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NOVA SCOTIA  
SECURITIES  
COMMISSION  
(NSSC)

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Fair Registration  
Practices Act (FRPA)  
PROGRESS REPORT  
July 2018

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Province of Nova Scotia

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## Introduction

The Fair Registration Practices Act (FRPA) mandates that regulating bodies carry out registration practices that are transparent, objective, impartial and procedurally fair.<sup>1</sup> The FRPA review process was designed to fulfill the obligations of the legislation; it allows the FRPA Review Office and the regulating bodies to review existing registration practices for current compliance with the FRPA as well as continuous improvement of transparent, objective, impartial and procedurally fair registration practices.<sup>2</sup>

The purpose of the Fair Registration Practices Act (FRPA) Progress Report is twofold. First, it allows the Nova Scotia Securities Commission (NSSC) to review and report on its current registration practices. Second, it shares the NSSC's progress on previously-identified areas for improvement, and highlights the exemplary practices that have been developed by the NSSC since their previous review.

Through the 2017-2018 FRPA Progress Report, the FRPA Review Officer aims to build on the progress made by the NSSC to date and identify opportunities to further improve and evolve registration practices.

## Summary from 2015 FRPA Review report:

The following table summarizes the Action Plan from the Nova Scotia Securities Commission 2015 Review report and the progress that has been made by the NSSC in achieving each action item.

#	Action	FRPA Reference	Completed	Not completed	Outcome/Rationale
1	<ul style="list-style-type: none"><li>Improve transparency of timelines to respond to applicants by documenting the policy.</li></ul>	8(a)	Yes		Time frames now added to the registration FAQ page on the NSSC website.  #4 of the FAQ page has been updated to now read: "There is no specific timeframe. The Deputy Director of Capital Markets reviews each application and approval is on a case-by-case basis. We will begin the review of each application within 48 hours after it is received. If there are any deficiencies in the application we will notify the applicant of the deficiency within 48 hours after completion of the review. Applications that are received from individuals that are currently registered in another Canadian jurisdiction will be processed through The Passport System. The Passport System streamlines the registration process by enabling applicants to apply for registration in another Canadian jurisdiction through

<sup>1</sup> The *Fair Registration Practices Code* is delineated in Sections 6-12 of the Fair Registration Practices Act. *Government of Nova Scotia*. Ch. 38 of the Acts of 2008, as amended by 2014, c. 14.

<sup>2</sup> For more information on the FRPA Review Process, see the *Guide to Fair Registration Practices Act*: [http://novascotia.ca/lae/RplLabourMobility/documents/FRPA\\_GuidetoReviewProcess\\_WEB.pdf](http://novascotia.ca/lae/RplLabourMobility/documents/FRPA_GuidetoReviewProcess_WEB.pdf)

					the applicants home regulator, since the registration requirements are the nationally harmonized. In those cases the approval in Nova Scotia is controlled by the applicants home jurisdiction but generally reviewed within 48 hours.”
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## Exemplary Practices

#4 of the FAQ page has been updated to now read:

“There is no specific timeframe. The Deputy Director of Capital Markets reviews each application and approval is on a case-by-case basis. We will begin the review of each application within 48 hours after it is received. If there are any deficiencies in the application we will notify the applicant of the deficiency within 48 hours after completion of the review. Applications that are received from individuals that are currently registered in another Canadian jurisdiction will be processed through The Passport System. The Passport System streamlines the registration process by enabling applicants to apply for registration in another Canadian jurisdiction through the applicants home regulator, since the registration requirements are the nationally harmonized. In those cases the approval in Nova Scotia is controlled by the applicants home jurisdiction but generally reviewed within 48 hours.”

## 2016 Registration Data

#	Question	Response
1	<b>Total number of individuals with practicing licenses/certifications. Do not report on any licenses or certificates you issue to a business, school or group.</b>	10,298
2	<b>Number of registrations for the reporting year, from applicants who received their qualifications as indicated below:</b>	
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) In NS, new applicant.</li> </ul>	378
	<ul style="list-style-type: none"> <li>Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification.</li> </ul>	1722
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) Internationally, new applicant.</li> </ul>	3
	<ul style="list-style-type: none"> <li>AIT Transfers, applicants already registered in another Canadian jurisdiction.</li> </ul>	102
	<ul style="list-style-type: none"> <li>Total number of applicants.</li> </ul>	2205
3	<b>Types of practicing licenses/certificates you issue and total number of individuals for each type identified for the reporting year.</b>	
	<ul style="list-style-type: none"> <li>Registration to trade or advise in securities:</li> </ul>	2205
4	<b>Number of completed applications submitted by applicants who received their qualifications as indicated below.</b>	
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) in NS, new applicant:</li> </ul>	
	<ul style="list-style-type: none"> <li>o <i>Accepted:</i></li> </ul>	378
	<ul style="list-style-type: none"> <li>o <i>Rejected:</i></li> </ul>	0
	<ul style="list-style-type: none"> <li>o <i>Still in process:</i></li> </ul>	12
	<ul style="list-style-type: none"> <li>o <i>Withdrawn:</i></li> </ul>	0
	<ul style="list-style-type: none"> <li>o <i>File inactive or closed:</i></li> </ul>	0
	<ul style="list-style-type: none"> <li>Received qualifications In Canada, new applicant:</li> </ul>	
	<ul style="list-style-type: none"> <li>o <i>Accepted:</i></li> </ul>	1722
	<ul style="list-style-type: none"> <li>o <i>Rejected:</i></li> </ul>	0
	<ul style="list-style-type: none"> <li>o <i>Still in process:</i></li> </ul>	25

	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
	● Received qualifications (training/work experience for trades) internationally, new applicant:	
	○ <i>Accepted:</i>	3
	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	0
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
	● AIT transfers, applicants already registered in another Canadian jurisdiction:	
	○ <i>Accepted:</i>	102
	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	0
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
5	<b>For those new Canadian applicants (not NS), list the provinces in Canada (and associated numbers) where the level of education to qualify the applicant for licensure (training or work experience for trades) was obtained.</b>	
	● Not Applicable	0
6	<b>For new international applicants, list the source countries (and associated numbers) where the applicant received the level of education to qualify them for licensure (training or work experience for trades).</b>	
	● United States of America	3
7	<b>Average length of time (in days) between receipt of a completed application and response to the applicant, for those who received their qualifications as indicated below. Response to the applicant to include whether they meet the requirements, partially meet and need to fill gaps, or there is no match and other pathways might be a consideration.</b>	
	● Received qualifications (training/work experience for trades) In NS, new applicant:	3
	● Received qualifications In Canada, new applicant:	5

	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) Internationally, new applicant:</li> </ul>	5
	<ul style="list-style-type: none"> <li>AIT transfers, applicants already registered in another Canadian jurisdiction:</li> </ul>	5
8	<b>Average registration process time (or application approval) for those who received their qualifications as indicated below.</b>	
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) In NS, new applicant:</li> </ul>	3
	<ul style="list-style-type: none"> <li>Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification</li> </ul>	5
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) Internationally, new applicant</li> </ul>	5
	<ul style="list-style-type: none"> <li>AIT transfers, applicants already registered in another Canadian jurisdiction</li> </ul>	5
9	<b>Total costs (to the applicant) associated with registration (certification) for applicants who received their qualifications as indicated below. Separate costs that the regulatory body themselves imposes on the applicant from other necessary costs incurred related to registration.</b>	
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) In NS, new applicant:</li> </ul>	Regulatory body costs: \$350 Other:\$75
	<ul style="list-style-type: none"> <li>Received qualifications In Canada, new applicant:</li> </ul>	Regulatory body costs: \$350 Other:\$75
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) internationally, new applicant:</li> </ul>	Regulatory body costs: \$350 Other:\$75
	<ul style="list-style-type: none"> <li>AIT transfers, applicants already registered in another Canadian jurisdiction:</li> </ul>	Regulatory body costs: \$116 Other:\$75
10	<b>Number of appeals, internal reviews or challenges related to a registration decision from applicants who received their qualifications as indicated below:</b>	
	<ul style="list-style-type: none"> <li>Received qualifications (training/work experience for trades) In NS, new applicant:</li> </ul>	0
	<ul style="list-style-type: none"> <li>Received qualifications In Canada, new applicant:</li> </ul>	0
	<ul style="list-style-type: none"> <li>AIT transfers, applicants already registered in another Canadian jurisdiction:</li> </ul>	0
	<ul style="list-style-type: none"> <li>Total number of appeals, internal reviews or challenges related to a registration decision:</li> </ul>	0

11	<b>Length of time the appeals or internal review process took for applicants who received their qualifications as indicated below:</b> <ul style="list-style-type: none"> <li>• Received qualifications (training/work experience for trades) In NS, new applicant:</li> <li>• Received qualifications In Canada, new applicant:</li> <li>• Received qualifications (training/work experience for trades) Internationally, new applicant:</li> <li>• AIT transfers, applicants already registered in another Canadian jurisdiction:</li> </ul>	 0  0  0  0
12	<b>What does registration with your organization authorize?</b>	Authorized to either advise in financial securities or trade in financial securities

## FRPA Review Questionnaire and Assessment

	Question	Respondent Answer	FRPA Reference
1a	How (what methods) do you use to provide information to potential applicants on your registration practices? (i.e. internet, individual counselling, hard copies)?	<p><i>Internet</i> <i>Email</i> <i>Hard Copy</i> <i>Telephone</i></p> <p><i>We will supply the required information in which ever method requested by interested parties.</i></p>	16(3)(g)
1b	Can applicant begin the process outside of Canada?	<i>Yes. All applications for registration must be submitted via the National Registration Database (“NRD”). This is a web-based system and can be accessed from anywhere there is internet access.</i>	
2	Please provide a link to your website.	<i>http://nssc.novascotia.ca/</i>	16(3)(g)
2a	I believe that information on our website is: clear and understandable, written in plain language?	<i>1 Strongly Agree</i>	
2b	On what basis do you make changes to your website?	<p><i>Feedback from Applicants</i> <i>Policy Change</i> <i>News Posting</i> <i>Bi-annual review of registration information on the website by staff</i></p>	
2c	When was the section of the website pertaining to registration last updated?	<i>On-going</i>	
3a	Are your requirements (e.g. education, work experience, examination and fees) for registration specified by legislation, regulation and/or policy?	<p><i>Legislation</i> <i>Regulation</i></p>	7(a), 7(c), 7(f), 16(3)(a), 16(3)(d)
3b	Specify the appropriate section(s)	<i>NATIONAL INSTRUMENT 31-103 REGISTRATION REQUIREMENTS, EXEMPTIONS AND ONGOING REGISTRANT OBLIGATIONS and NS Securities Act Sec. 32</i>	
3c	Is this information made available to applicants	<i>Yes</i>	
4	Are you waiting for legislation to be passed?	<i>No</i>	
5a	Is the criteria for meeting the requirements of registration documented?	<i>Yes - <a href="https://nssc.novascotia.ca/sites/default/files/docs/2017-02-01%20Consolidation%20of%20NI%2031-103.pdf">https://nssc.novascotia.ca/sites/default/files/docs/2017-02-01%20Consolidation%20of%20NI%2031-103.pdf</a></i>	7(d), 16(3)(b)
5b	Do you provide applicants with the description of the criteria	<i>Yes</i>	

	used to assess whether the requirements have been met (i.e. the number of years of schooling needed to be considered equivalent to a degree)?		
6	If you require translation of specific documents how is the applicant informed?	<i>There are French versions available to applicants. <u>If an applicant did not speak either English or French then it would be up to the applicant's sponsoring firm to provide the required information in English or French. The firm does not need to attach original documentation with the application. There is no formal report required for providing the NSSC with an applicants credentials or work experience.</u></i>	7(a)
7	Do you have a streamlined registration process for those applicants already registered in another Canadian jurisdiction (as per Chapter 7 Agreement on Internal Trade / Canada Free Trade Agreement)?	Yes  <i>All Canadian securities regulatory authorities use the "Passport System" (Multilateral Instrument 11-102) which means that if a registrant is registered in good standing in their home jurisdiction then they can be registered in any other Canadian jurisdiction as long as they are seeking an identical registration category and the fees have been paid.</i>	3
8	Does your organization make accommodation for applicants with physical or mental disability?	No  <i>A physical or mental disability would not require any change in the registration process</i>	16(3)(h)
9a	Is any of your assessment process conducted by a third party (i.e. national bodies, credential assessment agencies, etc.)?	No (I have discussed this issue with the Director and we maintain that there are no third parties involved in our assessment process. We do not consider the sponsoring firm to be a third party.)  If an individual is refused registration it could mean that the individual is fired from the firm but that would be the sole decision of the sponsoring firm, not fom any action or requirement of the NSSC. The individual could still be employed at the firm in an un-registered capacity.	16(3)(i)
9b	If so, please specify the name of the organization and describe their role.	N/A	
9c	Please indicate the types of activities that they assist with.	Other	
9d	Can you describe how they adhere to the General Duties of the Regulatory Body as outlined in the Act, including transparency, objectivity, impartiality and procedural fairness?	Other	

<b>9e</b>	Are you informed of all decisions made by third parties on applicants?	No	
<b>9f</b>	Does the third party have an internal review process for unsuccessful applicants?	No N/A	
<b>10a</b>	What types of supports do you provide to applicants during the registration process?	Internet Telephone Print Material	7(e), 16(3)(k)
<b>10b</b>	Have you had applicants who need support mechanisms that you can't provide or are not available?	No	
<b>11</b>	Where practical, do you provide unsuccessful applicants with information on programs and services they can participate in to facilitate successful registration in the future?	Yes  <i>Any unsuccessful applicants would be given the reasons why the application was not approved and in doing so they would be able to attain the deficiencies.</i>	8(d)
<b>12</b>	Do you have a reasonable timeframe to respond to inquiries from applicants?	1 Very Reasonable <i>I almost always get back to the applicant the same day</i>	7(b), 8(a), 8(b), 8(c)
<b>13a</b>	Do you provide written decisions, responses and reasons for acceptance or rejection of an application?	<i>Yes – if the application is approved then an electronic acknowledgement is generated as soon as the approval is given. If the application is rejected, the sponsoring firm is notified via email the same day as the decision to reject has been made.</i>	8(b), 8(c), 10
<b>13ai</b>	Do you have a formal policy for this process?	<i>Yes – see attachment</i>	
<b>13aii</b>	Do you have a standard timeline	<i>Yes - If the application is approved or rejected then an electronic acknowledgement is generated as soon as the decision is made.</i>	
<b>13b</b>	Do you provide applicants who are not granted registration with information regarding an internal review process (including the opportunity to make submissions respecting such reviews?)	Yes	
<b>13c</b>	Based on the previous questions, describe ways your organization could improve the timeliness of your decisions and/or how you could communicate the results.	<i>I feel the timeliness of our organization is very good and does not need improvement at this time.</i>	
<b>14a</b>	Do you provide information on what documentation of	Yes	9(a), 16(3)(a),

	qualifications must accompany an application?		16(3)(b), 16(3)(e)
<b>14b</b>	Do you include a process for verification of documentation authenticity?	Yes <i>Details in National instrument 33-109, the responsibility for verification of documentation authenticity is now with the firm. Firms are to follow the procedure found in the NRD User guide, <a href="http://www.nrd-info.ca/nrdmanual/nrd_ind_reg_initial_20110711_v-1-0_en.pdf">http://www.nrd-info.ca/nrdmanual/nrd_ind_reg_initial_20110711_v-1-0_en.pdf</a></i>	
<b>15</b>	Do you provide information on the steps in the registration process including supporting documentation required at the various steps?	Yes, Firms are to follow the procedure found in the NRD User guide, <a href="http://www.nrd-info.ca/nrdmanual/nrd_ind_reg_initial_20110711_v-1-0_en.pdf">http://www.nrd-info.ca/nrdmanual/nrd_ind_reg_initial_20110711_v-1-0_en.pdf</a>	7(c), 16(3)(a), 16(3)(b)
<b>16</b>	Do you accept alternative information if required documents cannot be obtained for reasons beyond the applicant's control (i.e. a sworn statement in lieu of full documentation)?	Yes	9(b), 16(3)(c)
<b>17</b>	What difficulties or obstacles are faced by applicants who received their qualifications in a country other than Canada?	<i>Other</i>  <i>the main difficulties are determining if the applicants proficiencies meet the same proficiency requirements as in Canada.</i>	6, 9(b), 16(3)(c)
<b>18a</b>	Do you have a process for which requests for access documentation related to registrations are considered?	<i>Yes – an individual can access the information in their personal registration file after we have received a written request from the individual.</i>	12, 16(3)(j)
<b>18b</b>	Is this made available to applicants?	Yes	
<b>18c</b>	What information may you exclude?	<i>We are not required to supply the detailed deliberative process, just the decision and reason for the decision.</i>	
<b>18d</b>	Do you charge a fee?	Yes <i>An applicant can access their file if they submit a written request, the fee is \$22.25 per search and \$1.10 per page of photocopying.</i>	
<b>19</b>	Does your Act include an authority to conduct an internal review of the registration decision?	Yes <i>The Act Sec.32 &amp; 33</i>	7(a)
<b>20</b>	Do you have a regulation or by-law that defines the internal review process?	No	7(a), 10

21	When are unsuccessful candidates informed of their right to internal review of the registration decision?	<i>Included with a registration decision</i>	7(a), 10(1)
22a	Do you have an internal review process and procedures document (policy document)?	<i>No</i>	7(a), 10(1)
22b	Does this include time frames for the internal review?	<i>Yes</i>	
23a	With regards to the internal review process you make available to applicants that are not granted registration: summarize the process of the internal review.	<i>-Staff (Manager of Registration) makes initial decision. -Applicant has 10 days to request appeal to Director. -Director gives 14 days notice of hearing. -Director will review written appeal or interview and make decision. There is no prescribed time limit for the Director to deliver a decision but all efforts are made to have a decision made with-in 10 days.</i>	7(a), 10, 16(3)(m)
23b	Describe the opportunities made available to an applicant to make submissions respecting such review.	<i>The submissions can be in writing or an in-person interview with the Director.</i>	
23c	Specify the format for the internal review submission	<i>Oral Written Other</i>	
23d	What is the timeline for submitted supporting evidence?	<i>Days</i>	
23e	Do you believe this is enough time to receive supporting evidence from outside Canada?	<i>Yes</i>	
24a	Are the results of the internal review made available to applicants in writing with reasons?	<i>Yes</i>	
24b	In what timeframe are the results of the internal review made available to applicants?	<i>Greater than 6 months</i>	7(a), 10(3)
24c	Are these timelines communicated?	<i>No Three levels of review: staff, Director then Commission.</i>	
25	Have individuals who make internal review decisions received appropriate training?	<i>Yes</i>	7(a), 11, 16(3)(p)
26	Do you have a prohibition that states that 'no one who acted as a decision-maker in respect of a registration decision acted as a decision-maker in an internal review?	<i>Yes Covered in the procedures for opportunities to be heard before Director's decisions on registration matters.</i>	7(a), 10(5), 16(3)(n)

27	Do you have any international agreements (i.e. reciprocal recognition) endorsed by your regulatory body or national organization?	No	7
28	Has your organization experienced any unintended consequences—defined as an unintended negative impact on labour market, economic, social or other condition—arising as a result of the implementation of Chapter 7 of the Agreement on Internal Trade?	No	3
29	Does your legislation and/or regulations include labour mobility provisions (i.e. the ability to accept applicants already certified in another Canadian jurisdiction regardless of the requirements in the previous jurisdiction)?	No <i>it is not required in the securities industry because of the Passport System. If the applicant is registered in their home jurisdiction then that registration can be transferred to NS.</i>	Chapter 7, CFTA
30	Do you review the requirements of the other provincial regulatory bodies regularly?	No <i>There is no need because all Canadian jurisdictions use National Instrument 31-103 as their registration requirements.</i>	3, Chapter 7, CFTA
31a	Has your organization made any changes to the occupational standards in your legislation, regulations and/or by-laws (i.e. entry to practice standards, continuing education requirements, codes of ethics) within the last two years?	Yes	
31b	If yes, did you work with the Labour Mobility Coordinator or a Provincial Government representative to complete an AIT notification (i.e. notification form sent prior to approval that informs other Canadian jurisdictions of the proposed change)?	No	

## Further Recommendations / Next Steps

Overall, the NSSC's registration practices comply with the Fair Registration Practices Act. The NSSC collaborates with its other provincial counterparts to provide nationally-harmonized occupational standards and a single point of entry registration tool for all applicants across Canada. This national harmonization also enables the NSSC and its counterparts to provide a Passport System whereby one provincial regulatory body can approve an applicant for registration in another jurisdiction in a streamlined registration process. The NSSC's Proficiency Requirements for Registration document lists the required credentials for each type of registration in a clear and understandable form. In order to further enhance the consistency and transparency of the registration process, I recommend the NSSC implement the following action items over the next two years:

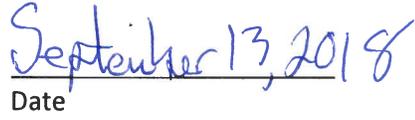
#	Action	Questionnaire Reference	FRPA Reference
1	<ul style="list-style-type: none"> <li>• Create a visual pathway to licensure for applicants, including work experience requirements and references to 3<sup>rd</sup> parties (such as sponsoring firms) where applicable.</li> <li>• Encourage the use of visual pathways at the national level.</li> </ul>	1	16(3)(g)
2	<ul style="list-style-type: none"> <li>• Clearly document the two components of registration requirements (education &amp; work experience), with links to the relevant national instruments, on the NSSC's registration webpage or in the registration FAQs.</li> </ul>	3, 5	7(c)-(d)
3	<ul style="list-style-type: none"> <li>• Discuss the role of firms as 3<sup>rd</sup> party credential assessors/verifiers at the national level.</li> </ul>	9	16(3)(i)
4	<ul style="list-style-type: none"> <li>• Develop a policy on the timeframe to respond to inquiries from applicants and make this policy publicly accessible.</li> </ul>	12	8(a)
5	<ul style="list-style-type: none"> <li>• Develop a policy regarding the typical maximum amount of time the NSSC will require to review and issue a decision on an application, and make this timeframe accessible to applicants.</li> </ul>	13	7(b), 8(b)-(c)
6	<ul style="list-style-type: none"> <li>• Develop a process for verifying and determining the equivalency of international credentials.</li> </ul>	5, 11, 14	7(d), 9(a)
7	<ul style="list-style-type: none"> <li>• Develop a policy regarding the acceptance of information when required documentation cannot be obtained for reasons beyond the applicant's control</li> </ul>	16	9(b)
8	<ul style="list-style-type: none"> <li>• Develop a policy/template for providing a written decision in response to an application, including, where an applicant is rejected:               <ul style="list-style-type: none"> <li>○ reasons for the rejection,</li> <li>○ measures or programs that may be available to assist unsuccessful applicants in obtaining registration at a later date, and</li> <li>○ information on the internal review process.</li> </ul> </li> </ul>	11, 13, 21	8(b)-(d), 10(1)
9	<ul style="list-style-type: none"> <li>• Develop a policy regarding the internal review process to address gaps in the legislation, including:               <ul style="list-style-type: none"> <li>○ the timeframe for an applicant to request an internal review,</li> <li>○ the timeframe for applicants to provide additional submissions,</li> <li>○ the form of submissions</li> </ul> </li> </ul>	21-26	10, 11

	<ul style="list-style-type: none"> <li>○ the timeframe for the internal review decision-maker to issue its decision following hearing the applicant's submissions,</li> <li>○ an explicit statement that no one who acted as a decision-maker in respect of a registration decision may act as decision maker in an internal review, and</li> <li>○ a training plan for the internal review decision-maker, including training on administrative law and cultural competency,</li> </ul> <p>and make the policy accessible to the applicant.</p>		
10	<ul style="list-style-type: none"> <li>● Develop a policy to review the NSSC's registration practices and seek out areas for improvement on an annual basis.</li> </ul>		

Disclaimer

The Nova Scotia Securities Commission (NSSC) hereby declares that the information contained in this report is a true and accurate representation of current registration practices of their organization.

  
\_\_\_\_\_  
Manager, Registration & Compliance

  
\_\_\_\_\_  
Date

## Appendix

- ✓ Blank Application Form – Form 33-109F4 – Registration of Individuals and Review of Permitted Individuals
- ✓ Proficiency Requirements for Registration

**FORM 33-109F4**  
**REGISTRATION OF INDIVIDUALS AND**  
**REVIEW OF PERMITTED INDIVIDUALS**  
**(section 2.2)**

**GENERAL INSTRUCTIONS**

Complete and submit this form to the relevant regulator(s) or in Québec, the securities regulatory authority, or self-regulatory organization (SRO) if an individual is seeking registration in individual categories or is seeking to be reviewed as a permitted individual. You only need to complete and submit one of this form regardless of the number of categories you are seeking to be registered in.

**Terms**

In this form, “you”, “your” and “individual” mean the individual who is seeking registration or the individual who is filing this form as a permitted individual under securities legislation or derivatives legislation or both.

“Sponsoring firm” means the registered firm where you will carry out your duties as a registered or permitted individual.

“Derivatives” means financial instruments, such as futures contracts (including exchange traded contracts), futures options and swaps whose market price, value or payment obligations are derived from, or based on, one or more underlying interests. Derivatives can be in the form of instruments, agreements or securities.

“Major shareholder” and “shareholder” mean a shareholder who, in total, directly or indirectly owns voting securities carrying 10 per cent or more of the votes carried by all outstanding voting securities.

“Approved person” means, in respect of a member of the IIROC (Member), an individual who is a partner, director, officer, employee or agent of a Member who is approved by the IIROC or another Canadian SRO to perform any function required under any IIROC or another Canadian SRO By-law, Regulation, or Policy.

Several terms used in this form are defined in the securities legislation of your province or territory. Please refer to those definitions.

**How to submit this form**

***NRD format***

Submit this form at the National Registration Database (NRD) website in NRD format at [www.nrd.ca](http://www.nrd.ca). You are only required to submit one form regardless of the number of registration categories you are seeking. If you have any questions, contact the compliance, registration or legal department of the sponsoring firm or a legal adviser, or visit the NRD information website at [www.nrd-info.ca](http://www.nrd-info.ca).

***Format, other than NRD format***

If you are relying on the temporary hardship exemption in section 5.1 of National Instrument 31-102 *National Registration Database*, you may submit this form in a format other than NRD format.

If you need more space, use a separate sheet of paper. Clearly identify the Item and question number. Complete and sign the form, and send it to the relevant regulator(s) or, in Québec, the securities regulatory authority, SRO (s) or similar authority. The number of originally signed copies of the form you are required to submit depends on the province or territory, and on the regulator, the securities regulatory authority or SRO.

To avoid delays in processing this form, be sure to answer all of the questions that apply to you. If you have questions, contact the compliance, registration or legal department of the sponsoring firm or a legal adviser, or visit the National Registration Database information website at [www.nrd-info.ca](http://www.nrd-info.ca).

**Item 1 Name**

**1. Legal name**

\_\_\_\_\_  
Last name                      First name                      Second name (N/A )                      Third name (N/A )

NRD number (if applicable) \_\_\_\_\_

**2. Other personal names**

Are you currently, or have you ever been, known by any names other than your full legal name above, for example, nicknames or names due to marriage?

Yes  No

If "yes", complete Schedule A.

**3. Use of other names**

Are you currently, or have you ever used, operated under, or carried on business under any name other than the name(s) mentioned above, for example, trade names for sole proprietorships or team names?

Yes  No

If "yes", complete Schedule A.

**Item 2 Residential address**

Provide all of your residential addresses, including any foreign residential addresses, for the past 10 years.

**1. Current and previous residential addresses**

\_\_\_\_\_  
(number, street, city, province, territory or state, country, postal code)

\_\_\_\_\_  
Telephone number \_\_\_\_\_

Lived at this address since (YYYY/MM) \_\_\_\_\_

If you have lived at this address for less than 10 years, complete Schedule B.

**2. Mailing address**

Check here if your mailing address is the same as your current residential address provided above. Otherwise, complete the following:

\_\_\_\_\_  
(number, street, city, province, territory or state, country, postal code)

**Item 3 Personal information**

1. Date of birth \_\_\_\_\_  
(YYYY/MM/DD)

2. Place of birth \_\_\_\_\_  
(city, province, territory or state, country)

3. Gender Female  Male

4. Eye colour \_\_\_\_\_

5. Hair colour \_\_\_\_\_

6. Height \_\_\_\_\_  in. or \_\_\_\_\_  cm

7. Weight \_\_\_\_\_  lbs. or \_\_\_\_\_  kg

**Item 4 Citizenship**

**1. Citizenship information**

What is your country of citizenship?

- Canada
- Other, specify: \_\_\_\_\_

**2. If you are a citizen of a country other than Canada, complete the following for that citizenship.**

- Check here if you do not have a valid passport. Otherwise, provide:

Passport number: \_\_\_\_\_

Date of issue: \_\_\_\_\_  
(YYYY/MM/DD)

Place of issue: \_\_\_\_\_  
(city, province, territory or state, country)

**Item 5 Registration jurisdictions**

**1. Are you filing this form under the passport system / interface for registration?**

Only choose "no" if:

- (a) you are seeking registration only in your principal jurisdiction,
- (b) you are seeking review as a permitted individual only in your principal jurisdiction

and you are not currently registered under securities legislation in any jurisdiction of Canada,

Yes  No

**2. Check each jurisdiction where you are seeking registration or review as a permitted individual:**

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

**Item 6 Individual categories**

**1. On Schedule C, check each category for which you are seeking registration as an individual or review as a permitted individual. If you are seeking review as a permitted individual, check each category that describes your position with your sponsoring firm.**

**2. If you are seeking registration as a representative of a mutual fund dealer or of a scholarship plan dealer in Québec, are you covered by your sponsoring firm's professional liability insurance?**

Yes  No

If "No", state:

The name of your insurer \_\_\_\_\_

Your policy number \_\_\_\_\_

**Item 7 Address and agent for service**

**1. Address for service**

You must have one address for service in each province or territory where you are submitting this form. A residential address or a business address is acceptable. A post office box is not acceptable. Complete Schedule D for each additional address for service you are providing.

Address for service:

\_\_\_\_\_  
(number, street, city, province or territory, postal code)

Telephone number \_\_\_\_\_

Fax number, if applicable \_\_\_\_\_

E-mail address, if available \_\_\_\_\_

**2. Agent for service**

If you have appointed an agent for service, provide the following information for the agent in each province or territory where you have an agent for service. The address of your agent for service must be the same as the address for service above. If your agent for service is not an individual, provide the name of your contact person.

Name of agent for service: \_\_\_\_\_

Contact person: \_\_\_\_\_  
Last name, First name

**Item 8 Proficiency**

**1. Course or examination information and other education**

Complete Schedule E to indicate each course and examination that is required for registration or approval and that you have successfully completed or have been exempted from.

Check here if you are not required under securities legislation or derivatives legislation or both, or the rules of an SRO to satisfy any course or examination requirements.

**2. Student numbers**

If you have a student number for a course that you successfully completed with one of the following organizations, provide it below:

CSI Global Education (formerly Canadian Securities Institute): \_\_\_\_\_

IFSE Institute (formerly IFIC): \_\_\_\_\_

Institute of Canadian Bankers (ICB): \_\_\_\_\_

CFA Institute (formerly AIMR): \_\_\_\_\_

Advocis (formerly CAIFA): \_\_\_\_\_

**3. Exemption refusal**

Has any securities regulator, derivatives regulator or SRO refused to grant you an exemption from a course, examination or experience requirement?

Yes  No

If "Yes", complete Schedule F.

### Item 9 Location of employment

1. Provide the following information for your new sponsoring firm. If you will be working out of more than one location, provide the following information for the location out of which you will be doing most of your business.

NRD location number: \_\_\_\_\_

Unique Identification Number (optional) : \_\_\_\_\_

Business address: \_\_\_\_\_  
(number, street, city, province, territory or state, country, postal code)

Telephone number: (\_\_\_\_) \_\_\_\_\_ Fax number: (\_\_\_\_) \_\_\_\_\_

2. If the firm has a foreign head office, and/or you are not a resident of Canada, provide the address for the location in which you will be conducting business.

Business address: \_\_\_\_\_  
(number, street, city, province, territory or state, country, postal code)

Telephone number: (\_\_\_\_) \_\_\_\_\_ Fax number: (\_\_\_\_) \_\_\_\_\_

*[The following under #3 "Type of location", #4 and #5 is for a Format other than NRD format only]*

3. Type of location - for Format other than NRD format only:

Head office  Branch or Business Location  Sub-branch

4. Name of branch manager: \_\_\_\_\_

5.  Check here if the mailing address of the location is the same as the business address provided above. Otherwise, complete the following:

Mailing address: \_\_\_\_\_  
(number, street, city, province, territory or state, country, postal code)

### Item 10 Current employment, other business activities, officer positions held and directorships

Complete a separate Schedule G for each of your current business and employment activities, including employment and business activities with your sponsoring firm and any employment and business activities outside your sponsoring firm. Also include all business related officer or director positions and any other equivalent positions held, whether you receive compensation or not.

### Item 11 Previous employment and other activities

On Schedule H, complete your employment and other activities history for the past 10-years.

### Item 12 Resignations and terminations

Have you ever resigned, been terminated or been dismissed for cause by an employer from a position following allegations that you:

1. Violated any statutes, regulations, rules or standards of conduct?

Yes  No

If "Yes", complete Schedule I Item 12.1.

2. Failed to appropriately supervise compliance with any statutes, regulations, rules or standards of conduct?

Yes  No

If "Yes", complete Schedule I Item 12.2.

3. Committed fraud or the wrongful taking of property, including theft?

Yes  No

If "Yes", complete Schedule I Item 12.3.

### Item 13 Regulatory disclosure

#### 1. Securities and derivatives regulation

a) Other than a registration or permitted individual status that has been recorded under this NRD number, are you now, or have you ever been, registered or licensed with any securities regulator or derivatives regulator or both in any province, territory, state or country to trade in or advise on securities or derivatives or both?

Yes  No

If "Yes", complete Schedule J, Item 13.1(a).

b) Have you ever been refused registration or a licence to trade in or advise on securities or derivatives or both in any province, territory state or country?

Yes  No

If "Yes", complete Schedule J, Item 13.1(b).

c) Have you ever been denied the benefit of any exemption from registration provided in any securities or derivatives or both legislation or rules in any province, territory, state or country, other than what was disclosed in Item 8(3) of this form?

Yes  No

If "Yes", complete Schedule J, Item 13.1(c).

d) Are you now, or have you ever been subject to any disciplinary proceedings or any order resulting from disciplinary proceedings under any securities legislation or derivatives legislation or both in any province, territory, state or country?

Yes  No

If "Yes", complete Schedule J, Item 13.1(d).

#### 2. SRO regulation

a) Other than an approval that has been recorded under this NRD number, are you now, or have you ever been, an approved person of an SRO or similar organization in any province, territory, state or country?

Yes  No

If "Yes", complete Schedule J, Item 13.2(a).

b) Have you ever been refused approved person status by an SRO or similar organization in any province, territory, state or country?

Yes  No

If "Yes", complete Schedule J, Item 13.2(b).

c) Are you now, or have you ever been, subject to any disciplinary proceedings conducted by any SRO or similar organization in any province, territory, state or country?

Yes  No

If "Yes", complete Schedule J, Item 13.2(c).

### 3. Non-securities regulation

- a) Are you now, or have you ever been, registered or licensed under any legislation which requires registration or licensing to deal with the public in any capacity other than to trade in or advise on securities or derivatives or both in any province, territory, state or country (e.g. insurance, real estate, accountant, lawyer, teacher)?

Yes  No

If "Yes", complete Schedule J, Item 13.3(a)

- b) Have you ever been refused registration or a licence under any legislation relating to your professional activities unrelated to securities or derivatives in any province, territory, state or country?

Yes  No

If "Yes", complete Schedule J, Item 13.3(b).

- c) Are you now, or have you ever been, a subject of any disciplinary actions conducted under any legislation relating to your professional activities unrelated to securities or derivatives in any province, territory, state or country?

Yes  No

If "Yes", complete Schedule J, Item 13.3(c).

### Item 14 Criminal disclosure

#### Offences you must disclose

You must disclose all criminal offences committed in any province, territory, state or country. This includes, but is not limited to, criminal offences under federal statutes such as the *Criminal Code* (Canada), *Income Tax Act* (Canada), *the Competition Act* (Canada), *Immigration Act* (Canada) and the *Controlled Drugs and Substances Act* (Canada) (or its predecessor, the *Narcotic Control Act* (Canada)). This includes pleas or findings of guilt for impaired driving, which are *Criminal Code* (Canada) matters. If you have been found guilty of a criminal offence, you must disclose the offence even if you have been granted an absolute or conditional discharge.

With respect to questions 14.2 and 14.4, if you or your firm has been found guilty of a criminal offence, or participated in the Alternative Measures Program within the past three years, you must disclose that offence even if an absolute or conditional discharge has been granted, or the charge has been dismissed, withdrawn or stayed. Some exceptions apply to stayed charges, and the Alternative Measures Program which are outlined below.

If you do not disclose a criminal offence under any statute other than the *Young Offenders Act* (Canada) or the *Youth Criminal Justice Act* (Canada), regulators or, in Québec, the securities regulatory authority or self regulatory organization may treat it as a non-disclosure of material information.

#### Offences you do not have to disclose

The appropriate response is "No" if any of the following circumstances apply.

You are not required to disclose:

- crimes for which you received an absolute or conditional discharge if the crime has been purged from the criminal records in accordance with the *Criminal Records Act* (Canada)
- speeding, parking violations or any offence for which a pardon has been granted under the *Criminal Records Act* (Canada) and the pardon has not been revoked
- stayed charges for summary conviction offences that have been stayed for six months or more
- stayed charges for indictable offences that have been stayed for a year or more, and
- offences under the *Young Offenders Act* (Canada) or the *Youth Criminal Justice Act* (Canada)

With respect to questions 14.2 and 14.4, you are not required to disclose an offence for which you or your firm was found guilty if you or the firm participated in the Alternative Measures Program more than three years ago for that offence.

1. Are there any outstanding or stayed charges against you alleging a criminal offence that was committed in any province, territory, state or country?

Yes  No

If "Yes", complete Schedule K, Item 14.1.

2. Have you ever been found guilty, pleaded no contest to, or granted an absolute or conditional discharge from any criminal offence that was committed in any province, territory, state or country?

Yes  No

If "Yes", complete Schedule K, Item 14.2.

3. To the best of your knowledge, are there any outstanding charges against any firm of which you were, at the time the criminal offence was alleged to have taken place in any province, territory, state or country, a partner, director, officer or major shareholder?

Yes  No

If "Yes", complete Schedule K, Item 14.3.

4. To the best of your knowledge, has any firm, when you were a partner, officer, director or major shareholder, ever been found guilty, pleaded no contest to or granted an absolute or conditional discharge from a criminal offence that was committed in any province, territory, state or country?

Yes  No

If "Yes", complete Schedule K, Item 14.4 .

#### Item 15 Civil disclosure

1. Are there currently any outstanding civil actions alleging fraud, theft, deceit, misrepresentation or similar misconduct against you or a firm where you are or were a partner, director, officer or major shareholder in any province, territory, state or country?

Yes  No

If "Yes", complete Schedule L, Item 15.1.

2. Have you or a firm where you are or were a partner, director, officer or major shareholder ever been a defendant or respondent in any civil proceeding in which fraud, theft, deceit, misrepresentation or similar misconduct is, or was, successfully established in a judgment in any province, territory, state or country?

Yes  No

If "Yes", complete Schedule L, Item 15.2.

#### Item 16 Financial disclosure

##### 1. Bankruptcy

Under the laws of any applicable jurisdiction, have you or has any firm when you were a partner, director, officer or major shareholder of that firm:

- a) Had a petition in bankruptcy issued or made a voluntary assignment in bankruptcy or any similar proceeding?

Yes  No

If "Yes", complete Schedule M, Item 16.1(a).

- b) Made a proposal under any legislation relating to bankruptcy or insolvency or any similar proceeding?

Yes  No

If "Yes", complete Schedule M, Item 16.1(b).

c) Been subject to proceedings under any legislation relating to the winding up or dissolution of the firm, or under the *Companies' Creditors Arrangement Act* (Canada)?

Yes  No

If "Yes", complete Schedule M, Item 16.1(c).

d) Been subject to or initiated any proceedings, arrangement or compromise with creditors? This includes having a receiver, receiver-manager, administrator or trustee appointed by or at the request of creditors, privately, through court process or by order of a regulatory authority, to hold your assets.

Yes  No

If "Yes", complete Schedule M, Item 16.1(d).

## 2. Debt obligations

Over the past 10 years, have you failed to meet a financial obligation of \$5,000 or more as it came due or, to the best of your knowledge, has any firm, while you were a partner, director, officer or major shareholder of that firm, failed to meet any financial obligation of \$5,000 or more as it came due?

Yes  No

If "Yes", complete Schedule M, Item 16.2.

## 3. Surety bond or fidelity bond

Have you ever been refused for a surety or fidelity bond?

Yes  No

If "Yes", complete Schedule M, Item 16.3.

## 4. Garnishments, unsatisfied judgments or directions to pay

Has any federal, provincial, territorial, state authority or court ever issued any of the following against you regarding your indebtedness or, to the best of your knowledge, the indebtedness of a firm where you are or were a partner, director, officer or major shareholder:

	Yes	No
Garnishment	<input type="checkbox"/>	<input type="checkbox"/>
Unsatisfied judgment	<input type="checkbox"/>	<input type="checkbox"/>
Direction to pay	<input type="checkbox"/>	<input type="checkbox"/>

If "Yes", complete Schedule M, Item 16.4.

## Item 17 Ownership of securities and derivatives firms

Are you now, or have you ever been, a partner or major shareholder of any firm (including your sponsoring firm) whose business is trading in or advising on securities or derivatives or both?

Yes  No

If "Yes", complete Schedule N.

## Item 18 Agent for service

By submitting this form, you certify that in each jurisdiction of Canada where you have appointed an agent for service, you have completed the appointment of agent for service required in that jurisdiction.

## Item 19 Submission to jurisdiction

By submitting this form, you agree to be subject to the securities legislation or derivatives legislation or both of each jurisdiction of Canada, and to the by-laws, regulations, rules, rulings and policies (collectively referred to as "rules" in this form) of the SROs

to which you have submitted this form. This includes the jurisdiction of any tribunals or any proceedings that relate to your activities as a registrant or a partner, director or officer of a registrant under that securities legislation or derivatives legislation or both or as an Approved Person under SRO rules.

## **Item 20 Notice of collection and use of personal information**

The personal information required under this form is collected on behalf of, and used by, the securities regulatory authorities in the jurisdictions set out in Schedule O to administer and enforce certain provisions of their securities legislation or derivatives legislation or both.

By submitting this form, the individual consents to the collection by the securities regulatory authorities of this personal information, and any police records, records from other government or non-governmental regulators or SROs, credit records and employment records about the individual that the securities regulatory authorities may need to complete their review of the information submitted in this form relating to the individual's continued fitness for registration or approval, if applicable, in accordance with the legal authority of the securities regulatory authorities while the individual is registered with or approved by it. Securities regulatory authorities may contact government and private bodies or agencies, individuals, corporations and other organizations for information about the individual.

If you have any questions about the collection and use of this information, contact the securities regulatory authority in any jurisdiction in which the required information is submitted. See Schedule O for details. In Québec, you can also contact the Commission d'accès à l'information at 1-888-528-7741 or visit its website at [www.cai.gouv.qc.ca](http://www.cai.gouv.qc.ca).

## **SROs**

The principal purpose for the collection of personal information is to assess your suitability for registration or approval and to assess your continued fitness for registration or approval in accordance with the applicable securities legislation and the rules of the SROs.

By submitting this form, you authorize the SROs to which this form is submitted to collect any information from any source whatsoever. This includes, but is not limited to, personal confidential information about you that is otherwise protected by law such as, police, credit, employment, education and proficiency course completion records, and records from other government or non-governmental regulatory authorities, securities commissions, stock exchanges, or other SROs, private bodies, agencies, individuals or corporations, as may be necessary for the SROs to complete their review of your form or continued fitness for registration or approval in accordance with their rules for the duration of the period you remain so registered or approved. You further consent to and authorize the transfer of confidential information between SROs, securities commissions or stock exchanges from whom you now, or may in the future, seek registration or approval, or with which you are currently registered or approved for the purpose of determining fitness or continued fitness for registration or approval or in connection with the performance of an investigation or other exercise of regulatory authority, whether or not you are registered with or approved by them.

By submitting this form, you certify that you understand the rules of the applicable SROs of which you are seeking registration or approval or of which your sponsoring firm is a member or participating organization. You also undertake to become conversant with the rules of any SROs of which you or your sponsoring firm becomes a member or participating organization. You agree to be bound by, observe and comply with these rules as they are from time to time amended or supplemented, and you agree to keep yourself fully informed about them as they are amended and supplemented. You submit to the jurisdiction of the SROs from whom you are seeking registration or approval, or of which your sponsoring firm is now or in the future becomes a member or participating organization and, wherever applicable, their Governors, Directors and Committees. You agree that any registration or approval granted pursuant to this form may be revoked, terminated or suspended at any time in accordance with the then applicable rules of the respective SROs. In the event of any such revocation or termination, you must terminate all activities which require registration or approval and, thereafter, not perform services that require registration or approval for any member of the SROs or any approved affiliated company or other affiliate of such member without obtaining the approval of or registration with the SROs, in accordance with their rules.

By submitting this form, you undertake to notify the SROs from whom you are seeking registration or approval or with which you are currently or may in the future be registered or approved of any material change to the information herein provided in accordance with their respective rules. You agree to the transfer of this form, without amendment, to other SROs in the event that at some time in the future you seek registration or approval from such other SROs.

You certify that you have discussed the questions in this form, together with this Agreement, with an Officer or Branch Manager of your sponsoring member firm and, to your knowledge and belief, the authorized Officer or Branch Manager was satisfied that you fully understood the questions and the terms of this Agreement. You further certify that your business activities that are subject to securities rules and derivatives rules or both will be limited strictly to those permitted by the category of your registration or approval.

## **Item 21 Warning**

**It is an offence under securities legislation and/or derivatives legislation, including commodity futures legislation to give false or misleading information on this form.**

**Item 22 Certification**

**1. Certification - NRD format**

I confirm I have discussed the questions in this form with an officer, branch manager or supervisor of my sponsoring firm. To the best of my knowledge, the officer, branch manager or supervisor was satisfied that I fully understood the questions. I will limit my activities to those permitted by my category of registration.

I am making this submission as agent for the individual identified in this form. By checking this box, I certify that the individual provided me with all of the information on this form.

**2. Certification - Format other than NRD format**

**Individual**

By signing below, I certify to the regulator, or in Québec the securities regulatory authority, in each jurisdiction where I am filing or submitting this form, either directly or through the principal regulator, that:

- I have read this form and understand the questions, and
- all of the information provided on this form is true, and complete.

Signature of individual \_\_\_\_\_ Date \_\_\_\_\_

**Authorized partner or officer of the firm**

By signing below, I certify to the regulator, or in Québec the securities regulatory authority, in each jurisdiction where I am submitting this form, either directly or through the principal regulator, for the individual that:

- the individual identified in this form will be engaged by the sponsoring firm as a registered individual or a permitted individual, and
- I have, or a branch manager, or supervisor, or another officer or partner has, discussed the questions set out in this form with the individual and, to the best of my knowledge, the individual fully understands the questions.

Name of firm \_\_\_\_\_

Name of authorized signing officer or partner \_\_\_\_\_

Title of authorized signing officer or partner \_\_\_\_\_

Signature of authorized signing officer or partner \_\_\_\_\_

Date signed \_\_\_\_\_  
(YYYY/MM/DD)

**SCHEDULE A**  
**Names (Item 1)**

**Item 1.2 Other personal names**

**Name 1:**

\_\_\_\_\_  
Last name                      First name                      Second name (N/A )                      Third name (N/A )

Provide the reasons for the use of this name (for example, marriage, divorce, court order, commonly used name or nickname)?  
\_\_\_\_\_

When did you use this name?

From:

To:

\_\_\_\_\_  
(YYYY/MM)

\_\_\_\_\_  
(YYYY/MM)

**Name 2:**

\_\_\_\_\_  
Last name                      First name                      Second name (N/A )                      Third name (N/A )

Provide the reasons for the use of this name (for example, marriage, divorce, court order, commonly used name or nickname)?  
\_\_\_\_\_

When did you use this name?

From:

To:

\_\_\_\_\_  
(YYYY/MM)

\_\_\_\_\_  
(YYYY/MM)

**Name 3:**

\_\_\_\_\_  
Last name                      First name                      Second name (N/A )                      Third name (N/A )

Provide the reasons for the use of this name (for example, marriage, divorce, court order, commonly used name or nickname)?  
\_\_\_\_\_

When did you use this name?

From:

To:

\_\_\_\_\_  
(YYYY/MM)

\_\_\_\_\_  
(YYYY/MM)

**Item 1.3 Use of other names**

**Name 1:**

Name: \_\_\_\_\_

Provide the reasons for the use of this other name (for example, trade name or team name)?: \_\_\_\_\_

If this other name is or was used in connection with any sponsoring firm, did the sponsoring firm approve the use of the name?

Yes  No

When did you use this name?

From:

To:

\_\_\_\_\_  
(YYYY/MM)

\_\_\_\_\_  
(YYYY/MM)

**Name 2:**

Name: \_\_\_\_\_

Provide the reasons for the use of this other name (for example, trade name or team name):

If this other name is or was used in connection with any sponsoring firm, did the sponsoring firm approve the use of the name?

Yes  No

When did you use this name?

From:

To:

\_\_\_\_\_  
(YYYY/MM)

\_\_\_\_\_  
(YYYY/MM)

**Name 3:**

Name: \_\_\_\_\_

Provide the reasons for the use of this other name (for example, trade name or team name):

If this other name is or was used in connection with any sponsoring firm, did the sponsoring firm approve the use of the name?

Yes  No

When did you use this name?

From:

To:

\_\_\_\_\_  
(YYYY/MM)

\_\_\_\_\_  
(YYYY/MM)

**SCHEDULE B**  
**Residential address (Item 2)**

**Item 2.1 Current and previous residential addresses**

If you have lived at your current address for less than 10 years, list all previous addresses for the past 10 years.

You do not have to include a postal code or ZIP code, or a telephone number for any previous address.

**Address 1:**

Residential address: \_\_\_\_\_  
(number, street, city, province, territory or state, country)

When did you live at this address?

From:

To:

\_\_\_\_\_  
(YYYY/MM)

\_\_\_\_\_  
(YYYY/MM)

**Address 2:**

Residential address: \_\_\_\_\_  
(number, street, city, province, territory or state, country)

When did you live at this address?

From:

To:

\_\_\_\_\_  
(YYYY/MM)

\_\_\_\_\_  
(YYYY/MM)

**Address 3:**

Residential address: \_\_\_\_\_  
(number, street, city, province, territory or state, country)

When did you live at this address?

From:

To:

\_\_\_\_\_  
(YYYY/MM)

\_\_\_\_\_  
(YYYY/MM)

**SCHEDULE C**  
**Individual Categories (Item 6)**

Check each category for which you are seeking registration, approval or review as a permitted individual.

**Categories common to all jurisdictions under securities legislation**

***Firm categories [Format other than NRD format only]***

- Investment Dealer
- Mutual Fund Dealer
- Scholarship Plan Dealer
- Exempt Market Dealer
- Restricted Dealer
- Portfolio Manager
- Restricted Portfolio Manager
- Investment Fund Manager

***Individual categories and permitted activities***

- Dealing Representative
- Advising Representative
- Associate Advising Representative
- Ultimate Designated Person
- Chief Compliance Officer
- Officer – Specify title:
- Director
- Partner
- Shareholder
- Branch Manager (MFDA members only)
- IIROC approval only

**Investment Industry Regulatory Organization of Canada**

***Approval categories***

- Executive
- Director (Industry)
- Director (Non-Industry)
- Supervisor
- Investor
- Registered Representative
- Investment Representative
- Trader

***Additional approval categories***

- Chief Compliance Officer
- Chief Financial Officer

Ultimate Designated Person

**Products**

Non-Trading

Securities

Options

Futures Contracts and Futures Contract Options

Mutual Funds only

**Customer type**

Retail

Institutional

Not Applicable

**Portfolio management**

Portfolio Management

**Categories under local commodity futures and derivatives legislation**

**Ontario**

***Firm categories***

Commodity Trading Adviser

Commodity Trading Counsel

Commodity Trading Manager

Futures Commission Merchant

***Individual categories and permitted activities***

Advising Representative

Salesperson

Branch Manager

Officer – Specify title:

Director

Partner

Shareholder

IIROC approval only

**Manitoba**

***Firm categories***

Dealer (Merchant)

Dealer (Futures Commission Merchant)

Dealer (Floor Broker)

Adviser

Local

***Individual categories and permitted activities***

- Floor Trader
- Salesperson
- Branch Manager
- Adviser
- Officer – Specify title:
- Director
- Partner
- Futures Contracts Portfolio Manager
- Associate Futures Contracts Portfolio Manager
- IIROC approval only
- Local

**Québec - activities relating to derivatives**

***For information purposes, indicate whether you will carry on activities as a representative of:***

- An Investment Dealer Acting as a Derivatives Dealer
- A Portfolio Manager Acting as a Derivatives Portfolio Manager



**SCHEDULE D**  
**Address and agent for service (Item 7)**

**Item 7.1 Address for service**

You must have one address for service in each province or territory in which you are now, or are seeking to become, a registered individual or permitted individual. A post office box is not an acceptable address for service.

Address for service: \_\_\_\_\_  
(number, street, city, province or territory, postal code)

Telephone number: (\_\_\_\_) \_\_\_\_\_ Fax number: (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Item 7.2 Agent for service**

If you have appointed an agent for service, provide the following information about the agent. The address for service provided above must be the address of the agent named below.

Name of agent for service: \_\_\_\_\_

*(if applicable)*

Contact person: \_\_\_\_\_  
Last name, First name

**SCHEDULE E**  
**Proficiency (Item 8)**

**Item 8.1 Course or examination information and other education**

<b>Course or examination or other education</b>	<b>Date completed (YYYY/MM/DD)</b>	<b>Date exempted (YYYY/MM/DD)</b>	<b>Regulator / securities regulatory authority granting the exemption</b>

**SCHEDULE F**  
**Proficiency (Item 8.3)**

**Item 8.3 Exemption refusal**

Complete the following for each exemption that was refused.

1. Which securities regulator, derivatives regulator or SRO refused to grant the exemption?

---

State the name of the course, examination or experience requirement:

---

State the reason given for not being granted the exemption:

---

Date exemption refused: \_\_\_\_\_  
(YYYY/MM/DD)

2. Which securities regulator, derivatives regulator or SRO refused to grant the exemption?

---

State the name of the course, examination or experience requirement:

---

State the reason given for not being granted the exemption:

---

Date exemption refused: \_\_\_\_\_  
(YYYY/MM/DD)

3. Which securities regulator, derivatives regulator or SRO refused to grant the exemption?

---

State the name of the course, examination or experience requirement:

---

State the reason given for not being granted the exemption:

---

Date exemption refused: \_\_\_\_\_  
(YYYY/MM/DD)

**SCHEDULE G**  
**Current employment, other business activities, officer positions held and directorships**  
**(Item 10)**

Complete a separate Schedule G for each of your current business and employment activities with your sponsoring firm and with all other organizations. This includes any business related officer or director positions held, or any other equivalent positions held, whether you receive compensation or not.

**1. Start date** \_\_\_\_\_  
(YYYY/MM/DD)

**2. Firm information**

Check here if this activity is employment with your sponsoring firm.

If the activity is with your sponsoring firm, you are not required to indicate the firm name and address information below:

Name of business or employer: \_\_\_\_\_

Address of business or employer: \_\_\_\_\_  
(number, street, city, province, territory or state, country)

Name and title of your immediate supervisor: \_\_\_\_\_

**3. Description of duties**

Describe all employment and business activities related to this employer. Include the nature of the business and your duties, title or relationship with the business. If you are seeking registration that requires specific experience, include details with this firm such as level of responsibility, value of accounts under direct supervision, number of years of experience, and percentage of time spent on each activity.

---

**4. Number of work hours per week**

How many hours per week do you devote to this business or employment? \_\_\_\_\_

If this activity is employment with your sponsoring firm and you work less than 30 hours per week, explain why.

---

**5. Conflicts of interest**

If you have more than one employer or are engaged in business related activities, disclose any potential for confusion by clients and any potential for conflicts of interest arising from your multiple employment or business related activities or proposed business related activities. Include whether or not any of your employers or organizations where you engage in business related activities are listed on an exchange. Confirm whether the firm has procedures for minimizing potential conflicts of interest and if so, confirm that you are aware of these procedures.

If you do not perceive any conflicts of interest arising from this employment, explain why.

---

**SCHEDULE H**  
**Previous employment and other activities (Item 11)**

Provide the following information for each of your employment and other activities in the past 10-years. Account for all of your time, including full-time and part-time employment, self-employment or military service. Include your status for each, such as unemployed, full-time student, or other similar statuses. Do not include short-term employment of four months or less while a student, unless it was in the securities, derivatives or financial industry.

In addition to the information required in the paragraph above, if you were employed or had business activities in the securities or derivatives industry or both during and before the 10-year period, disclose all your securities and derivatives or both employment or business activities (both before and during the 10-year period).

- Unemployed
- Full-time student
- Employed or self-employed

From: \_\_\_\_\_  
(YYYY/MM)

To: \_\_\_\_\_  
(YYYY/MM)

Complete the following only if you are, or were, employed or self-employed during this period.

Name of business or employer:

\_\_\_\_\_

Address of business or employer:

\_\_\_\_\_

(number, street, city, province, territory or state, country)

Name and title of immediate supervisor, if applicable:

\_\_\_\_\_

Describe the firm's business, your position, duties and your relationship to the firm. If you are seeking registration in a category of registration that requires specific experience, include details of that experience. Examples include level of responsibility, value of accounts under direct supervision, number of years of that experience and research experience, and percentage of time spent on each activity.

Reason why you left the firm:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SCHEDULE I**  
**Resignations and terminations (Item 12)**

**Item 12.1**

For each allegation of violation of any statutes, regulations, rules or internal/external standards of conduct, state below (1) the name of the firm from which you resigned, were terminated or dismissed for cause, (2) whether you resigned, were terminated or dismissed for cause, (3) the date you resigned, were terminated or dismissed for cause, and (4) the circumstances relating to your resignation, termination or dismissal for cause.

---

**Item 12.2**

For each allegation of failure to supervise compliance with any statutes, regulations, rules or standards of conduct, state below, (1) the name of the firm from which you resigned, were terminated or dismissed for cause, (2) whether you resigned, were terminated or dismissed for cause, (3) the date you resigned, were terminated or dismissed for cause, and (4) the circumstances relating to your resignation, termination or dismissal for cause.

---

**Item 12.3**

For each allegation of fraud or the wrongful taking of property, including theft, state below (1) the name of the firm from which you resigned, were terminated or dismissed for cause, (2) whether you resigned, were terminated or dismissed for cause, (3) the date you resigned, were terminated or dismissed for cause, and (4) the circumstances relating to your resignation, termination or dismissal for cause.

---

**SCHEDULE J**  
**Regulatory disclosure (Item 13)**

**Item 13.1 Securities and derivatives regulation**

- a) For each registration or licence, state below (1) the name of the firm, (2) the securities or derivatives regulator with which you are, or were, registered or licensed, (3) the type or category of registration or licence, and (4) the period that you held the registration or licence.

---

- b) For each registration or licence refused, state below (1) the name of the firm, (2) the securities or derivatives regulator that refused the registration or licence, (3) the type or category of registration or licence refused, (4) the date of the refusal, and (5) the reasons for the refusal.

---

- c) For each exemption from registration denied or licence refused, *other than what was disclosed in Item 8(3) of this form*, state below (1) the party that was refused the exemption from registration or licence, (2) the securities or derivatives regulator that refused the exemption from registration or licence, (3) the type or category of registration or licence refused, (4) the date of the refusal, and (5) the reasons for the refusal.

---

- d) For each order or disciplinary proceeding, state below (1) the name of the firm, (2) the securities or derivatives regulator that issued the order or is conducting or conducted the proceeding, (3) the date any notice of proceeding was issued, (4) the date any order or settlement was made, (5) a summary of any notice, order or settlement (including any sanctions imposed), (6) whether you are or were a partner, director, officer or major shareholder of the firm and named individually in the order or disciplinary proceeding, and (7) any other relevant details.

---

**Item 13.2 SRO regulation**

- a) For each approval, state below (1) the name of the firm, (2) the SRO with which you are or were an approved person, (3) the categories of approval, and (4) the period that you held the approval.

---

- b) For each approval refused, state below (1) the name of the firm, (2) the SRO that refused the approval, (3) the category of approval refused, (4) the date of the refusal, and (5) the reasons for the refusal.

---

- c) For each order or disciplinary proceeding, state below (1) the name of the firm, (2) the SRO that issued the order or that is, or was, conducting the proceeding, (3) the date any notice of proceeding was issued, (4) the date any order or settlement was made, (5) a summary of any notice, order or settlement (including any sanctions imposed), (6) whether you are or were a partner, director, officer or major shareholder of the firm and named individually in the order or disciplinary proceeding, and (7) any other information that you think is relevant or that the regulator or, in Québec, the securities regulatory authority may request.

---

**Item 13.3 Non-securities regulation**

- a) For each registration or licence, state below (1) the party who is, or was, registered or licensed (if insurance licensed, also indicate the name of the insurance agency), (2) with which regulatory authority, or under what legislation, the party is, or was, registered or licensed, (3) the type or category of registration or licence, and (4) the period that the party held the registration or licence.

---

- b) For each registration or licence refused, state below (1) the party that was refused registration or licensing (if insurance licensed, also indicate the name of the insurance agency), (2) with which regulatory authority, or under what legislation, the registration or licence was refused, (3) the type or category of registration or licence refused, (4) the date of the refusal, and (5) the reasons for the refusal.
- 

- c) For each order or disciplinary proceeding, indicate below (1) the party against whom the order was made or the proceeding taken (if insurance licensed, indicate the name of the insurance agency), (2) the regulatory authority that made the order or that is, or was, conducting the proceeding, or under what legislation the order was made or the proceeding is being, or was conducted, (3) the date any notice of proceeding was issued, (4) the date any order or settlement was made, (5) a summary of any notice, order or settlement (including any sanctions imposed), (6) whether you are or were a partner, director, officer or major shareholder of the firm and named individually in the order or disciplinary proceeding and (7) any other information that you think is relevant or that the regulatory authority may request.
-

**SCHEDULE K**  
**Criminal disclosure (Item 14)**

**Item 14.1**

For each charge, state below (1) the type of charge, (2) the date of the charge, (3) any trial or appeal dates, and (4) the court location.

---

**Item 14.2**

For each finding of guilty, pleading no contest to, or granting of an absolute or conditional discharge from a criminal offence state below (1) the offence, (2) the date found guilty, and (3) the disposition (any penalty or fine and the date any fine was paid).

---

**Item 14.3**

For each charge, state below (1) the name of the firm, (2) the type of charge, (3) the date of the charge, (4) any trial or appeal dates, and (5) the court location.

---

**Item 14.4**

For each finding of guilty, pleading no contest to, or granting of an absolute or conditional discharge from a criminal offence state below (1) the name of the firm, (2) the offence, (3) the date of the conviction, and (4) the disposition (any penalty or fine and the date any fine was paid).

---

**SCHEDULE L**  
**Civil disclosure (Item 15)**

**Item 15.1**

For each outstanding civil proceeding, state below (1) the dates the statement of claim and statement of defence were issued, (2) the name of the plaintiff(s) in the proceeding, (3) whether the proceeding is pending or on appeal, (4) whether the proceeding was against a firm where you are, or were, a partner, director, officer or major shareholder and whether you have been named individually in the allegations, and (5) the jurisdiction where the action is being pursued.

---

**Item 15.2**

For each civil proceeding, state below (1) the dates the statement of claim and statement of defence were issued, (2) each plaintiff in the proceeding, (3) the jurisdiction where the action was pursued, (4) whether the proceeding was about a firm where you are, or were, a partner, director, officer or major shareholder and whether you have been named individually in the allegations and (5) a summary of any disposition or any settlement over \$10,000. You must disclose any actions settled without admission of liability.

---

**SCHEDULE M**  
**Financial Disclosure (Item 16)**

**Item 16.1 Bankruptcy**

- (a) For each event, state below (1) the date of the petition or voluntary assignment, (2) the person or firm about whom this disclosure is being made, (3) any amounts currently owing, (4) the creditors, (5) the status of the matter, (6) a summary of any disposition or settlement, (7) date of discharge or release, if applicable, and (8) any other information that you think is relevant or that the regulator or, in Québec, the securities regulatory authority may request.
- 

- (b) For each event, state below (1) the date of the proposal, (2) the person or firm about whom this disclosure is being made, (3) any amounts currently owing, (4) the creditors, (5) the status of the matter, (6) a summary of any disposition or settlement, and (7) any other information that you think is relevant or that the regulator or, in Québec, the securities regulatory authority may request.
- 

- (c) For each event, state below (1) the date of the proceeding, (2) the person or firm about whom this disclosure is being made, (3) any amounts currently owing, (4) the creditors, (5) the status of the matter, (6) a summary of any disposition or settlement, and (7) any other information that you think is relevant or that the regulator or, in Québec, the securities regulatory authority may request.
- 

- (d) For each proceeding, arrangement or compromise with creditors, state below (1) the date of proceeding, (2) the person or firm about whom this disclosure is being made, (3) any amounts currently owing, (4) the creditors, (5) the status of the matter, (6) a summary of any disposition or settlement, and (7) any other information that you think is relevant or that the regulator or, in Québec, the securities regulatory authority may request.
- 

**Item 16.2 Debt obligation**

For each event, state below (1) the person or firm that failed to meet its financial obligation, (2) the amount that was owing at the time the person or firm failed to meet its financial obligation, (3) the person or firm to whom the amount is, or was, owing, (4) any relevant dates (for example, when payments are due or when final payment was made), (5) any amounts currently owing, and (6) any other information that you think is relevant or that the regulator or, in Québec, the securities regulatory authority may request, including why obligation has not been met/satisfied.

---

**Item 16.3 Surety bond or fidelity bond**

For each bond refused, state below (1) the name of the bonding company, (2) the address of the bonding company, (3) the date of the refusal, and (4) the reasons for the refusal.

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**Item 16.4 Garnishments, unsatisfied judgments or directions to pay**

For each garnishment, unsatisfied judgment or direction to pay regarding your indebtedness, indicate below (1) the amount that was owing at the time the garnishment, judgment or direction to pay was rendered, (2) the person or firm to whom the amount is, or was, owing, (3) any relevant dates (for example, when payments are due or when final payment was made), (4) the percentage of earnings to be garnished or the amount to be paid, (5) any amounts currently owing, and (6) any other information that you think is relevant or that the regulator or, in Québec, the securities regulatory authority may request.

---

**SCHEDULE N**  
**Ownership of securities and derivatives firms (Item 17)**

Firm name:

What is your relationship to the firm? Partner  Major shareholder

What is the period of this relationship?

From: \_\_\_\_\_ To: \_\_\_\_\_ (if applicable)  
(YYYY/MM) (YYYY/MM)

Provide the following information:

a) State the number, value, class and percentage of securities, or the amount of partnership interest you own or propose to acquire when you are registered or approved as a result of the review of this form. If acquiring shares when you are so approved or registered, state the source (for example, treasury shares, or if upon transfer, state name of transferor).

\_\_\_\_\_

b) State the market value (approximate, if necessary) of any subordinated debentures or bonds of the firm to be held by you or any other subordinated loan to be made by you to the firm:

\_\_\_\_\_

c) If another person or firm has provided you with funds to invest in the firm, provide the name of the person or firm and state the relationship between you and that person or firm:

\_\_\_\_\_

d) Are the funds to be invested (or proposed to be invested) guaranteed directly or indirectly by any person or firm?

Yes  No

If "Yes", provide the name of the person or firm and state the relationship between you and that person or firm:

\_\_\_\_\_

e) Have you directly or indirectly given up any rights relating to these securities or this partnership interest, or do you, when you are registered or approved as a result of the review of this form, intend to give up any of these rights (including by hypothecation, pledging or depositing as collateral the securities or partnership interest with any firm or person)?

Yes  No

If "Yes", provide the name of the person or firm, state the relationship between you and that person or firm and describe the rights that have been or will be given up: \_\_\_\_\_

f) Is a person other than you the beneficial owner of the shares, bonds, debentures, partnership units or notes held by you?

Yes  No

If "Yes", complete (g), (h) and (i).

g) Name of beneficial owner:

\_\_\_\_\_  
Last name First name Second name Third name  
(if applicable) (if applicable)

h) Residential address:

\_\_\_\_\_  
(number, street, city, province, territory or state, country, postal code)

i) Occupation:

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**Schedule O**  
**Contact information for**  
**Notice of collection and use of personal information**

**Alberta**

Alberta Securities Commission,  
4th Floor, 300 - 5th Avenue SW  
Calgary, AB T2P 3C4  
Attention: Information Officer  
Telephone: (403) 355-4151

**British Columbia**

British Columbia Securities Commission  
P.O. Box 10142, Pacific Centre  
701 West Georgia Street  
Vancouver, BC V7Y 1L2  
Attention: Freedom of Information Officer  
Telephone: (604) 899-6500 or (800) 373-6393 (in BC)

**Manitoba**

The Manitoba Securities Commission  
500 - 400 St. Mary Avenue  
Winnipeg, MB R3C 4K5  
Attention: Director of Registrations  
Telephone (204) 945-2548  
Fax (204) 945-0330

**New Brunswick**

New Brunswick Securities Commission  
Suite 300, 85 Charlotte Street  
Saint John, NB E2L 2J2  
Attention: Director, Regulatory Affairs  
Telephone: (506) 658-3060

**Newfoundland and Labrador**

Securities NL  
Financial Services Regulation Division  
Department of Government Services  
P.O. Box 8700, 2nd Floor, West Block  
Confederation Building  
St. John's, NL A1B 4J6  
Attention: Manager of Registrations  
Tel: (709) 729-5661

**Nova Scotia**

Nova Scotia Securities Commission  
2nd Floor, Joseph Howe Building  
1690 Hollis Street  
P.O. Box 458  
Halifax, NS B3J 2P8  
Attention: Deputy Director, Capital Markets  
Telephone: (902) 424-7768

**Northwest Territories**

Government of the Northwest Territories  
P.O. Box 1320  
Yellowknife, NWT X1A 2L9  
Attention: Deputy Superintendent of Securities  
Telephone: (867) 920-8984

**Nunavut**

Legal Registries Division  
Department of Justice  
Government of Nunavut  
P.O. Box 1000 Station 570  
Iqaluit, NU X0A 0H0  
Attention: Deputy Registrar of Securities  
Telephone: (867) 975-6590

**Ontario**

Ontario Securities Commission  
Suite 1903, Box 55  
20 Queen Street West  
Toronto, ON M5H 3S8  
Attention: FOI Coordinator  
Telephone: (416) 593-8314

**Prince Edward Island**

Securities Registry  
Office of the Attorney General B Consumer, Corporate and  
Insurance Services Division  
P.O. Box 2000  
Charlottetown, PE C1A 7N8  
Attention: Deputy Registrar of Securities  
Telephone: (902) 368-6288

**Québec**

Autorité des marchés financiers  
800, square Victoria, 22e étage  
C.P. 246, tour de la Bourse  
Montréal (Québec) H4Z 1G3  
Attention: Responsable de l'accès à l'information  
Telephone: (514) 395-0337 or (877) 525-0337 (in Québec)

**Saskatchewan**

Saskatchewan Financial Services Commission  
Suite 601, 1919 Saskatchewan Drive  
Regina, SK S4P 4H2  
Attention: Director  
Telephone: (306) 787-5842

**Yukon**

Yukon Securities Office  
Department of Community Services  
P.O. Box 2703 C-6  
Whitehorse, YT Y1A 2C6  
Attention: Superintendent of Securities  
Telephone: (867) 667-5225

**Self-regulatory organization**

Investment Industry Regulatory Organization of Canada  
121 King Street West, Suite 1600  
Toronto, Ontario M5H 3T9  
Attention: Privacy Officer  
Telephone: (416) 364-6133  
E-mail: PrivacyOfficer@iirc.ca

## Proficiency Requirements for Registration

**Mutual fund dealer – dealing representative:** the individual has passed

- Canadian Investment Funds Course Exam
- Canadian Securities Course Exam
- Investment Funds in Canada Course Exam.
- Or the individual has earned a CFA Charter and has gained 12 months of relevant securities industry experience in the 36-month period before applying for registration.

**Investment dealer - dealing representative:** individual has passed

- Canadian Securities Course Exam
- Conduct and Practices Handbook Course and the 90-day training program.

**Scholarship plan dealer – dealing representative:** the individual has passed

- The Sales Representative Proficiency Exam.

**Exempt market dealer – dealing representative:** the individual has passed

- Canadian Securities Course Exam
- Exempt Market Products Exam
- Or the individual has earned a CFA Charter and has gained 12 months of relevant securities industry experience in the 36-month period before applying for registration.

**Portfolio manager – advising representative:** the individual has earned

- CFA Charter and has gained 12 months of relevant investment management experience in the 36-month period before applying for registration
- Or the individual has received the Canadian Investment Manager designation and has gained 48 months of relevant investment management experience.
  - o 12 months of which was gained in the 36-month period before applying for registration.

**Portfolio manager – associate advising representative:** the individual has completed

- Level 1 of the Chartered Financial Analyst program and has gained 24 months of relevant investment management experience.
- Or the individual has received the Canadian Investment Manager designation and has gained 24 months of relevant investment management experience.

***\*As required in NATIONAL INSTRUMENT 31-103 - REGISTRATION REQUIREMENTS, EXEMPTIONS AND ONGOING REGISTRANT OBLIGATIONS.***

***\*Please see CSA Staff Notice 31-332 Relevant Investment Management Experience for Advising Representatives and Associate Advising Representatives of Portfolio Managers for examples of what is considered relevant investment management experience.***