

Section 16(a) Readiness Checklist for Foreign Private Issuers

With the March 18, 2026 deadline approaching, FPIs should be taking concrete steps now to prepare for Section 16(a) compliance. Use this checklist to assess readiness and identify gaps.



1. GOVERNANCE & SCOPING

Confirm whether your company qualifies as a Foreign Private Issuer subject to the new law

Identify all directors and officers who will be subject to Section 16(a)

Assess whether any institutional investors may be considered “directors by deputization”

Monitor SEC developments related to potential exemptive relief for dual-listed companies



2. EDUCATION & INTERNAL ALIGNMENT

Educate directors and officers on Section 16 reporting obligations and deadlines

Align legal, finance, compliance, HR, and IT stakeholders on roles and responsibilities

Establish clear internal transaction reporting and approval workflows

Define escalation procedures for time-sensitive Form 4 filings



3. EDGAR & TECHNICAL READINESS

Obtain EDGAR codes (CIK) for new filers by completing and filing the SEC’s Form ID

Validate EDGAR Next access and CIK credentials for all insiders

Confirm insider identity verification and authorization requirements

Test filing access well ahead of the first required submission

Prepare for XML formatting and validation requirements





4. PROCESS & CONTROLS

Design a repeatable process for preparing Forms 3, 4, and 5

Integrate ownership, equity compensation, and transaction data into reporting workflows

Establish review and sign-off controls to ensure accuracy and timeliness

Create documentation to support auditability and ongoing compliance



5. TECHNOLOGY & SUPPORT

Evaluate whether your current tools can support Section 16 workflows

Implement a purpose-built platform like ActiveDisclosureSM to streamline preparation and filing

Ensure access to 24/7 expert support for EDGAR, XML, and filing deadlines

Conduct dry runs before the first live filing deadline



6. FINAL CHECK

Confirm readiness at least 30 days before March 18, 2026

Reassess procedures after initial filings to identify improvement opportunities

READY TO GET STARTED?

Get the expert guidance and support you need to confidently advance your filings. Learn more about how a DFIN partnership can help.

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