

Examination Process

Compliance Outreach Program

September 13, 2013

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AGENDA

- Types of Examinations
- Examination Process/Expectations

Types of Exams

- Risk Priority Examinations
- Cause Examinations
- Randomly Selected Examinations
- Presence Examinations
- Risk-Targeted Examination Sweeps (“RiTES” or “Sweeps”)
- Risk Assessment Examinations

What to Expect

- The Initial Call
- The Document Request Letter

Behind the Scenes (or Not So Much)

- Before the Initial Call
 - Pre-Scoping to establish an initial risk profile of the firm
 - Research
- On the Call
 - Based upon the information received during the initial call, more risk scoping to refine the risk profile and establish an initial scope
- Optional Pre-Examination Procedure
 - An On-Site Overview Visit
- Surprise Examinations

The Document Request Letter

- Document Request Letter
- Form 1661 or Form 2866
- Exam Brochure

Exam Process

- What to expect once the exam begins:
 - On or Off-Site Examination
 - Interviews w/ key firm personnel
 - Additional document requests

The End

- Exit Interview to Present Findings
- Examination Summary Letter
- 30 Days to Respond in Writing