

## Web CRD Jurisdiction/SRO Branch Withdrawal/Closing Review Method

The branch review method allows regulators that participate in branch office registration to choose how to process branch closing/withdrawal requests submitted using Web CRD®.

The default termination review method for branches is **Automatic**, meaning that all branches requesting closing/withdrawal will be automatically terminated or withdrawn. Regulators have the option to change the termination review method for specific branches to **Manual**, meaning that closing/withdrawal requests receive a Termination Requested status or a Termination Requested-No Registration status and appear in the Branch Organization queue for review prior to termination.

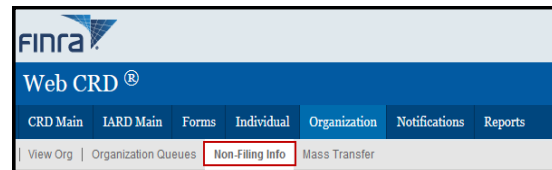
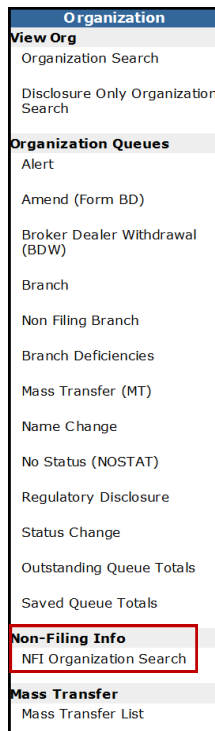
### Changing a Branch Review Method:

Access Web CRD at <https://crd.finra.org>.

1. Click the CRD Main tab on the toolbar.
2. From the **Organization** section of the Web CRD Site Map, click the **NFI Organization Search** hyperlink.

OR

1. Click the **Organization** tab on the toolbar.



2. Click **Non-Filing Info** from the sub-menu.

**Questions on Web CRD ? Call the Regulatory User Support Line at 240-386-4242**  
9 A.M. through 5 P.M., ET, Monday-Friday.

3. Enter identifying information and click **Search** to perform a search.
4. Select a firm under **Primary Business Name**, and click the firm hyperlink.

NFI Organization Search Results						
<<Previous Next>> Rows 1 to 1						
Primary Business Name	Name Search Located	CRD Number	SEC Number	Home State	Source of Information	
<a href="#">SECURITIES FIRM</a>		2021000		MD	CRD/IARD	
<<Previous Next>> Rows 1 to 1						

5. Click **Branch Review Method** from the navigation panel.

Quick Search		Maintain CRD Contact Info	
<input type="text"/> <input type="button" value="Search"/>		Organization CRD Number: <a href="#">2021000</a>	Organization Name: SECURITIES FIRM
<ul style="list-style-type: none"> <li>Non-Filing Information</li> <li>• <b>Contact Information</b></li> <li>• Review Methods</li> <li>• Trustee Information</li> <li>• Organization Names</li> <li>• Mass Transfer History</li> <li>• Registrations</li> <li>• Branch Registrations</li> <li>• <b>Branch Review Method</b></li> <li>• Firm Regulatory Notes</li> <li>• Branch Regulatory Notes</li> </ul>		Organization SEC Number:	Applicant Name: SECURITIES FIRM
<b>Contact Name</b>	JOHN DOE		
<b>Contact E-Mail</b>	JDOE@SECURITIESFIRM.COM		
<b>Phone</b>	555-555-555		
<b>Fax</b>			
<b>Street 1</b>	123 SECURITIES LANE		
<b>Street 2</b>	SUITE 100		
<b>City</b>	ROCKVILLE		
<b>State</b>	MD		
<b>Country</b>	USA		
<b>ZIP/Postal Code</b>	20850		

6. Enter search criteria, or leave all fields blank to display all branches.
7. Click **Search**.
8. Click the **Branch CRD Number** hyperlink.
9. Select the **Manual** or **Automatic** radio button to update the branch termination review

Update Branch Review Method	
Organization CRD Number: <a href="#">2021000</a>	Organization Name: SECURITIES FIRM
Organization SEC Number:	Applicant Name: SECURITIES FIRM
Branch CRD Number: <a href="#">188323</a>	Branch Office Address: 123 Elm Street Suite 100, Dallas, TX 75001, UNITED STATES
Branch Code Number: 878296	Firm Billing Code: 8484
Current Branch Termination Review Method: Automatic	
Update Branch Termination Review Method: <input checked="" type="radio"/> Automatic <input type="radio"/> Manual	
<input type="button" value="Save"/>	

10. Click **Save**.