**Instructions to file a notification that an unregistered capital markets participant is no longer relying on an exemption from registration**

Unregistered capital markets participants who no longer wish to rely on a registration requirement under section 8.18 [International dealer] or 8.26 [International advisor] of National Instrument 31-103 *Registration Requirements* *Exemptions and Ongoing Registrant Obligations*, or under section 4 [*Permitted clients*] of Multilateral Instrument 32-102 *Registration Exemptions for Non-Resident Investment Fund Managers*, must complete and file a notification of non-reliance on the exemption through the OSC’s online portal and file a notification letter. \* Notifications without this letter will not be processed and returned.

There is no specific form or template for the letter.  However, please include all the following information:

1. what were the business activities of the firm in the past in Ontario?
2. does the firm currently have any activity in Ontario or plan to engage in any activities in Ontario or with Ontario clients?
3. does the firm have any clients in Ontario?
4. does the firm manage any funds (investment funds or other) that have unitholders resident in Ontario?
5. if the firm managed accounts of, or distributed securities to, clients resident in Ontario, what happened to these accounts (e.g. Has direction or control of the client accounts been transferred to a registrant firm or another exempt international adviser/dealer, were accounts redeemed and funds returned to clients, etc.)?
6. if the firm continues to have clients:

* describe the services being provided to these clients.
* describe how the firm communicates with the client, how frequently do these communications take place, what information is communicated to these clients and who communicates with these clients.

1. does the firm have access, control or custody over assets of clients resident in Ontario?
2. is the firm currently registered with the regulatory authority in its home jurisdiction (e.g. SEC/FINRA)?
3. if the firm has been relying on the registration exemption in other jurisdictions, please confirm if the firm is ceasing to rely on the exemption in other jurisdictions as well.

* If so, the firm should notify each of these jurisdictions separately.
* If not, which jurisdiction will be acting as the Principal Regulator?

This letter must be filed through our online portal, which can be accessed [here](https://www.osc.gov.on.ca/en/Dealers_forms_index.htm) (scroll down to the applicable section - see screen shot below)

