

Information Memo

New York Stock Exchange, Inc.
20 Broad Street
New York, NY 10005

Member Firm Regulation



Number 02-41
August 30, 2002

ATTENTION: CHIEF EXECUTIVE OFFICER, CHIEF OPERATIONS OFFICER,
LEGAL AND COMPLIANCE DEPARTMENTS

TO: ALL MEMBERS AND MEMBER ORGANIZATIONS

SUBJECT: UPDATES TO MEMBERSHIP PROFILE VIA THE NYSE'S
ELECTRONIC FILING PLATFORM

THIS MEMORANDUM REQUIRES ACTION BY MEMBERS AND MEMBER ORGANIZATIONS

MEMBERSHIP PROFILE UPDATE

This is a follow-up to Information Memo No. 01-11, dated June 9, 2001, in which the New York Stock Exchange, Inc. ("NYSE" or the "Exchange") advised members and member organizations of their on-going obligation to update certain organizational information, including the identity of principal executive officers and key personnel. In this regard, the Exchange has developed a new systems application for the Electronic Filing Platform ("EFP")¹ to facilitate the processing of this information electronically.

During the past year, EFP has been amended to include additional contact information, e.g., Heads of Block/Institutional Trading, Derivatives Desk and Retail and Program Trading. Further, pursuant to Rule 445, members and member organizations are required to furnish the Exchange with an Anti-Money Laundering contact through the EFP system (see Information Memo No. 02-21, dated May 6, 2002).

Members and member organizations have been expected to review/update information submitted via EFP, as applicable, on a semi-annual basis. However, given the importance of communicating critical information quickly to the appropriate persons, particularly during emergencies, it is necessary that the contact information be more current. Accordingly, effective immediately, information furnished to the Exchange through EFP, should be reviewed and/or updated on a quarterly basis, i.e., March, June, September, and December. Failure to maintain such information current could result in your organization not receiving critical business information on a timely basis.

Membership Profile information has been expanded to include:

- New EFP Contact Persons
- Listing of Members' and Member Organizations' Affiliates

¹ EFP is an extranet built by the NYSE to support authenticated, encrypted, two-way communications between the NYSE and its membership. It is currently being used for such applications as branch office approvals, short interest reporting, and fingerprints.

- Listing of Correspondent Broker-Dealers and Clearing Firms

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New EFP Contacts

As part of EFP, the Exchange is implementing a new outbound electronic messaging service to provide timely notification of certain events, including emergencies, to members and member organizations. Effective immediately, members and member organizations should furnish the Exchange with the following four new contacts:

- Security Officer Contact,
- NYSE Trading Contingency Contact,
- NYSE Operations Alert Contact, and
- Business Continuity and Contingency Planning Contact.²

For each of the contacts noted above, members and member organizations should designate two persons as contacts, one of which is a senior officer as referenced in Rule 351(e).

1. Security Officer Contact – Members and member organizations should designate two contact persons to receive forwarded e-mail alert messages regarding potential physical or cyber security threats from Homeland Security, and other federal, state or local law enforcement agencies. It is recommended that members and member organizations designate their Chief Security Officer, Head of Physical Security, Head of Data Security, or someone with a similar title or performing a similar function as one of their two required contacts.

2. NYSE Trading Contingency Contact – Members and member organizations should designate contacts to receive messages that the Exchange’s contingency trading floor has been activated as a result of an event that prevents the Exchange from operating its primary trading location. It is recommended that members and member organizations designate their Chief Executive Officer, Managing Partner, Chief Operating Officer, or Head of Trading Desk, as one of their two required contacts.

3. NYSE Operations Alert Contact – Members and member organizations should designate contacts to receive notifications of delayed openings, trading halts, system outages or other significant operational events. It is recommended that a firm’s Chief Information Officer, Chief Technology Officer, Head of Equity Operations, or Head of Equity Technology is designated as one of their two required contacts.

4. Business Continuity and Contingency Planning Contact – In anticipation of proposed NYSE Rule 446 being approved, members and member organizations should designate and notify the Exchange of persons required to approve and annually review the

² On August 16, 2002, the Exchange filed with the Securities and Exchange Commission proposed Rule 446, which will require members and member organizations to develop, maintain, review and update business continuity and contingency plans which establish procedures to be followed in the event of an emergency or significant business disruption. In addition, members and member organizations will be required to designate a senior officer, as defined in Rule 351(e), to approve and review such plans, as well as Emergency Contact Person.

continuity and contingency plan for their respective organizations. As noted above, one of the two designated contacts must be a senior officer as referenced in Rule 351(e).

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Members and member organizations should to visit their designated EFP site to register the contacts noted above and furnish the Exchange, via EFP, with the following information for each such contact person:

Name	Required
Title	Required
Firm	Required
Office phone	Required
Disaster recovery site phone	Required – if available
Home phone	Optional
Apt. or vacation home phone	Optional
Fax #	Optional
Home fax #	Optional
Cell phone #1	Optional
Cell phone #2	Optional

Email addresses to receive notifications (at least one of the following is required):

Email address
Alternate email address (e.g., personal email account)
Text pager address
Cell phone text address

NYSE Emergency Notification Line and Web Site

The Exchange has also established a new emergency notification telephone line (**1-866-NYSEDIAL or 1-866-697-3342**) and web site (www.nyse.com/memberinfo) for its members and member organizations to access and obtain up-to-date information concerning a disruption to normal NYSE business operations including, among other things, specific instructions regarding hours of operation, directions to the contingency trading floor, and who should report to work.

New Membership Profile Information

In addition, members and member organizations should furnish the Exchange, through EFP, with names of all of their affiliates³ and include the following information for an affiliate, which is not publicly traded:

- name of the affiliate;
- guarantee status;

³ The term “affiliates” includes associated and approved persons of members and member organizations as respectively defined in Rule 346.12 and Rule 304(h). See also Rule 2 for the definition of the term “control.”

- percentage ownership of or by the member or member organization; and
- whether or not it is a broker/dealer.

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For a publicly traded affiliate, in addition to the information noted above, the member or member organization should include the following information:

- whether it is the parent or ultimate parent of the member or member organization;
- its security name;
- its ticker symbol;
- the exchange on which it is traded; and
- the percentage of revenue that the broker/dealer member or member organization represents to the parent's or direct parent's annual revenues as stated in its most recent annual report.

Correspondent and Clearing Firms

In addition, members and member organizations should furnish the Exchange, through EFP, the following:

- a list of all parties with whom a firm has executed clearing agreements; and
- a list of an introducing firm's clearing firms.

A quick reference guide has been included to assist in navigating through the EFP Profile Application (see attached Exhibit A).

Any questions concerning this Memorandum may be directed to your Finance Coordinator. For technical assistance regarding EFP please contact the SIAC Service Center at 212-383-2062.

Salvatore Pallante
Executive Vice President

Attachments