

Top 25 mistakes non-attorney service providers make that will destroy your chance to avoid HUGE fines



- 1) Use basic questionnaires to get information from you.
- 2) **Use templates that may be outdated.**
- 3) Do not keep up with changes in state and federal law.
- 4) Provide improper analysis of how law applies to your firm.
- 5) Do not customize documents for your business.
- 6) Do not visit your office when conducting a mock exam.
- 7) Don't want to listen to you if you tell them they are wrong.
- 8) Don't have a network of other service providers that they have vetted and can refer you to when you need additional services.
- 9) **Don't guarantee their work.**
- 10) Don't speak with you regularly.
- 11) **Make you do all the work.**
- 12) Respond to regulators on your behalf WITHOUT consulting with a securities attorney.
- 13) Do not get to know how your business works practically so that your compliance manual actually works for your firm.
- 14) Do not prepare standard operating procedures for your firm.
- 15) Do not review and analyze your advertisements.
- 16) Do not get to know the examiners with state commissioners or the regional SEC offices.
- 17) Do not conduct in depth training with you and your staff.
- 18) **Cannot protect their communications with you through attorney-client privilege.**
- 19) Do not look at your financial statements.
- 20) Do not review contracts to make sure you and your firm are protected.
- 21) **Do not understand how to protect you from increased liability.**
- 22) Do not review your internal processes.
- 23) Do not understand private fund management.
- 24) Do not provide assistance with HR.
- 25) Tell you that you shouldn't outsource with CCO or GC positions.