



DAVID Y. IGE  
GOVERNOR

JOSH GREEN  
LT. GOVERNOR

STATE OF HAWAII  
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS  
BUSINESS REGISTRATION DIVISION

SECURITIES COMPLIANCE BRANCH  
335 MERCHANT STREET, ROOM 205, HONOLULU, HAWAII 96813  
P.O. Box 40, HONOLULU, HAWAII 96810  
Phone Number: (808) 586-2722  
Fax Number: (808) 587-7559  
Investing.hawaii.gov

CATHERINE P. AWAKUNI COLÓN  
DIRECTOR

JO ANN M. UCHIDA TAKEUCHI  
DEPUTY DIRECTOR

TY Y. NOHARA  
COMMISSIONER OF SECURITIES

**MEMORANDUM**

TO: Hawaii Investment Adviser Applicants

FROM: Theresa Kong Kee, Acting Securities Compliance Supervisor  
Business Registration Division

SUBJECT: Hawaii Investment Adviser Registration

In order to register as an investment adviser in Hawaii, we shall require the completion of the following:

1. **FILING FEE** – The filing fee is one hundred dollars (\$100.00) and should be paid through the Investment Adviser Registration Depository (IARD) system.
2. **FORM ADV, PART I** – Submit a complete Form ADV, Part I through the IARD system.
3. **FORM ADV, PART II** – Submit a complete Form ADV, Part II through the IARD system.
4. **ANNUAL FINANCIAL STATEMENT** – If the applicant has custody or discretionary authority over client funds and has been in business one (1) year or more, an audited financial statement as of the last fiscal year is required. If the applicant does not have custody or discretionary authority over client funds, financial statements that have been verified by an officer of the applicant and notarized is required. The Investment Adviser Verification Form is available online.
5. **MONTH-END BALANCE SHEET** – A balance sheet as of a date within thirty (30) calendar days of the filing, verified by a duly authorized officer, or the equivalent, of the applicant and notarized. The Investment Adviser Verification Form is available online.

6. BOND – If the applicant has custody of or discretionary authority over client funds or securities, a bond in the amount of \$50,000 must be obtained. The bond must be issued by a surety company qualified to do business in Hawaii, with the State of Hawaii named as obligee. The Investment Adviser Bond Form is available online.
7. CONTRACTS – Submit all investment advisory agreements, contracts, and/or brochures that will be presented to the client.
8. AFFIDAVIT – Submit completed affidavit and Investment Adviser Affidavit Form is available online.
9. PRIVACY POLICY – Submit a copy of your Privacy Policy.

All investment adviser applicants shall complete the preceding investment adviser registration materials. Additional information regarding the applicant's previous history, record and association may be required. All forms shall be completely and correctly executed. Failure to complete any of the preceding shall result in the delay of the investment adviser's registration in the State. Applicants will be notified in writing of any deficiencies in their applications. When an application is approved the IARD status will be updated.

All required forms are available online at [investing.hawaii.gov](http://investing.hawaii.gov) under the Investment Advisers tab and completed forms shall be uploaded to the [Securities Online Portal](#). If any questions concerning the preceding information, contact our office at (808) 586-2722 or email [sc@dcca.hawaii.gov](mailto:sc@dcca.hawaii.gov).