**National Futures Assn.**

**Enroll to File on NFA Site**

Start an enrollment account:

<http://www.nfa.futures.org/NFA-registration/begin-enrollment.HTML>

Enrollment Form to establish a Security account

<https://www.nfa.futures.org/orenroll/enroll/>

Full Enrollment form for LLC:

<https://www.nfa.futures.org/orenroll/enroll/enrollmentform2.asp?FirmType=FIRM&MainFormOrg=LLC>

|  |
| --- |
| **Enrollment Form** |

|  |
| --- |
| Top of Form  Bottom of Form |

|  |
| --- |
|  |
| **Enter enrollment information and click Submit.** |



|  |  |
| --- | --- |
| **Enter the full legal name that appears on the firm's corporate filings.** | |
| **Firm Name\*** |  |
| **NFA ID (if known)** |  |
|  | |



|  |  |
| --- | --- |
| **Security Manager Information** | |
| **First Name\*** |  |
| **Last Name\*** |  |
|  | |
|  | **P.O. Box address is not acceptable.** |
| **Street Address 1\*** |  |
| **Street Address 2** |  |
| **City\*\*** |  |
| **State\* (United States Only)** |  |
| **Province** |  |
| **Zip/Postal Code\*\*** |  |
| **Country\*** |  |
|  | |
| **E-mail Address** |  |
| **Phone Number\*** |  |
| **Fax Number** |  |
|  | |
| **Social Security Number** | - - |
|  | |
| **Date of Birth\*** |  |

|  |  |
| --- | --- |
|  | |
| **Applicant Main Office Address** | |
| **Same as Security Manager** | |
|  | **P.O. Box address is not acceptable.** |
| **Street Address 1\*** |  |
| **Street Address 2** |  |
| **Street Address 3** |  |
| **City\*\*** |  |
| **State\* (United States Only)** |  |
| **Province** |  |
| **Zip/Postal Code\*\*** |  |
| **Country\*** |  |



|  |  |  |
| --- | --- | --- |
|  | | |
| **Applicant Organization Information** | | |
| **Enter the state in which the entity is incorporated, organized or established.\*\*** | |  |
|  | | |
| **Enter the date that the entity was incorporated, organized or established.\*\*** | |  |
|  | | |
| **Enter the number assigned to the entity by the state of which the entity is incorporated, organized or established.** | |  |
|  | | | |
| **User Identification** | | | |
| **The following information is required and will be used to verify your identity should your password need to be reset.** | | | |
| **Mother's Maiden Name\*** |  | | |
|  | | | |
| **Please select a question that's easy to remember.\*** |  | | |
|  | | | |
| **Please enter your answer to your easy to remember question.\*** |  | | |

|  |
| --- |
| \* Required to submit enrollment form. |
| \*\* Required to submit enrollment form for United States address. |

Bottom of Form

After filing Enrollment Form, in which the temp password is provided in the filing confirmation screen, NFA will MAIL a paper document to the address, with the User Name and NFA ID.

Log on using User name in Mail, plus electronic temp password, and change it to a new password.

Then:

Fund Entitlement Account by mailing a check or wiring funds.

**NFA Filing Forms 7R and 8R for Firm and Aps:**

Firm Registration on Form 7R:

PDF of 7R:

<http://www.nfa.futures.org/nfa-registration/templates-and-forms/Form7-R-entire.pdf>

Associated Person Individual Application Form 8R

<http://www.nfa.futures.org/nfa-registration/templates-and-forms/8rFormentire.pdf>

Principals - Defined

<http://www.nfa.futures.org/nfa-faqs/registration_faqs/general-registration-questions/index.HTML#q4>

**4. Which individuals are considered principals?**

An individual's status as a principal is determined by the individual's 1) ability to control a registrant's business activities; 2) formal title or position with the registrant; and 3) financial or ownership interest in the registrant. Individuals who, through their conduct or activity, directly or indirectly control a registrant are principals of the registrant, irrespective of their formal title or financial interest in the registrant. Similarly, individuals who hold specific positions or titles with registrants are also principals of the registrant, irrespective of their ability to control the registrant's business. More information can be found at [Principal](http://www.nfa.futures.org/NFA-registration/principal/index.HTML) under the registration menu.

[Back to the Top](http://www.nfa.futures.org/nfa-faqs/registration_faqs/general-registration-questions/index.HTML)

[Which individuals are considered principals?](http://www.nfa.futures.org/nfa-faqs/registration_faqs/general-registration-questions/which-individuals-are-considered-principal.HTML)

**5. Which companies are considered principals?**

A company is a principal either because it is a general partner of a partnership or based on its ownership or financial stake in a registrant. Unlike individuals, a company's status as a principal based on ownership or capital contribution is determined solely by its direct relationship with the registrant. Holding companies that directly own 10% or more of a class of a registrant's stock or directly contribute 10% of a registrant's capital are principals of the registrant. In contrast, a holding company that indirectly owns a registrant's stock or contributes capital is not a principal. More information can be found at [Principal](http://www.nfa.futures.org/NFA-registration/principal/index.HTML) under the registration menu.

**6. Which individual principals should also be registered as APs?**

[Section 4k of the Commodity Exchange Act](http://www.cftc.gov/lawandregulation/) provides that an individual must be registered as an AP if that person is involved in soliciting or accepting customer orders or supervising people who do, and the Commission has indicated that any individual who supervises APs must register as an AP, regardless of that person's title.

[NFA Bylaw 301(a)(iii)](http://www.nfa.futures.org/nfamanual/NFAManual.aspx?RuleID=BYLAW%20301&Section=3) states that "no person, unless eligible for membership in the contract market category, shall be eligible to become or remain a Member unless at least one of its principals is registered as an 'associated person' under the Act and Commission Rules. If any Member fails to have at least one principal that is registered as an 'associated person' NFA shall deem that Member's failure to be a request to withdraw from NFA membership and shall notify that Member accordingly."

[Back to the Top](http://www.nfa.futures.org/nfa-faqs/registration_faqs/general-registration-questions/index.HTML)

**Fees - Membership Dues and Registration Fees:**

<http://www.nfa.futures.org/nfa-registration/NFA-membership-and-dues.HTML>

Plus the filing fees are $200 per entity (CTA or CPO), plus $85 per person.

Therefore, please be prepared to fund the Entitlement Account with: $1,320

$1,320 = $750 (NFA Membership Fee for CTA) +$0 (NFA membership fee for CPO) + 200 CTA Firm +200 CPO Firm + 85+ 85 (Two AP fees)

Initial Membership Dues (First Year)

CPO $750

CTA $750 (The $750 is Waived for second membership, I believe)

(Assuming no Forex, correct?)

Annual Membership Dues:

CPO $750 (for 2nd year forward)

CTA $750 (for 2nd year forward)

$200 non-refundable registration fee for each IB, CTA or CPO

Fees for Registration:

$750 NFA Membership Fee, Firm

$200 non-refundable registration fee for each IB, CTA or CPO

$85 non-refundable registration fee for each principal and/or AP of an IB, CTA or CPO

* A nonrefundable Principal Application Fee of $85.00\*
* A nonrefundable Associated Person Application Fee of $85.00\*

\*An application fee is not required if the individual is currently registered with the CFTC in any capacity or is listed as a principal of a current CFTC registrant. In addition, only one application fee is required if the individual is filing an application as both an Associated Person and Principal.

**Payment Options for Membership Fees and Registration Fees**

<http://www.nfa.futures.org/nfa-faqs/registration_faqs/general-registration-questions/how-can-I-submit-payment-for-fees-dues.HTML>

To open or add money to a prepaid account, send a check and cover letter with instructions to NFA at the address below. Please include the name and NFA ID number of the firm for which the prepaid account is being established or for which the deposit is being made.

Treasurer's Office  
National Futures Association  
Post Office Box 98383  
Chicago, Illinois 60693-0001

To close a prepaid account, send a letter requesting a refund of the account balance to the address below. NFA will mail a check for the balance in the prepaid account within 10 business days after NFA receives the request.

Treasurer's Office  
National Futures Association  
300 South Riverside Plaza  
Suite 1800  
Chicago, Illinois 60606-6615

[Back to the Top](http://www.nfa.futures.org/nfa-faqs/registration_faqs/general-registration-questions/index.HTML)

[What is a prepaid account?](http://www.nfa.futures.org/nfa-faqs/registration_faqs/general-registration-questions/what-is-a-prepaid-account.HTML)

**8. Does NFA accept credit cards?**

No.

[Back to the Top](http://www.nfa.futures.org/nfa-faqs/registration_faqs/general-registration-questions/index.HTML)

[Does NFA accept credit cards?](http://www.nfa.futures.org/nfa-faqs/registration_faqs/general-registration-questions/does-nfa-accept-credit-cards.HTML)

**9. How can I submit payment for registration fees and/or membership dues?**

NFA provides three different [payment options](http://www.nfa.futures.org/NFA-registration/available-payment-options.HTML):

1. Online Payment Request (This option is currently only available to U.S. firms),

2. Wire Transfer, or

3. Check made payable to National Futures Association and sent to: National Futures Association, Box 98383, Chicago, IL 60693-0001

CTA Registration:

<http://www.nfa.futures.org/NFA-registration/cta/index.HTML>

CTA is required to file the following:

* A completed online [Form 7-R](http://www.nfa.futures.org/NFA-registration/templates-and-forms/form7-r.HTML) (includes NFA membership sections)
* A non-refundable application fee of $200.00
* CTA Membership Dues, if applicable of $750.00

A CTA is required to file applications for its [Principals](http://www.nfa.futures.org/NFA-registration/principal/index.HTML) and [Associated Persons](http://www.nfa.futures.org/NFA-registration/ap/index.HTML)

* A completed online [Form 8-R](http://www.nfa.futures.org/NFA-registration/templates-and-forms/form8-r.HTML)
* [Fingerprint Cards](http://www.nfa.futures.org/NFA-registration/fingerprint-cards.HTML)
* [Proficiency Requirements](http://www.nfa.futures.org/NFA-registration/proficiency-requirements.HTML)
* A nonrefundable Principal Application Fee of $85.00\*
* A nonrefundable Associated Person Application Fee of $85.00\*

Additionally, all registered CTAs engaged in retail off-exchange Forex activities are required to:

* Apply to become a Forex firm by completing online [Form 7-R](http://www.nfa.futures.org/NFA-registration/templates-and-forms/form7-r.HTML)
* Have at least one principal that is also an approved [Forex Associated Person](http://www.nfa.futures.org/NFA-registration/ap/index.HTML#forexAPs)
* Submit payment of CTA Forex Firm membership dues of $2,500 (or surcharge of $1,750 if applicant is already an NFA Member)

\*An application fee is not required if the individual is currently registered with the CFTC in any capacity or is listed as a principal of a current CFTC registrant. In addition, only one application fee is required if the individual is filing an application as both an Associated Person and Principal.

CPO Registration

<http://www.nfa.futures.org/NFA-registration/cpo/index.HTML>

A CPO is an individual or organization which operates a commodity pool and solicits funds for that commodity pool. A commodity pool is an enterprise in which funds contributed by a number of persons are combined for the purpose of trading futures contracts, options on futures, or retail off-exchange Forex contracts, or to invest in another commodity pool.

In general, registration is required unless the CPO qualifies for one of the exemptions from registration outlined in CFTC Regulations 4.5 or 4.13. Examples of entities or individuals that may be exempt include the following:

* Those otherwise regulated, such as a bank, insurance company, or a registered Investment Company,
* Those who operate one or more small pool(s) that has received less than $400,000 in aggregate capital contributions and that have no more than 15 participants in any one pool,
* Those who operate pools that do not commit more than 10 percent of the fair market value of their assets to establish commodity interest trading positions and they trade commodity interests in a manner solely incidental to their securities trading activities, or
* Those whose pools are only open to persons meeting certain financial sophistication standards and that trade futures or options on futures within specified limits.

For more details on the exemptions available, please refer to this [summary](http://www.nfa.futures.org/NFA-compliance/NFA-commodity-pool-operators/easy-reference-guide-part4.pdf).

[Click here](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=ae593c26756e575d82fd81008cf51494&tpl=/ecfrbrowse/Title17/17cfr4_main_02.tpl) to access Part 4 of the CFTC Regulations, including Rules 4.5 and 4.13 and other rules particularly relevant to CPOs.

You may access specific guidance regarding the application of [Rules 4.5](http://www.cftc.gov/ucm/groups/public/@lrfederalregister/documents/file/2012-3390a.pdf) (also see [corrections](http://www.cftc.gov/ucm/groups/public/@lrfederalregister/documents/file/C1-2012-3390a.pdf) to Rule 4.5) and [4.13](http://www.cftc.gov/files/foia/fedreg04/foi040709a.pdf).

If a CPO is qualified for an exemption from registration, the pool operator must electronically file a notice of exemption from CPO registration through NFA's [Electronic Exemption Filing System](http://www.nfa.futures.org/NFA-electronic-filings/exemptions.HTML).

All registered CPOs must be Members of NFA in order to conduct futures business with the public.

A CPO is required to file the following:

* A completed online [Form 7-R](http://www.nfa.futures.org/NFA-registration/templates-and-forms/form7-r.HTML) (includes NFA membership sections)
* A non-refundable application fee of $200.00
* CPO Membership Dues of $750.00

A CPO is required to file applications for its [Principals](http://www.nfa.futures.org/NFA-registration/principal/index.HTML) and [Associated Persons](http://www.nfa.futures.org/NFA-registration/ap/index.HTML)

* A completed online [Form 8-R](http://www.nfa.futures.org/NFA-registration/templates-and-forms/form8-r.HTML)
* [Fingerprint Cards](http://www.nfa.futures.org/NFA-registration/fingerprint-cards.HTML)
* [Proficiency Requirements](http://www.nfa.futures.org/NFA-registration/proficiency-requirements.HTML)
* A nonrefundable Principal Application Fee of $85.00\*
* A nonrefundable Associated Person Application Fee of $85.00\*

Additionally, all registered CPOs engaged in retail off-exchange Forex activities are required to:

* Apply to become a Forex firm by completing online [Form 7-R](http://www.nfa.futures.org/NFA-registration/templates-and-forms/form7-r.HTML)
* Have at least one principal that is also an approved [Forex Associated Person](http://www.nfa.futures.org/NFA-registration/ap/index.HTML#forexAPs)
* Submit payment of CPO Forex Firm membership dues of $2,500 (or surcharge of $1,750 if applicant is already an  
  NFA Member)

\*An application fee is not required if the individual is currently registered with the CFTC in any capacity or is listed as a principal of a current CFTC registrant

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NFA - Filing Fund Exemptions Procedure**

**For CTA’s and CPO’s:**

For more details on the exemptions available, please refer to this [summary](http://www.nfa.futures.org/NFA-compliance/NFA-commodity-pool-operators/easy-reference-guide-part4.pdf).

[Click here](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=ae593c26756e575d82fd81008cf51494&tpl=/ecfrbrowse/Title17/17cfr4_main_02.tpl) to access Part 4 of the CFTC Regulations, including Rules 4.5 and 4.13 and other rules particularly relevant to CPOs.

You may access specific guidance regarding the application of [Rules 4.5](http://www.cftc.gov/ucm/groups/public/@lrfederalregister/documents/file/2012-3390a.pdf) (also see [corrections](http://www.cftc.gov/ucm/groups/public/@lrfederalregister/documents/file/C1-2012-3390a.pdf) to Rule 4.5) and [4.13](http://www.cftc.gov/files/foia/fedreg04/foi040709a.pdf).

If a CPO is qualified for an exemption from registration, the pool operator must electronically file a notice of exemption from CPO registration through NFA's [Electronic Exemption Filing System](http://www.nfa.futures.org/NFA-electronic-filings/exemptions.HTML).

[**http://www.nfa.futures.org/NFA-registration/cpo/index.HTML**](http://www.nfa.futures.org/NFA-registration/cpo/index.HTML)

1. Go to <http://www.nfa.futures.org/NFA-electronic-filings/exemptions.HTML>
2. At the bottom of the screen select “Login as Registrant”
3. Enter Username (\_\_\_\_\_\_) and Password (\_\_\_\_\_\_\_) if not already logged in.
4. Select either “File New Exemption” at the bottom of the “Firm Exemptions” Box, or else “Create New Pool/ Exemption” at the bottom left of the “Pool Exemptions” Box.
   1. If you select “Firm Exemption” Select either exemption **4.7 or 4.14(a)(8)**, as relevant.
      1. If selecting **4.14(a)(8)**, scroll down to question #2 on the next screen that comes up and select the appropriate exemption sub section from the list/descriptions provided.
         1. Click “Submit”
      2. Otherwise, if selecting **4.7**, just scroll down and hit submit.
   2. If you select “Create New Pool/Exemption” enter the name of the pool and select either exemption **4.5, 4.7, 4.12, 4.13(a)(3), 4.13(a)(4), or 4.22**
      1. Select the appropriate sub-section from the list/descriptions provided
         1. Click “Submit”

**NFA Verification Process**

1. Go to [http://www.nfa.futures.org](http://www.nfa.futures.org/)
2. Click on ‘Login to ORS’
3. Click on ‘Logon to the Online Registration System (ORS).
4. Enter the following user names and passwords  (case sensitive)
   1. For (\_\_\_) – Username=(###) Password= (\_\_\_\_\_\_)
   2. For (\_\_\_) – Username=(###) Password= (\_\_\_\_\_\_)
5. Click ‘Review and Verify your Application’
6. Review the Application and then click “File Verification.”