
Securities Division

November 19, 2024

**ANNUAL REGISTRATION RENEWAL FEES DUE FOR
BROKER-DEALERS AND REGISTERED INVESTMENT
ADVISORS**

Payment Deadline December 9, 2024

The New Mexico Securities Division wants to remind you that securities dealers and investment adviser registrations as well as notice filings for investment advisers, their agents, and representatives, expire at the end of the calendar year. New Mexico participates in the Automatic Fail to Renew Program. There is no grace period.

*If a firm will be closing for business at the end of the year, it is not proper to simply “Fail to Renew” for the upcoming year, and may result in regulatory action. Please see the **Post-Dated Form Filings** section below.*

Fee Deadline

Failure to pay renewal fees in full results in a “Failure to Renew” status for the firm and its registered representatives and/or investment adviser representatives. Renewals must be completed by December 31st to avoid any period of unlicensed activity or penalty fees for late renewal. ***For timely processing, the renewal fees should be submitted on or before December 9, 2024 to ensure payment processing is complete. Below is important information for the timely completion of the process.***

FINRA MEMBER DEALERS AND REGISTERED INVESTMENT ADVISERS: The preliminary renewal statement from FINRA/IARD outlines the total amount of renewal fees due. To renew your registration for the upcoming calendar year, pay the renewal amount in full directly to FINRA. If needed, please call the FINRA Gateway Call Center for BD or BD/IA 301-869-6699 and for IA 240-386-4848.

NOTICE FILING FEDERAL COVERED INVESTMENT ADVISERS: The preliminary renewal statement from IARD outlines the total amount of renewal fees due. To renew your notice filing for the upcoming calendar year, pay the renewal amount in full directly to IARD.

NON-FINRA DEALERS: Payments should be made directly to the New Mexico State Securities Division by mail to: PO Box 25101, Santa Fe, New Mexico 87505.

IARD Renewal/Form Filings

Web CRD and IARD will stop processing form filings at 6 p.m. ET on December 26, 2024, for year-end renewal reconciliation. Web CRD and IARD will automatically terminate a firm effective December 31, 2024, for failure to pay renewal fees.

Some key dates to remember:

1. Monday, December 9 - Deadline for receipt of Preliminary Statement payments. Firms with sufficient monies in their Flex-Funding Account will have funds automatically transferred to their Renewal Account to cover the total renewal fees owed. Transfers will be conducted every day going forward until IARD/Web CRD shuts down for year-end processing on December 26.
2. **Thursday, December 26 – Last day to submit filings prior to year-end. Web CRD and IARD are available from 5 a.m. until 6 p.m. Eastern Time. (3 a.m. to 4 p.m. Mountain Time).**
3. December 27 – Web CRD and IARD are unavailable.
4. December 28 through 31 – Web CRD and IARD are available for query purposes and to create “Pending” filings.

5. January 1 – Web CRD and IARD are unavailable.

6. January 2 – Web CRD and IARD return to complete functionality.

Please make sure the renewals are processed for all individual Agents and Investment Adviser Representatives in addition to the Broker-dealer and Registered Investment Adviser firms.

New Mexico registration fees:

- \$300 for Broker-Dealer firms
- \$50 for each Agent
- \$300 Registered Investment Adviser firms
- The additional annual system processing fee is currently waived for state registrants (firms)
- \$50 for each Investment Adviser Representative
- An additional \$45 for an initial set-up and \$15 for the annual renewal program

If the flex-funding or renewal account does not have sufficient funds to cover the fee amounts, the renewal will not process and the firm will have failed to renew. Thereafter, the firm and all individual IA Representatives will be terminated effective December 31, 2024.

E-Bill allows entitled users to view and pay Renewal Statements and fund their firm's accounts. E-Bill is the only payment method available to directly fund the Renewal Account. Firms can also transfer funds to their Renewal Account or an affiliated firm's Flex-Funding Account via E-Bill, please see the E-Bill User Guide for complete information.

Post-Dated Form Filings

If a Registered Investment Adviser expects to close or withdrawal at the end of the year, a post-dated full or partial Form U5, BR Closing/Withdrawal, ADV-W, ADV Amendment or ADV Final Report filing enables representatives, firms or branches to maintain some or all existing registrations until the end of the calendar year. The only date permitted on post-dated filings is December 31, 2024. Firms should exercise care when filing post-dated forms. Web CRD/IARD will process these filings upon submission, and they cannot be withdrawn. If a firm submits a post-dated filing in error, the firm will need to submit the appropriate filing in January to request the registration again and pay registration fees, or contact the regulator directly.

Firms may also continue to submit renewal payments by E-Bill, wire transfer or check. Visit the IARD Accounting page for complete information.

For additional information, please visit https://www.iard.com/renewal-program#Dont_Fail_Renew and <https://www.finra.org/registration-exams-ce/broker-dealers/annual-renewal> or call **Richard Dominguez with the New Mexico Securities Division at 505-379-5295.**

New Mexico Regulation & Licensing Department

The New Mexico Regulation and Licensing Department regulates more than 500,000 individuals and businesses in 35 industries, professions and trades across the state. Its mission is to ensure qualified professionals provide quality care and services to all people of New Mexico.