



Louisiana's Office of Financial Institutions (OFI)

**Investor Checklist\***

Verify with OFI at (225) 925-4512

[www.ofi.la.gov/SecuritiesInvestorEd.htm](http://www.ofi.la.gov/SecuritiesInvestorEd.htm)

First, always contact the Office of Financial Institutions (OFI) to ensure that the investment product and your investment professional are properly registered with the State Of Louisiana.

**Before investing any money, ask yourself:**

- What are my investment goals? Are you primarily interested in:
  - Long-term growth
  - A steady income stream
  - Some combinations of these
  - Tax savings
  - Quick profit
- How much can I afford to invest, and how much can I afford to lose? \_\_\_\_\_
- Can you afford to lose all of the money you plan to invest?
- Do you have sufficient cash reserves that can be acquired immediately in case of personal emergency?  
A six-month cash reserve is recommended before making investments.

**Research the Investment:**

- Is it registered with the Louisiana Office of Financial Institutions?
- Have I received, read, and understood a written prospectus or other offering documents for this investment?
- Are there limitations on the resale of these securities? \_\_\_\_\_
- What is the history and past performance of the investment? \_\_\_\_\_
- How does the company intend to use my money or how are the proceeds from the sale of the investment going to be used by the company? \_\_\_\_\_
- Have all the risks involved with the investment been explained to me? \_\_\_\_\_
- Have I been told that the principal amount is insured from loss? If so, through whom is it insured? \_\_\_\_\_
- Have I been told that interest or return on investment is guaranteed? If so, how is it guaranteed? \_\_\_\_\_
- Will I receive a monthly statement of my account? Who provides that statement? \_\_\_\_\_
- Who will handle my investment? \_\_\_\_\_
- Will you be provided with at least (3) references who have had this investment for at least one year?
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_

**Research the Company Offering the Investment**

- Is the company registered with the Louisiana Secretary of State? If not, in which state is the company incorporated? \_\_\_\_\_
- Where is the company physically located? \_\_\_\_\_
- What is the primary nature of the company's business? \_\_\_\_\_

### **Research the Company (Continued)**

- How long has the company been in business? \_\_\_\_\_
- How long has the company been offering this particular investment? \_\_\_\_\_
- What is the history and past performance of the company? \_\_\_\_\_
- Have I received a reliable and current financial statement of the company? \_\_\_\_\_
- Has the company ever filed bankruptcy? \_\_\_\_\_
- Have there been any complaints or administrative proceedings filed against the company? \_\_\_\_\_
- Are there any past or pending regulatory violations or penalties against the company? \_\_\_\_\_
- Has there been any civil litigation filed against the company? \_\_\_\_\_
- Have I been provided with any biographical information about the officers, directors, and other personnel of the company? \_\_\_\_\_

### **Research the Salesperson Offering the Investment**

**If the investment professional is a stockbroker, securities broker-dealer or investment adviser representative, ASK:**

- ★ **FULL LEGAL NAME** \_\_\_\_\_ ★ **CRD # (ASK for it!)** \_\_\_\_\_
- Is the salesperson registered with the Louisiana Office of Financial Institutions?
  - Is the salesperson registered with the Financial Industry Regulatory Authority (FINRA)?
  - Is the salesperson registered with the Securities and Exchange Commission (SEC)?
  - How long has the salesperson been with this company? \_\_\_\_\_
  - How long has the salesperson been in the business of selling investments? \_\_\_\_\_
  - How long has the salesperson been selling this particular investment? \_\_\_\_\_
  - Have there been any complaints or administrative proceedings filed against the salesperson? \_\_\_\_\_
  - Are there any past or pending regulatory violations or penalties against the salesperson? \_\_\_\_\_
  - Has there been any civil litigation filed against the salesperson? \_\_\_\_\_
  - Has the salesperson ever filed bankruptcy? \_\_\_\_\_
  - Have I been provided with any biographical information about the salesperson? \_\_\_\_\_
  - Have I been provided with the educational and professional credentials of the salesperson? \_\_\_\_\_
  - Will the salesperson provide you with at least three references who have been clients for at least two years?
    1. \_\_\_\_\_
    2. \_\_\_\_\_
    3. \_\_\_\_\_

\*Reprinted, with modifications, from NASAA (North American Securities Administrators Association) at [www.nasaa.org](http://www.nasaa.org). This form can also be found on OFI's web site at [www.ofi.la.gov/SecuritiesInvestorEd.htm](http://www.ofi.la.gov/SecuritiesInvestorEd.htm).

### **Other Sources of Information**

- OFI's new *Investor Education* section at [www.ofi.la.gov/SecuritiesInvestorEd.htm](http://www.ofi.la.gov/SecuritiesInvestorEd.htm)
- North American Securities Administrators Association (NASAA) at [www.nasaa.org/investor-education](http://www.nasaa.org/investor-education)
- Financial Industry Regulatory Authority (FINRA) [www.finra.org](http://www.finra.org) AND [www.saveandinvest.org](http://www.saveandinvest.org) for *Military Members & Families* and *Investors over 55*
- Securities and Exchange Commission (SEC) [www.sec.gov](http://www.sec.gov)
  - SEC's database of public company filings at [www.sec.gov/edgar](http://www.sec.gov/edgar)
- American Association of Retired Persons at [www.aarp.org/money](http://www.aarp.org/money)