



LITTLE ELM

Finance Department
100 W. Eldorado Parkway
Little Elm, TX 75068

BROKER/DEALER QUESTIONNAIRE

Name of Firm: _____

Address: _____

Phone: (____) _____

Fax: (____) _____

Account Representative: _____

Title: _____

Email: _____

Backup Representative: _____

Title: _____

Email: _____

Do you have a Texas office of the firm for brokerage or other services? Yes _____ No _____

Address of Texas office _____

Nature of office _____

Has the representative been given clearance by the firm to be the sole representative for the

City's account? Yes _____ No _____

If yes, by whom? _____

How long has the direct representative been an institutional governmental securities broker at the firm? _____

Does the firm have primary dealer status with the Federal Reserve? Yes _____ No _____

How long has the firm had primary dealer status? _____

Is the firm and the account representative registered with the Texas State Securities

Commission? Yes _____ No _____ How long? _____



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THIS PAGE TO BE COMPLETED BY ANY FIRM THAT DOES NOT CURRENTLY HOLD PRIMARY DEALER STATUS

In which market sectors does the local firm/desk specialize, if any?

Please identify your most directly comparable public sector clients.

How long has your firm been in business? _____

Is your firm a subsidiary of another firm? Yes _____ No _____

Is yes, which firm? _____

What was the firm's total volume in U.S. Treasuries and Agencies for the last fiscal year?

Firm wide: \$ _____

Your office: \$ _____

Do you have full SIPC insurance coverage? Yes _____ No _____

If yes, do you take a position in securities in which you sell or buy? _____

How much excess capital does your firm maintain? _____

Through which firm do you clear? _____

Do you clear on a fully disclosed basis, i.e., will the clearing firm be acting as principal on the transaction? Yes _____ No _____

Please describe your primary banking relationship(s) and your lines of credit.

Please attach a separate sheet with your full delivery instructions.



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**BROKER/DEALER
CERTIFICATION**

I hereby certify that I have personally read and understand the investment policies of the Town of Little Elm, and have implemented reasonable procedures and controls designed to fulfill those objectives and conditions in accordance with Section 2256.005(k) of the Texas Public Funds Investment Act. Transactions between this firm and the Town of Little Elm will be directed towards precluding imprudent investment activities arising out of investment transactions conducted between the entity and the Town of Little Elm.

All the sales personnel of this firm dealing with the Town of Little Elm’s account have been informed and will be routinely informed of the Town’s investment horizons, limitations, strategy and risk constraints, whenever we are so informed in writing.

This firm pledges due diligence in informing the Town of foreseeable risks associated with financial transactions connected to this firm. In addition to this certification, this firm will supply the following to the Town:

- 1) Audited Financial Statements
- 2) Proof of Registration with the Texas State Securities Board
- 3) Proof of National Association of Securities Dealers (NASD) Certification
- 4) Resumes of the Sales Personnel dealing with the Town of Little Elm

Firm

Primary Representative:

Registered Principal:

(Signature)

(Signature)

(Name)

(Name)

(Title)

(Title)

(Date)

(Date)



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TEXAS PUBLIC FUNDS INVESTMENT ACT ACKNOWLEDGEMENTS

These Acknowledgements are executed on behalf of the Town of Little Elm (“Investor”) and (“Business Organization”) pursuant to the Public Funds Investment Act, Chapter 2256, Government Code, Texas Codes Annotated (the “Act”) in connection with investment transactions conducted between the investor and the Business Organization.

Acknowledgement by Investor

The undersigned investment officer of the Investor (“Investment Officer”) hereby acknowledges, represents, and agrees on behalf of the Investor that:

- (i) The Investment Officer (a) has been duly designated by official action of the governing body of the Investor to act as its Investment Officer pursuant to the Act, (b) is vested with full power and authority under the Act and other applicable law to engage in investment activities on behalf of the Investor, and (c) is duly authorized to execute this Acknowledgement on behalf of the Investor.
- (ii) Pursuant to the Act, the governing body of the Investor has duly adopted a written investment policy which complies with the Act, including an investment strategy (as the same may be amended, the “Investment Policy”), and the Investment Officer (a) has furnished a true and correct copy of the Investment Policy to the Business Organization, and (b) will notify the Business Organization of any reason of or amendment to the Investment Policy. The Business Organization shall be entitled to rely upon the most recent version of the Investment Policy furnished by the Investment Officer until provided with amended version.
- (iii) The list of investments authorized by the Town of Little Elm are detailed in Section 6., Authorized Investments, in the Investment Policy. The Investment Officer understands that these investments may be available from the Business Organization. The authorized investment list may be amended from time to time by the Town and provided to the Business Organization.
- (iv) In connection with any investment transaction between the Business Organization and the Investor, the Business Organization is not responsible for assuring compliance with those aspects of the Investment Policy over which the Business Organization has no control or knowledge, such as restrictions as to the diversity and average maturity, or which require an interpretation of subject investment standards.

INVESTMENT OFFICER

Signature: _____
 Name: _____
 Title: _____
 Date: _____



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TEXAS PUBLIC FUNDS INVESTMENT ACT ACKNOWLEDGEMENTS
(continued)

Acknowledgement by Business Organization

In reliance upon the foregoing “Acknowledgement by Investor”, the undersigned qualified representative of the Business Organization (“Qualified Representative”) acknowledges, represents, and agrees on behalf of the Business Organization that:

- (i) The Qualified Representative (a) is registered under the rules of the National Association of Securities Dealers or appropriate regulatory authority, (b) is the duly appointed and acting officer of the Business Organization, holding the office set forth underneath its name below, and (c) is duly authorized to execute this certification on behalf of the Business Organization.
- (ii) The Qualified Representative has received and reviewed the Investment Policy furnished by the Investment Officer.
- (iii) The Business Organization will provide the Investment Officer with periodic account and other reasonably requested information that will assist the Investment Officer in carrying out his or her responsibility to make investment decisions consistent with the Investment Policy.
- (iv) The Business Organization will not sell to the Investor Investment other than those in Section 6., Authorized Investments, of the Town of Little Elm Investment Policy, which may be amended from time to time by the Investor and provided to the Business Organization.

QUALIFIED REPRESENTATIVE
REPRESENTATIVE

Signature: _____
 Name: _____
 Title: _____
 Date: _____

QUALIFIED

Signature: _____
 Name: _____
 Title: _____
 Date: _____



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TRADING AUTHORIZATION

The following designated officers of the Town of Little Elm, Texas (“Customer”) are hereby authorized to open an Account or Accounts with _____ for the purpose of engaging in transactions to purchase, sell, assign, transfer or otherwise enter into agreements, contracts, commitments or similar arrangements, for cash or forward settlement either mandatory or optional or both for the following types of securities: treasuries, agencies and instrumentalities, agency-issued collateralized mortgage obligations, prime-rated commercial paper, prime-rated domestic bankers acceptances, certificates of deposit that are collateralized or F.D.I.C insured, municipal bonds rate A or better by a national rating agency, SEC-regulated money market transacted with firms with which the Town has signed a master purchase agreement. See Town Investment Policy and Texas Public Funds Investment Act for complete description of authorized securities.

Customer is expressly authorized to trade securities in the short term. Trading means that the customer may purchase or sell securities with the intent to recognize gains or losses based upon short term movements in market price, rather than to purchase securities to hold in its portfolio until maturity or for long term investment. Customer stipulates that this account is not a discretionary account and that all decisions to buy and sell are made by the Customer.

<u>NAME</u>	<u>SIGNATURE</u>	<u>TITLE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additionally, for all accounts authorized above, the designated officers are authorized to commit, bind and obligate said Town of Little Elm, Texas for transactions, to execute transactions and in connection therewith to deliver securities and monies, to sign and deliver agreements, commitments and confirmations and other necessary, desirable or customary document, and that is authorized to act upon any verbal or written orders and instructions from the designated officers in connection with such accounts and transactions.