

## **REQUESTS FOR INDEPENDENT CONFIRMATION OF ASSETS:**

The U.S. Securities and Exchange Commission (“SEC”) conducts examinations of the books and records of securities firms and investment advisers that are registered with the SEC. As part of these examinations, we may request independent confirmations of account balances directly with various persons, including clients or shareholders. These requests are made pursuant to a form called “*Routine Account Information Confirmation*.” Please see below a blank copy of such a form.

If you receive a *Routine Account Information Confirmation* regarding a securities firm or investment adviser with whom you do business, your response is voluntary, but your cooperation would be appreciated and would help us in our oversight of the regulated community. Also, please note that these requests may be made in any type of examination. We wish to emphasize that our request that you complete a *Routine Account Information Confirmation* should in no way be construed, in and of itself, as an indication of any problem or irregularity by the firm being inspected.

In the past, examiners have made requests for independent confirmations of assets in forms that have differed from the model below. However, as of May 13, 2009, all requests will be in this form.

If you have any questions or concerns about a *Routine Account Information Confirmation*, do not hesitate to raise them with the examiners identified in the cover letter. In addition, if you wish to confirm that the request has been sent to you by SEC examiners, please call the main telephone number of the office that sent you the request and ask for the examiners identified in the cover letter. The telephone numbers of all SEC offices are available on the SEC’s website at: <http://www.sec.gov/contact/addresses.htm>. Alternatively, if you prefer to speak with staff in the SEC headquarters office located in Washington D.C., please call the “Examination Hotline” at (202) 551-EXAM (3926).

Thank you for your cooperation.

**MODEL COVER LETTER:**



**UNITED STATES  
SECURITIES AND EXCHANGE COMMISSION**

[REGIONAL OFFICE NAME/OCIE]

[ADDRESS]

[ADDRESS]

IN REPLYING  
PLEASE QUOTE

[REGISTRATION No.]

[Date]

[Client Name]

[Street Address]

[City, State Zip]

Re: Examination of [Firm Name]

Dear [Mr./Ms.][Name]:

The U.S. Securities and Exchange Commission conducts examinations of the books and records of securities firms and investment advisers that are registered with the SEC. As part of these examinations, we may request independent confirmations of account balances directly with various persons, including clients or shareholders. Please note that these requests may be made in any type of examination. We wish to emphasize that our request that you complete a *Routine Account Information Confirmation* should in no way be construed, in and of itself, as an indication of any problem or irregularity by the firm being inspected.

Attached you will find a form called "*Routine Account Information Confirmation*." We request that you complete this form and return it to us in the enclosed, self-addressed envelope. To facilitate the completion of our examination, we ask that you return the completed form within ten days.

Enclosed is a copy of a form (SEC Form 1662) that provides information for persons providing information to the SEC. This request for information is voluntary and you are not required to provide information in response to this letter.

We appreciate your cooperation with this request. If you have any questions regarding this request, please contact me at [Telephone Number]. In addition, if you wish to confirm that I am an SEC examiner, please call the main telephone number of my office. The telephone numbers of all SEC offices are available on the SEC's website at: <http://www.sec.gov/contact/addresses.htm>. Alternatively, if you prefer to speak with staff in the SEC headquarters office located in Washington D.C., please call the "Examination Hotline" at (202) 551-EXAM (3926).

Sincerely,

[Name]

[Title]

Enclosures: Routine Account Information Confirmation and Form 1662



## ROUTINE ACCOUNT INFORMATION CONFIRMATION

IN REPLYING  
PLEASE QUOTE

[REGISTRATION No.]

[Client Name]  
[Street Address]  
[City, State Zip]

As of [Date], [Name of Securities Firm or Adviser]'s records indicate that:

- the total balance of your account [give name of fund or type of account and account number, if available] was \$[balance];
- your last deposit in the account was on [XX/XX/XXXX] in the amount of \$[XXXX]; and
- your last withdrawal in the account was on [XX/XX/XXXX] in the amount of \$[XXXX].

This balance, deposit and withdrawal information *is* consistent with my records.

This balance, deposit and withdrawal information is *not* consistent with my records.  
(Please describe any inconsistencies in the space provided below.)

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Account information confirmation is requested solely for the account identified above and for the date specified. If you have other accounts maintained or managed by this firm and would like to provide information on those other accounts, please do so in the space provided above. In addition, if you have account information for a date other than the date specified above and would like to comment on the information you have for the account identified as of the other date, you may provide information regarding the account and the other date in the space provided above.

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Name (please print)

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Name of Company (if applicable)

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Signature/Date