# **FORM 6: Sample Client Vocational Affidavit**

1. I submit this affidavit to explain why I am unable to perform the material duties of my occupation as an equities trader at XYZ.

#### Job duties

- 2. My job as a trader for XYZ is an extremely demanding occupation, requiring both physical and mental stamina. The days are long and the environment is incredibly stressful, requiring an intense level of concentration on a continual basis.
- 3. My arrival at the office was required by 7:00 am and my day would not end until 6:00 pm, at the earliest, and much later if there was a work, client or recruiting event scheduled which is the norm at XYZ. High energy and mental sharpness are required to perform the duties of a trader adequately. Any lapse could cause significant monetary damage to the firm, as well as damage to its reputation. The following is an hour-by-hour summary of a typical day at my job:

# 6:30 a.m. - 6:45 a.m. - arrive at trading desk

- Review financial periodicals for relevant news affecting the securities markets.
- Review performance of overseas markets from several sources to look for major events and trends taking place over night.
- Have initial conversations with overseas, regional offices and sales force to prepare for day.
- Prepare notes and comments for morning trader's meeting.

### 7:15 a.m. - Morning trader's meeting

- · Strategize for the upcoming trading day.
- Discuss major economic, political and market trends.
- Analyze previous day's trade, company specific situations and implications for current trading day.
- Discuss relevant XYZ specific events (Initial public offerings, secondary offerings, large block trades, client specific issues).

# 8:00 a.m. - Back to desk to prepare for trading day

- Review open positions.
- Analyze company and market specific data, reports and research and their implications.
- Call clients, sales force to generate orders or discuss open orders from previous day's trades.
- Prepare trading books, ledgers, journals for trading day.
- Begin showing pre-market indications and analyze appropriate opening prices of all securities in trading books.
- Pre-market trading begins.



- Begin executing what will likely be the first of my potentially several thousand trades over the trading day.
- Monitor company specific announcements (earning, etc.) which may impact trading books.

# 9:30 a.m. - Official opening of U.S. trading markets

- · Start to actively and continually execute trades on behalf of the Firm and the Firm's clients
- Monitor markets and securities through several mediums to stay on top of exactly what is going on in every security in my trading book.
- Concentrate on trading screens to track positions and trading action.
- Actively continue to trade while communicating with regional offices, salespeople, clients and fellow traders to keep them abreast of market action while also informing them of the status of any large orders submitted for the securities in my trading book.
- Continue to advertise securities merchandise through several mediums provided through our technological systems.
- Price large client orders putting substantial firm capital and reputation at risk.
- Escalate major pricing and client issues to desk managers to analyze how best to price merchandise and deal with client specific issues.
- All above activities take place concurrently and consistently throughout the entire day. A former colleague made the analogy of its like going to a knife fight every day in terms of stress and activity levels.

#### 12:30 p.m. - 12:45 p.m. - Lunch if not too busy

- Lunch typically delivered to trading desk or if a low volume day may have several minutes to run to lunch room to get some food.
- Return to desk to eat while continuing all other activities.

# 12:45 p.m. - 4:00 p.m. - Continue trading day

• Continue with activities listed in 9:30-12:30 timeframe.

# 3:30 p.m. - 4:00 p.m. - Close of official trading day

- Concentrate on completing all open client orders that need to be filled by the close of official trade.
  - Communicate with sales force and clients of order status.
- Manage Firm's positions to level where I want them to carry overnight.
- Communicate with fellow traders to manage cumulative risk levels to risk limits imposed by management and the Firm.



#### 4:00 p.m. - 6:00 p.m. - After-market trades and end of day tasks

- Continue to trade through several after-market mediums.
- Stay abreast of company earnings announcement or other company specific events which may impact Firm and/or client positions.
- Communicate this information to clients and salespeople.
- Price client merchandise after such announcements.
- Continue to monitor after market trade and futures prices.
- · Close trading books for the day.
- Reconcile trades, positions, client orders and perform other compliance requirements.
- Communicate with sales force, clients and other traders about the performance of markets, day's activity, strategy and positions.
- Review and analyze research relevant to trading books and markets.

#### 6:00 p.m. and After - Attend client, firm or industry event

- At least once or twice a week there were evening events which needed to be attended.
- Dinners, corporate events, recruiting functions, XYZ continuing training, candidate interviews, etc., were common and an implicit requirement at the Firm.

#### Travel

- Usually once or twice a month travel to visit clients, regional offices and/or training seminars was necessary.
- Destinations included major US cities as well as overseas destinations.

# **Physical Requirements**

- · Standing up and down constantly.
- Continually gesturing, turning, motioning to other traders, salespersons on the trading floor.
- Answering phones, writing down information, keying and clicking on trade data and prices
  continually and at all times. To use an analogy, it's kind of like playing the most intense video game you
  can imagine on a continual basis throughout the day while simultaneously performing all of the other
  duties I listed previously.
- Walking quickly to other traders and/or salespersons stations if unable to contact them over the phone or electronically or if the information was needed to be delivered or received personally. However, as a trader you rarely if ever left your trading desk during trading hours.
- While extremely demanding, it was an occupation that I loved and, prior to becoming disabled, it was the type of environment in which I thrived. My life now has been devastated due to my struggle



with my illness. Recently, at the age of 45 and once a successful Wall Street executive, I have been forced to move back in with my parents because of my inability to work and support myself.