

Overview of the Registration Process

Registrant Outreach Seminar
February 2014

OSC

ONTARIO SECURITIES COMMISSION

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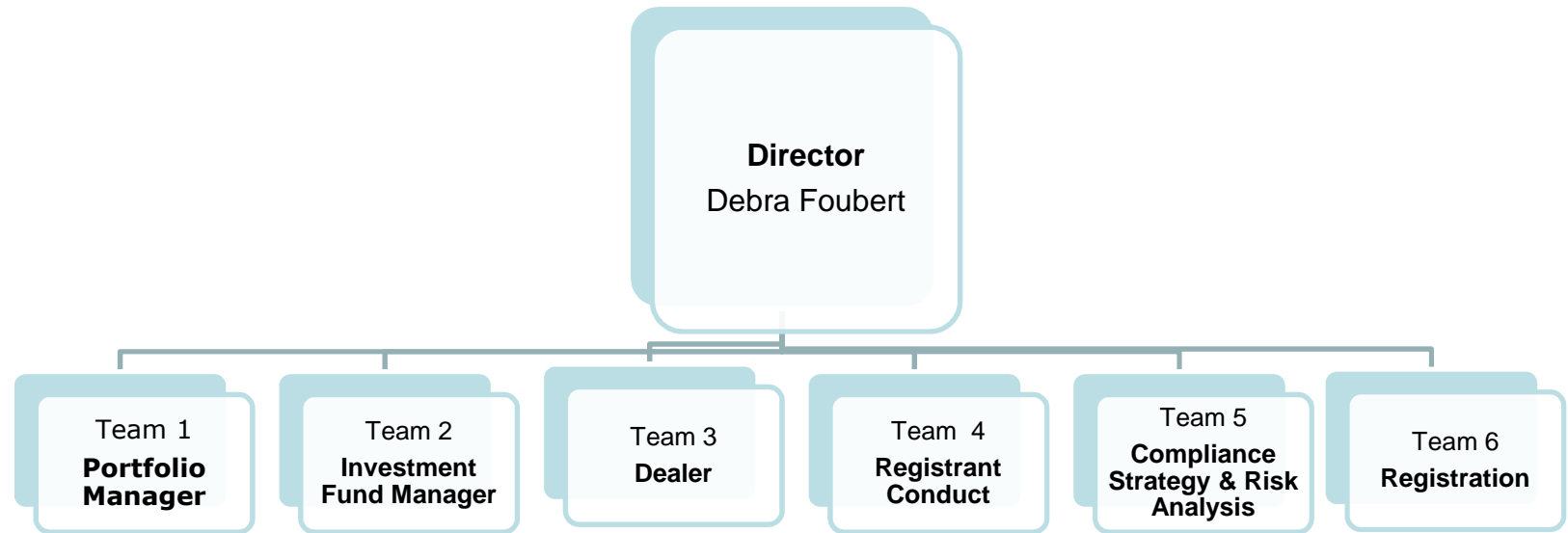
Registration Regime

- Ontario Securities Act sets up an investor protection regime
- Standards relating to integrity, proficiency, and solvency
- Must meet these standards
 - at time of initial registration, and
 - ongoing condition of registration

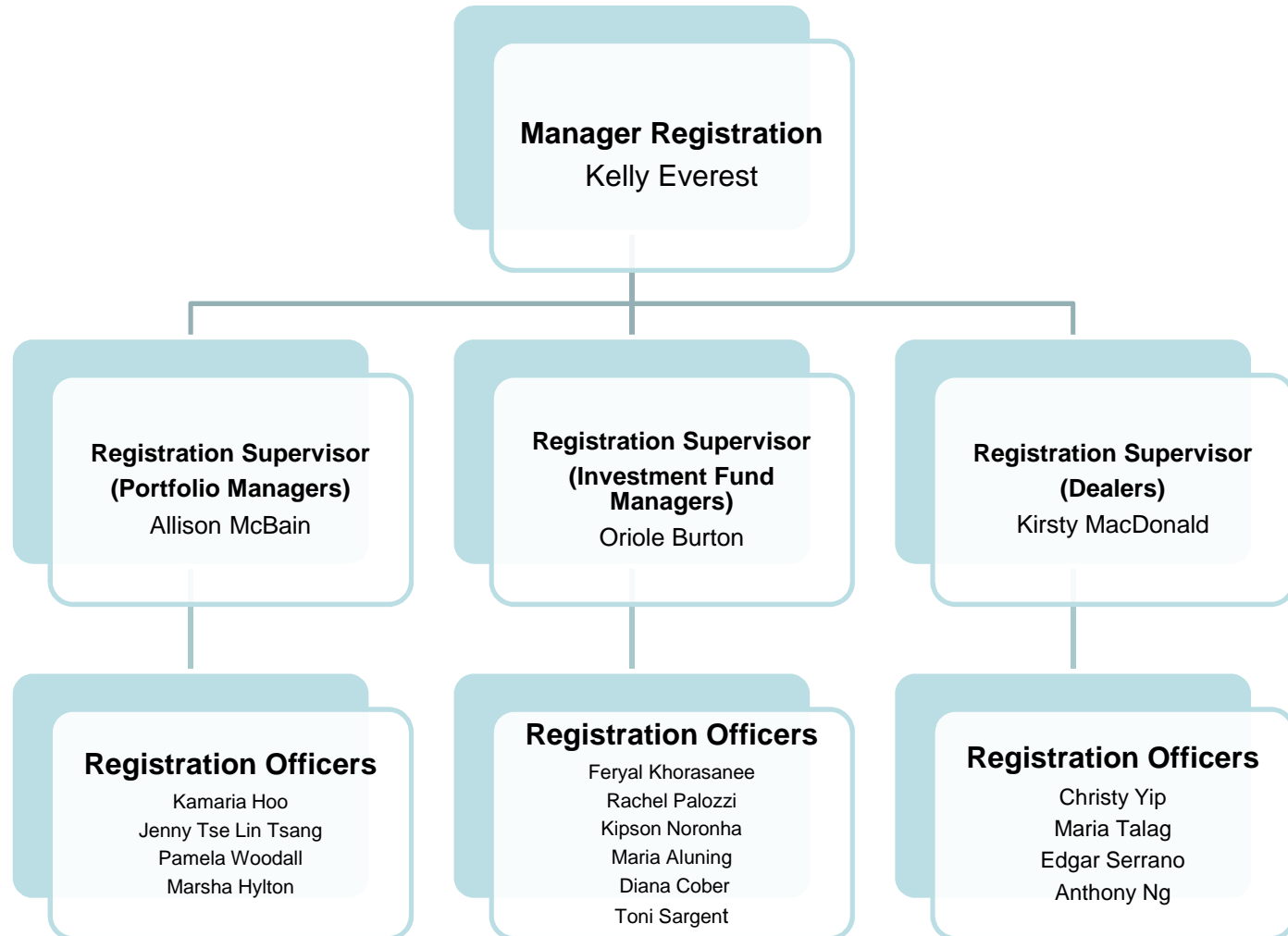
Presentation Overview

- What's new
- Common filing deficiencies
- NRD issues

Compliance and Registrant Regulation Branch



Team 6 - Registration



Registration Team – What We Do

- Register, amend, suspend and revoke registration of firms and their representatives
- Often your first point of contact
- Seek legal and compliance support from Teams 1- 4 as required

On-line Forms and Electronic Filings

- OSC Rule 11-501 –Electronic Delivery of Documents to OSC
 - Mandatory as of February 19, 2014
 - OSC’s web filing portal
 - Web based forms or PDFs
- <http://www.osc.gov.on.ca/en/SecuritiesLaw/forms/index.htm>

Forms and Filings - Firms

Form	Use this form to:	Submission method
Form 33-109F6/ 33-506F6 Firm Registration	<ul style="list-style-type: none"> •Apply for initial registration as a dealer, adviser or investment fund manager •Apply to add a category or jurisdiction to an existing registration 	Complete form and submit a copy online . PDF: Form 33-109F6 PDF: Form 33-506F6
Form 33-109F3/ 33-506F3 Business Locations other than Head Office	<ul style="list-style-type: none"> •Notify the OSC of the opening of, or any change to, a business location of the firm 	NRD
Form 33-109F5/ 33-506F5 Change of Information	<ul style="list-style-type: none"> •Notify the OSC of a change to previously submitted registration information 	Complete form and submit a copy online . PDF: Form 33-109F5 PDF: Form 33-506F5
Insurance information	<ul style="list-style-type: none"> •Notify the OSC of changes to previously submitted insurance information 	Online Form

Forms and Filings – Individuals

Form	Use this form to:	Submission method
Form 33-109F1/33-506F1 Notice of Termination of Registered and Permitted Individuals	<ul style="list-style-type: none"> •Notify the OSC of the termination of a registered or permitted individual's authority to act on behalf of the firm 	NRD
Form 33-109F2/ 33-506F2 Change or Surrender of Individual Categories	<ul style="list-style-type: none"> •Apply for registration or approval in an additional category •Surrender a category while maintaining registration in one or more other categories 	NRD
Form 33-109F4/ 33-506F4 Registration of Individuals and Review of Permitted Individuals	<ul style="list-style-type: none"> •Apply for registration in individual categories or review as a permitted individual 	NRD
Form 33-109F5/33-506F5 Change of Information	<ul style="list-style-type: none"> •Notify the OSC of a change to previously submitted registration information 	NRD
Form 33-109F7/ 33-506F7 Reinstatement of Registered Individuals and Permitted Individuals	<ul style="list-style-type: none"> •Transfer individual's registration between sponsoring firms or reinstate an individual's registration or a permitted individual status 	NRD

Forms and Filings – Financial

Form	Use this form to:	Submission method
Form 31-103F1 Calculation of Excess Working Capital	<ul style="list-style-type: none"> •Determine and notify the OSC of a firm’s excess working capital as at the end of a financial year or interim period 	Online form
Financial statements and other financial information	<ul style="list-style-type: none"> •Deliver required financial information to the regulators 	Online form
Subordination Agreements	<ul style="list-style-type: none"> •Notify the OSC that a firm has executed a subordinated loan agreement and relying on it for the purposes of Form 31-103F1 	Online form
Repayment or termination of a subordination agreement	<ul style="list-style-type: none"> •Notify the OSC of a repayment of a subordinated loan or termination of a subordination agreement 	Online form
Capital deficiency	<ul style="list-style-type: none"> •Notify the OSC of a capital deficiency (i.e. excess working capital of a registered firm is less than zero) 	E-mail to registration@osc.gov.on.ca

Forms and Filings – Participation Fees

Form	Use this form to:	Submission method
Form 13-502F4/ 13-503F1 Participation Fee Calculation	<ul style="list-style-type: none"> •Determine and notify the OSC of participation fees payable •All registered firms and unregistered exempt international firms must complete this form by December 1 each year •Unregistered investment fund managers only must complete this form within 90 days after the end of each of its fiscal years 	Form 13-502F4: Online form Form 13-503F1: Online form
Adjusted Form 13-502F4 and Form 13-502F5/ Adjusted Form 13-503F1 and Form 13-503F2	<ul style="list-style-type: none"> •Determine and notify the OSC of adjusted participation fees payable. Firms who provided a Form 13-502F4 or Form 13-503F1 (above) based on estimated revenues must complete these forms electronically within 90 days of their fiscal year end only if their participation fee payable has changed 	Adjusted Form 13-502F4 and Form 13-502F5: Online form Adjusted Form 13-503F1 and Form 13-503F2: Online form

Forms and Filings - Registration Exemptions

Form	Use this form to:	Submission method
Form 31-103F2 Submission to Jurisdiction and Appointment of Agent for Service	<ul style="list-style-type: none"> •To notify the OSC of reliance on the exemption from the registration requirement under sections 8.18 International Dealer and 8.26 International Adviser of National Instrument 31-103 Registration Requirements and Exemptions 	Complete the form and submit a copy online .
Form 31-103F3 Use of Mobility Exemption	<ul style="list-style-type: none"> •Notify the OSC of an individual's reliance on an exemption from the registration requirement under section 2.2 Client mobility exemption - individuals 	Complete the form and submit a copy online .
Form 32-102F1 Submission to Jurisdiction and Appointment of Agent for Service for IFM	<ul style="list-style-type: none"> •Notify the OSC of reliance on the permitted client exemption for international investment fund managers under section 4 Permitted clients 	Complete the form and submit a copy online .

Forms and Filings - Registration Exemptions (cont'd)

Form	Use this form to:	Submission method
Form 32-102F2 Notice of Regulatory Action	<ul style="list-style-type: none"> •Notify the OSC of reliance on the permitted client exemption for international investment fund managers under s. 4 Permitted clients 	Complete form and submit a copy online .
Reliance on exemption from IFM registration under Multilateral Instrument 32-102 Registration Exemptions for Non-Resident IFMs	<ul style="list-style-type: none"> •Notify the OSC of reliance on the permitted client exemption for international IFM under s. 4 Permitted clients •Notify the OSC of the total assets under management attributable to securities beneficially owned by residents of Ontario as at the most recently completed month •Unregistered international investment fund managers must complete this form by December 1 each year 	E-mail to registration@osc.gov.on.ca
Form 35-101F1/35-101F2 Submission to Jurisdiction and Appointment of Agent of Service of Process by Agents of the Broker Dealer	<ul style="list-style-type: none"> •To notify the OSC of United States Broker-Dealers and Agent's reliance on the exemptions from registration under National Instrument 35-101 Conditional Exemption from Registration for United States Broker Dealers and Agents 	Complete form and submit a copy online . Form 35-101F1 Form 35-101F2

Revised Service Standards – Individual Application

- Effective spring 2014
- Applies if:
 - Routine (not novel)
 - Complete
 - Not associated with a new business submission, and
 - No concerns with fitness for registration

Revised Service Standards – Individual Application (cont'd)

- New applications and reactivations
 - Dealing reps
 - 5 working days for 80% of all filings
 - ARs, AARs and CCOs
 - 20 working days for 80% of all filings
- Notices of termination (NOT)
 - 5 working days for 95% of all filings

Revised Service Standards – New Firm

- Effective spring 2014
- Apply if:
 - Routine (not novel)
 - Non-SRO applicant
 - All questions are answered with sufficient detail
 - All regulatory obligations are met
 - No concerns with fitness for registration, and
 - Timely responses to requests for information

Revised Service Standards – New Firm (cont'd)

- Initial contact within 5 working days for 95% of filings, including
 - fee payment instructions and
 - notification that ready to accept applications for "mind and management"
- Decision within 90 working days for 80% of filings

Deficient Filings - Return of Incomplete Applications

- When applications are substantially incomplete. For example
 - Required business corporation numbers not obtained
 - No audited financial statements
 - No auditor appointed, or
 - Firm is not prepared to file the individual registration applications on NRD
- Return the application without review
- If application is re-filed, may require the filing fees to be paid again

Deficient Filings - Closing Inactive Applications

- If no response to a request within 3 weeks, application will be considered dormant
- Notification asking for a status update within 2 weeks
- Closed if no response

Common Filing Deficiencies

Registration Regime

- Ontario Securities Act sets up an investor protection regime
- Standards relating to integrity, proficiency, and solvency
- Must meet these standards
 - at time of initial registration, and
 - continuing condition of registration

Registration Regime – Key Legislation

- National Instrument (NI) 31-103 *Registration Requirements, Exemptions and Ongoing Registrant Obligations*
- NI 33-109 *Registration Information*
- National Policy 11-204 *Process for Registration in Multiple Jurisdictions*
- *Multilateral Instrument 11-102 Passport System*
- OSC Rule 13-502 – *Fees*

Common Deficiencies – New Firm Applications

- Incomplete applications
- Accompanying individual applications not ready to be filed
- Insufficient detail about the firm's proposed business activities and operations

Common Deficiencies – New Firm Applications

- CEO not applying as UDP
- CCO does not meet proficiency requirements
- Business corporation numbers not provided for all relevant jurisdictions

Common Deficiencies – Ongoing Firm Filings

- F5s not filed within specified time frames (generally required within 10 days). For example,
 - Firm/CCO contact information
 - Civil disclosure
 - Shareholder information
 - Change of auditor
 - Insurance information

Common Deficiencies – General

- New firm has not obtained NOT from prior firm
- Reinstatement used when individual is not eligible
- Conflicts of interest not properly assessed
- Exemptive relief not requested/obtained for dual registration

Common Deficiencies - Individuals

- Disclosure is insufficient, absent or misleading
 - Outside business activities (OBA)
 - Financial disclosure (i.e. solvency)
 - Proficiency
- Disclosure is late

Common Deficiencies – Individuals (cont'd)

- Disclosure is insufficient, absent or misleading
 - Circumstances of resignation or termination
 - Regulatory disclosure such as insurance licensing
 - Criminal charges and/or convictions
 - Civil or regulatory actions

Common Deficiencies - Outside Business Activities (OBAs)

- Current employment
- OBAs
 - Landlord/owner of apartment building
 - Tax planning
 - Holding company
- Officer or director positions
- Equivalent to officer/director positions
 - Trustee
 - Admissions manager at retirement home

Common Deficiencies - OBA Disclosure

- Insufficient detail
- Firm has inappropriately assessed actual or potential conflicts of interest and/or client confusion
- Firm has provided insufficient explanation addressing why no conflicts or client confusion exist

Common Deficiencies – Identifying High-conflict OBAs

- Assess three factors:
 - Position of influence (e.g., religious leader)
 - Position of authority (e.g., teacher or city councilor)
 - Potentially vulnerable clients (e.g., seniors)
- Expect T&Cs in most cases restricting trading/advising for clients (and close family members) met through the OBA

Common Deficiencies – Financial Disclosure

- Failure to disclose (initial and ongoing)
 - Bankruptcy/consumer proposals
 - Unpaid debt over \$5,000
 - Unsatisfied judgements
 - Garnishments
 - Requirements to pay (CRA)

Common Deficiencies – Financial Disclosure

- Individuals with current solvency issues can only be registered with close supervision T&Cs
- T&Cs can be removed once solvency issue disappears (after F4 is updated and supporting documents provided)

Common Deficiency - Bankruptcy

- If not discharged, registration will be refused for a new applicant
- If discharged within the last 12 months, close supervision T&Cs will be imposed for six months

Common Deficiencies - Late Filings

- For not meeting deadlines to notify us of changes in registration information
- In particular, we see numerous late filings relating to terminations, OBAs, and criminal, civil and financial disclosure
- NI 33-109 sets out the deadlines for these and other filings

Common Deficiencies - Late Filings (cont'd)

- Result in late fees of \$100 per business day (to annual maximum of \$5,000 per firm)
- Best practices:
 - File NOTs quickly after registered/permitted individual leaves firm
 - New OBA does not begin until approved by firm
 - Registered/permitted individuals sign annual attestation that all F4 information is correct

Common Deficiencies - Proficiency

- Proficiency Requirements set out in Part 3 of NI 31-103
 - Education (examinations or designations)
 - Experience
 - Proficiency Principle

Proficiency - Education

- Qualifying courses/designations
- Time limits on examination requirements
 - Passed exam within last 36 months unless:
 - registered in same category (in any jurisdiction in Canada) in last 36 months, OR
 - gained 12 months of relevant securities industry experience during the last 36 months
 - does not apply to CIM and CFA designations

Common Deficiency – Education

- Required courses not completed within required time limit or at all
- No exemption application nor any indication of how the individual might qualify under section 3.3(2)(b)

Proficiency - Experience

- Section 3.3(2)(b) – where time limit has passed for courses
 - Must have relevant securities industry experience (to the category being applied for). For example,
 - EMD dealing rep has experience with exempt products
 - CCO has experience in supervisory capacity in securities industry

Experience – AR and AARs

- Relevant Investment Management Experience
 - Refer to CSA Staff Notice 31-332
Relevant Investment Management Experience for Advising Representatives and Associate Advising Representatives of Portfolio Managers

Experience - CCOs

- CCOs of Portfolio Managers and Investment Fund Managers
 - Relevant securities experience
 - Worked in a compliance capacity
 - Provided professional services in the securities industry

Experience - Common Deficiencies

- Insufficient information and analysis provided to assess whether the individual has relevant experience
 - Describe duties and responsibilities in detail
 - Explain how they are relevant to the category being applied for

Experience – Common Deficiencies

- Information provided on duties is exaggerated or otherwise not entirely accurate
 - Firm obligation to make reasonable efforts to ensure truth and completeness
 - It is an offence if an individual gives false or misleading information

Proficiency – Exemption Applications

- Required where applicant does not have required courses or experience and 3.3(2)(b) does not apply
- Filed over NRD: with supporting documents sent electronically in pdf format
- Qualifications or Relevant Experience that is equivalent to, or more appropriate in the circumstances than, the prescribed requirements

Common Deficiency - Proficiency Exemptions

- Insufficient relevant information and analysis
- Overly focused on what the firm does or what the team does
- No comparative analysis of alternative courses to the required courses/designations
- Information provided on duties and responsibilities is exaggerated or otherwise not entirely accurate

Proficiency - General Principle

- Section 3.4 of NI 31-103
- Applies both at initial registration and at all times throughout registration
- Responsibility of the registered firm to ensure individuals are proficient at all times

General Proficiency Principle – Individual

- Must have education, training and experience that a reasonable person would consider necessary to perform activity competently
 - Includes understanding
 - structure
 - features, and
 - risks
- of each security recommended

General Proficiency Principle - CCO

- Education, training and experience that a reasonable person would consider necessary to perform responsibilities competently
- Includes good understanding of the regulatory requirements
- Knowledge and ability to design and implement an effective compliance system

NRD issues and other information


NRD – Password Issues

- Chief AFR
 - only CSA Service Desk can reset password
 - Chief AFR must know PIN
 - if Chief AFR has lost/forgotten PIN – contact OSC
- Other AFRs
 - CAFR/AFR administrator can reset password
- Individual applicants (not yet registered)
 - individual user ID/password must be disabled in order to reset

NRD – Issues with Firm Filings

- NRD does not allow most firm filings/updates. For example,
 - Does not allow firm to add category
 - Does not allow you to add jurisdiction to firm's registration
 - Name change
 - Address change
- File F5 via pdf and submit electronically
 - we will update NRD

NRD – Firm Submissions



The screenshot displays the NRD (Notice Registration Database) interface. At the top, there is a navigation bar with the following tabs: FIRM SUBMISSION (highlighted), INDIVIDUAL SUBMISSION, SEARCH, WORK IN PROGRESS, SENT TO REGULATORS, FIRM INFORMATION, and ADMIN TOOLS. Below the navigation bar, the 'Notice' menu is open, showing the following options:

- 48800 - ABC Company**
- Select a Notice 33-109F3**
- [Open a Location](#)
- [Location Address Information Change](#)
- [Close a Location](#)
- [Location Supervisor Change](#)
- [Location Status Change](#)
- Annual Fee**
- [Annual Fee Exclusion / Reversal](#)

NRD – How to Submit New Individual Application

- Use one of 4 submission types for individual new to firm
- Described on NRD System and in Rule 33-109
 - Initial
 - Reactivation
 - Reinstatement
 - Add sponsoring firm

Individual Application – Initial Types

FIRM SUBMISSION **INDIVIDUAL SUBMISSION** **SEARCH** **WORK IN PROGRESS** **SENT TO REGULATORS** **FIRM INFORMATION** **ADMIN TOOLS**

Initial
Amendment
Notice

48800 - ABC Company

Select a Reinstatement 33-109F7

Reinstatement of Registration

Use this submission to reinstate your registration if (i) you submit this within three months of leaving your former sponsoring firm, (ii) you are reinstating your registration in the same jurisdiction(s) and the same category(ies) as your registration with your former sponsoring firm, and (iii) there have been no unreported changes to information previously submitted in items 13 to 16 of your Form 33-109F4 and (iv) you were not dismissed or asked to resign from your former sponsoring firm. Otherwise, use the submission 'Reactivation of Registration.'

Select an Initial 33-109F4

Initial Registration

Use this submission if you are applying for registration through NRD for the first time.

Registration with an additional sponsoring firm

Use this submission if you are not leaving your current sponsoring firm and you are applying for registration with an additional sponsoring firm.

Registration in an additional jurisdiction

Use this submission if you are currently registered in a jurisdiction and the firm that is sponsoring that registration is sponsoring this application for registration in another jurisdiction.

Reactivation of Registration

Use this submission to reactivate your registration if (i) you submit this more than three months after leaving your former sponsoring firm, (ii) you are seeking registration in jurisdiction(s) or category(ies) that differ from employment with your former sponsoring firm, (iii) you have a change to information previously submitted in items 13 to 16 of your Form 33-109F4, or (iv) you were dismissed or asked to resign from your former sponsoring firm.

NRD – How to Submit New Individual Application (cont'd)

- Must use existing NRD number, if already assigned
- Warning may mean that they have an NRD number or may mean that they have previously applied
- Staff can only disclose NRD number directly to individual

Another Individual - Same Name and Birth Date

N·R·D [PRIVACY STATEMENT](#) [FIRM LIST](#) [HELP](#) [FRANÇAIS](#) [LOGOUT](#)

[FIRM SUBMISSION](#) [INDIVIDUAL SUBMISSION](#) [SEARCH](#) [WORK IN PROGRESS](#) [SENT TO REGULATORS](#) [FIRM INFORMATION](#) [ADMIN TOOLS](#)

48800 - ABC Company

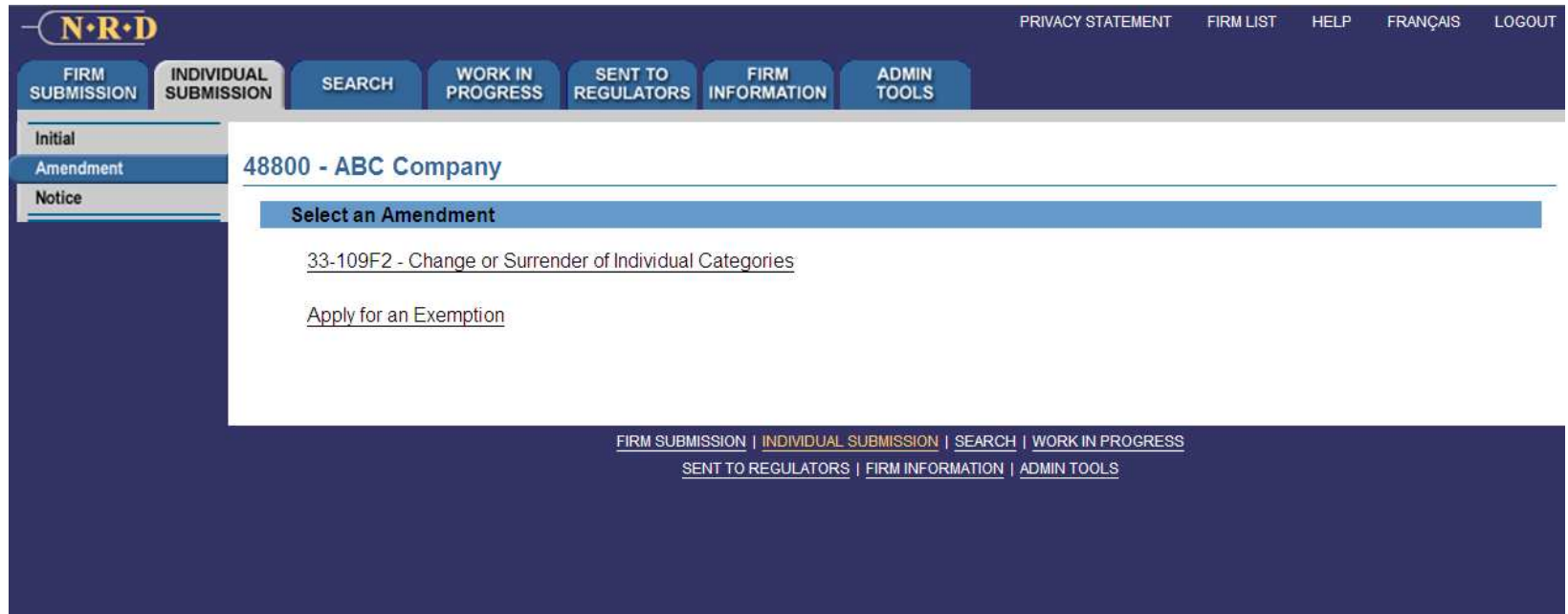
There is an Individual on the system with the same name and date of birth as the applicant.

Create Individual

Individual Information

Last Name:	<input type="text" value="Smith"/>
First Name:	<input type="text" value="Jane"/>
Second Name: (if applicable)	<input type="text"/>
Third Name: (if applicable)	<input type="text"/>
Date of Birth:	<input type="text" value="1988"/> / <input type="text" value="12"/> / <input type="text" value="25"/> (YYYY/MM/DD)

Individual Application – Amendments

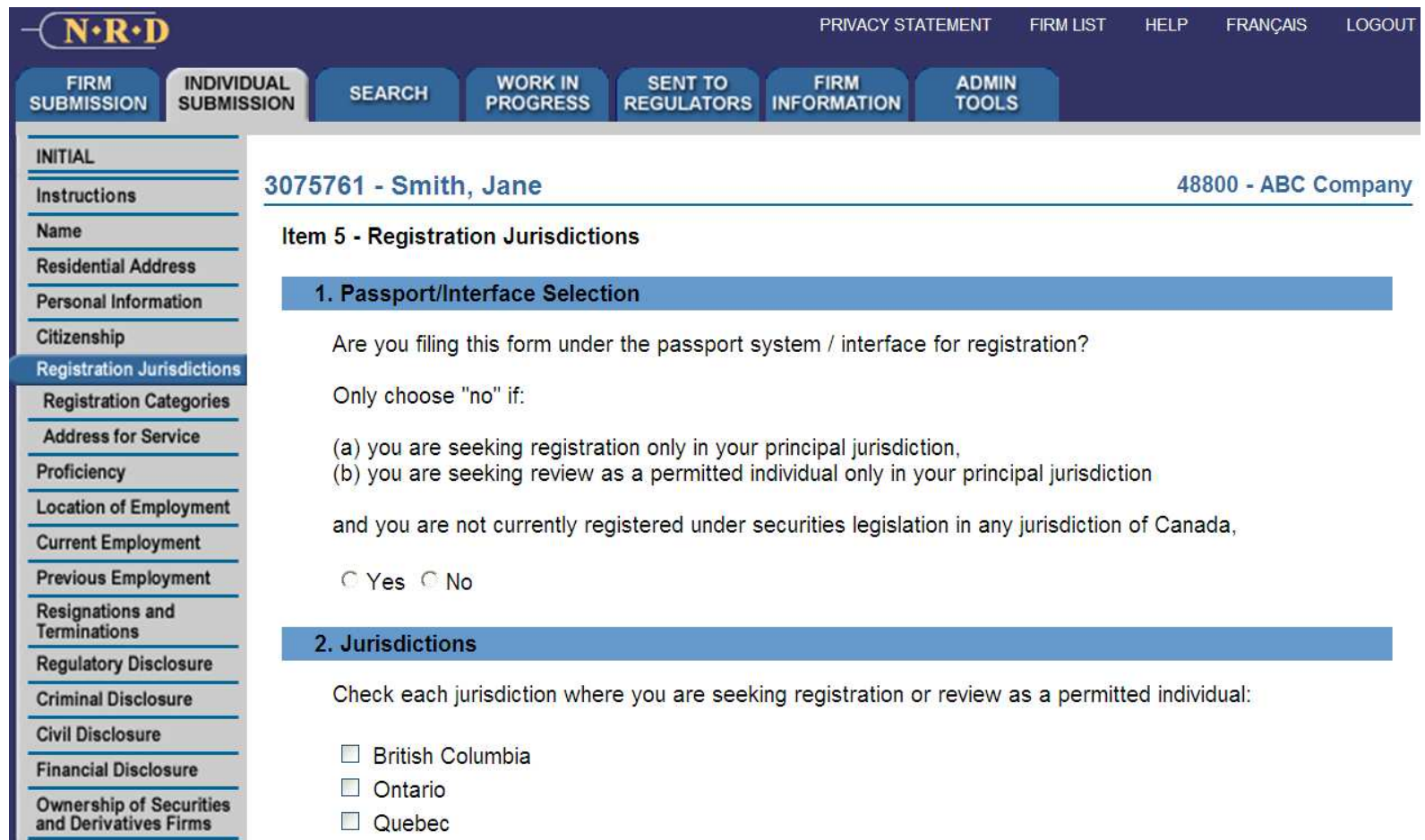


The screenshot shows the NRD (National Reporting Dashboard) web application interface. At the top, there is a dark blue header with the NRD logo on the left and navigation links for PRIVACY STATEMENT, FIRM LIST, HELP, FRANÇAIS, and LOGOUT on the right. Below the header is a secondary navigation bar with buttons for FIRM SUBMISSION, INDIVIDUAL SUBMISSION (which is highlighted), SEARCH, WORK IN PROGRESS, SENT TO REGULATORS, FIRM INFORMATION, and ADMIN TOOLS. On the left side, there is a vertical menu with options for Initial, Amendment (which is selected), and Notice. The main content area displays the title "48800 - ABC Company" and a section titled "Select an Amendment". Under this section, there are two links: "33-109F2 - Change or Surrender of Individual Categories" and "Apply for an Exemption". At the bottom of the page, there is a footer with a breadcrumb trail: "FIRM SUBMISSION | INDIVIDUAL SUBMISSION | SEARCH | WORK IN PROGRESS | SENT TO REGULATORS | FIRM INFORMATION | ADMIN TOOLS".

NRD – Passport/Non-Passport Filings

- Check “Passport” if individual is:
 - Applying for registration in multiple jurisdictions
 - Adding one or more jurisdictions
- Don’t check “Passport” if individual is:
 - Applying for registration only in their PR jurisdiction
 - Filing only as a Permitted Individual (See 4A.1 – 11-102CP)

Passport/Interface Selection



The screenshot shows the NRD (National Registration Database) interface. The top navigation bar includes the NRD logo, a privacy statement link, and buttons for 'FIRM LIST', 'HELP', 'FRANÇAIS', and 'LOGOUT'. Below this is a secondary navigation bar with buttons for 'FIRM SUBMISSION', 'INDIVIDUAL SUBMISSION', 'SEARCH', 'WORK IN PROGRESS', 'SENT TO REGULATORS', 'FIRM INFORMATION', and 'ADMIN TOOLS'. The left sidebar contains a list of menu items: INITIAL, Instructions, Name, Residential Address, Personal Information, Citizenship, Registration Jurisdictions (highlighted), Registration Categories, Address for Service, Proficiency, Location of Employment, Current Employment, Previous Employment, Resignations and Terminations, Regulatory Disclosure, Criminal Disclosure, Civil Disclosure, Financial Disclosure, and Ownership of Securities and Derivatives Firms. The main content area displays the registration details for '3075761 - Smith, Jane' and '48800 - ABC Company'. The current step is 'Item 5 - Registration Jurisdictions', which is divided into two sections: '1. Passport/Interface Selection' and '2. Jurisdictions'. Section 1 asks if the user is filing under the passport system/interface and provides instructions for choosing 'no'. Section 2 asks for the jurisdictions where registration or review is sought, with checkboxes for British Columbia, Ontario, and Quebec.

N·R·D PRIVACY STATEMENT FIRM LIST HELP FRANÇAIS LOGOUT

FIRM SUBMISSION **INDIVIDUAL SUBMISSION** SEARCH WORK IN PROGRESS SENT TO REGULATORS FIRM INFORMATION ADMIN TOOLS

INITIAL

Instructions

Name

Residential Address

Personal Information

Citizenship

Registration Jurisdictions

Registration Categories

Address for Service

Proficiency

Location of Employment

Current Employment

Previous Employment

Resignations and Terminations

Regulatory Disclosure

Criminal Disclosure

Civil Disclosure

Financial Disclosure

Ownership of Securities and Derivatives Firms

3075761 - Smith, Jane **48800 - ABC Company**

Item 5 - Registration Jurisdictions

1. Passport/Interface Selection

Are you filing this form under the passport system / interface for registration?

Only choose "no" if:

(a) you are seeking registration only in your principal jurisdiction,
(b) you are seeking review as a permitted individual only in your principal jurisdiction

and you are not currently registered under securities legislation in any jurisdiction of Canada,

Yes No

2. Jurisdictions

Check each jurisdiction where you are seeking registration or review as a permitted individual:

British Columbia

Ontario

Quebec

NRD – Navigation/Submission Issues

- Information not complete – Red message will appear at top of screen
 - Often section 8.4 not complete re: relevant securities industry experience

3075761 - Smith, Jane 48800 - ABC Company

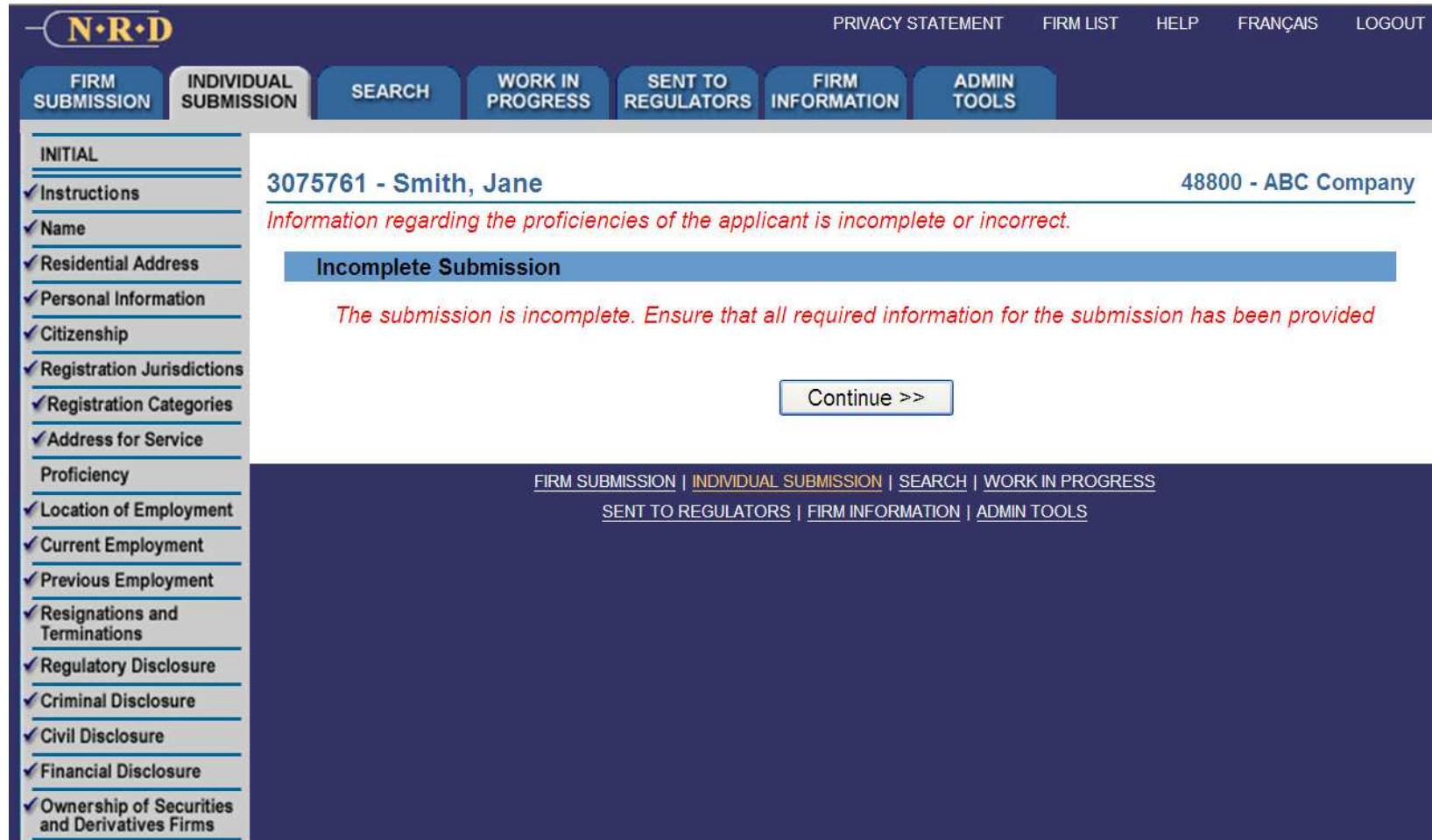
Item 8 - Proficiency

4. Relevant securities industry experience

If you have not been registered in the last 36 months and you passed the required examination more than 36 months ago, do you consider that you have gained 12 months of relevant securities industry experience during the 36 month period?

Yes No N/A

NRD – Navigation/Submission Issues (cont'd)



The screenshot displays the NRD (Navigation/Registration/Database) web application interface. At the top, there is a navigation bar with the NRD logo and links for PRIVACY STATEMENT, FIRM LIST, HELP, FRANÇAIS, and LOGOUT. Below this is a secondary navigation bar with buttons for FIRM SUBMISSION, INDIVIDUAL SUBMISSION, SEARCH, WORK IN PROGRESS, SENT TO REGULATORS, FIRM INFORMATION, and ADMIN TOOLS. The main content area shows a submission for '3075761 - Smith, Jane' under the company '48800 - ABC Company'. A red message indicates that the information regarding the applicant's proficiencies is incomplete or incorrect. A blue banner reads 'Incomplete Submission' with a red message: 'The submission is incomplete. Ensure that all required information for the submission has been provided'. A 'Continue >>' button is visible. On the left, a sidebar lists various submission categories, all of which are checked. At the bottom, a dark blue footer contains navigation links: FIRM SUBMISSION | INDIVIDUAL SUBMISSION | SEARCH | WORK IN PROGRESS | SENT TO REGULATORS | FIRM INFORMATION | ADMIN TOOLS.

NRD PRIVACY STATEMENT FIRM LIST HELP FRANÇAIS LOGOUT

FIRM SUBMISSION INDIVIDUAL SUBMISSION SEARCH WORK IN PROGRESS SENT TO REGULATORS FIRM INFORMATION ADMIN TOOLS

INITIAL

✓ Instructions 3075761 - Smith, Jane 48800 - ABC Company

✓ Name *Information regarding the proficiencies of the applicant is incomplete or incorrect.*

✓ Residential Address

✓ Personal Information

✓ Citizenship

✓ Registration Jurisdictions

✓ Registration Categories

✓ Address for Service

Proficiency

✓ Location of Employment

✓ Current Employment

✓ Previous Employment

✓ Resignations and Terminations

✓ Regulatory Disclosure

✓ Criminal Disclosure

✓ Civil Disclosure

✓ Financial Disclosure

✓ Ownership of Securities and Derivatives Firms

Incomplete Submission

The submission is incomplete. Ensure that all required information for the submission has been provided

Continue >>

FIRM SUBMISSION | INDIVIDUAL SUBMISSION | SEARCH | WORK IN PROGRESS
SENT TO REGULATORS | FIRM INFORMATION | ADMIN TOOLS

NRD – Navigation/Submission Issues (cont'd)

- To ensure all is complete
 - Use “Continue” or “Save and Continue” button at the bottom of screen

- To skip to new screen
 - Use local navigator (panel on left of screen will allow you to jump to a different section)

NRD – Navigation/Submission Issues (cont'd)

N·R·D

[PRIVACY STATEMENT](#) | [FIRM LIST](#) | [HELP](#) | [FRANÇAIS](#) | [LOGOUT](#)

FIRM SUBMISSION
INDIVIDUAL SUBMISSION
SEARCH
WORK IN PROGRESS
SENT TO REGULATORS
FIRM INFORMATION
ADMIN TOOLS

- INITIAL
- ✓ Instructions
- ✓ Name
- ✓ Residential Address
- ✓ Personal Information
- ✓ Citizenship
- ✓ Registration Jurisdictions
- ✓ Registration Categories
- ✓ Address for Service
- Proficiency
- ✓ Location of Employment
- ✓ Current Employment
- ✓ Previous Employment
- ✓ Resignations and Terminations
- ✓ Regulatory Disclosure
- ✓ Criminal Disclosure
- ✓ Civil Disclosure
- ✓ Financial Disclosure
- ✓ Ownership of Securities and Derivatives Firms
- Print Submission
- Re-Assign Submission
- Complete Submission

3075761 - Smith, Jane 48800 - ABC Company

Item 8 - Proficiency

1. Course, examination or designation information and other education

Click on a course, examination or designation to edit the information

Course, Examination or Designation	Date Completed or Exempted	Exempted	Removed	Added/Changed
Chartered Financial Analyst (CFA) Charter	2014/01/01	No		Added

Add Another
Continue >>

[FIRM SUBMISSION](#) | [INDIVIDUAL SUBMISSION](#) | [SEARCH](#) | [WORK IN PROGRESS](#)
[SENT TO REGULATORS](#) | [FIRM INFORMATION](#) | [ADMIN TOOLS](#)

NRD – Finding and Tracking Submissions

- Work In Progress
 - Submission may have been created by another AFR and in their WIP
 - We cannot see this
 - CAFR/AFR Administrator may reassign

- Sent to Regulators
 - No longer showing in your WIP

- Returned to firm
 - Returned to AFR's WIP to correct deficiencies

NRD - Submission History

- Current statuses on all submissions
 - Submitted
 - Approved
 - Withdrawn
 - Denied

- Additional statuses on notices
 - Pending acknowledgement
 - Acknowledged

NRD - Submission History

N·R·D

[PRIVACY STATEMENT](#)
[FIRM LIST](#)
[HELP](#)
[FRANÇAIS](#)
[LOGOUT](#)

FIRM SUBMISSION
INDIVIDUAL SUBMISSION
SEARCH
WORK IN PROGRESS
SENT TO REGULATORS
FIRM INFORMATION
ADMIN TOOLS

INITIAL

Name

Residential Address

Personal Information

Citizenship

Registration Jurisdictions

Registration Categories

Address for Service

Proficiency

Location of Employment

Current Employment

Previous Employment

Resignations and Terminations

Regulatory Disclosure

Criminal Disclosure

Civil Disclosure

Financial Disclosure

Ownership of Securities and Derivatives Firms

Submission History

3075761 - Smith, Jane 48800 - ABC Company

Submission History

Summary

Type:	Initial Registration	Submission No.:	201413341
Created By:	Doe, Jane	Submitted By:	Doe, Jane
Created On:	2014/02/07, 12:10PM	Submitted On:	2014/02/07, 12:37PM

Fee Information

Fee Status	Fee Type	Fee Amount	Reason for Resubmission of Payment	Related Submission No.
Created	Initial	970.00		

[View Fee Details](#)

Autorité des marchés financiers

Current Status: Submitted

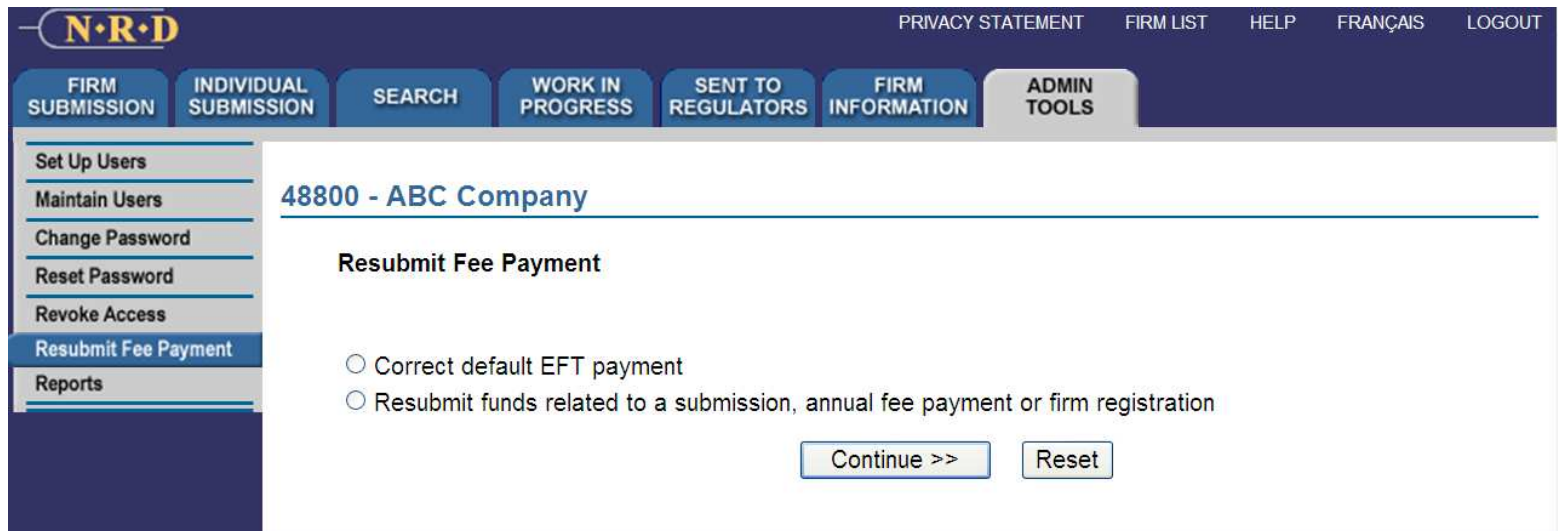
British Columbia Securities Commission

Current Status: Submitted

Ontario Securities Commission - Principal Regulator

Current Status: Submitted

NRD – Resubmit Fee Payment



The screenshot displays the NRD (New Reporting Dashboard) interface. At the top, there is a navigation bar with the NRD logo on the left and links for PRIVACY STATEMENT, FIRM LIST, HELP, FRANÇAIS, and LOGOUT on the right. Below this is a secondary navigation bar with buttons for FIRM SUBMISSION, INDIVIDUAL SUBMISSION, SEARCH, WORK IN PROGRESS, SENT TO REGULATORS, FIRM INFORMATION, and ADMIN TOOLS. The ADMIN TOOLS button is currently selected. On the left side, there is a vertical menu with options: Set Up Users, Maintain Users, Change Password, Reset Password, Revoke Access, Resubmit Fee Payment (highlighted), and Reports. The main content area shows the firm name '48800 - ABC Company' and the title 'Resubmit Fee Payment'. Below the title, there are two radio button options: 'Correct default EFT payment' and 'Resubmit funds related to a submission, annual fee payment or firm registration'. At the bottom of the form, there are two buttons: 'Continue >>' and 'Reset'.

NRD – Resubmit Fee Payment (cont'd)

- Correct Default EFT Payment
 - Use to resubmit fees that were rejected/returned (e.g. NSF)
 - Will accumulate all rejected/returned fees until paid
 - Will resubmit all rejected/returned fees to parties originally specified

NRD – Resubmit Fee Payment (cont'd)

N·R·D

[PRIVACY STATEMENT](#) [HELP](#) [FRANÇAIS](#) [LOGOUT](#)

FIRM SUBMISSION
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ADMIN TOOLS

[Set Up Users](#)
[Maintain Users](#)
[Change Password](#)
[Reset Password](#)
[Revoke Access](#)
Resubmit Fee Payment
[Reports](#)

48800 - ABC Company

Resubmit Fee Payment

Payment Details

Submission No.	Submission Type	Payment State	Fee Amount
2013236389	Final Annual Fee Notice	Returned	\$800.00

Fee Summary:

Submission Total:	\$800.00
Administrative Fee Amount:	\$25.00

Grand Total:	\$825.00
	=====

The amount of \$825.00 will be withdrawn from Bank Account # 333333333 via Electronic Fund Transfer.

Printable Page
Acknowledge

NRD – Resubmit Fee Payment (cont'd)

- Use to submit fees where NRD does not automatically pull fees, e.g. exemption applications or late fees
- Must specify each jurisdiction and amount

NRD – Resubmit Fee Payment (cont'd)

N·R·D

[PRIVACY STATEMENT](#) [HELP](#) [FRANÇAIS](#) [LOGOUT](#)

FIRM SUBMISSION
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 Revoke Access
Resubmit Fee Payment
 Reports

48800 - ABC Company

Resubmit Fee Payment

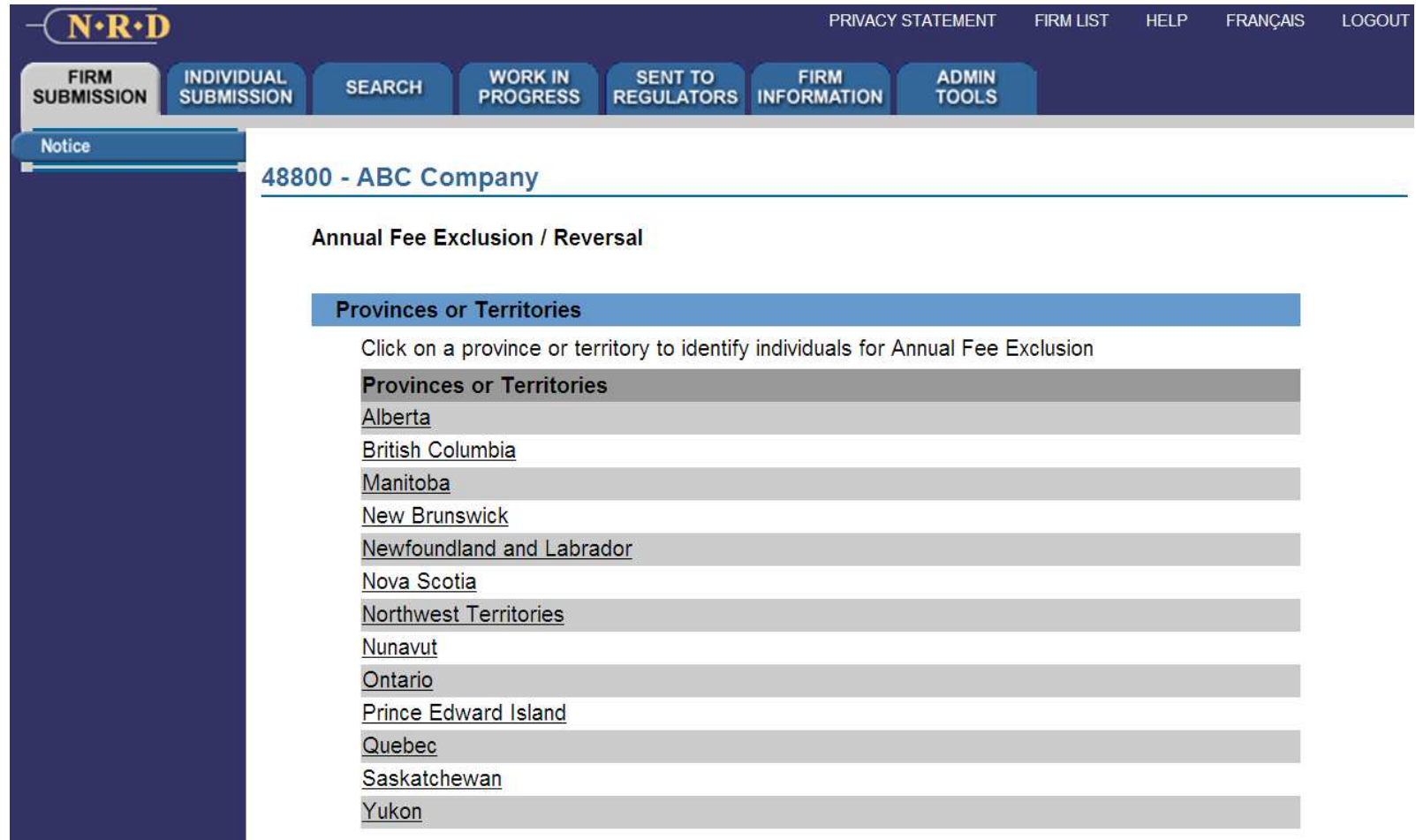
Payment Details

Submission No.:	<input type="text" value="2014000001"/>
Fee Recipient:	<input type="text" value="Securities Regulatory Authorities"/> <div style="border: 1px solid #0070c0; padding: 5px; margin-top: 5px;"> <ul style="list-style-type: none"> Ontario Securities Commission Autorité des marchés financiers British Columbia Securities Commission Alberta Securities Commission Financial and Consumer Affairs Authority, Saskatchewan The Manitoba Securities Commission Superintendent of Securities, Nunavut Securities Commission of Newfoundland and Labrador Nova Scotia Securities Commission Prince Edward Island Securities Registry Superintendent of Securities, Yukon Superintendent of Securities, Northwest Territories Financial and Consumer Services Commission (New Brunswick) IIROC - Prairie (Alberta) IIROC - Pacific (British Columbia) IIROC - Prairie (Manitoba) IIROC - Head Office (New Brunswick) IIROC - Head Office (Newfoundland and Labrador) IIROC - Prairie (Northwest Territories) IIROC - Head Office (Nova Scotia) IIROC - Prairie (Nunavut) IIROC - Head Office (Ontario) IIROC - Head Office (Prince Edward Island) IIROC - Quebec (Quebec) IIROC - Prairie (Saskatchewan) IIROC - Pacific (Yukon) <li style="background-color: #0070c0; color: white; padding: 2px;">Securities Regulatory Authorities </div>
Submission Fee Amount:	<input type="text" value="75.00"/>
Reason for Payment:	<input type="text" value="NRD System Fees"/>

NRD – Annual Fee Exclusion

- Ensures firm not charged annual fees for individuals surrendering/terminating by Dec 31st
- One submission for multiple individuals
- Per jurisdiction basis
- Can be reversed
- Must be filed by 3:00 pm Dec 31st
- NOT must be filed within 10 days of actual termination date

NRD – Annual Fee Exclusion (cont'd)



The screenshot displays the NRD (National Reporting Dashboard) interface. At the top, there is a navigation bar with the NRD logo and links for PRIVACY STATEMENT, FIRM LIST, HELP, FRANÇAIS, and LOGOUT. Below this is a secondary navigation bar with buttons for FIRM SUBMISSION, INDIVIDUAL SUBMISSION, SEARCH, WORK IN PROGRESS, SENT TO REGULATORS, FIRM INFORMATION, and ADMIN TOOLS. A sidebar on the left contains a 'Notice' button. The main content area shows the profile for '48800 - ABC Company' with a section for 'Annual Fee Exclusion / Reversal'. This section includes a header 'Provinces or Territories' and a list of provinces and territories with a note: 'Click on a province or territory to identify individuals for Annual Fee Exclusion'. The list includes Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland and Labrador, Nova Scotia, Northwest Territories, Nunavut, Ontario, Prince Edward Island, Quebec, Saskatchewan, and Yukon.

48800 - ABC Company

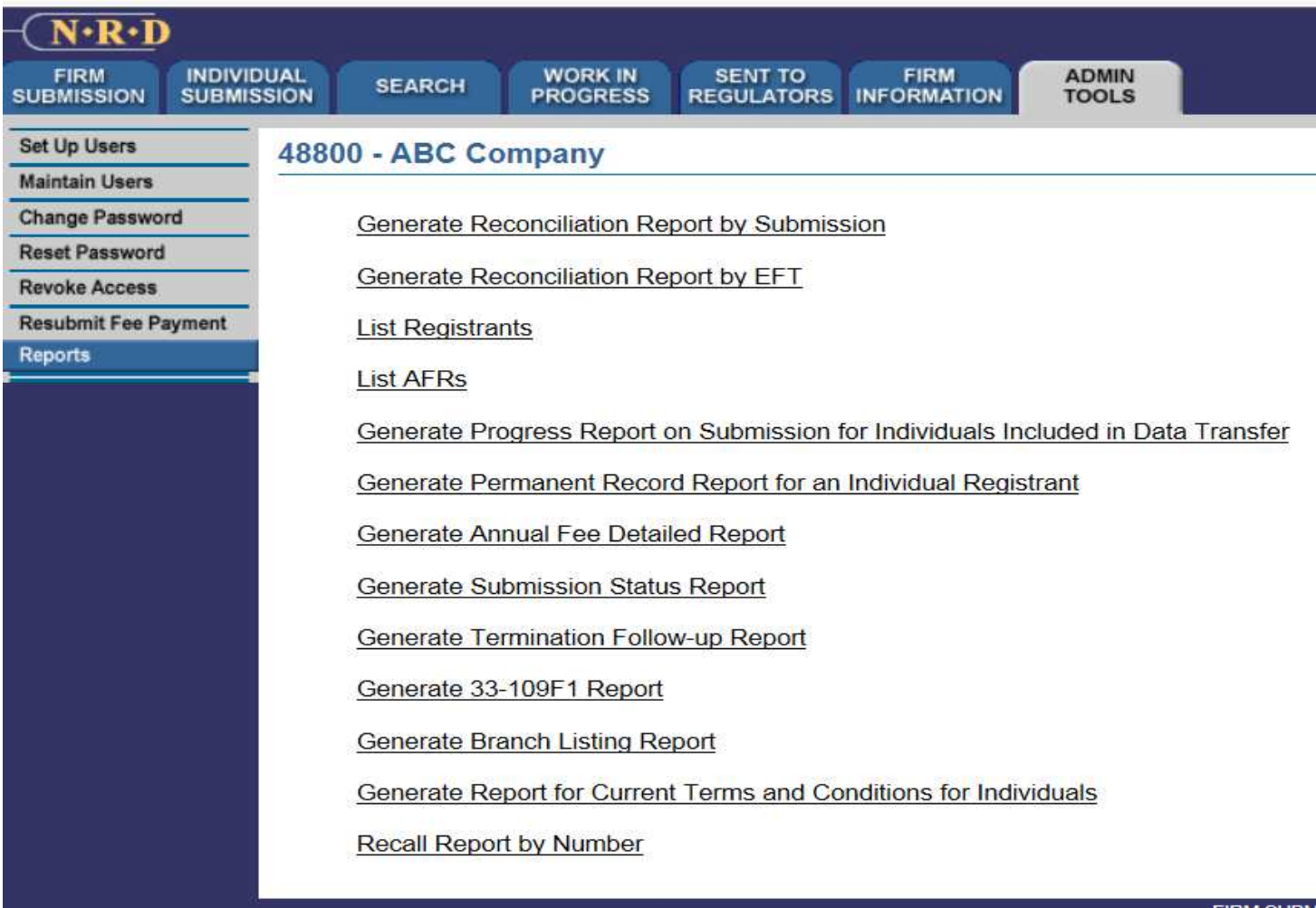
Annual Fee Exclusion / Reversal

Provinces or Territories

Click on a province or territory to identify individuals for Annual Fee Exclusion

- [Provinces or Territories](#)
- [Alberta](#)
- [British Columbia](#)
- [Manitoba](#)
- [New Brunswick](#)
- [Newfoundland and Labrador](#)
- [Nova Scotia](#)
- [Northwest Territories](#)
- [Nunavut](#)
- [Ontario](#)
- [Prince Edward Island](#)
- [Quebec](#)
- [Saskatchewan](#)
- [Yukon](#)

NRD – Reports



The screenshot displays the NRD (National Reporting Database) interface. At the top, there is a navigation bar with the following tabs: FIRM SUBMISSION, INDIVIDUAL SUBMISSION, SEARCH, WORK IN PROGRESS, SENT TO REGULATORS, FIRM INFORMATION, and ADMIN TOOLS. The left sidebar contains a menu with the following items: Set Up Users, Maintain Users, Change Password, Reset Password, Revoke Access, Resubmit Fee Payment, and Reports (which is currently selected). The main content area is titled '48800 - ABC Company' and lists the following report options:

- [Generate Reconciliation Report by Submission](#)
- [Generate Reconciliation Report by EFT](#)
- [List Registrants](#)
- [List AFRs](#)
- [Generate Progress Report on Submission for Individuals Included in Data Transfer](#)
- [Generate Permanent Record Report for an Individual Registrant](#)
- [Generate Annual Fee Detailed Report](#)
- [Generate Submission Status Report](#)
- [Generate Termination Follow-up Report](#)
- [Generate 33-109F1 Report](#)
- [Generate Branch Listing Report](#)
- [Generate Report for Current Terms and Conditions for Individuals](#)
- [Recall Report by Number](#)

NRD Transition

- New CSA service desk in Moncton, NB
 - 1-800-219-5381 (Unchanged)
- NRD Forms
 - NRD Form 1 - ENROLMENT OF FIRM
 - NRD Form 2 - ENROLMENT OF CHIEF AUTHORIZED FIRM REPRESENTATIVE
 - NRD Form 3 - NRD (BANK) ACCOUNT HOLDER AUTHORIZATION
 - Available under NRD HELP (Enrolment Forms)
 - Forms contain instructions and where to send them
- No HST on NRD system fees
- Two transition issues
 - Session times out prematurely
 - Slow to search

Recap

- What's New
 - Registration Team
 - Online forms and filings
 - Revised service standards
- Common Filing Deficiencies
 - Some examples provided
 - More information in CRR annual summary reports
- NRD Issues
 - NRD Help (on top right corner of NRD)

General Inquiries

Local (Toronto)	416-593-8314
Toll-free (North America)	1-877-785-1555
TTY	1-866-827-1295
Fax	416-593-8122
E-mail	inquiries@osc.gov.on.ca

Questions?

