

## MEMBER REGULATION



INVESTMENT DEALERS  
ASSOCIATION OF CANADA

# notice



ASSOCIATION CANADIENNE DES  
COURTIERS EN VALEURS MOBILIÈRES

*Contact:*

W. D'Silva: (416) 865-3032 – [wdsilva@ida.ca](mailto:wdsilva@ida.ca)

**MR0206**

*April 8, 2003*

ATTENTION:  
Ultimate Designated Persons  
Chief Financial Officers  
Panel Auditors

**Distribute internally to:**

- Corporate Finance
- Credit
- Institutional
- Internal Audit
- Legal & Compliance
- Operations
- Registration
- Regulatory Accounting
- Research
- Retail
- Senior Management
- Trading desk
- Training

### **NRD Filing Requirements Retained and Supporting Documents**

The attached chart lists the extra filing requirements for submissions via the National Registration Database (“NRD”) by IDA Member firms, to all IDA Regional offices, except Quebec, and for all paper applications submitted to Quebec.

TORONTO Suite 1600, 121 King Street West, Toronto, Ontario M5H 3T9 Telephone: (416) 364-6133 Fax: (416) 364-0753  
CALGARY Suite 2300, 355 Fourth Avenue S.W., Calgary, Alberta T2P 0J1 Telephone: (403) 262-6393 Fax: (403) 265-4603  
HALIFAX Suite 1620, TD Centre, 1791 Barrington Street, Halifax, Nova Scotia B3J 3K9 Telephone: (902) 423-8800 Fax: (902) 423-0629  
MONTRÉAL Suite 2802, 1 Place Ville Marie, Montréal, Québec, H3B 4R4 Téléphone: (514) 878-2854 Télécopieur: (514) 878-3860  
VANCOUVER Suite 1325, P.O. Box 11614, 650 West Georgia Street, Vancouver, B.C. V6B 4N9 Telephone: (604) 683-6222 Fax: (604) 683-3491

## Guide for IDA Member firms:

### Retained and Supporting Documents

*This chart lists the extra filing requirements for all applications submitted via NRD to all IDA offices, except Quebec, and to all applications submitted to Quebec.*

*Supporting documents must be submitted to the IDA, using the format prescribed in the NRD Filer Manual, Chapter 2, Section G within 5 business days of sending the pertinent submission to regulators on NRD. The covering letter accompanying the supporting documentation must contain the following information:*

- (1) NRD submission number*
- (2) NRD number of the individual*
- (3) Full legal name of the individual*
- (4) NRD number of the sponsoring firm*
- (5) Full legal name of the sponsoring firm*
- (6) Reference to the supporting documents being submitted*
- (7) Signature of an AFR, BM or PDO of the firm*

*Where an email is indicated as acceptable alternative format, the email must include items (1) through (6) above.*

*The supporting documents are to be provided to the lead jurisdiction. However for non-delegated jurisdictions, supporting documents will be required to be sent to both the Commission and the IDA.*

*Retained documents are to be retained at your firm, and made available to the IDA's Sales Compliance department upon request.*

*Please note that for any specific application, the IDA may request documentation, in addition to the requirements listed below*

#### 1. New Initial Application

| <b>Item</b>             | <b>Description</b> | <b>Filing requirement</b>  | <b>Reason</b>   | <b>Format</b>       |
|-------------------------|--------------------|--|---|---------------------|
| New Initial Application | RCMP Form          | <input type="checkbox"/> BC: Faxed copy of Securities fraud Request Form<br><input type="checkbox"/> Alberta Waiver Letter (for resident applications to Alberta)<br><input type="checkbox"/> Ontario – No additional form required.<br><input type="checkbox"/> All other provinces: Original copy of Securities Fraud Request Form | Required by RCMP to conduct criminal background check | Supporting document |

| Item                           | Description   | Filing requirement  | Reason  | Format                                  |
|--------------------------------|---|---|---|---|
|                                | Application is filed as paper version of Form 33-109F4 for approval in Quebec or as a result of NRD Hardship in other regions | <input type="checkbox"/> SRO Agreement (IDA Form 1)   | Paper version of Form 33-109F4 does not include consent to submit to SRO jurisdiction | Original – signed, dated and notarized. |
| Item 2 - Residential Address   | Applicant has lived outside of Canada within the past 5 years from date of application  | <input type="checkbox"/> Staff will contact the firm on a case by case basis for the required information   | Required to conduct foreign background check  | Supporting document                     |
| Item 6 - Individual categories | Officer title – outside of titles defined in By-law 1 or a recognizable officer title   | <input type="checkbox"/> Corporate amendment adding title   | Required under By-law 1.1   | Supporting document                     |
|                                | PM Category   | <input type="checkbox"/> Letter of Recommendation is now a retained document, and must be retained at your firm.  | Required under Regulation 1300.9A (d)   | Retained document                       |
|                                | APM Category  | <input type="checkbox"/> Letter of Undertaking to indicate that the associate portfolio manager will be under the direct supervision of a qualified portfolio manager while exercising discretionary authority with respect to any managed account. Such letter must be signed by the partner, director or officer responsible for the portfolio management activities of the Member. This is now a retained document, and must be retained at your firm. | Required under Regulation 1300.9C (d)   | Retained document                       |
|                                | Shareholder   | <input type="checkbox"/> Investor Application form<br><input type="checkbox"/> Please note in Ontario, these submissions will be forwarded to the OSC for disposition.  | Required for regulatory review  | Supporting document                     |

| Item                       | Description   | Filing requirement  | Reason   | Format                             |
|----------------------------|---|---|--|------------------------------------|
|                            | Trader - CATS   | <input type="checkbox"/> The "Application for Approval as Attorney" and evidence of successful completion of the Traders Training Course examination must be delivered directly to the TSX.   | Required by TSX  | Must be delivered directly to TSX. |
|                            | Trader – TradeCDNX  | <input type="checkbox"/> Application form to be delivered directly to the TSX   | Required by TSX  | Must be delivered directly to TSX. |
| Item 7 – Agent for Service | Applicant appoints an individual agent for service  | <input type="checkbox"/> Original Appointment of Agent for Service, executed by the individual.   | Required under MI 33-109 Part 6.   | Retained document                  |
| Item 8 – Proficiencies     | Applicants in Ontario will continue to need to file the Relief from 31-502 however this will not hold up approval   | <input type="checkbox"/> Form to <i>Request for Relief From the Requirements of OSC Rule 31-502 Section 1.2</i>   | Required by OSC, until OSC Rule 31-502 is amended                                    | Supporting document                |
|                            | 30/90 day Training program acceptance letter<br><br><i>This will only be required in those situations where the 30/90 day training program has not been completed by the sponsoring firm or a partial completion was done by sponsoring firm.</i> | <input type="checkbox"/> Letter from previous IDA member firm outlining what was and how much of the 30/90 day training program was completed and<br><input type="checkbox"/> Letter from current IDA sponsoring member firm accepting training completed by previous IDA member firm | Required in order to ascertain acceptance of training done by sponsoring member firm | Supporting document                |
| Item 8 - Student Numbers   | CSI only started administrative process of providing students with a CSI number after 1985, therefore some individuals may not have a CSI number to provide   | <input type="checkbox"/> E-mail required from firm for reasons as to why the applicant has not provided a CSI number. Firm to indicate inability in the CSI # field.  | Requirement under NRD  | E-mail                             |

| Item                            | Description   | Filing requirement  | Reason  | Format              |
|---------------------------------|---|---|---|---------------------|
| Item 9 – Location of Employment | Applicants who resident in QC or foreign jurisdictions are forced to incorrectly select Head Office as working location | <input type="checkbox"/> E-mail to applicable staff reviewer advising of correct location for individual.   | Required for regulatory review  | E-mail              |
|                                 | Applicant works out of more than 1 location (i.e. “roving registrant”)  | <input type="checkbox"/> If the office location is an existing one for the member firm, an e-mail to the staff reviewer is acceptable.  | Required for regulatory review  | E-mail              |
| Item 10 – Current Employment    | Applicant is a Corporate Director or is employed by a publicly listed company   | <input type="checkbox"/> Letter from Stock Exchange   | Required under By-law 18.14 (d) (iii) for all trading registrants     | Supporting document |
|                                 | PDO is dually employed  | <input type="checkbox"/> Policies and procedures adopted by both firms where trading officer is dually employed filed with IDA  | Pursuant to IDA by-law 7.1(1)(b)(iv)(B)                               | Supporting document |
|                                 | Applicant needs to address 31-501   | <input type="checkbox"/> Email to applicable IDA staff reviewer documenting:<br><input type="checkbox"/> Details of the relationship<br><input type="checkbox"/> The business reason for the relationship<br><input type="checkbox"/> Details of the sponsoring firms policies & procedures to minimize the potential for conflict of interest when the applicant is a trading officer. | Required under OSC Rule 31-501  | Email               |
| Item 15 – Civil Disclosure      | Applicant discloses a pending civil action  | <input type="checkbox"/> Statement of Claim<br><input type="checkbox"/> Statement of Defence (if filed) If not yet filed, follow through to IDA within 5 business days of completion  | Required to determine if lawsuit impacts upon applicant’s suitability | Supporting document |

| Item                               | Description  | Filing requirement   | Reason  | Format              |
|------------------------------------|--|--|---|---------------------|
| Item 16 – Financial disclosure     | Applicant discloses an unsatisfied Requirement to Pay or Garnishment | <input type="checkbox"/> Copy of relevant supporting documents evidencing nature of disclosure and satisfaction where applicable | Required to determine if financial situation impacts upon applicant's suitability | Supporting document |
|                                    | Applicant discloses a undischarged bankruptcy                        | <input type="checkbox"/> Statement of Affairs  | Required to determine if financial situation impacts upon applicant's suitability | Supporting document |
| Item 17 – Related Securities Firms | Applicant owns 10% or more of IDA member firm                        | <input type="checkbox"/> Investor Application form   | Required for firm to receive approval under By-law 5.3 and 5.4                    | Supporting document |
| Item 17 – Related Securities Firms | Applicant owns less than 10% of IDA member firm                      | <input type="checkbox"/> Investor Notification form  | Required for firm to receive approval under By-law 5.3 and 5.4                    | Supporting document |

## 2. Submission of Change

Please refer to the appropriate item above, to determine the extra filing requirement for a submission of a change to the previously filed information. Any change to the applicant's permanent record will result in a trigger for the firm to file a F 4 transfer submission for the individual within 15 business days. This includes changes in residential addresses.

## 3. Reinstatement of Suspended Individual

| Item   | Description   | Filing requirement  | Format                                 |
|--|---|---|--|
| Change Regulatory Disclosure (for Reinstatement of Registration) | Member wishes to reinstate an individual who has been suspended for PFP non-completion <b>in Ontario.</b>       | <input type="checkbox"/> Letter signed by PDO requesting reinstatement<br><input type="checkbox"/> Letter signed by the firm's Head of Compliance stating that the registrant did not engage in registerable activities while under suspension. | Supporting document                    |
|  | Member wishes to reinstate an individual who has been suspended for PFP non-completion <b>in Alberta and BC</b> | <input type="checkbox"/> Email notification that the PFP or IMT has been completed, in addition the proficiency update via NRD.   | Email                                  |
|  | Member wishes to reinstate an   | <input type="checkbox"/> Letter signed by PDO requesting reinstatement  | Original letter to be delivered to IDA |

| Item | Description   | Filing requirement   | Format         |
|------|---|--|----------------|
|      | individual who has been suspended for PFP non-completion in Quebec. | <input type="checkbox"/> Original proof of passing the PFP or IMT course | Quebec Office. |

#### 4. Opening of a Branch or sub-branch

| Item | Description   | Filing requirement  | Reasons                                   | Format                                    |
|------|---|---|---|---|
|      | Your firm wishes to open a new branch or sub-branch                               | <input type="checkbox"/> List of Approved Persons to be located at the location, both full-time and part-time.<br><input type="checkbox"/> This document can be sent via email to the IDA Registration Officer or Senior Registration Officer assigned to your firm | Required under By-law 40.8(1) and 40.8(4) | Supporting Document (email is acceptable) |
|      | Your firm wishes to trade in futures at an existing or new branch office location | <input type="checkbox"/> List of 2 RFCROs who will service customers  | Required under By-law 40.8(1) and 40.8(4) | Email is acceptable                       |

#### 5. Transfers

| Item | Description   | Filing requirement   | Reasons  | Format  |
|------|---|--|--|---|
|      | Your firm submits a submission to Transfer an individual to your firm, however the previous employer has not yet submitted a Notice to Terminate Employment | <input type="checkbox"/> Access to Personal Information Form | Required under the Personal Information and Electronic Documents Act, to ensure individual applicant consents to former firm having continued access to Applicant's Permanent record | Retained document<br><br>Copy must be sent via Fax to the IDA |

## 6. Miscellaneous Items

| Item                    | Filing requirement   | Reason  | Format               |
|-------------------------|--|---|----------------------|
| Request for NRD numbers | <input type="checkbox"/> An e-mail, fax, letter or phone call from Approved Person requesting NRD number. Request must include individual's full legal name, Date of Birth and Place of Birth  | Required under privacy legislation  | E-mail               |
| File Copy Request       | <input type="checkbox"/> Original signed and dated letter from the individual. Letter must state that the individual requires a copy of their file, and, if individual, consents to this information being released to their firm.<br><br><input type="checkbox"/> \$20 payment of file copy fee. Only cash, money order or cheque is acceptable.  | Required under privacy legislation  | Original letter      |
| Exemption Pre-filings   | Firm will be required to send the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter requesting exemption from IDA and/or OSC requirements with information detailing equivalency through work experience or other educational accreditations</li> <li><input type="checkbox"/> Proof of passing of all courses/ accreditations mentioned in letter above</li> <li><input type="checkbox"/> Fees payable to IDA and/or OSC</li> </ul> | Pre-filing an exemption occurs if an individual is not concurrently filing an application for registration via NRD. | Supporting documents |



| Item                                   | Filing requirement   | Reason   | Format                      |
|--|--|--|-----------------------------|
| Corporate Amendments                   | Firm to provide changes to: <ol style="list-style-type: none"> <li>1. Legal Business Name</li> <li>2. Other Business Names</li> <li>3. Head Office Address</li> <li>4. Changes to firm's categories of approval (i.e. firm wants to now trade options)</li> <li>5. Change to firm's agent for service</li> <li>6. Fiscal Year end changes</li> </ol> | NRD does not facilitate changes to firm. This information will be required to be sent in paper format to both the securities commission (i.e. Ontario and other non-delegated provinces) and the IDA.<br><br><input type="checkbox"/> Changes to Other Business names will require the firm provide documentation which identifies all jurisdictions in which the new name will be used. | Supporting documents        |
| Bulk Transfers of over 100 individuals | Refer to Part 3 – Notice of Changes under Companion Policy 33-109  |  | Supporting documents needed |