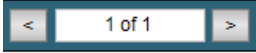
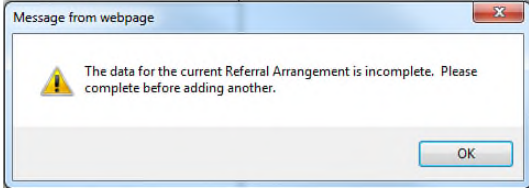




**General expectations**



- Responses to questions in the General Section should reflect all the business activities at the firm level across all its business lines.
- Responses to questions in the specific registration category (i.e. PM/RPM, IFM, EMD/RD) should reflect the respective business lines.
- Apply the specified time period stated in the question, as the default should be as of December 31, 2021.
- 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.
- Each comment box has a maximum character limit that is specified when you hover over them. If your comments exceed the set character limit, include the remainder of your comments in the “Final feedback” box at the end of this section. Please identify the question number these additional comments pertain to.
- 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 (\$).

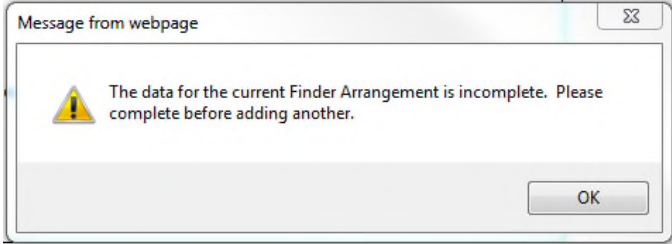
Question number	Question	Guidance
<b>Question G1 – Revenue</b>	How do I determine the total gross revenue of my firm?	Total gross revenue of your firm would include all revenue generated by the registered entity, regardless of geographical location, line of business or regulatory body. This is the amount that you would have reported on FORM 13-502F4 <i>Capital Markets Participation Fee Calculation, Part III – Advisors, Other Dealers, and Unregistered Capital Markets Participants</i> , Line 1.

Question number	Question	Guidance
<b>Question G1 – Revenue</b>	How do I determine my Specified Ontario revenues?	The amount of Specified Ontario revenue would be the same figure that you would have reported on FORM 13-502F4 <i>Capital Markets Participation Fee Calculation</i> , Part III – <i>Advisors, Other Dealers, and Unregistered Capital Markets Participants</i> , Line 10.
<b>Question G7 – Referral arrangements</b>	What do I need to know before starting this question?	<p>Section 13.7 of the companion policy to National Instrument 31-103 <i>Registrant Requirements, Exemptions and Ongoing Registration</i> 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.</p> <p>This question asks for the number of existing referral arrangements as at December 31, 2021. This question applies to all referral arrangements involving Canadian clients only, regardless of a referrer’s jurisdiction.</p> <p>There is no specific order in which you are required to enter the referral arrangements.</p> <p>For each referral arrangement, whether it is a firm or an individual, please specify the full legal name of the referral party (i.e. do not write acronyms). If a referral arrangement terminated during the review period, but you still had payments to the referral party during the same period, please provide all the required data for this arrangement.</p>

Question number	Question	Guidance
<b>Question G7 – Referral arrangements</b>	How do I navigate between arrangements?	<p>The table in this question allows you to input up to 100 referral arrangements where you <b>pay</b> a referral fee. Click the chevrons illustrated in the diagram below to go to the next or previous referral arrangement in a sequential order.</p>  <p>If you click the <b>Add Arrangement</b> button, but then wish to go back and review previously entered referral arrangements, you will receive the following pop-up notification.</p> 
<b>Question G7 – Referral arrangements (B)(c)</b>	<p>More than 100 of these referral arrangements?</p> <p>Or</p> <p>More than 10 individuals per referral arrangement?</p>	<p>If your firm has more than 100 referral arrangements where you <b>pay</b> 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 ().</p> <p>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 (). When completing the table or spreadsheet with individuals' names, please ensure you at least include the first and last name of each individual. Enter the middle name as well if this information is available to you.</p> <p>Please note that the form cannot pre-populate attachments from the 2020 RAQ. As such, you will need to fill out the spreadsheet as per instructions above.</p>

Question number	Question	Guidance
		The spreadsheet contains <b>four worksheets</b> . Select the appropriate worksheet by referring to the <b>labelling</b> of the <b>tab</b> at the bottom of the worksheet.
<b>Question G7 – Referral arrangements</b>	How do I enter the name of another regulator?	If you answered “yes” to the question asking whether the referral party is registered and is registered with “other regulators” not specified in the question, please specify the full legal name of the other regulator(s).
<b>Question G7 – Referral arrangements</b>	What do I enter if no clients have been referred under an arrangement?	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 (not the number of client accounts, or the number of client households) that were referred to you under this arrangement as of December 31, 2021” and “Dollar amount or estimated dollar value of referral fee that you paid to the referrer”.
<b>Question G7 – Referral arrangements</b>	What is the percentage of referral fee I paid to the referrer out of the fee or commission that I earned from this arrangement?	You should double check the pre-populated percentage amount of referral fee you paid within each referral arrangement, from the 2020 RAQ. 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%).  Examples of the calculation:  Example 1: if you earned 6% from a client and 3% is paid to the referral party, then enter “50%” for the purpose of this question.

Question number	Question	Guidance
		<p>Example 2: if you earned \$100 from a client and \$30 is paid to the referral party, then enter “30%” for the purpose of this question.</p>
<p><b>Question G7 – Referral arrangements</b></p>	<p>Is the referral fee an ongoing fee that I pay to the referrer?</p>	<p>Answer “Yes” if there are regular, repetitive payments to the referral party (regardless if it is a fixed dollar amount or a percentage of fees earned). Further, if there is an end date to the ongoing fee (e.g. some arrangements state that the ongoing fee has a term of 3 years), still answer “Yes” for the purpose of this question.</p>
<p><b>Question G8 – Finder’s fees</b></p>	<p>What do I need to know before starting this question?</p>	<p>This question asks for the number of existing finder’s fee arrangements as at December 31, 2021. This question applies to all finder’s fee arrangements involving Canadian clients, regardless of a finder’s jurisdiction.</p> <p>For each finder’s fee arrangement, whether it is a firm or an individual, please specify the full legal name of the finder (i.e. do not write acronyms).</p> <p>If a finder’s fee arrangement terminated during the review period, but you still had payments to the finder during the same period, please provide all the required data for this arrangement.</p>
<p><b>Question G8 – Finder’s fees</b></p>	<p>How do I navigate between arrangements?</p>	<p>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.</p>  <p>If you click the  button, but then wish to go back and review previously entered finder’s fee arrangements you will receive the following pop-up notification.</p>

Question number	Question	Guidance
		
<p><b>Question G8 – Finder’s fees</b></p>	<p>More than 50 finder’s fee arrangements? Or More than 10 individuals associated with a finder’s fee arrangement?</p>	<p>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, please complete the spreadsheet provided in the hyperlink within the question and attach it to the question by clicking on the paperclip icon (📎). When completing the table with individuals’ names, please ensure you include at least the first and last name of each individual. Enter the middle name as well if this information is available to you.</p> <p>Please note that the form cannot pre-populate attachments from the 2020 RAQ. As such, you will need to fill out the spreadsheet as per instructions above.</p> <p>The spreadsheet contains <b>four worksheets</b>. Select the appropriate worksheet by referring to the <b>labelling</b> of the <b>tab</b> at the bottom of the worksheet.</p>
<p><b>Question G8 – Finder’s fees</b></p>	<p>How do I enter the name of another regulator?</p>	<p>If you answered “yes” to the question asking whether the finder is registered and is registered with “other regulators” not specified in the question, please specify the full legal name of the other regulator(s).</p>

Question number	Question	Guidance
<b>Question G8 – Finder’s fees</b>	What do I enter if no clients have been referred under an arrangement?	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 "Number of current clients (not the number of client accounts, or the number of client householders) that were identified as a result of this finder arrangement as of December 31, 2021" and “Dollar amount of finder’s fee that you paid to the finder”.
<b>Question G8 – Finder’s fees</b>	What is the percentage of finder’s fee I paid to the finder out of the fee or commission that I earned from this arrangement?	<p>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%).</p> <p>Examples of the calculation:</p> <p>Example 1: if you earned 6% from a client and 3% is paid to the finder, then enter “50%” for the purpose of this question.</p> <p>Example 2: if you earned \$100 from a client and \$30 is paid to the finder, then enter “30%” for the purpose of this question.</p>
<b>Question G8 – Finder’s fees</b>	Is the finder’s fee an ongoing fee that I pay to the finder?	Answer “Yes” if there are regular, repetitive payments to the finder (regardless if it is a fixed dollar amount or a percentage of fees earned). Further, if there is an end date to the ongoing fee (e.g. some arrangement state that the ongoing fee has a term of 3 years), still answer “Yes” for the purpose of this question.

Question number	Question	Guidance
<b>Question G10 – Complaints</b>	What clients/ investors do I need to include in this question?	This question includes all direct Canadian clients/investors from your PM and/or 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 under your activities as a PM and/or EMD.
<b>Question G13 – Compliance staff</b>	How do I determine the number of full time equivalent (FTE) staff working as part of my firm’s compliance function?	This question asks for the firm to include full time equivalent staff working as part of the firm’s compliance function and then gives several examples of these types of employees. For clarity, advising representatives who supervise associate advising representatives would not be considered compliance staff.