## F-13 FORMS

- Section *I* is to be filled out by everyone at the firm and signed and dated. (All Officers, Directors, employees).
  All new employees must fill out the form within ten business days of employment with the firm.
- 2. <u>Section *II*</u> is to be filled out by everyone at the firm and signed and dated. If no accounts, write none and sign. (All Officers, Directors, employees).
- 3. Section *III* is to be filled out monthly if the firm has a proprietary account(s).
- 4. <u>Section *III*</u>, Employee's Personal & Household Accounts is to be filled out monthly if anyone at the firm or their household has a personal account.

All forms completed must be kept as part of the firm's records. If unusual activity is discovered, the firm must notify the Exchange's regulatory staff in the form of a letter.

## NASDAQ OMX PHLX FORM F-13 NOTICE OF INSIDER TRADING ADVICE

### **SECTION I**

NASDAQ OMX PHLX ("PHLX") Advice F-13, Supervisory Procedures Relating to ITSFEA, requires that each new employee of a PHLX Member Organization, subject to the supervisory requirements of Advice F-13, must be furnished with a copy of the most current version of the Exchange's Notice of Insider Trading Advice, and, must attest to having reviewed such Notice within ten days from the initial date of the person's employment. It also requires that each employee apprise the employer firm of all personal and household trading accounts and any other trading account in which the employee maintains a beneficial interest (i.e., spouse, dependents, and any account of an individual to whom the employee contributes material financial support). Employees must provide the employer with copies of related account statements for each such account noted on the form.

The Exchange provides Section I below as the aforementioned Notice of Insider Trading Advice and provides Section II on the reverse as the Notice of Personal and Household Accounts. The employee's signature in the space provided at the bottom of this page shall serve to attest that the employee has read the Notice of Insider Trading in Section I. The employee's signature in the space provided at the bottom of the page on the reverse side shall serve to attest that the employee, in completing the Notice of Personal and Household Accounts, has identified on this form (attachments, if necessary) all personal and household accounts as required by Advice F-13.

#### Section I - NOTICE OF INSIDER TRADING

The undersigned states and attests as follows:

I understand that should I acquire material\* non-public corporate or market information whose dissemination would reasonably be expected to impact the value of related securities, it would be a violation of exchange Rules and Federal Securities Laws for me or my employer to capitalize on that information by trading in those related securities while such information remains material and non-public.

#### \*MATERIALITY

For purposes of securities fraud, information is material if there is a substantial likelihood that, under all the circumstances, the information would have assumed actual significance in the deliberations of the reasonable shareholder. Omitted information is material if there is a substantial likelihood that the disclosure of the omitted fact would have been viewed by the reasonable investor as having significantly altered the total mix of information made available.

<b>Employer Firm:</b>	
Print Name:	
Signature:	<u>Date:</u>

# NASDAQ OMX PHLX FORM F-13 SECTION II - NOTICE OF PERSONAL & HOUSEHOLD ACCOUNTS

Name of Employee or Relative:
Firm Carrying Account:
Account:
Name of Employee or Relative:
Firm Carrying Account:
Account:
Name of Employee or Relative:
Firm Carrying Account:
Account:
Name of Employee or Relative:
Firm Carrying Account:
Account:
Name of Employee or Relative:
Firm Carrying Account:
Account:
Name of Employee or Relative:
Firm Carrying Account:
Account:
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**Date:** 

Signature:

Employee's Personal & Household Accounts

	Name of Firm				
Name of Employee or Relation	Carrying Account	Data Onemad	No Activity	Nothing Unusual	Unusual
Relation	Account	Date Opened	No Activity	Unusuai	Activity