

## **General expectations**

- Responses to questions in the General Section should reflect the business activities at the firm level.
- Responses to questions in the specific registration category (i.e. PM, IFM, EMD etc.) should reflect the respective business lines.
- Apply the specified time period stated in the question, as the default should be as of December 31, 2019.
- Some of the questions may not be applicable to you if you are a newly registered or inactive firm. Please answer all questions to the best of your ability and provide comments to explain your situation if necessary.
- Questions or comment boxes highlighted in yellow are mandatory and require a response. Any blank response will prompt the system to alert you until it is completed. Submission will not be allowed until you have completed all mandatory fields.
- All dollar amounts in the questionnaire should be reported in Canadian dollars as the functional currency. For amounts denoted in a foreign currency, please use an appropriate exchange rate and convert all amounts to Canadian dollars (\$).

## **Question G1 – Revenue**

Total gross revenue of your firm would include all revenue generated by the registered entity, regardless of geographical location, line of business or regulatory body. This is the amount that you would have reported on FORM 13-502F4 *Capital Markets Participation Fee Calculation*, Part III – *Advisors, Other Dealers, and Unregistered Capital Markets Participants*, Line 1.

The amount of Specified Ontario revenue would be the same figure that you would have reported on FORM 13-502F4 *Capital Markets Participation Fee Calculation*, Part III – *Advisors, Other Dealers, and Unregistered Capital Markets Participants*, Line 10.

## **Question G7 – Referral arrangements**

Section 13.7 of the companion policy to National Instrument 31-103 *Registrant Requirements, Exemptions and Ongoing Registration* defines “referral arrangement” in broad terms. Referral arrangement means an arrangement in which a registrant agrees to pay or receive a referral fee. The definition is not limited to referrals for providing investment products, financial services or services requiring registration. It also includes receiving a referral fee for providing a client name and contact information to an individual or firm. "Referral fee" is also broadly defined. It includes sharing or splitting any commission resulting from the purchase or sale of a security.

This question asks for the number of existing referral arrangements as at December 31, 2019. This question applies to all referral arrangements involving Canadian clients only, regardless of the referrer's jurisdiction

The table in this question allows you to input up to 100 referral arrangements. Click the chevrons illustrated in the diagram below to go to the next or previous referral arrangement in a sequential order.



If your firm has more than 100 referral arrangements where you **pay** a referral fee, please provide information for the first 100 referral arrangements in the table and provide information about the remaining arrangements by completing the spreadsheet provided within the hyperlink in the question and attach it to the question by clicking on the paperclip icon (📎).

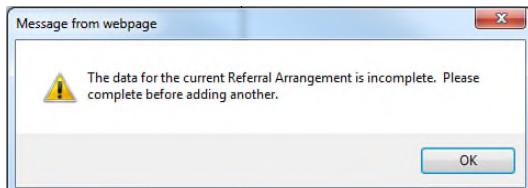
There is no specific order in which you are required to enter the referral arrangements.

Further, if there are more than 10 individuals associated with a referral arrangement at the firm to whom you pay a referral fee, please complete the spreadsheet provided within the hyperlink in the question and attach it to the question by clicking on the paperclip icon (📎).

Please note that the form cannot pre-populate attachments from the 2018 RAQ. As such, you will need to fill out the spreadsheet as per instructions above.

The spreadsheet contains **four worksheets**. Select the appropriate worksheet by referring to the **labelling** of the **tab** at the bottom of the worksheet.

If you click the **Add Arrangement** button, but then wish to go back and review previously entered referral arrangements you will receive the following pop-up notification.



Should you wish to go back and review your previously entered referral arrangements, you will need to either complete the required fields of the current referral arrangement or delete this current referral arrangement by clicking the **Delete Current Arrangement** button. Clicking the **Delete Current Arrangement** button will delete the current referral arrangement form and take you back to the previously entered form.

If you have an arrangement under which you pay a referral fee, but no clients were referred under the referral arrangement during the period, please include them in your response to G7(B), answer all questions in the table according to the terms of the arrangement (e.g. Is the party that you have a referral arrangement with a firm or an individual? Is the party that you have the referral arrangement with registered?) and enter zero under “Number of current clients that were referred to you”. In the “Final Overall Feedback” section, explain that you have zero clients referred under that referral arrangement.

## **Question G8 – Finder’s fees**

This question asks for the number of existing finder’s fee arrangements as at December 31, 2019. This question applies to all finder’s fee arrangements involving Canadian clients, regardless of the finder’s jurisdiction.

The table in this question allows you to input up to 50 finder’s fee arrangements. Click the chevrons illustrated in the diagram below to go to the next or previous finder’s fee arrangement in a sequential order.

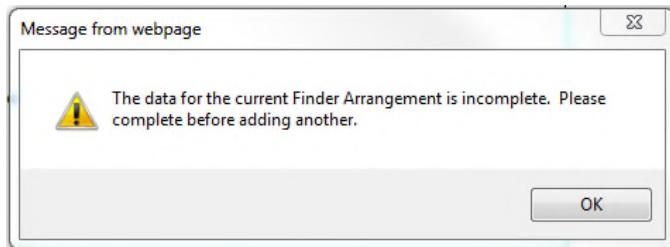


If your firm has more than 50 finder’s fee arrangements or if there are more than 10 individuals associated with a finder’s fee arrangement at the firm that receives the finder’s fee that you pay, please complete the spreadsheet provided in the hyperlink within the question, and attach it to the question by clicking on the paperclip icon (📎).

Please note that the form cannot pre-populate attachments from the 2018 RAQ. As such, you will need to fill out the spreadsheet as per instructions above.

The spreadsheet contains **four worksheets**. Select the appropriate worksheet by referring to the **labelling** of the **tab** at the bottom of the worksheet.

If you click the **Add Arrangement** button, but then wish to go back and review previously entered finder’s fee arrangements you will receive the following pop-up notification.



Should you wish to go back and review your previously entered finder’s fee arrangements, you will need to either complete the required fields of the **current finder’s fee arrangement** or delete **this current finder’s fee arrangement** by clicking the **Delete Current Arrangement** button. Clicking the **Delete Current Arrangement** button will delete the current finder’s fee arrangement form and take you back to the previously entered form.

You should double check the pre-populated percentage amount of finder’s fee you paid within each finder’s fee arrangement, from prior year. As there is a “%” symbol following the input box, amount inputted should be in percentage format, rather than decimal format (e.g. the inputted amount in the box should be 35%, not 0.35%)

If you have an arrangement under which you pay a finder’s fee, but no finder’s fee was paid during the period, please include them in your response to G8, answer all questions in the table according to the terms of the arrangement (e.g. Is the party that you have a finder arrangement with a firm or an individual? Is the party registered?) and enter zero under “Number of current clients (not the number of client accounts, or the number of client households) that were identified as a result of this finder arrangement”. In the “Final Overall Feedback” section, explain that you have zero clients referred under that referral arrangement.

### **Question G10 – Complaints**

This question includes all direct Canadian clients/investors from your PM and EMD lines of businesses. You do not need to include the number of unitholders invested in the funds that the IFM manages unless they are your direct clients.