

OCIE HQ

Supplemental Madoff Document Request

Drafts 1-10 and Final Document Request

From: Wood, Jacqueline
Sent: Friday, February 06, 2004 4:48 PM
To: Donohue, Mark J.
Cc: Walker, Genevieve
Subject: Madoff



Supplemental
Document Request ..

For your review and comment.

February __, 2004

*Via Facsimile to (212) 486-8178
and U.S. First-Class Mail*

Peter B. Madoff
Chief Compliance Officer
Bernard L. Madoff Investment Securities, LLC
885 Third Avenue
New York, New York 10022

Re: Second Request for Information

Dear Mr. Madoff:

Pursuant to Section 17(a)(1) of the Securities Exchange Act of 1934 and Rule 17a-4 thereunder, the Office of Compliance Inspections and Examinations ("OCIE" or "Staff") is conducting an examination of Bernard L. Madoff Investment Securities, LLC and its affiliates (referred to herein as "Madoff Securities"). The Staff requests that Madoff Securities provide the following information on or before _____, 2004.

1. For the time period January 2003 through December 2003, all trading activity (including all market making activity), including, but not limited to:
 - (1) account name;
 - (2) account number;
 - (3) name of security;
 - (4) quantity;
 - (5) date order was received;
 - (6) order receipt time (including seconds);
 - (7) date order was executed;
 - (8) order execution time (including seconds);
 - (9) whether the order was cancelled or replaced and the time of such modification (including seconds);
 - (10) report time (including seconds);
 - (11) contra party;
 - (12) execution price;
 - (13) whether the order was a buy or sell order;
 - (14) terms and conditions of the order;

- (15) the inside market or NBBO at the time the order was executed;
 - (16) whether the order was on an agency or principal basis;
 - (17) whether the order was entered pursuant to the exercise of discretionary authority;
 - (18) the identity of each associated person responsible for the account; and
 - (19) commission or commission equivalent paid.
2. For the time period January 2001 through the present, all communications between Madoff Securities and those clients utilizing the split-strike forward conversion strategy, their affiliates, subsidiaries, agents, and investors or owners, relating or referring to the split-strike forward conversion strategy, including, but not limited to, written correspondence, email communications, and oral contracts and agreements.
3. For the time period January 2001 through the present, all documents relating or referring to any client of Madoff Securities utilizing the split-strike forward conversion strategy, including, but not limited to, written contracts and agreements (including prime brokerage and options trading agreements), new account opening documents, corporate documents, and account statements or reports.
4. All documents and communications relating or referring to the Black Box Model utilized by Madoff Securities to execute the split-strike forward conversion strategy, including, but not limited to, programming parameters, specifications, formulas, calculations, factors, variables, and pre-programmed logic.
5. List all the conditions that must exist before the split-strike forward conversion strategy can be executed.

Additional documents and information may be requested if necessary. **If you**
have any questions, please contact me at (202) 942-7493 or Mark Donohue at **Personal Privacy**
Personal Privacy Thank you for your cooperation.

Sincerely,

Eric J. Swanson
Assistant Director

cc: SEC Form 1661

Madoff

2/11/2004 12:58:16 PM

From: Donohue, Mark J.

To: Wood, Jacqueline [WOODJ@sec.gov]; Walker, Genevieve [WalkerGe@sec.gov]

Attachments: Madoff 2nd Doc Req.doc

please take a look at this revised version and lets talk about any needed edits, etc....

<<...>>

Mark J. Donohue

Office of Compliance Inspections and Examinations

Securities and Exchange Commission

Personal Privacy

February __, 2004

***Via Facsimile to (212) 486-8178
and U.S. First-Class Mail***

Peter B. Madoff
Chief Compliance Officer
Bernard L. Madoff Investment Securities, LLC
885 Third Avenue
New York, New York 10022

Re: January 6, 2004 Request for Information

Dear Mr. Madoff:

Pursuant to Section 17(a)(1) of the Securities Exchange Act of 1934 and Rule 17a-4 thereunder, the Office of Compliance Inspections and Examinations (“OCIE” or “Staff”) is conducting an examination of Bernard L. Madoff Investment Securities, LLC and its affiliates (referred to herein as “Madoff Securities”). In addition to the information provided in response to our letter of January 6, 2004, provide the following information on or before _____, 2004.

1. For the time period January 2003 through December 2003, provide all trading activity (including all market making activity) in an Excel spreadsheet, including, but not limited to:
 - (1) account name;
 - (2) account number;
 - (3) name of security;
 - (4) terms and conditions of the order (e.g., buy/sell, market/limit, percentage order, not held);
 - (5) whether the order was on an agency or principal basis;
 - (6) whether the order was entered pursuant to the exercise of discretionary authority;
 - (7) order quantity;
 - (8) order receipt date and time (including seconds);
 - (9) whether the order was cancelled or replaced and the time of such modification (including seconds);
 - (10) execution date and time (including seconds);
 - (11) execution quantity;
 - (12) execution price;

- (13) report time (including seconds);
 - (14) contra party;
 - (15) the inside market or NBBO at the time the order was executed;
 - (16) the identity of each associated person responsible for the account; and
 - (17) commission or commission equivalent paid.
2. For the time period January 2001 through the present, provide all documents relating to communications between Madoff Securities and those clients utilizing the split-strike forward conversion strategy, their affiliates, subsidiaries, agents, investors, or owners, relating or referring to the split-strike forward conversion strategy, including, but not limited to, written correspondence and email communications.
3. Provide all documents relating or referring to any client of Madoff Securities utilizing the split-strike forward conversion strategy, including, but not limited to, written contracts and agreements (including prime brokerage and options trading agreements), new account opening documents, corporate documents, account statements, profit or expense reports.

Additional documents and information may be requested if necessary. **If you**
have any questions, please contact me at (202) 942-7493 or Mark Donohue at **Personal Privacy**

Personal Privacy Thank you for your cooperation.

Sincerely,

Eric J. Swanson
Assistant Director

cc: SEC Form 1661

Unknown

From: Walker, Genevieve
Sent: Wednesday, February 11, 2004 1:36 PM
To: Donohue, Mark J.; Wood, Jacqueline
Subject: RE: madoff

Attachments: Madoff 2nd Doc Req.doc



Madoff 2nd Doc
Req.doc (48 KB)...

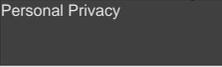
-----Original Message-----

From: Donohue, Mark J.
To: Wood, Jacqueline; Walker, Genevieve
Sent: 2/11/2004 11:58 AM
Subject: madoff

please take a look at this revised version and lets talk about any needed edits, etc....

<<Madoff 2nd Doc Req.doc>>

Mark J. Donohue
Office of Compliance Inspections and Examinations Securities and Exchange Commission

Personal Privacy


February __, 2004

***Via Facsimile to (212) 486-8178
and U.S. First-Class Mail***

Peter B. Madoff
Chief Compliance Officer
Bernard L. Madoff Investment Securities, LLC
885 Third Avenue
New York, New York 10022

Re: January 6, 2004 Request for Information

Dear Mr. Madoff:

Pursuant to Section 17(a)(1) of the Securities Exchange Act of 1934 and Rule 17a-4 thereunder, the Office of Compliance Inspections and Examinations (“OCIE” or “Staff”) is conducting an examination of Bernard L. Madoff Investment Securities, LLC and its affiliates (referred to herein as “Madoff Securities”). In addition to the information provided in response to our letter of January 6, 2004, provide the following information on or before _____, 2004.

1. For the time period January 2003 through December 2003, provide all trading activity (including all market making activity) in an Excel spreadsheet, including, but not limited to:
 - (1) account name;
 - (2) account number;
 - (3) name and symbol of the security;
 - (4) for option trades, the name and symbol of the security, class and series;
 - (5) terms and conditions of the order (*e.g.*, buy/sell, market/limit, percentage order, not held, buy or sell open/close);
 - (6) whether the order was executed on either an agency or principal basis;
 - (7) whether the order was entered pursuant to the exercise of discretionary authority;
 - (8) order quantity;
 - (9) order receipt date and time (including seconds);

- (10) whether the order was cancelled or replaced and the time of such modification (including seconds);
 - (11) whether the order was adjusted (e.g. by size, price, execution time, or, for options, from buy open to sell open);
 - (12) execution date and time (including seconds);
 - (13) execution quantity;
 - (14) execution price;
 - (15) report time (including seconds);
 - (16) contra party;
 - (17) the inside market or NBBO at the time the order was executed;
 - (18) the identity of each associated person responsible for the account; and
 - (19) any commission or commission equivalent paid.
2. For the time period January 2001 through the present, provide all documents relating to communications between Madoff Securities and those clients utilizing the split-strike forward conversion strategy, their affiliates, subsidiaries, agents, investors, or owners, relating or referring to the split-strike forward conversion strategy, including, but not limited to, written correspondence and email communications.
3. Provide all documents relating or referring to any client of Madoff Securities utilizing the split-strike forward conversion strategy, including, but not limited to, written contracts and agreements (including prime brokerage and option trading agreements), new account opening documents, corporate documents, account statements, and profit or expense reports.

Additional documents and information may be requested if necessary. If you have any questions, please contact me at (202) 942-7493 or Mark Donohue at

Personal
Privacy

Thank you for your cooperation.

Personal Privacy

Sincerely,

Eric J. Swanson
Assistant Director

cc: SEC Form 1661

Unknown

From: Wood, Jacqueline
Sent: Wednesday, February 11, 2004 2:08 PM
To: Donohue, Mark J.
Subject: Madoff

Attachments: Madoff 2nd Doc Req.doc

My 2-cents: Three stylistic, stupid changes that you can take or leave out. I noticed we are not asking for any information



Madoff 2nd Doc
Req.doc (44 KB)...

re: the black box model--pity....

February __, 2004

***Via Facsimile to (212) 486-8178
and U.S. First-Class Mail***

Peter B. Madoff
Chief Compliance Officer
Bernard L. Madoff Investment Securities, LLC
885 Third Avenue
New York, New York 10022

Re: Request for Information dated January 6, 2004

Dear Mr. Madoff:

Pursuant to Section 17(a)(1) of the Securities Exchange Act of 1934 and Rule 17a-4 thereunder, the Office of Compliance Inspections and Examinations (“OCIE” or “Staff”) is conducting an examination of Bernard L. Madoff Investment Securities, LLC and its affiliates (referred to herein as “Madoff Securities”). In addition to the information provided in response to our letter dated January 6, 2004, provide the following information on or before _____, 2004.

1. For the time period January 2003 through December 2003, provide all trading activity (including all market making activity) in an Excel spreadsheet, including, but not limited to:
 - (1) account name;
 - (2) account number;
 - (3) name of security;
 - (4) terms and conditions of the order (e.g., buy/sell, market/limit, percentage order, not held);
 - (5) whether the order was on an agency or principal basis;
 - (6) whether the order was entered pursuant to the exercise of discretionary authority;
 - (7) order quantity;
 - (8) order receipt date and time (including seconds);
 - (9) whether the order was cancelled or replaced and the time of such modification (including seconds);
 - (10) execution date and time (including seconds);
 - (11) execution quantity;
 - (12) execution price;

- (13) report time (including seconds);
 - (14) contra party;
 - (15) the inside market or NBBO at the time the order was executed;
 - (16) the identity of each associated person responsible for the account; and
 - (17) commission or commission equivalent paid.
2. For the time period January 2001 through the present, provide all documents relating to communications between Madoff Securities and those clients utilizing the split-strike forward conversion strategy, their affiliates, subsidiaries, agents, investors, or owners, relating or referring to the split-strike forward conversion strategy, including, but not limited to, written correspondence and email communications.
 3. Provide all documents relating or referring to any client of Madoff Securities utilizing the split-strike forward conversion strategy, including, but not limited to, written contracts and agreements (including prime brokerage and options trading agreements), new account opening documents, corporate documents, account statements, and profit or expense reports.

Additional documents and information may be requested if necessary. If you have any questions, please contact me at (202) 942-7493 or Mark Donohue at Personal Privacy.
Personal Privacy Thank you for your cooperation.

Sincerely,

Eric J. Swanson
Assistant Director

cc: SEC Form 1661

Unknown

From: Walker, Genevieve
Sent: Wednesday, February 11, 2004 4:42 PM
To: Wood, Jacqueline
Cc: Donohue, Mark J.
Subject: RE:

Attachments: Madoff 2nd Doc Req.doc



Madoff 2nd Doc
Req.doc (48 KB)...

Hi Jackie,

Yes, it would. However, the option symbol is not usually the same as the underlying stock symbol. But, since we are looking at hedge fund account trading activity using a collar strategy, we have to be able to match the corresponding equity trades to option trades. Also, any given security may have many different option classes, with different series and strikes. Since we want to be able to manipulate and analyze the data effectively, we should try to ensure that we request that the data be provided in a useful format. So, I believe that it is useful to tailor our request for that purpose.

That said, I have slightly modified the wording of 1.(4). Please let me know if you have any other questions.

-Gen

-----Original Message-----

From: Wood, Jacqueline
To: Walker, Genevieve
Sent: 2/11/2004 3:53 PM

Hello! One question re: madoff letter request, for question no.1, if we ask for the name of the security, would that question also produce option trades or do you think it needs to be separated from equity trades? Your thoughts?

Jacqueline M. Wood, Esquire
United States Securities and Exchange Commission Office of Compliance Inspections and Examinations 450
Fifth Street, N.W.
Washington, D.C. 20549-0901
Direct Dial: (202) 942-7408
Facsimile: (202) 942-9572
Email: woodj@sec.gov

February __, 2004

***Via Facsimile to (212) 486-8178
and U.S. First-Class Mail***

Peter B. Madoff
Chief Compliance Officer
Bernard L. Madoff Investment Securities, LLC
885 Third Avenue
New York, New York 10022

Re: January 6, 2004 Request for Information

Dear Mr. Madoff:

Pursuant to Section 17(a)(1) of the Securities Exchange Act of 1934 and Rule 17a-4 thereunder, the Office of Compliance Inspections and Examinations ("OCIE" or "Staff") is conducting an examination of Bernard L. Madoff Investment Securities, LLC and its affiliates (referred to herein as "Madoff Securities"). In addition to the information provided in response to our letter of January 6, 2004, provide the following information on or before _____, 2004.

1. For the time period January 2003 through December 2003, provide all trading activity (including all market making activity) in an Excel spreadsheet, including, but not limited to:
 - (1) account name;
 - (2) account number;
 - (3) for equity trades, the name and symbol of the security;
 - (4) for option trades, the class, series and strike price, as well as the name and symbol of the underlying security;
 - (5) terms and conditions of the order (*e.g.*, buy/sell, market/limit, percentage order, not held, buy or sell open/close);
 - (6) whether the order was executed on either an agency or principal basis;
 - (7) whether the order was entered pursuant to the exercise of discretionary authority;
 - (8) order quantity;
 - (9) order receipt date and time (including seconds);

- (10) whether the order was cancelled or replaced and the time of such modification (including seconds);
 - (11) whether the order was adjusted (*e.g.* by size, price, execution time, or, for options, from buy open to sell open);
 - (12) execution date and time (including seconds);
 - (13) execution quantity;
 - (14) execution price;
 - (15) report time (including seconds);
 - (16) contra party;
 - (17) the inside market or NBBO at the time the order was executed;
 - (18) the identity of each associated person responsible for the account; and
 - (19) any commission or commission equivalent paid.
2. For the time period January 2001 through the present, provide all documents relating to communications between Madoff Securities and those clients utilizing the split-strike forward conversion strategy, their affiliates, subsidiaries, agents, investors, or owners, relating or referring to the split-strike forward conversion strategy, including, but not limited to, written correspondence and email communications.
3. Provide all documents relating or referring to any client of Madoff Securities utilizing the split-strike forward conversion strategy, including, but not limited to, written contracts and agreements (including prime brokerage and option trading agreements), new account opening documents, corporate documents, account statements, and profit or expense reports.

Additional documents and information may be requested if necessary. If you have any questions, please contact me at (202) 942-7493 or Mark Donohue at Personal Privacy

Personal Privacy Thank you for your cooperation.

Sincerely,

Eric J. Swanson
Assistant Director

cc: SEC Form 1661

Unknown

From: Wood, Jacqueline
Sent: Wednesday, February 11, 2004 6:21 PM
To: Donohue, Mark J.
Cc: Walker, Genevieve
Subject: Madoff

Attachments: Supplemental Document Request Letter v2.doc

Mark: Final draft of supplemental letter to Madoff incorporating my changes, as well as Gen's changes. Have a wonderful time abroad!



Supplemental
Document Request ..

Jackie

February __, 2004

***Via Facsimile to (212) 486-8178
and U.S. First-Class Mail***

Peter B. Madoff
Chief Compliance Officer
Bernard L. Madoff Investment Securities, LLC
885 Third Avenue
New York, New York 10022

Re: Request for Information dated January 6, 2004

Dear Mr. Madoff:

Pursuant to Section 17(a)(1) of the Securities Exchange Act of 1934 and Rule 17a-4 thereunder, the Office of Compliance Inspections and Examinations ("OCIE" or "Staff") is conducting an examination of Bernard L. Madoff Investment Securities, LLC and its affiliates (referred to herein as "Madoff Securities"). In addition to the information provided in response to our letter dated January 6, 2004, provide the following information on or before _____, 2004.

1. For the time period January 2003 through December 2003, provide all trading activity (including all market making activity) in an Excel spreadsheet, including, but not limited to:
 - (1) account name;
 - (2) account number;
 - (3) for equity trades, the name and symbol of the security;
 - (4) for option trades, the class, series, and strike price, as well as the name and symbol of the underlying security;
 - (5) terms and conditions of the order (e.g., buy/sell; market/limit; percentage order, not held; buy or sell open/close);
 - (6) whether the order was executed on either an agency or principal basis;
 - (7) whether the order was entered pursuant to the exercise of discretionary authority;
 - (8) order quantity;
 - (9) order receipt date and time (including seconds);

- (10) whether the order was cancelled or replaced and the time of such modification (including seconds);
 - (11) whether the order was adjusted (*e.g.*, by size, price, execution time or, for options, from buy open to sell open);
 - (12) execution date and time (including seconds);
 - (13) execution quantity;
 - (14) execution price;
 - (15) report time (including seconds);
 - (16) contra party;
 - (17) the inside market or NBBO at the time the order was executed;
 - (18) the identity of each associated person responsible for the account; and
 - (19) any commission or commission equivalent paid.
2. For the time period January 2001 through the present, provide all documents relating to communications between Madoff Securities and those clients utilizing the split-strike forward conversion strategy, their affiliates, subsidiaries, agents, investors, or owners, relating or referring to the split-strike forward conversion strategy, including, but not limited to, written correspondence and email communications.
3. Provide all documents relating or referring to any client of Madoff Securities utilizing the split-strike forward conversion strategy, including, but not limited to, written contracts and agreements (including prime brokerage and options trading agreements), new account opening documents, corporate documents, account statements, and profit or expense reports.

Additional documents and information may be requested if necessary. If you have any questions, please contact me at (202) 942-7493 or Mark Donohue at Personal Privacy. Thank you for your cooperation.

Sincerely,

Eric J. Swanson
Assistant Director

cc: SEC Form 1661

Unknown

From: Donohue, Mark J.
Sent: Thursday, February 12, 2004 1:35 PM
To: Swanson, Eric J.
Subject: FW: Madoff

Attachments: Supplemental Document Request Letter v2.doc

Eric,

Please take a look at this when you get a chance, and we'll send it out.

-----Original Message-----

From: Wood, Jacqueline
Sent: Wednesday, February 11, 2004 6:21 PM
To: Donohue, Mark J.
Cc: Walker, Genevieve
Subject: Madoff

Mark: Final draft of supplemental letter to Madoff incorporating my changes, as well as Gen's changes. Have a wonderful time abroad!



Supplemental
Document Request ..
Jackie

- (10) whether the order was cancelled or replaced and the time of such modification (including seconds);
 - (11) whether the order was adjusted (*e.g.*, by size, price, execution time or, for options, from buy open to sell open);
 - (12) execution date and time (including seconds);
 - (13) execution quantity;
 - (14) execution price;
 - (15) report time (including seconds);
 - (16) contra party;
 - (17) the inside market or NBBO at the time the order was executed;
 - (18) the identity of each associated person responsible for the account; and
 - (19) any commission or commission equivalent paid.
2. For the time period January 2001 through the present, provide all documents relating to communications between Madoff Securities and those clients utilizing the split-strike forward conversion strategy, their affiliates, subsidiaries, agents, investors, or owners, relating or referring to the split-strike forward conversion strategy, including, but not limited to, written correspondence and email communications.
3. Provide all documents relating or referring to any client of Madoff Securities utilizing the split-strike forward conversion strategy, including, but not limited to, written contracts and agreements (including prime brokerage and options trading agreements), new account opening documents, corporate documents, account statements, and profit or expense reports.

Additional documents and information may be requested if necessary. If you have any questions, please contact me at (202) 942-7493 or Mark Donohue at [REDACTED]

[REDACTED] Thank you for your cooperation.

Sincerely,

Eric J. Swanson
Assistant Director

cc: SEC Form 1661

Unknown

From: Donohue, Mark J.
Sent: Wednesday, February 18, 2004 11:03 AM
To: Wood, Jacqueline; Walker, Genevieve
Subject: Madoff

Attachments: Madoff 2nd doc req v3.doc

One more try. Please review this latest draft and let's talk at 11:30 in my office.



Madoff 2nd doc req
v3.doc (41 ...)

Mark J. Donohue
Office of Compliance Inspections and Examinations
Securities and Exchange Commission
Personal Privacy

February __, 2004

***Via Facsimile to (212) 486-8178
and U.S. First-Class Mail***

Peter B. Madoff
Chief Compliance Officer
Bernard L. Madoff Investment Securities, LLC
885 Third Avenue
New York, New York 10022

Re: Request for Information dated January 6, 2004

Dear Mr. Madoff:

Pursuant to Section 17(a)(1) of the Securities Exchange Act of 1934 and Rule 17a-4 thereunder, the Office of Compliance Inspections and Examinations ("OCIE" or "Staff") is conducting an examination of Bernard L. Madoff Investment Securities, LLC and its affiliates (referred to herein as "Madoff Securities"). In addition to the information provided in response to our letter dated January 6, 2004, provide the following information on or before _____, 2004.

1. For the time period January 2001 through the present, provide all written communications between Madoff Securities and those clients utilizing the split-strike forward conversion strategy, their affiliates, subsidiaries, agents, investors, or owners, including, but not limited to, correspondence, reports, memoranda, periodic account statements, and emails.
2. For the time period January 2001 through the present, provide the following documents and information relating to the accounts any client of Madoff Securities utilizing the split-strike forward conversion strategy:
 - a. Records of all transactions (to the extent not already provided in the periodic account statements);
 - b. Reports (internal or otherwise) identifying profits, losses, expenses, fees, or commissions; and
 - c. Memoranda or reports relating to trading strategies, investment strategies, or research.
3. Provide the following documents relating to any client of Madoff Securities utilizing the split-strike forward conversion strategy:

Peter B. Madoff
Page 2
February __, 2004

- a. Contracts or agreements (including prime brokerage and options trading agreements), and any amendments thereto;
- b. New account opening documents; and
- c. Corporate documents.

Additional documents and information may be requested if necessary. If you
have any questions, please contact me at (202) 942-7493 or Mark Donohue at

Personal
Privacy

Thank you for your cooperation.

Sincerely,

Eric J. Swanson
Assistant Director

Unknown

From: Wood, Jacqueline
Sent: Wednesday, February 18, 2004 12:05 PM
To: Donohue, Mark J.
Subject: My two cents....

Attachments: Madoff 2nd doc req v31.doc



Madoff 2nd doc req
v31.doc (42...

February 18, 2004

***Via Facsimile to (212) 486-8178
and U.S. First-Class Mail***

Peter B. Madoff
Chief Compliance Officer
Bernard L. Madoff Investment Securities, LLC
885 Third Avenue
New York, New York 10022

Re: Request for Information dated January 6, 2004

Dear Mr. Madoff:

Pursuant to Section 17(a)(1) of the Securities Exchange Act of 1934 and Rule 17a-4 thereunder, the Office of Compliance Inspections and Examinations (“OCIE” or “Staff”) is conducting an examination of Bernard L. Madoff Investment Securities, LLC and its affiliates (referred to herein as “Madoff Securities”). In addition to the information provided in response to our letter dated January 6, 2004, provide the following information on or before March 3, 2004.

1. For the time period January 2001 through the present, provide all written communications between Madoff Securities and those clients utilizing the split-strike forward conversion strategy, their affiliates, subsidiaries, agents, investors, or owners, including, but not limited to, correspondence, reports, memoranda, account statements, account summaries, and emails.
2. For the time period January 2001 through the present, provide the following documents and information relating to the accounts of those clients of Madoff Securities utilizing the split-strike forward conversion strategy:
 - a. Records of all transactions (to the extent not already provided in the account statements and summaries);
 - b. Reports (internal or otherwise) identifying profits, losses, expenses, fees, commissions, or commissions equivalent; and
 - c. Memoranda or reports relating to trading strategies, investment strategies, or research.
3. Provide the following documents relating to any client of Madoff Securities utilizing the split-strike forward conversion strategy:

Peter B. Madoff
Page 2
February __, 2004

- a. Contracts or agreements (including prime brokerage agreements and options trading agreements), and any amendments thereto;
- b. New account opening documents and any documentation attached thereto;
- c. Corporate or partnership documents; and
- d. Trading authorizations.

Additional documents and information may be requested if necessary. If you
have any questions, please contact me at (202) 942-7493 or Mark Donohue at Personal Privacy

Personal Privacy

Thank you for your cooperation.

Sincerely,

Eric J. Swanson
Assistant Director

Unknown

From: Wood, Jacqueline
Sent: Wednesday, February 18, 2004 3:42 PM
To: Donohue, Mark J.; Walker, Genevieve
Subject: Final Madoff Supplemental Letter

Attachments: Final Supplemental Document Request Letter.doc



Final Supplemental
Document Re...

February 18, 2004

*Via Facsimile to (212) 486-8178
and U.S. First-Class Mail*

Peter B. Madoff
Chief Compliance Officer
Bernard L. Madoff Investment Securities, LLC
885 Third Avenue
New York, New York 10022

Re: Request for Information dated January 6, 2004

Dear Mr. Madoff:

Pursuant to Section 17(a)(1) of the Securities Exchange Act of 1934 and Rule 17a-4 thereunder, the Office of Compliance Inspections and Examinations (“OCIE” or “Staff”) is conducting an examination of Bernard L. Madoff Investment Securities, LLC and its affiliates (referred to herein as “Madoff Securities”). In addition to the information provided in response to our letter dated January 6, 2004, provide the following information on or before March 3, 2004.

1. For the time period January 2001 through the present, provide all written communications between Madoff Securities and those clients utilizing the split-strike forward conversion strategy, their affiliates, subsidiaries, agents, investors, or owners, including, but not limited to, correspondence, reports, memoranda, account statements, account summaries, and emails.
2. For the time period January 2001 through the present, provide the following documents and information relating to the accounts of those clients of Madoff Securities utilizing the split-strike forward conversion strategy:
 - a. Records of all transactions (to the extent not already provided in the account statements and summaries);
 - b. Reports (internal or otherwise) identifying profits, losses, expenses, fees, or commissions or any monies equivalent to commissions (*e.g.*, “commission equivalent”); and
 - c. Memoranda and reports relating to trading strategies, investment strategies, or research.

Peter B. Madoff
Page 2
February 18, 2004

3. Provide the following documents relating to any client of Madoff Securities utilizing the split-strike forward conversion strategy:
 - a. Agreements (including prime brokerage agreements and options trading agreements), and any amendments thereto;
 - b. New account opening documents, including any documents attached thereto, and any subsequently received documents relating to the new account opening;
 - c. Corporate and partnership documents; and
 - d. Trading authorizations.

Additional documents and information may be requested if necessary. If you have any questions, please contact me at (202) 942-7493 or Mark Donohue at [Personal Privacy]. Thank you for your cooperation.

Sincerely,

Eric J. Swanson
Assistant Director



UNITED STATES
SECURITIES AND EXCHANGE COMMISSION
WASHINGTON, D.C. 20549

OFFICE OF COMPLIANCE
INSPECTIONS AND
EXAMINATIONS

February 18, 2004

*Via Facsimile to (212) 486-8178
and U.S. First-Class Mail*

Peter B. Madoff
Chief Compliance Officer
Bernard L. Madoff Investment Securities, LLC
885 Third Avenue
New York, New York 10022

Re: Request for Information dated January 6, 2004

Dear Mr. Madoff:

Pursuant to Section 17(a)(1) of the Securities Exchange Act of 1934 and Rule 17a-4 thereunder, the Office of Compliance Inspections and Examinations ("OCIE" or "Staff") is conducting an examination of Bernard L. Madoff Investment Securities, LLC and its affiliates (referred to herein as "Madoff Securities"). In addition to the information provided in response to our letter dated January 6, 2004, provide the following information on or before March 3, 2004.

1. For the time period January 2001 through the present, provide all written communications between Madoff Securities and those clients utilizing the split-strike forward conversion strategy, their affiliates, subsidiaries, agents, investors, or owners, including, but not limited to, correspondence, reports, memoranda, account statements, account summaries, and emails.
2. For the time period January 2001 through the present, provide the following documents and information relating to the accounts of those clients of Madoff Securities utilizing the split-strike forward conversion strategy:
 - a. Records of all transactions (to the extent not already provided in the account statements and summaries);
 - b. Reports (internal or otherwise) identifying profits, losses, expenses, fees, or commissions or any monies equivalent to commissions (*e.g.*, "commission equivalent"); and
 - c. Memoranda and reports relating to trading strategies, investment strategies, or research.

Peter B. Madoff
Page 2
February 18, 2004

3. Provide the following documents relating to any client of Madoff Securities utilizing the split-strike forward conversion strategy:
 - a. Agreements (including prime brokerage agreements and options trading agreements), and any amendments thereto;
 - b. New account opening documents, including any documents attached thereto, and any subsequently received documents relating to the new account opening;
 - c. Corporate and partnership documents; and
 - d. Trading authorizations.

Additional documents and information may be requested if necessary. If you
have any questions, please contact me at (202) 942-7493 or Mark Donohue at
Thank you for your cooperation.

Personal
Privacy

Personal Privacy

Sincerely,



Eric J. Swanson
Assistant Director