

**From:** New Mexico Regulation & Licensing Department <NMRLD@public.govdelivery.com>  
**Sent:** Tuesday, March 1, 2022 4:20 PM  
**To:** Diana Capes  
**Subject:** Registered Investment Adviser Financial Reporting Deadline and Annual ADV Update Approaching



**Securities Division**

**March 1, 2022**

**Financial Statements & Annual ADV Amendment  
Deadline March 31, 2022**

**NEW MEXICO STATE REGISTERED INVESTMENT ADVISERS ANNUAL REQUIREMENTS:**

In addition to the basic renewal process and payment of renewal fees (due by 12/31) through web-IARD, New Mexico registered investment advisers are required to make additional filings by March 31<sup>st</sup>. If your firm has not yet completed the required filings established under **Rule 12.11.5.25(A) of the New Mexico Administrative Code ("NMAC")**, please submit them prior to March 31<sup>st</sup>. Failure to be in full compliance with the rules may subject an investment adviser to enforcement action, including but not limited to, license suspension and revocation.

1. Complete Form ADV-E through IARD if you have custody of client funds.
2. Send copies of audited financial statements to the Division. *NOTE: Investment Advisers who DO NOT have custody of client's funds or*

*securities may file unaudited financial statements and the Form ADV-E is not required. Annual financial statements are due to the division within 90 days of the end of your fiscal year. The deadline for most firms is March 31<sup>st</sup>.*

- “financial statements” shall mean a balance sheet prepared in accordance with generally accepted accounting principles, an income statement, a cash flow statement and a net worth computation, if applicable, as required by Rule 12.11.5.23 NMAC. See Rule 12.11.6.8(A)(6) NMAC.

Copies of Firm's 2021 financial statements should be emailed on or before March 31, 2022 to [richard.dominguez@state.nm.us](mailto:richard.dominguez@state.nm.us) or [krystal.montano@state.nm.us](mailto:krystal.montano@state.nm.us).

Financial statements can be provided in the report your accounting software supports. If you do not have access to or use accounting software, you can use the balance sheet available below.

## Balance Sheet

### **ANNUAL ADV UPDATING REQUIREMENTS:**

You **must amend your Form ADV** each year by filing an annual updating amendment within 90 days after the end of your fiscal year. When you submit your annual updating amendment, you must update your responses to all items in Part 1A, 1B, 2A and 2B (as applicable), including corresponding sections of Schedules A, B, C, and D and all sections of Schedule R for each relying adviser.

You must submit your summary of material changes required by Item 2 of Part 2A either in the brochure (cover page or the page immediately thereafter) or as an exhibit to your brochure.

Access to Form ADV is available through <https://crd.Finra.org/iad>

## **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.

