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*For distribution to relevant parties within your firm*

**BULLETIN #2559**  
February 18, 1999

## **By-Laws and Regulations**

### **Amendment Regarding Year 2000 Narrative Report and Specified Procedures**

On January 13, 1999, the Board of Directors approved emergency amendments to the Joint Regulatory Financial Questionnaire and Report. These amendments require Members with Capital Employed greater than \$5,000,000 as at March 31, 1999 to file with the IDA, the securities regulators with which the Member is registered and the Canadian Investor Protection Fund a Narrative Report on Year 2000 Preparations and an Accountant's Report on Applying Specified Procedures by May 15, 1999 with information current to March 31, 1999. These reports must be filed with the IDA by May 15, 1999.

Copies of the materials presented to the Board meeting, the Narrative Report on Year 2000 Preparations and the Specified Procedures are enclosed. The Accountant's Report on Applying Specified Procedures will be prepared in accordance with a Guideline to be published by the Canadian Institute of Chartered Accountants

These amendments are effective immediately.

Lyn M. Gilchrist  
*Association Secretary*