

# Practical Tips for Error-Free Filings

# SEDAR+

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## Disclaimer

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## OSC SME Institute – Objectives

- Help SMEs navigate regulatory waters
- Demystify disclosure requirements so issuers can focus on building their business
- Provide an opportunity for informal dialogue with OSC staff

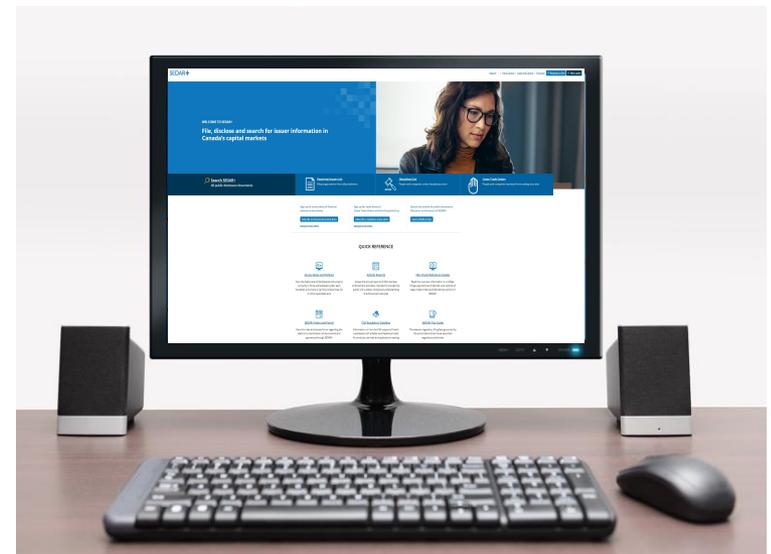
*Disclosure requirements, including those for technical reporting, are a cornerstone of investor confidence*

# Agenda

<b>Topic</b>	<b>Slides</b>
<b>Introduction to SEDAR+</b>	4-10
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# SEDAR+

- Replaced legacy SEDAR.
- SEDAR+ is the secure web-based system used by all market participants to file, disclose and search for information in Canada's capital markets.
- SEDAR+ is available 24 hours a day, seven days a week.
- SEDAR+ is managed and administered by the CSA.



Canadian Securities  
Administrators    Autorités canadiennes  
en valeurs mobilières[Investor Tools](#)[Enforcement](#)[Registration](#)[Resources](#)[About](#)[Home](#) / [About SEDAR+](#) / [SEDAR+ Overview](#)

## SEDAR+ Overview

SEDAR+ is a foundational step in the CSA's multi-year process to modernize our National IT Systems. We are continuing to update processes with the goal of reducing the time and cost of regulatory compliance.

The following systems and databases have been consolidated into SEDAR+:

- SEDAR
- Cease Trade Order (CTO) database
- Disciplined List (DL) database
- Certain filings made in paper or in the British Columbia Securities Commission's eServices system and the Ontario Securities Commission's electronic filing portal
- Reporting issuers lists from all provincial and territorial regulators

The filing and search experiences in SEDAR+ are being enhanced in quarterly system updates. Information about each update will be provided on the [System Status page](#) as the details become available.

### ← About SEDAR+

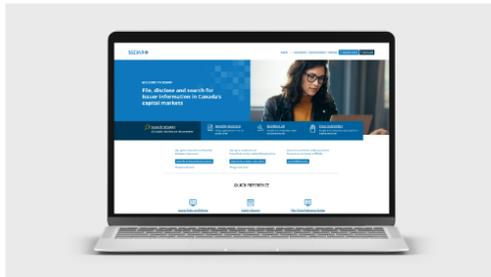
[SEDAR+ Support](#)[SEDAR+ System  
Status](#)[Filing access and  
authority](#)[SEDAR+ Training  
and Resources](#) >[SEDAR+ Overview](#)[SEDAR+ Connection  
e-newsletter](#) >

# SEDAR+ Support

<https://www.securities-administrators.ca/about-sedar/>

## SEDAR+

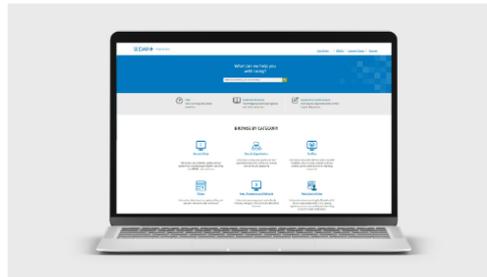
File, disclose and search for information in Canada's capital markets.



**SEARCH OR FILE IN SEDAR+**

## Help Centre

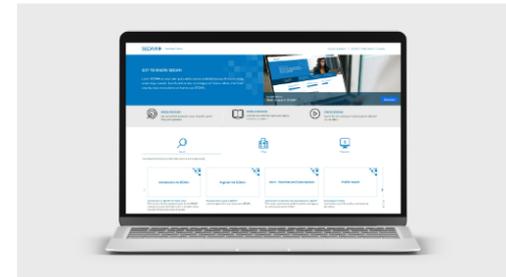
Read instructions and guides about the system's features and functionality.



**VISIT THE SEDAR+ HELP  
CENTRE**

## Learning Centre

Watch video courses with step-by-step instructions on a variety of topics.



**VISIT THE SEDAR+ LEARNING  
CENTRE**

# CSA Contact Information

## CSA Service Desk

Contact the CSA Service Desk for technical problems or for questions such as how to access SEDAR+ (to be able to submit filings), issuer authorizations, user support, CSA system fees, etc.

Assistance is provided in English and French

## Hours of Operation

**Monday - Friday: 7:00 am to 11:00 pm ET**  
(excluding Canadian statutory holidays)

## SEDAR+ System Status

Visit the [SEDAR+ System Status](#) page for the latest on upcoming system maintenance, known issues and instructions. This information is updated weekly.

## Contact

**Toll Free (Within North America):**

[1-800-219-5381](tel:1-800-219-5381)

**Outside North America:**

[1-514-878-8377](tel:1-514-878-8377)

**Email:**

[sedarplus@csa-acvm.ca](mailto:sedarplus@csa-acvm.ca)

**Website:**

<https://www.sedarplus.ca/>

Discover the wealth of resources available on the SEDAR+ landing page. The landing page for SEDAR+ can be found at [www.SEDARPlus.ca](http://www.SEDARPlus.ca). However, [www.SEDARPlus.com](http://www.SEDARPlus.com) also directs you to the landing page. The OSC does not object to the use or reference to [SEDARPlus.ca](http://www.SEDARPlus.ca) or [SEDARPlus.com](http://www.SEDARPlus.com).

SEDAR+

Search | Help Centre | Learning Centre | Français | Register to File | Filer Login

**WELCOME TO SEDAR+**  
File, disclose and search for issuer information in Canada's capital markets

**Search SEDAR+**  
All public disclosure documents

**Reporting Issuers List**  
Filing organizations from all jurisdictions

**Disciplined List**  
People and companies under disciplinary action

**Cease Trade Orders**  
People and companies restricted from trading securities

Sign up for email alerts of financial disclosure documents  
[Subscribe to financial document alerts](#)  
[Manage email alerts](#)

Sign up for email alerts of Cease Trade Orders and the Disciplined List  
[Subscribe to regulatory action alerts](#)  
[Manage email alerts](#)

Search the archive for public documents filed prior to the launch of SEDAR+  
[Search SEDAR archive](#)

**QUICK REFERENCE**

**Access Rules and Policies**  
View the National and Multilateral Instruments currently in force and adopted under each Canadian province's or territory's Securities Act or other applicable acts

**Activity Reports**  
Access the annual reports of CSA member enforcement activities, intended to provide the public with a better contextual understanding of enforcement activities

**Filer Quick Reference Guides**  
Read the overview information on profiles, filings, payments and refunds, and records of cease trade orders and disciplinary actions in SEDAR+

**SEDAR+ Rules and Forms**  
View the rules and access forms regarding the electronic transmission of documents and payments through SEDAR+

**CSA Regulatory Sandbox**  
Information on how the CSA supports Fintech businesses with a faster and flexible process for products, services and applications testing

**SEDAR+ Fee Guide**  
The relevant regulatory filing fees governed by the provincial and territorial securities regulatory authorities

<https://www.sedarplus.ca/onlinehelp/>

What can we help you with today?

What can we help you with today?

 [FAQs](#)  
View our frequently asked questions

 [Guides and Resources](#)  
View filing and search quick guides and other resources

 [Register for a SEDAR+ account](#)  
View step-by-step instructions on how to gain filing access

BROWSE BY CATEGORY



[General Help](#)

Information about SEDAR+, getting started, system FAQ, transitioning to SEDAR+, searching and SEDAR+ rule and forms



[User & Organization](#)

Learn how to setup and update user and organization accounts, and how to manage usernames and passwords



[Profiles](#)

Information about the different kinds of profiles in SEDAR+, how to create, maintain and view profiles, profile authority and the reporting issuers list



[Filings](#)

Information about how to complete a filing and view and maintain it after submission



[Fees, Payments and Refunds](#)

Information about payments and refunds, including managing Pre-Authorized Debit (PAD) accounts



[Regulatory Action](#)

Information about searching the Disciplined list (DL) or Cease trade orders (CTO), viewing regulatory actions on a profile and subscribing to DL/CTO email notifications

# Filing Inventory

[General Help](#) ▾

[User and Organization](#) ▾

[Profiles](#) ▾

[Filings](#) ▲

[Create a Filing](#)

[Maintain a Filing](#)

[Filing Authority](#)

[View a Filing](#)

[More Information about Filings](#)

[Securities Offerings Filings](#)

[Applications, Pre-Filings & Waivers](#)

[Exempt Market Offerings](#)

[Continuous Disclosure Filings](#)

[Third Party Filings and Securities Acquisitions](#)

[Filing Inventory](#)

## Filing Inventory

### Information about the Filing Inventory

The [Filing Inventory](#) provides a list of all documents available for submission in SEDAR+ and includes the [document access level](#) at the time of filing as well as an indicator if the document is subject to a Filing fee\*, Late fee or CSA System fee+.

The fees due on a filing can be viewed on a draft submission, refer to [How do I see fees calculated on the filing before submission?](#)

The list is available for downloading and can be filtered by category of filer (e.g. Investment fund), category of filing (e.g. Continuous disclosure), filing type (e.g. Annual financial statements) etc.

\*Note1:

For the 'Applications', 'Pre-filings' and 'Waivers' filing types, the filing fee is based on the type of exemption selected (not a document type)."

+Note2:

CSA system fees will be charged on the first submission of the filing type regardless of document type selected except for:

Annual Financial Statement:

# Profile and Fee Management

Sheryl Antonio  
Financial Examiner

# Profile and Fee Management

## *SEDAR+ Profiles*

There are five profile types in SEDAR+: company, third party filer (individual or organization), investment fund profile, investment fund group profile, and industry participant (individual or organization).

- **Industry participant:** in the absence of an existing profile, a profile created in SEDAR+ by a securities regulatory authority in order to issue a regulatory action.
- **Third party filer:** an individual or organization required or permitted to file a document because of an activity relating to or affecting an issuer or the issuer's security holders. It also includes an individual or organization that is permitted to file an application, pre-filing or waiver and is not required to have a company or investment fund profile in SEDAR+.
- **Company:** an issuer other than an investment fund. This includes issuers regardless of their legal structure, including incorporated or unincorporated entities, trusts or partnerships.
- **Investment fund:** has the same meaning given in the applicable securities legislation.
- **Investment fund group:** a group of investment funds that have a common investment fund manager. The purpose of an investment fund group is to facilitate the creation of an investment fund profile and the submission of filings for multiple investment funds. One investment fund that intends to file on its own can still be a part of an investment fund group.

# Profile and Fee Management

## *Maintaining Profiles*

Issuers must keep their profiles up to date in order to:

- Avoid issues such as incorrect fee calculations
- Help ensure compliance with National Instrument 13-103 *System for Electronic Data Analysis and Retrieval + (SEDAR+)*

SME Test Company (000117863)

Print

[Company details](#) [Filings](#) [Regulatory actions](#) [Record of action](#) [Authorization](#)

On this page

[Documents](#)  
[Profile details](#)  
[Contact details](#)  
[Company identification](#)  
[Reporting issuer details](#)  
[Formation details](#)  
[Financial year end](#)

[Size and industry classification](#)  
[Securities](#)  
[Associated entities](#)  
[Previous issuers](#)  
[Agent Authorizing Representative](#)  
[Actions](#)

Actions

Maintain profile  
[Maintain company profile](#)

# Profile and Fee Management

## *Maintaining Profiles*

Name of Issuer Profile Field	Description
<b>Full legal name in English (and French)</b>	Name is recorded on the Reporting Issuer List
<b>Financial year end</b>	Used to calculate deadlines and late fees
<b>Contact details</b>	Correct contact details are crucial to ensure the CSA and its members can communicate with issuers
<b>Profile details</b>	Correct profile details are crucial to ensure the CSA and its members can communicate with issuers
<b>Listed on an exchange or other marketplace</b>	Used to calculate fees
<b>NAICS</b>	This information is used by regulators for data analysis
<b>Exchangeable Security or Credit Support issuer</b>	This information is used to calculate fees

# Profile and Fee Management

## Profile Details – Regulatory Action Flags

Menu

SEDAR+

Français

Anne Tester ▾

ABC\_Inc. (202201116)

Print

Company details Filings Regulatory actions Record of action Authorization

### On this page

[Profile details](#)  
[Contact details](#)  
[Company identification](#)  
[Reporting issuer details](#)  
[Formation details](#)  
[Financial year end](#)

[Size and industry classification](#)  
[Securities](#)  
[Associated entities](#)  
[Previous issuers](#)  
[Agent Authorizing Representative](#)  
[Actions](#)

### Profile details

Cease trade order flag (including MCTO)

**Active cease trade order**

Disciplinary action flag

**Disciplinary action**

Default flag

**In default**

Profile number

202201116

Status

Public

# Profile and Fee management

## *Fee Exception Codes and Outstanding Fees*

- In SEDAR+, filings may be required to be filed or delivered in multiple jurisdictions which requires listing multiple recipient agencies on a filing. As a result, filing fees or late document fees may apply in more than one jurisdiction.
- If you have questions about fees for Ontario, please contact our appropriate inboxes found on slide # Appendix A – Contact Information for further information. Our contact information is listed at the end of this presentation.

**Note: We are not able to confirm filing fees or late fees for other jurisdictions.**

# Profile and Fee management

## *Fee Exception Codes and Outstanding Fees*

### **What is a Fee Exception Code?**

- The system will not allow you to submit a filing without paying the calculated fee. In some cases, however, it is appropriate to bypass fee payment through the use of a Fee Exception Code.
- For example, refiling a participation fee form or if a prospectus was filed under the wrong filing type.

### **What is an Outstanding Fee, and how do I pay it?**

- Creating an Outstanding Fee is a feature in SEDAR+. An Outstanding Fee is created by regulators or the CSA Service Desk in SEDAR+ when there is a fee owing on a filing that has already been submitted. The filer can then go into SEDAR+, access the Outstanding fee and pay the amount owing.
- For example, if a filer's payment did not process, if incorrect information was entered at the time of filing or if there was a system constraint that prevented the correct calculation or collection of fees.

# Profile and Fee Management

## *Requesting Multi-jurisdictional Fee Exception Codes*

- Contact the CSA Service Desk if you require Fee Exception Codes from multiple jurisdictions for the same filing.
  - E.g., refiling a participation fee form in both Ontario and Alberta or refiling a prospectus that was filed under the wrong filing type.
- The CSA Service Desk will send Fee Exception Codes for all applicable jurisdictions in a single email if the request is approved. To obtain the Fee Exception Codes, send an email to the CSA Service Desk and include:
  - in the subject line of the email: **Subject:** *Request for SEDAR+ regulatory fee exception code – <Enter impacted filing type>*
  - include the “Fee Exception Code Request Table” provided in SEDAR+ online help. <https://www.sedarplus.ca/onlinehelp/fees-payments-and-refunds/faqs-about-fees/what-is-a-fee-exception/?hilite=multiple>.
  - Also attach any relevant screenshots (e.g., correspondence with CSA, including incident number fee summary page, filing confirmation page, error messages).

# Profile and Fee management

## Fee Exception Codes

Step 4 of 5  
Fee attributes

---

To complete fee calculations, provide additional details below  
There are no additional values to provide.

Apply fee exception code?

Fee exception code

Indicate 'Yes' to apply the Fee Exception Code, then 'Add code' and enter in the box provided.

Fees

*All fees are in Canadian Dollar (CAD)*

Jurisdiction	Description	Fee type	Amount
Alberta	AB Form 13-501F1 and/or ON Form 13-502F1 (Class 1 and 3B Reporting Issuers - Participation Fee)	Filing fee	\$0.00
Ontario	AB Form 13-501F1 and/or ON Form 13-502F1 (Class 1 and 3B Reporting Issuers - Participation Fee)	Filing fee	\$0.00
<b>Total fees</b>			<b>\$0.00</b>
<b>Balance to be paid</b>			<b>\$0.00</b>

# Profile and Fee Management

## *Reject payments in multiple jurisdictions*

- In the event of a rejected payment, the CSA Service Desk will send a notification to the filer.
- **Centralized Communication for multijurisdictional filings:** To streamline communication, the CSA Service Desk's notification will be the single point of contact with the filer.
- Each applicable recipient agency will create an Outstanding Fee, generally within 48 hours.
- The CSA Service Desk will also create an outstanding system fee, if applicable.
- Shortly after the outstanding fees have been created, an email will be sent by the CSA Service Desk to the filer. This email will confirm that recipient agencies have created outstanding fees. The filer will go into the system and pay.
- In cases where the rejected payment is exclusive to the OSC or an Outstanding Fee has not been paid to the OSC, the OSC will contact the filer directly.

# Profile and Fee management

## *What is a Grouping ID?*

When adding documents to a filing submission, you may need to provide additional attributes (e.g. document title, name of the qualified person, effective date of the document, etc.) depending on the type of document uploaded. If a document requires additional attributes or if it is a document that has a fee, the system will generate a Grouping ID.

The purpose of a document Grouping ID is to prevent the recalculation of filing fees when new documents are uploaded and to support the pre-population of document attributes for like-documents on subsequent submissions within the same filing subtype.

You should look up and use the document Grouping ID in the following scenarios:

- Uploading a corrected version of the same document
- Uploading the same document in a different language
- Correct or update document or fee attributes

# Profile and Fee Management

## *What is a Grouping ID?*

For example, when filing Audited Annual Financial Statements you will be presented with a Grouping ID so you can file different versions of the document without being charged twice.

The screenshot displays a web interface for filing documents. On the left, under 'Filing sub-type', a dropdown menu is set to 'Annual financial statements'. Below this, the 'Document uploads' section lists three options: 'Cover letter', 'Annual financial statements - letter from foreign issuer', and 'Audited annual financial statements'. The 'Audited annual financial statements' option is selected with a checked checkbox and is highlighted by a red rectangular border. Below the uploads is a section titled 'Add document details' which contains a form for 'Audited annual financial statements'. This form includes a 'Grouping ID' field with the value 'GWQV' and a descriptive text: 'Grouping ID can be used to search and prepopulate document type information on subsequent submissions.' There are three radio button options for language: 'Audited annual financial statements - English', 'Audited annual financial statements - French', and 'Audited annual financial statements - foreign language'. At the bottom of this form are 'Save' and 'Cancel' buttons. On the right side of the interface, a 'Your progress' section shows a vertical list of five steps: '1. Filing and contact details' (checked), '2. Agencies' (checked), '3. Sub-type and documents' (highlighted with a blue bar), '4. Fee attributes', and '5. Review and submit'.

# Profile and Fee Management

## *What is a Grouping ID?*

Once the document is selected and uploaded, you will see the Grouping ID and you can save and submit the filing. All applicable fees will be charged with the filing.

Annual financial statements - letter from foreign issuer

Audited annual financial statements

Add document details

### Audited annual financial statements

Grouping ID

Grouping ID can be used to search and prepopulate document type information on subsequent submissions.

Audited annual financial statements – English

#### Audited annual financial statements – English

You can upload document(s) in .pdf format.

[Remove](#)

Audited annual financial statements – French

Audited annual financial statements – foreign language

Save

Cancel

Audited annual financial statements

Add document details

### Audited annual financial statements

[Edit](#) [Remove](#)

Grouping ID

Audited annual financial statements [Test document.pdf](#)  
– English

# Profile and Fee Management

## *How do I find my Grouping ID?*

From your dashboard, select "Submitted work". Select the annual financial statement filing that you would like to maintain.

<https://www.sedarplus.ca/onlinehelp/filings/more-information-about-filings/how-do-i-find-a-grouping-id/?hilite=grouping%20id>

The screenshot shows the SEDAR+ dashboard with the 'Submitted work' tab selected. In the left sidebar, the 'Submitted work' link is highlighted with a red box. The main content area displays a table of submitted work items. A blue arrow points to the 'Number' column of the table.

Date submitted	Date last updated	Name	Description	Number
04 May 2023 14:10 EDT	04 May 2023 14:10 EDT	123.INC.(000100178)	Create annual financial statements	
03 May 2023 18:18 EDT	03 May 2023 18:18 EDT	Fund5.(000102380)	Maintain an Investment Fund issuer	000102380
03 May 2023 18:17 EDT	03 May 2023 18:17 EDT	Fund4.(000102379)	Maintain an Investment Fund issuer	000102379

# Profile and Fee Management

## *How do I find my Grouping ID?*

- Select "Submissions"

The screenshot shows the SEDAR+ user interface. At the top left is a 'Menu' button. The SEDAR+ logo is in the center. On the right, there are links for 'Français' and 'Anna Jane Tester'. Below this is a blue header bar with the text '123 INC. (000100178)' and 'View annual financial statements (06002691)'. A 'Print' button is on the right. Below the header are four tabs: 'Filing details', 'Submissions' (highlighted with a red box and a mouse cursor), 'Submitted documents', and 'Public documents'. Below the tabs, there are three sections: 'On this page', 'Filing and contact details Agencies', and 'Actions'.

- Select the submission where the English version was filed.

Action name	Filing sub-type	Submission number	Submission date	Submitted by	Basket reference	Filing documents
Maintain filing		00000002	04 May 2023 14:11 EDT	Full Admin AB, Webservices RSU		<a href="#">View</a>
Create filing	Annual financial statements	00000001	04 May 2023 14:10 EDT	TESTER, Anna (MH Filing Agency)	363280	<a href="#">View</a>

# Profile and Fee Management

## *How do I find my Grouping ID?*

- Scroll down to the page to the “Sub-type and documents” and you will find the Grouping ID.

**Annual financial statements (06002691)**

**Submission details** [Export to Pdf](#)

Submission date	04 May 2023 14:10 EDT
Submission number	00000001

**Filing and contact details**

Main contact for this filing	TESTER, Anna Jane
Name of company	MH Filing Agency
Title	Tester
Principal regulator	Ontario

---

**Sub-type and documents**

Filing sub-type	Annual financial statements
Grouping ID	GWQV
Audited annual financial statements - English	<a href="#">Test document.pdf</a> (04 May 2023 14:10 EDT)

# Profile and Fee Management

## *Adding a document using the Grouping ID*

Select "Actions" and "Maintain Filing".

The screenshot shows the SEDAR+ website interface. At the top left, there is a 'Menu' button and the SEDAR+ logo. At the top right, there are links for 'Français' and 'Anna Jane'. Below the header, a blue banner displays '123 INC. (000100178)' and 'View annual financial statements (06002691)'. Below the banner, there are navigation links: 'Filing details', 'Submissions', 'Submitted documents', and 'Public documents'. The 'Filing details' link is underlined. Below this, there is a section titled 'On this page' with three links: 'Filing and contact details Agencies', 'Actions', and 'View status history'. The 'Actions' link is highlighted with a mouse cursor. Below this section, there is a table with two columns. The first column is 'Actions' and the second column is 'Maintain'. Under 'Maintain', there are two links: 'Maintain filing' and 'Post formal document'. The 'Maintain filing' link is highlighted with a mouse cursor.

Menu SEDAR+ Français Anna Jane

123 INC. (000100178)  
View annual financial statements (06002691)

Filing details Submissions Submitted documents Public documents

On this page

Filing and contact details Agencies Actions

View status history

Actions	Maintain
	Maintain filing
	Post formal document

# Profile and Fee Management

## *Adding a document using the Grouping ID*

Select 'Make changes' in the 'Sub-type and documents' section

---

Sub-type and documents ✓ Complete [Make changes](#)

No filing sub-type was selected in this submission.

Filing sub-type [Not Provided]

---

[Audited annual financial statements](#)

Add document details

Audited annual financial statements

Search for existing document grouping or add new?

[Search](#) [Add new](#)

Audited annual financial statements - English

Audited annual financial statements - French

Audited annual financial statements - foreign language

[Save](#) [Cancel](#)

Select the sub-type 'Annual Financial Statements' and the document type 'Audited annual financial statements'. Search for existing document grouping ID or 'add new'.

# Profile and Fee Management

## *Adding a document using the Grouping ID*

Type in the Grouping ID number and select search.

Audited annual financial statements

Search for existing document grouping or add new?

Grouping ID

Grouping ID can be used to search and prepopulate document type information on subsequent submissions.

Audited annual financial statements - English

Audited annual financial statements - French

Audited annual financial statements - foreign language

# Profile and Fee Management

## *Adding a document using the Grouping ID*

- You can now select the French version and upload your document.

Audited annual financial statements

**Search for existing document grouping or add new?**

**Grouping ID**

Grouping ID can be used to search and prepopulate document type information on subsequent submissions.

Audited annual financial statements - English

Audited annual financial statements - French

**Audited annual financial statements - French (if applicable)**

You can upload document(s) in .pdf format.

Audited annual financial statements - foreign language

# Profile and Fee Management

## *Adding a document using the Grouping ID*

Audited annual financial statements

Add document details

Audited annual financial statements [Edit](#) [Remove](#)

Search for existing document grouping or add new?

Grouping ID

Audited annual financial statements [Test document2.pdf](#)  
- French

You will not be charged an additional fee for the French version since it has been linked to the Grouping ID.

Maintain annual financial statements (06002691)

Submitted at 04 May 2023 14:22 EDT

Annual financial statements (06002691-00000003)

Your filing has been submitted.  
You can view the filing under [Submitted work](#) on your dashboard.  
[Create participation fee form](#)

Take me to my dashboard

# Continuous Disclosure Filings

Kenneth Ho  
Financial Examiner

# Continuous Disclosure Filings

## *Change to Late Document Fees for Participation Fee Forms*

As of April 3, 2023, OSC Rule 13-502 *Fees* was replaced.

### *Changes in late document fees for Participation Fee Forms:*

- Late document fees of \$100 per day (up to \$5,000 per year) are applicable for participation fee forms due before April 3, 2023.
- However, no late document fees will be charged for participation fee forms due on or after April 3, 2023.



# Continuous Disclosure Filings

## *Late Fees for Participation Fee Forms*



- Generally, late participation fees still apply under s.8(1) of OSC Rule 13-502 *Fees*.
- (1) “A reporting issuer that is late in paying a participation fee under this Part must pay an additional late fee of 0.1% of the unpaid portion of the participation fee for each day on which any portion of the participation fee was due and unpaid.”
- (2) “If a late fee calculated under subsection (1) is less than \$100, it is deemed to be nil.”

# Continuous Disclosure Filings

## *Participation Fee Forms*

- Newfoundland and Labrador
- Northwest Territories
- Nova Scotia
- Nunavut
- Ontario
- Prince Edward Island
- Québec
- Saskatchewan
- Yukon

### Principal regulator

The principal jurisdiction from the profile has been selected by default. Please review and validate. This information will not update the profile.

Ontario

Are you required to file a participation fee form in Alberta and/or Ontario?

Yes

No

Save and continue

Save

### Your progress

1. [Filing and contact details](#) ✓
2. **Agencies**
3. [Sub-type and documents](#)
4. [Fee attributes](#)
5. [Review and submit](#)

# Continuous Disclosure Filings

## Participation Fee Forms

### Integration with Annual Financial Statements:

- Upon finalizing the submission of Annual financial statements in SEDAR+, a 'Create participation fee form' link appears on the confirmation page.



123 INC (000100257)

Create annual financial statements

Submitted at 16 May 2023 13:11 EDT

Annual financial statements (06000178-00000001)

Your filing has been submitted.  
You can view the filing under [Submitted work](#) on your dashboard.

[Create participation fee form](#)

Date	16 May 2023 13:11 EDT
Transaction reference	<a href="#">368415</a>
Client reference	[Not Provided]
Transaction status	Success
Payment method	Electronic funds transfer (EFT)
Amount	\$3,784.45
Payment receipt	<a href="#">000100257-06000178-00000001.pdf</a>

[Take me to my dashboard](#)

# Continuous Disclosure Filings

## *Participation Fee Forms*

Alternatively, Reporting Issuers can choose 'Create Participation fee form' directly from the 'Annual' sub-menu under Continuous Disclosure.

SEDAR+

123 INC (000100257)

Continuous disclosure

### Before you get started

You are creating a continuous disclosure filing. At any time, you can 'Save' the form and continue or return to the [Drafts](#) tab on your Dashboard. Throughout the process, you can navigate through sections, but all inform stated otherwise.

Please refer to [Help Centre](#) for further details.

Filter services by:

-- Please Select --

Annual

[Create annual financial statements](#)

[Create annual MD&A](#)

[Create annual certificates \(NI 52-109\)](#)

[Create annual information form](#)

[Create annual report](#)

[Create oil and gas annual disclosure \(NI 51-101\)](#)

[Create participation fee form](#)

[Create statement of executive compensation](#)

# Continuous Disclosure Filings

## *Participation Fee Forms*

### Select the participation fee form

AB Form 13-501F1 and/or ON Form 13...

Reporting issuer name 123 INC (000100178)

End date of previous financial year

DD/MM/YYYY



### Type of reporting issuer

- Class 1 reporting issuer
- Class 3B reporting issuer

### Highest trading marketplace

Refer to the definition of "highest trading marketplace" under OSC Rule 13-502 Fees or ASC Rule 13-501 Fees.

-- Please select --

### Market value

Market value of listed or quoted equity securities

+ Add equity symbol

### Fair value

Fair value of outstanding debt securities (CAD) (2)

### Details of debt security (if applicable)

+ Add debt security details

### Your progress

1. [Filing and contact details](#) ✓
2. [Agencies](#) ✓
3. **Participation fee form**
4. [Fee attributes](#)
5. [Review and submit](#)

# Continuous Disclosure Filings

## *Participation Fee Forms*

- Output view of reporting period data

GRR						<a href="#">Edit</a> <a href="#">Remove</a>
Specified trading period or quarterly period	From	To	Closing price (CAD)	Number of securities	Market value of class or series (CAD)	
1st	01 Feb 2022	30 Apr 2022	\$1,0000	10,000.00	\$10,000.00	
2nd	01 May 2022	31 Jul 2022	\$1,0000	10,000.00	\$10,000.00	
3rd	01 Aug 2022	31 Oct 2022	\$1,0000	10,000.00	\$10,000.00	
4th	01 Nov 2022	31 Jan 2023	\$1,0000	10,000.00	\$10,000.00	
5th	N/A	N/A	N/A	N/A	N/A	
				Average	\$10,000.00	

Total average market value of class or series (1) \$10,000.00

# Continuous Disclosure Filings

## *Participation Fee Forms*

### ***Cross-Jurisdictional Filing Efficiency***

- Participation fee forms are only required for Ontario and Alberta.
- Filing in both jurisdictions? Input the information once; SEDAR+ auto-populates both forms.

### ***Correct Financial Year***

- Accurate entry of the previous financial year is crucial.

### ***PDF Output***

- SEDAR+ calculates fees upon submission and generates a publicly accessible PDF version of the participation fee form under the 'Documents' section of the Issuer's profile.

# Continuous Disclosure Filings

## *Participation Fee Forms*

- “**previous financial year**” means the most recently completed financial year of the company.

Select the participation fee form

AB Form 13-501F1 and/or ON Form 13... ▾

Reporting issuer name 123 INC (000100178)

End date of previous financial year

DD/MM/YYYY



Type of reporting issuer

- Class 1 reporting issuer
- Class 3B reporting issuer

Your progress

1. [Filing and contact details](#) ✓
2. [Agencies](#) ✓
3. **Participation fee form**
4. [Fee attributes](#)
5. [Review and submit](#)

# Continuous Disclosure Filings

## *Participation Fee Forms*

### ***Refiling Participation Fee Forms***

- Once submitted, participation fee forms cannot be amended or maintained.
- Any changes to the form will require a new filing and will prompt a new fee payment.

### ***Avoiding repayment***

- To avoid re-paying fees, please request a Fee Exception Code.

### ***Choose to repay?***

- Request a refund via email to [FinRepNotifications@osc.gov.on.ca](mailto:FinRepNotifications@osc.gov.on.ca)
- **Staff strongly encourage filers to request a Fee Exception Code in this circumstance.**

# Continuous Disclosure Filings

## *Participation Fee Forms*

### *Underpayments*

- *For participation fee underpayments:*
  - *An Outstanding fee will be created in SEDAR+ and must be paid through SEDAR+*
  - *We will not accept cheques or wire transfers*



## Continuous Disclosure Filings

### *'Other filings - continuous disclosure' filing type*

- This filing type should only be used if there is not an applicable filing type for your filing. Refer to the [Filing Inventory](#) for a complete list of filing types.
- All documents submitted under the 'Other filings - continuous disclosure' filing type will be 'private' and not publicly viewable.
- You will need to contact OSC staff to change the access to 'public', if applicable.
- Request a filing status change from private to public by email to [FinRepNotifications@osc.gov.on.ca](mailto:FinRepNotifications@osc.gov.on.ca)

# Prospectus Filings

Lorraine Greer,  
Lead Review Officer (Acting)

## Prospectus Filings

### *Not yet a Reporting Issuer?*

- From the issuer's profile, select 'Pending' if the company is in the process of submitting documents, such as an IPO prospectus, that could lead to the company becoming a reporting issuer.
- If you select 'No' in the 'Reporting issuer' field, the prospectus filing types will not be available for selection.

#### Reporting issuer details

---

##### Reporting issuer?

Select 'pending' if the company is in the process of becoming a reporting issuer e.g. waiting for the issuance of prospectus final receipt

Yes

Pending

No

## Prospectus Filings

### *Filed under the wrong filing type?*

- If a prospectus is filed under the wrong filing type, it must be refiled under the correct filing type. However, the previously paid fees cannot be transferred.
- We recommend requesting a Fee Exception Code. In case of multi-jurisdictional filings, the Fee Exception Code request will be coordinated through the CSA Service Desk. Refer to slide 18 for procedure.

## Prospectus Filings

### *Short-form Eligible*

#### ***How do I change the 'Eligible for short form prospectus' field on my profile?***

- This field is updated automatically on the company's profile.
- It indicates 'Yes' when a 'NI 44-101 Notice of intent to qualify' is filed.
- It is updated automatically to 'No' when a 'NI 44-101 Withdrawal notice' is filed.

#### Reporting issuer details

Reporting issuer	Yes
Over-The-Counter (OTC) issuer	No
Exchangeable Security or Credit Support issuer	Not applicable
Capital Pool Company (CPC)	No
Eligible for short form prospectus	Yes
Principal jurisdiction	Ontario

Note: For more information regarding short form eligibility, refer to Part 2 of National Instrument 44-101 *Short Form Prospectus Distributions*.

# Prospectus Filings

## *Capital Pool Company (CPC) Filings*

***Note that the TSX-V does not have the ability to send comment letters via SEDAR+***

- The company files the preliminary CPC prospectus and other documents on SEDAR+ with the applicable securities regulators. The company also files the same documents on the TSX-V's filing portal.
- Comment letters from the TSX-V will be filed on the TSX-V's filing portal and will be emailed to the Principal Regulator. Response letters from the company must be filed on **both** SEDAR+ and the TSX-V's filing portal.
- After all issues are addressed, the TSX-V emails the Principal Regulator a letter requesting that we clear for final.

# Prospectus Filings

## *Documents incorporated by reference (linking in SEDAR+)*

- During the filing process you can reference documents that have been uploaded and submitted to the system previously by searching by filing type, filing number, submission number, or document type. Document search results are limited to those that meet three conditions:
  - Documents filed in the jurisdictions to which the current filing is being made
  - Documents submitted within the last three (3) years
  - Documents accessible to the use

OSC staff encourage issuers to reference documents incorporated by reference on the prospectus filing by linking them in SEDAR+.

Step 5 of 8

Documents incorporated by reference

---

Incorporate by reference a previous document (if applicable)

Reference a previously filed document

# Prospectus Filings

## *Relating pre-files to prospectuses*

- If there is a pre-filing related to the prospectus, you can use this feature within Submission details to add the related pre-filing. Simply click the button 'Add related pre-filing'.

SEDAR+

Related pre-filing (if applicable)

[Add related pre-filing](#)

Requesting relief to be evidenced by receipt?

 Yes  No[Save and continue](#)[Save](#)[Exit](#)

Your progress

1. [Contact details](#) ✓
2. [Agencies](#) ✓
3. [Sub-type and documents](#) ✓
4. [Submission details](#)
5. [Documents incorporated by reference](#)
6. [Associated persons](#)
7. [Fee attributes](#)
8. [Review and submit](#)

# Prospectus filings

## *Relating pre-files to prospectuses*

SEDAR+

### Related pre-filing (if applicable)

➕ Add related pre-filing

#### Add related pre-filing

- Search for a related pre-filing
- Enter details manually

Search for a related pre-filing

COmpany ABC



**Pre-Filings (06002014)**

Company ABC / Société ABC (000100064)

Save

Cancel

### Your progress

1. [Contact details](#) ✓
2. [Agencies](#) ✓
3. [Sub-type and documents](#) ✓
4. **Submission details**
5. [Documents incorporated by reference](#)
6. [Associated persons](#)
7. [Fee attributes](#)
8. [Review and submit](#)

# Application Filings

Breda Clifford

Regulatory Administration Lead

# Exemptive Relief Applications

## *Background*

- Generally, applications for exemptive relief and pre-files must be submitted through SEDAR+.
- Please refer to NI 13-103 regarding which applications should be filed via SEDAR+.

SME Test Company (000117863)

Applications, pre-filings and waivers

 Print

### Before you get started

You are creating an applications, pre-filing and waivers filing. At any time, you can 'Save' the form and continue or return to complete it later by accessing the [Drafts](#) tab on your Dashboard. Throughout the process, you can navigate through sections, but all information is mandatory, unless stated otherwise.

Please refer to [Help Centre](#) for further details.

---

### Applications, pre-filings and waivers

[Create application](#)

[Create pre-filing](#)

[Create waiver application](#)

A request for an exemption from securities legislation if the exemption would be evidenced by the issuance of a prospectus receipt.

---

# Exemptive Relief Applications

## *Multiple Heads of Relief*

- Applications or pre-files that include a request for relief from the prospectus requirements even if other types of relief are also requested must be filed on SEDAR+.
- For example, a Filer submits an application for registration related relief and relief from the prospectus requirements concurrently.

### *Reporting Issuers vs. Non-Reporting Issuers:*

Issuers that are not Reporting Issuers are generally obligated to use SEDAR+ for filing or delivering documents to the OSC unless specific exemption exists (refer to NI 13-103).

# Exemptive Relief Applications

## *Multiple Heads of Relief*

- If you are applying for more than one head of relief, select 'Yes' in the Fee attributes section to ensure correct fee treatment.

Step 5 of 6  
Fee attributes

To complete fee calculations, provide additional details below

Apply fee exception code?

Yes

No

Filing sub-type Applications

Are you seeking relief from more than one applicable section/subsection?

Yes

No

Save and continue

[Save](#)

Your progress

- [Filing and contact details](#) ✓
- [Agencies](#) ✓
- [Submission details](#) ✓
- [Documents](#) ✓
5. Fee attributes
- [Review and submit](#)

# Exemptive Relief Applications

## *Public Accessibility*

- Generally, when the OSC is PR, application letters, verification statements and decisions become public on SEDAR+ after a decision has been issued, unless confidentiality has been granted upon request.
- If you want to request confidentiality, select “Yes” to the “Requesting confidentiality” question at Step 3 in addition to adding a paragraph in your application letter regarding why confidentiality is required.

### Requesting confidentiality?

If yes, you must include in your application, reasons to support the request.

 Yes No[Save](#)

### Your progress

1. [Filing and contact details](#) ✓

2. [Agencies](#) ✓

3. [Submission details](#) ✓

# Exemptive Relief Applications

## Best Practices

- Issuers are reminded to select all jurisdictions where the issuer intends to rely on relief through the passport system.



Jurisdiction(s) where filed Ontario

Is the jurisdiction(s) where applies the same as where filed?

Yes

No

Jurisdiction(s) where applies Ontario

Identify all jurisdictions where relief is sought. Jurisdiction(s) where filed have been pre-selected

- Alberta
- British Columbia
- Manitoba
- New Brunswick
- Newfoundland and Labrador
- Northwest Territories
- Nova Scotia
- Nunavut
- Ontario** Yes
- Prince Edward Island
- Québec
- Saskatchewan
- Yukon

# Exemptive Relief Applications

## *Best Practices*

- Filers are reminded to include full contact details including address information in the application letter.
- Please avoid manual signatures in the application letter and verification statement.



# Exemptive Relief Applications

## *Linking Pre-files*

- If you have filed a related pre-file, please search to relate the pre-filing to the application filing using the search function in SEDAR+. Failing to do so may result in duplication of required fees.

Add pre-filings, applications, or waiver applications (if applicable)

⊕ Search pre-filings, applications or waiver application

Search for pre-filing, application or waiver application in relation to this application

Search by filing number



Save

Cancel

# Exemptive Relief Applications

## *Filing Management Cease Trade Order (MCTOs) Applications*

- If you are filing an MCTO application, select 'Application related to a cease trade order'.

Step 1 of 6

Filing and contact details

### Type of application

Identify the type of application you are filing.

Application related to a cease trade or... ▼



### Your progress

1. Filing and contact details

# Exemptive Relief Applications

## *Filing Management Cease Trade Order (MCTOs) Applications*

- Under Submission details, select 'Management Cease Trade Order'

Step 3 of 6  
Submission details

### Category

Management Cease Trade Order

### Your progress

1. [Filing and contact details](#) ✓
2. [Agencies](#) ✓
3. [Submission details](#)

# Exemptive Relief Applications

## *Filing Management Cease Trade Order (MCTOs) Applications*

- Under Documents, select 'Application letter relating to a cease trade order' and upload your letter.

Step 4 of 6

### Documents

#### Sub-type and documents

##### Document uploads

- Cover letter
- Application Letter
- Application letter relating to a cease trade order

You can upload document(s) in .pdf format



Drag and drop here to upload, or [browse files](#).

#### Your progress

1. [Filing and contact details](#) ✓
2. [Agencies](#) ✓
3. [Submission details](#) ✓
4. Documents
5. [Fee attributes](#)
6. [Review and submit](#)

# Exempt Market Filings

Evan Marquis

Business Processes Supervisor

# Exempt Market Filings

## *Key Updates*

- Prior to SEDAR+ launch in July 2023, Exempt Market filings including Form 45-106F1s - Reports of Exempt Distribution, Form 72-503F – Reports of Distributions Outside Canada, Offering Memoranda and Annual Financial Statements for non-reporting issuers under Section 2.9 (the Offering Memorandum Exemption) of National Instrument 45-106 *Prospectus Exemptions* were required to be filed or delivered via the OSC’s Electronic Filing Portal in Ontario.
- After SEDAR+ launch on July 25, 2023, issuers, including issuers that are not reporting issuers are generally required to file or deliver documents to the OSC through SEDAR+, unless there is an available exemption from the requirements in National Instrument 13-103 *System for Electronic Data Analysis and Retrieval + (SEDAR+)*.

# Exempt Market Filings

## *OSC Unique Identifier*

### **What is an OSC unique identifier number and how do I obtain it?**

If you have accrued **historical late document fees** in respect of late Form 45-106F1 submissions in Ontario, you will have been assigned an OSC unique identifier number. This number was provided as part of the onboarding process. Generally, adding the OSC unique identification number to the profile will take into account certain **historical late document fees** applied to late 45-106F1s submitted on the OSC's electronic filing portal which may affect the annual fee cap. You can add this number under the 'Maintain profile' functionality. Failure to enter this number on the profile may result in duplicative late document fees in SEDAR+, if applicable.

### **Enter Identifier upon creating new company**

#### OSC unique identification number (if applicable)

Enter the unique identifier if you submitted a Report of Exempt Distribution through the Ontario Securities Commission portal and do not have a SEDAR profile. The identifier must be between 10 to 15 alphanumeric characters.



- 5. [Contact details](#) ✓
- 6. [Company identification](#) ⚠
- 7. [Reporting issuer details](#)
- 8. [Formation details](#)
- 9. [Financial year end](#)

# Exempt Market Filings

## *OSC Unique Identifier*

Enter Unique Identifier on existing profile via  
'Maintain profile' section within the 'Actions' menu.

Actions

[Maintain profile](#)

[Maintain company profile](#)

---

[Company identification](#)

✓ Complete

Make changes

Legal Entity Identifier (LEI) [Not Provided]

NRD Number [Not Provided]

OSC unique identification number [Not Provided]

# Exempt Market Filings

## *OSC Unique Identifier*

### Company identification

---

Does the company have a Legal Entity Identifier (LEI)?

 Yes No

Does the company have an NRD number?

 Yes No

OSC unique identification number (if applicable)

Enter the unique identifier if you submitted a Report of Exempt Distribution through the Ontario Securities Commission portal and do not have a SEDAR profile. The identifier must be between 10 to 15 alphanumeric characters.



---

Save and continue

[Cancel](#)

# Exempt Market Filings

## *Document Access Level*

What is the access level of an offering memorandum or offering document on SEDAR+?

The offering memorandum or offering document filing types have the following access levels on SEDAR+:

Filing types	Access level
Offering memorandum (2.9 of NI 45-106)	Public
Offering memorandum (other than 2.9 of NI 45-106)	Private
Real estate offering document	Public
Crowdfunding offering document (MI 45-108)	Public
Start-up crowdfunding – offering document	Public
Start-up business – offering document	Public
Listed issuer financing exemption – offering document	Public

# Exempt Market Filings

## Adding Documents in Form 45-106F1

SME Test Company (000117863)

Create report of exempt distribution (Form 45-106F1)

Expires in: 90 calendar days on 29 Apr 2024 14:37 EDT

Step 13 of 16

Documents

Refer to documents previously filed

Document was previously filed

Yes

No

Reference a previously filed document

Additional documents

Hint: If the exemption used requires delivery of additional documents, please attach here. You can also provide additional documents as needed. For each attachment, please provide a detailed description.

Other

Save and continue

[Save](#)

Reference a previously filed document

Search for document

It is mandatory to search by filing type or number, and document type. Only documents submitted in the past 3 years will be returned in the search.

Search by filing type

-- Please select --

Search by filing number

Search by filing number

Search by document type

-- Please select --

Search by submission number

Search by submission number

Search

[Cancel](#)

Save

# Exempt Market Filings

## *Adding Documents in Form 45-106F1*

SME Test Company (000117863)

Create report of exempt distribution (Form 45-106F1)

Expires in: 90 calendar days on 29 Apr 2024 14:37 EDT

Step 13 of 16

Documents

Refer to documents previously filed

Document was previously filed

Yes

No

Additional documents

Hint: If the exemption used requires delivery of additional documents, please attach here. You can also provide additional documents as needed. For each attachment, please provide a detailed description.

Other

You can upload document(s) in .pdf format.

[Test Doc.pdf](#)

[Remove](#)

Description

Offering Memorandum filing #123456



Drag and drop here to upload, or [browse files](#).

Save and continue

[Save](#)

# Exempt Market Filings

## *Filing Amendments*

### Actions

Maintain profile  
[Maintain company profile](#)

Filings  
[Exempt market offerings](#)  
[Securities offerings](#)  
[Applications, pre-filings and waivers](#)  
[Continuous disclosure](#)  
[Third party filings and securities acquisitions](#)

Authority  
[Request filing authority](#)

### Exempt market offerings and disclosure

[Create report of exempt distribution \(Form 45-106F1\)](#)  
[Create report of distributions outside Canada \(Form 72-503F\) relying on Ontario local rule 72-503](#)

### Create report of exempt distribution

Create report of exempt distribution (Form 45-106F1) ▼

Create report of exempt distribution (Form 45-106F1) 

# Exempt Market Filings

## *Filing Amendments*

### ***How do I submit an amendment to a report of exempt distribution that I submitted in the OSC Electronic Filing Portal?***

- A report of exempt distribution filing submitted through the OSC Electronic Filing Portal will not appear in SEDAR+.

If you need to amend a previous filing, please follow the steps below:

- Enter the filing as a new filing in SEDAR+
- When choosing the Report Type, which is Item 1 in the Report, select 'Amend a report previously filed in BCSC eServices, the OSC Electronic Filing Portal or paper'
- Provide an EDR number to ensure you will not be charged again for this filing.
- If you are amending a Form 45-106F1 previously filed via OSC's e-portal, a valid EDR# must be provided. Please ensure it is entered correctly. Otherwise, fees may apply.

# Exempt Market Filings

## *Filing Amendments*

**Report type**

Amend a report previously filed in BCS... ▾

**New**

Amend a report previously filed in BCSC eServices, the OSC Electronic Filing Portal or in paper

Are you amending a report previously filed in the OSC Electronic Filing Portal?

Yes  No

**Provide the submission number**  
If this EDR number is not valid, fees will be charged.



If you do not know your reference number, go to [Manage your reports](#) in the BCSC eServices portal, log in with your username and password, and find the submission you want to reference. If you do not know your EDR number, please refer to the OSC's [Exempt Distributions Summary](#).

Continue to complete the filing with the required changes.

# Exempt Market Filings

## *Filing Amendments*

### ***Can I amend a report of exempt distribution in SEDAR+ that was filed in SEDAR?***

- Yes, search for the report originally filed in SEDAR and select it from the search result and click on 'Actions' to amend the existing filing.
- Enter the data in each of the attributes of the amended report of exempt distribution form, instead of attaching a completed PDF form.
- Data will not be pre-populated from the original report of exempt distribution filing. You will also need to upload a completed Schedule 1 in XLSX format using the CSA's Excel template. Schedule 2, if applicable, is completed by entering the data directly into the system instead of uploading an XLSX file.

# Exempt Market Filings

## *Filing Amendments*

### ***How do I amend a Report of Exempt Distribution (Form 45-106F1) or Report of Distribution Outside of Canada (Form 72-503F) submitted within SEDAR+?***

- View the existing filing that you want to amend.
- Within the 'Filing details' tab, select the latest 'Submission number' (E.g., '1') of the filing and you will be redirected to 'View Submission Details'.
- Navigate to the 'Actions' section of the bottom of the page to amend the filing.

# Exempt Market Filings

## *Filing Amendments*

Profile: SME Test Company (000117863)

Report of exempt distribution Form 45-106F1 (06016699)

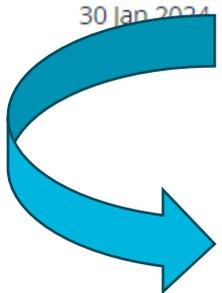
 Print

Submissions Submitted documents Authorization

Displaying 1-1 of 1 results

Page size

Submission Date	Submission Number	Report Type	Distribution date(s)	Report
30 Jan 2024	<span style="border: 1px solid red; padding: 2px;">1</span>	New	from 30 Jan 2024 to 30 Jan 2024	<a href="#">Schedule.xlsx</a> <a href="#">Form 45-106F1 Report of Exempt Distribution for SME Test Company_(30 Jan 2024) - EN.pdf</a> <a href="#">Test Doc.pdf</a>



Actions

Authority

[Grant filing authority for a filing](#)

Maintain

[Amend report of exempt distribution Form 45-106F1](#)

## Exempt Market Filings

### *Annual Financial Statements (OM Exemption)*

- Issuers that rely on the offering memorandum prospectus exemption in Ontario are subject to ongoing obligations as outlined in section 2.9 of NI 45-106.
- Generally, under subsection 2.9(17.5) of NI 45-106, Issuers must deliver annual financial statements (AFS) to the OSC within 120 days after the end of each financial year.
- OSC Rule 13-502 *Fees* provides details on applicable late filing fees for AFS in Appendix G, Row A(a).
- Both the AFS and Notice of Use of Proceeds must be filed on SEDAR+ concurrently.

#### Exempt market offerings

[Create offering memorandum \(2.9 of NI 45-106\)](#)

[Create marketing materials \(2.9 of NI 45-106\)](#)

[Create offering memorandum \(Other than 2.9 of NI 45-106\)](#)

[Create real estate offering document](#)

[Create annual financial statements for non-reporting issuers](#)

[Create notice of use of proceeds \(Form 45-106F16\)](#)

## Exempt Market Filings

### *Blanket Order 13-933*

- Coordinated Blanket Order 13-933 *Temporary exemption from the requirement to transmit a report of exempt distribution through SEDAR+ in connection with distributions of eligible foreign securities to permitted clients*
- The Blanket Order provides instructions for eligible issuers to file Form 45-106F1s outside of SEDAR+.

# Appendix A – Contact Information

Contact	Email / Link
CSA Service Desk	<a href="mailto:sedarplus@csa-acvm.ca">sedarplus@csa-acvm.ca</a>
CSA Website <a href="https://www.securities-administrators.ca/about-sedar/">About SEDAR+ - Canadian Securities Administrators (securities-administrators.ca)</a>	<a href="https://www.securities-administrators.ca/about-sedar/">https://www.securities-administrators.ca/about-sedar/</a>
SEDAR+ Online Help	<a href="https://www.sedarplus.ca/onlinehelp/">https://www.sedarplus.ca/onlinehelp/</a>
OSC General Inquiries	<a href="mailto:inquiries@osc.gov.on.ca">inquiries@osc.gov.on.ca</a>
OSC Prospectuses	<a href="mailto:Prospectusreviewofficer@osc.gov.on.ca">Prospectusreviewofficer@osc.gov.on.ca</a>
OSC Continuous Disclosure	<a href="mailto:FinRepNotifications@osc.gov.on.ca">FinRepNotifications@osc.gov.on.ca</a>
OSC Exempt Market	<a href="mailto:exemptmarketfilings@osc.gov.on.ca">exemptmarketfilings@osc.gov.on.ca</a>
OSC Exemptive Relief Applications	<a href="mailto:cfapplications@osc.gov.on.ca">cfapplications@osc.gov.on.ca</a>
OSC SME Institute Website	<a href="https://www.osc.gov.on.ca/en/Companies/upcoming-seminars_index.htm">https://www.osc.gov.on.ca/en/Companies/upcoming-seminars_index.htm</a>