in space sharing arrangements for existing offices have continued to be submitted to the Exchange only in written form.

The Exchange has made enhancements to its EFP Branch Office Application so that members and member organizations can electronically submit notification to the Exchange of certain changes in its branch offices. Accordingly, members and member organizations will be **required** to notify the Exchange, via the EFP Branch Office Application, of the following changes to the branch office application:

- Branch Office Closings
- Relocations
- Change in the (onsite) Person-In-Charge
- Change in the (offsite) Person-In-Charge
- Change in the Branch Code Number²
- Change in Space Sharing Arrangements

Members' and member organizations' systems will be upgraded to allow all of the required information through the enhanced EFP Branch Office Application starting December 3, 2002.

¹ See Information Memorandum No. 00-10, dated April 28, 2000.

² The branch code number must be an alphanumeric code up to fifteen characters and must be unique for each location. This code must be used for all correspondence and transmissions to the Exchange (e.g., NYSE Rule 351(d) complaints, RE-3 forms, and so on) relating to this branch office.

To facilitate this upgrade, members and member organizations will be contacted by the Qualifications and Registrations Department (“Q&R”) to provide a list of its branch offices for reconciliation with Exchange records. The list must be in Excel and include specific data fields that will be provided when contacted by Q&R. The list should include the member’s or member organization’s Main Office address with an identifier for the Main Office.

During the reconciliation process, the EFP Branch Office Application may be shut down for up to a two-week period, with no new applications accepted or processed during that time (including hard copy applications). Once the reconciliation has been completed, access to the upgraded EFP Branch Office Application will be activated and members and member organizations will be able to submit new applications, as well as submit the **required** changes to existing office applications.

The EFP Branch Office Application upgrade will allow interface with the Exchange’s Controller’s Department for billing purposes. The EFP Branch Office Application will be the only way the Exchange will accept notification of relocations and branch office closings for any purpose (including billing). Accordingly, it becomes extremely important that the system be up to date and accurate.

In addition, any correspondence to the Exchange regarding branch offices including quarterly 351(d) complaint filings, must correlate to the branch office code in the EFP Branch Office Application system.

Updated instructions will be available electronically once the upgraded EFP Branch Office Application has been activated at your organization.

Questions concerning the EFP Branch Office Application may be directed to Evelyn Pena at (212) 656-5211 or Peggy Germino at (212) 656-8450.

Salvatore Pallante
Executive Vice President