

GUIDE TO COMPLETING AND FILING A FIRM APPLICATION

This guide provides information about how a market participant may apply to register a firm with the Ontario Securities Commission (**OSC**). The guide also provides references to certain links that may assist during the application process.

When a firm has determined which category of registration they wish to apply under, the firm must complete and file Form 33-109F6 *Firm Registration (Form 33-109F6)*.

Firms seeking registration solely under the Commodity Futures Act (Ontario)

If the firm is applying for registration only under the Commodity Futures Act (*Ontario*), complete Form 33-506F6 *Firm Registration (Form 33-506F6)* and submit it to the OSC. Firms are not required to answer questions 1.4(a), 2.6 and 6.2 of the form.

Form 33-506F6 mirrors the information in Form 33-109F6 and many aspects of the guidance provided below for Form 33-109F6 also apply to Form 33-506F6.

Membership in Self-Regulatory Organizations:

Industry Regulatory Organization of Canada (IIROC)

- Firms seeking membership with IIROC must separately apply for membership with IIROC and file a registration application to the OSC to seek Investment Dealer registration in Ontario.
- To seek membership with IIROC, refer to the following link:
<http://www.iiroc.ca/industry/registrationmembership/Pages/default.aspx>

Mutual Fund Dealers Association of Canada (MFDA)

- Firms seeking membership with MFDA must separately apply for membership with MFDA and file a registration application to the OSC to seek Mutual Fund Dealer registration in Ontario.
- To seek membership with MFDA, refer to the following link:
<http://www.mfda.ca/members/becoming.html>

REGISTRATION CHECKLIST	STATUS
NATIONAL REGISTRATION DATABASE (NRD) (Enrolment)	
<p>1. <u>NRD Enrolment</u></p> <p>A firm applying for registration must enroll with the National Registration Database (NRD) to obtain an NRD number as a first step in the application process.</p> <p>During the enrolment process you will acquire an NRD number, a user ID and a password for the database.</p>	

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<p>NRD enables the firm to submit individual registration filings and certain firm filings to the OSC electronically.</p> <p>In order to enrol, you must complete and submit three NRD forms (to obtain your NRD number, to identify the chief authorized firm representative and to set up the firm's bank account). http://www.nrd-info.ca/enrolment/enrl_index.jsp?lang=en</p> <p>Complete and submit NRD Form 1, 2 and 3 and pay the enrolment fee (\$500) to :</p> <p style="padding-left: 40px;">ALBERTA SECURITIES COMMISSION c/o CSA Service Desk Attention: NRD Administrator 12 Millennium Blvd, Suite 210, Moncton, NB E1C 0M3</p> <p>There is more information related to NRD at the following link: http://www.nrd-info.ca</p>	<input type="checkbox"/>
FORM 33-109F6 – FIRM REGISTRATION (General information)	
<p>2. <u>Completing Form 33-109F6 Firm Registration – Considerations</u></p> <p>Complete Form 33-109F6 to seek initial registration as a dealer, adviser or investment fund manager.</p> <p>Form 33-109F6 is available at the link below: http://osc.gov.on.ca/en/Dealers_forms_index.htm</p> <p>An applicant must ensure it meets all of the requirements required by securities legislation including, but not limited to:</p> <ul style="list-style-type: none"> • National Instrument 31-103 <i>Registration Requirements, Exemptions and Ongoing Registrant Obligations</i>: http://www.osc.gov.on.ca/documents/en/Securities-Category3/ni_20171204_31-103_unofficial-consolidation.pdf • National Instrument 33-109 <i>Registration Information</i>: http://www.osc.gov.on.ca/documents/en/Securities-Category3/ni_20171204_33-109_unofficial-consolidation.pdf 	<input type="checkbox"/>

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<p>If Ontario is not the principal regulator:</p> <ul style="list-style-type: none"> If the firm is seeking registration in Ontario, and Ontario is not the firm's principal regulator, a firm must also file Form 33-109F6, without supporting documents, with the Ontario Securities Commission (OSC) in addition to filing Form 33-109F6 with its principal regulator. <p>If the firm is seeking registration as a restricted dealer:</p> <ul style="list-style-type: none"> If a firm is seeking registration as a restricted dealer, it is required to submit Form 33-109F6 to the regulator in each province in which it is seeking registration. 	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>3. <u>Firms applying for registration only under the Commodity Futures Act (Ontario)</u></p> <p>Firms seeking registration <u>only</u> under the Commodity Futures Act (Ontario) in Ontario must complete Form 33-506F6 <i>Firm Registration</i> and submit it to the OSC.</p> <p>Form 33-506F6 is available at the link below: http://www.osc.gov.on.ca/en/Dealers_forms_index.htm</p>	<p><input type="checkbox"/></p>
<p>4. <u>Completing Form 33-109F6 Firm Registration</u></p> <p>Complete all parts of Form 33-109F6, which includes the following sections:</p> <ul style="list-style-type: none"> Part 1 – Registration details Part 2 – Contact information Part 3 – Business history and structure Part 4 – Registration history Part 5 – Financial condition Part 6 – Client relationships Part 7 – Regulatory action Part 8 – Legal action Part 9 – Certification Schedule A – Contact information for notice of collection and use of personal information Schedule B – Submission to jurisdiction and appointment of agent for service Schedule C – Form 31-103F1 <i>Calculation of excess working capital</i> 	<p><input type="checkbox"/></p>

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<p>FORM 33-109F6 – FIRM REGISTRATION (Supporting documentation)</p> <p>Prepare all required supporting documents of Form 33-109F6, which will need to be included as part of the registration application. The supporting documents to Form 33-109F6 are outlined below.</p>	
<p>5. <u>Schedule B of Form 33-109F6 (Part 2.4)</u></p> <p>Complete a Schedule B <i>Submission to jurisdiction and appointment of agent for service</i> for <u>each</u> jurisdiction where the firm is seeking registration.</p>	<input type="checkbox"/>
<p>6. <u>Business Plan (Part 3.3(a))</u></p> <p>Prepare a business plan, which should include, at a minimum, all of the following:</p> <ul style="list-style-type: none"> • Description of the firm’s previous business activities, if any • Detailed description of the firm’s proposed business model, including any activities not requiring registration or an exemption from registration • Target market of intended investors (e.g. permitted clients, accredited investors, retail investors, etc.) • Types of products or services being offered • Industries of focus • External service providers and a description of the expected services to be provided by these service providers • Marketing plan • Financial plan: <ul style="list-style-type: none"> ○ Financing start-up costs ○ Expected sources of revenue • For dealers, any prospectus exemptions that the firm plans to utilize. <ul style="list-style-type: none"> ○ A summary of the key capital raising prospectus exemptions in Ontario is available at the link below: http://www.osc.gov.on.ca/documents/en/Securities-Category4/ni_20160128_45-106_key-capital-prospectus-exemptions.pdf 	<input type="checkbox"/>
<p>7. <u>Policies and Procedures Manual (Part 3.3(b))</u></p> <p>At a minimum, the table of contents must be included.</p>	<input type="checkbox"/>

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<p>8. <u>Constating Documents (Part 3.7)</u></p> <p>Provide all constating documents including the firm's articles of incorporation, any articles of amendments, partnership agreements or declaration of trust.</p> <p>As part of the constating documents, firms must also provide proof of extra provincial registration in the province, where applicable.</p>	<input type="checkbox"/>
<p>9. <u>Organizational Chart (Part 3.11)</u></p> <p>Include the firm's reporting structure. Include all permitted individuals, the ultimate designated person (UDP) and the chief compliance officer (CCO).</p> <p>For permitted individuals, identify the type of permitted individual as defined in NI 33-109 (e.g. Officer, Director, Partner, Shareholder, Trustee, etc.).</p>	<input type="checkbox"/>
<p>10. <u>Ownership Chart (Part 3.12)</u></p> <p>Include the firm's structure and ownership in a diagram.</p> <p>At a minimum, include all parent entities, specified affiliates, specified subsidiaries and the individual shareholders of any parent entities. Include the name of the person, company, and class, type, amount and voting percentage of ownership of the firm's securities or any other relationships in the corporate structure.</p> <p>Where a Trust is set up, include the names of all trustees of the Trust.</p>	<input type="checkbox"/>
<p>11. <u>Calculation of Excess Working Capital (Part 5.1)</u></p> <p>Refer to Form 31-103F1 <i>Calculation of Excess Working Capital (Form 31-103F1)</i>. For subordination agreements refer to Appendix B of NI 31-103 (if applicable).</p> <p>A guide to completing Form 31-103F1 is available at the link below: http://www.osc.gov.on.ca/en/Dealers_ro_guide-financial-filing-requirements.htm</p>	<input type="checkbox"/>
<p>12. <u>Copy of Financial Institution Bond (Part 5.5)</u></p> <p>Include a confirmation of sufficient bonding or insurance coverage that is in effect upon the filing of the application or conditional upon approval of registration.</p>	<input type="checkbox"/>

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<p>13. <u>Director’s Resolution Approving Insurance (Part 5.7)</u></p> <p>Include a director's resolution confirming that the firm has sufficient insurance coverage for its securities or derivatives related activities.</p>	<input type="checkbox"/>
<p>14. <u>Audited Financial Statements (Part 5.13)</u></p> <p>The firm must provide, for your most recently completed year, either <u>non-consolidated audited</u> financial statements or <u>audited</u> financial statements prepared in accordance with subsection 3.2(3) of NI 52-107 <i>Acceptable Accounting Principles and Auditing Standards</i>.</p> <p>If the firm is a start-up company, you may attach an audited opening statement of financial position instead.</p> <p>The audited financial statements or audited opening statement of financial position must be prepared within the last 90 days otherwise the firm must also include an unaudited interim financial report prepared within the last 90 days.</p>	<input type="checkbox"/>
<p>15. <u>Letter of Direction to Auditor (Part 5.14)</u></p> <p>Attach a letter of direction from the firm authorizing the auditor to conduct any audit or review of the firm that the regulator may request.</p> <p>The letter should also indicate that the firm will pay all costs related to any audit or audit procedures that the auditor is directed to conduct.</p>	<input type="checkbox"/>
<p>16. <u>If applicable - For firms seeking registration under the Commodity Futures Act (Ontario)</u></p> <p>For firms seeking registration under the Commodity Futures Act (Ontario), include the following supporting documents:</p> <ul style="list-style-type: none"> • Supervisory Procedures Manual as required under section 27 of the Regulations to the Commodity Futures Act (Ontario) • Fairness policies under section 29(2) of the Regulations to the Commodity Futures Act (Ontario). 	<input type="checkbox"/> <input type="checkbox"/>

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<ul style="list-style-type: none"> The document to be given to prospective customers under section 40(1) of the Commodity Futures Act (Ontario). <p>Refer to the Commodity Futures Act and its Regulations for more information:</p> <ul style="list-style-type: none"> Commodity Futures Act: https://www.ontario.ca/laws/statute/90c20 Regulations under the Commodity Futures Act: https://www.ontario.ca/laws/regulation/900090 	<input type="checkbox"/>
FORM 33-109F6 – FIRM REGISTRATION (Other considerations prior to filing the application)	
<p>17. <u>Regulatory & NRD User Fees</u></p> <p>After filing the application, you will be contacted by OSC Registration staff who will provide you with instructions on how to pay the new firm application fee.</p> <p>The firm application fee for Ontario is \$1,300 (regardless of number of categories).</p> <p>If the firm is applying for registration in other jurisdictions, additional fees are required for those jurisdictions.</p> <p>Fees for registration are generally paid through the firm’s Electronic Fund Transfer account on NRD.</p> <p>Some firms are exempt from the requirement to pay fees through NRD. If this is the case, you may pay fees associated with registration-related filings by cheque, wire transfer or credit/debit (for electronic submissions made through our electronic forms portal).</p> <p>For more information on fee schedules, refer to the links below:</p> <ul style="list-style-type: none"> List of fees for each jurisdiction: http://nrd-info.ca/regulatory-fees.jsp?lang=en NRD Fees: http://nrd-info.ca/fees/fees_index.jsp?lang=en OSC Rule 13-502 Fees: http://www.osc.gov.on.ca/en/SecuritiesLaw_13-502.htm 	Information only
<p>18. <u>Individuals to be registered with the firm</u></p> <p>Identify all individuals that will need to be registered.</p>	

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<p>The firm will need to file and complete a Form 33-109F4 <i>Registration of Individuals and Review of Permitted Individuals</i> for each individual required to be registered once the firm application form is filed.</p> <p>OSC Registration staff will notify you when to submit individual applications (Form 33-109F4).</p> <p>Individuals requiring registration include (as applicable):</p> <ul style="list-style-type: none"> • Ultimate Designated Person <input type="checkbox"/> • Chief Compliance Officer <input type="checkbox"/> • Dealing Representative (for dealers) <input type="checkbox"/> • Advising Representatives (for advisers) <input type="checkbox"/> • Associate Advising Representatives (for advisers) <input type="checkbox"/> <p>Individuals must meet certain education <u>and</u> experience requirements in order to be registered. These requirements depend on which category of registration an individual is applying for.</p> <p>See Part 3 of National Instrument 31-103 <i>Registration Requirements, Exemptions and Ongoing Registrant Obligations</i> for the course and experience requirements for each category.</p> <p>NOTE: In order to avoid delays in the registration process, the firm must:</p> <ul style="list-style-type: none"> • Ensure that the individuals meet the proficiency requirements outlined in Part 3 of NI 31-103. <input type="checkbox"/> <ul style="list-style-type: none"> ○ Exemptions from registration requirements, such as proficiency, may be granted in certain circumstances. For more information, see: http://www.osc.gov.on.ca/en/Dealers_asking-relief_index.htm • Consider the information in Form 33-109F4 for each individual prior to seeking registration to ensure that there are no issues that would prevent the firm from sponsoring the individual (proficiency, solvency, integrity). <input type="checkbox"/> • Consider an individual’s outside business activities and whether these activities may present a conflict of interest that the firm or individual may need to address. <input type="checkbox"/> <p><u>Individual Fees</u> Ontario charges a fee for individual applications. Fees for individual applications are generally paid through the firm’s Electronic Fund Transfer account on NRD.</p> <p>If the firm is applying for registration in other jurisdictions, additional fees are required for those jurisdictions. A list of fees for each jurisdiction can be accessed here: http://nrd-info.ca/regulatory-fees.jsp?lang=en</p>	

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<p>19. <u>Individuals seeking permitted status with the firm</u></p> <p>Identify all individuals that meet the definition of a “permitted individual.”</p> <p>The firm will need to file and complete a Form 33-109F4 for each permitted individual once the firm application form is filed.</p> <p>OSC Registration staff will notify you when to submit individual applications (Form 33-109F4).</p> <p>A Permitted Individual is defined in NI 33-109 and is:</p> <p style="margin-left: 40px;">(a) a director, chief executive officer, chief financial officer, or chief operating officer of a firm, or who performs the functional equivalent of any of those positions, <input type="checkbox"/></p> <p style="margin-left: 40px;">(b) an individual who has beneficial ownership of, or direct or indirect control or direction over, 10 percent or more of the voting securities of a firm, or <input type="checkbox"/></p> <p style="margin-left: 40px;">(c) a trustee, executor, administrator or other personal or legal representative, that has direct or indirect control or direction over, 10 percent or more of the voting securities of a firm. <input type="checkbox"/></p> <p><u>Permitted Individual Fees</u></p> <p>Ontario charges a fee for individual applications.</p> <p>Fees for individual applications are generally paid through the firm’s Electronic Fund Transfer account on NRD.</p> <p>If the firm is applying for registration in other jurisdictions, additional fees are required for those jurisdictions. A list of fees for each jurisdiction can be accessed here: http://nrd-info.ca/regulatory-fees.jsp?lang=en</p>	
<p>20. <u>Ombudsman for Banking Services and Investments (OBSI)</u></p> <p>Unless the firm is solely seeking registration as an investment fund manager or proposes to deal solely with permitted clients that are not individuals, the firm must seek OBSI membership.</p> <p>If required, visit the OBSI website and apply for OBSI membership as part of the registration application process. <input type="checkbox"/></p>	

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<p>Outside of Québec, all registered dealers and registered advisers (excluding members of self-regulatory organizations) must take reasonable steps to ensure that OBSI will be the independent dispute resolution or mediation service that is made available to a client that has an eligible complaint.</p> <p>For more information, refer to:</p> <ul style="list-style-type: none"> • CSA Staff Notice 31-338 <i>Guidance on Dispute Resolution Services – Client Disclosure for Registered Dealers and Advisers</i>: http://www.osc.gov.on.ca/documents/en/Securities-Category3/csa_20140501_31-338_dispute-resolution-services.pdf • National Instrument 31-103 – Part 13.16 [Dispute resolution service]: http://www.osc.gov.on.ca/en/SecuritiesLaw_31-103.htm • OBSI website: https://www.obsi.ca/en/resource-room/resources-for-firms 	
<p>FORM 33-109F6 – FIRM REGISTRATION (How to file the completed form with the OSC)</p>	
<p>21. <u>How to file the completed Form 33-109F6 with the OSC</u></p> <p>Once the registration application form (Form 33-109F6) is completed, the registration application must be filed through the OSC’s electronic filing portal.</p> <p>File Form 33-109F6 along with the required supporting documents mentioned in Form 33-109F6 on the OSC's electronic filing portal: https://eforms.osc.gov.on.ca/e-filings/generic/form.do?token=ec7a3cb6-d86d-419d-9c11-f1febe403cb6</p>	<input type="checkbox"/>

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<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <div style="text-align: center;"> <p>OSC ELECTRONIC FILING PORTAL - General PDF</p> <p><small>ONTARIO SECURITIES COMMISSION</small></p> </div> </div> <p><i>Please note that documents that are required to be filed through SEDAR, SEDI and NRD must continue to be filed through those systems. * Indicates a required field.</i></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Filer Information</p> <p>Filer: <input checked="" type="radio"/> Organization <input type="radio"/> Individual</p> <p>Filer Name: * <input style="width: 100%;" type="text"/></p> <p>Filer Category: * Registrant or Exempted Firm</p> <p>Filer Address:</p> <p>Address: * <input style="width: 100%;" type="text"/></p> <p>City: * <input style="width: 25%;" type="text"/> Province: * <input style="width: 25%;" type="text"/></p> <p>Postal Code: * <input style="width: 25%;" type="text"/> Country: * <input style="width: 25%;" type="text"/></p> </div> <p>Please identify the type of document you are filing:</p> <p>* 33-109F6 Firm Registration (Fee to be paid on NRD)</p> <p><i>Pay fees on NRD unless the registrant is EFT-exempt (see NI 31-102).</i></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Please attach PDF document(s) only</p> <p><small>All documents submitted electronically should be in a searchable, unrestricted PDF/A file format. PDF documents should be created directly from the software that created the document (e.g., Word to PDF or Excel to PDF). Scanning of documents to create a PDF is discouraged. If you have to scan a document, please select the OCR function on the document in order to make it a searchable PDF.</small></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 20%; text-align: center;">Title</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid #ccc; padding: 2px;"> <input style="width: 95%;" type="text"/></td> <td style="border: 2px solid green; width: 15%;"></td> </tr> <tr> <td colspan="2">Other supporting documents.</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;"> <input style="width: 95%;" type="text"/></td> <td style="border: 2px solid green; width: 15%;"></td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;"> <input style="width: 95%;" type="text"/></td> <td></td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;"> <input style="width: 95%;" type="text"/></td> <td></td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;"> <input style="width: 95%;" type="text"/></td> <td></td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;"> <input style="width: 95%;" type="text"/></td> <td></td> </tr> </tbody> </table> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Submitter Contact Information</p> <p>Firm Name: * <input style="width: 100%;" type="text"/></p> </div> <p style="margin-top: 20px;">Please ensure that all required supporting documents of Form 33-109F6 are submitted as part of the application in order to avoid delays.</p>		Title	<input style="width: 95%;" type="text"/>		Other supporting documents.		<input style="width: 95%;" type="text"/>		<input type="checkbox"/>								
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REVIEW AND APPROVAL PROCESS																	
<p>22. <u>Review and Approval Process</u></p> <ul style="list-style-type: none"> Once the registration application is filed, OSC Staff will contact the firm to pay the applicable filing fees. OSC Staff will advise the firm to file the individual submissions electronically on NRD for all applicable individuals. <ul style="list-style-type: none"> For guidance on how to submit initial applications and applicable notices on NRD, refer to the NRD User Guide: http://nrd-info.ca/nrdmanual/man_index.jsp?lang=en 	Information only																

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<ul style="list-style-type: none">• OSC Staff will endeavor to review the application and respond with comments in a timely manner.<ul style="list-style-type: none">• The service commitments for new firm applications are outlined in our Services Standards and Timelines: http://www.osc.gov.on.ca/en/About_service-standards_index.htm• Submitting incomplete or deficient applications will delay the review process.• OSC Staff may also require the firm to provide other information and additional documents to help determine whether the firm is suitable for registration.• OSC staff generally conducts a pre-registration meeting with the principals of the firm as a part of the review process to understand the firm's business objectives and to provide guidance to firms.• OSC Staff will notify the firm upon approval of registration.	

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RELATED LINKS FOR FURTHER INFORMATION	
<p>National Registration Database (NRD)</p> <ul style="list-style-type: none">• NRD log-in: www.nrd.ca• NRD information: www.nrd-info.ca• National Instrument 31-102 <i>National Registration Database</i>: http://www.osc.gov.on.ca/documents/en/Securities-Category3/rule_20090918_31-102_unofficial-consolidated2.pdf <p>OSC Fee Rule</p> <ul style="list-style-type: none">• OSC Rule 13-502 <i>Fees</i>: http://www.osc.gov.on.ca/en/SecuritiesLaw_13-502.htm <p>Registration instruments</p> <ul style="list-style-type: none">• National Instrument 31-103 <i>Registration Requirements, Exemptions and Ongoing Registration Obligations</i>: http://www.osc.gov.on.ca/documents/en/Securities-Category3/ni_20171204_31-103_unofficial-consolidation.pdf• National Instrument 33-109 <i>Registration Information</i>: http://www.osc.gov.on.ca/documents/en/Securities-Category3/ni_20171204_33-109_unofficial-consolidation.pdf <p>Summary of the key capital raising prospectus exemptions in Ontario for dealers (as at January 28, 2016):</p> <ul style="list-style-type: none">• http://www.osc.gov.on.ca/documents/en/Securities-Category4/ni_20160128_45-106_key-capital-prospectus-exemptions.pdf <p>OSC website for Dealers, Advisers and Investment Fund Managers</p> <ul style="list-style-type: none">• http://www.osc.gov.on.ca/en/Dealers_index.htm <p>List of OSC registration forms and other related notices</p> <ul style="list-style-type: none">• http://www.osc.gov.on.ca/en/Dealers_forms_index.htm <p>Reference guide for compliance and registrant regulation matters (separated by topic)</p> <ul style="list-style-type: none">• http://www.osc.gov.on.ca/en/Dealers_topical-guide-for-registrants.htm <p>OSC registration Inquiries – contact information</p> <ul style="list-style-type: none">• Email: inquiries@osc.gov.on.ca• Phone number: 1-877-785-1555 (Toll-free)	