

MEMBER REGULATION



INVESTMENT DEALERS
ASSOCIATION OF CANADA

notice



ASSOCIATION CANADIENNE DES
COURTIERS EN VALEURS MOBILIÈRES

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MR0232

July 22, 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 Extensions & Requirement Changes

The Canadian Securities Administrators and the Investment Dealers Association of Canada have implemented further changes to the NRD filing requirements to alleviate the workload involved to correct NRD data conversion errors. These include:

- a) A further extension to the deadlines for filing certain types of NRD submissions from September 30, 2003 to November 15, 2003. The extensions will allow Members more time to rectify the errors they have found in the database;
- b) Not all changes to individual registration information will require the filing of the *Submission for Individuals included in Data Transfer* within 15 business days;
- c) The submission to *Change or Surrender Individual Categories* no longer requires the *Submission for Individuals included in Data Transfer* to be filed. This will eliminate a significant amount of work required by Members to correct errors in an individual's registration and or approval categories.

Refer to attached for further details.

The following deadlines have been moved to **November 15, 2003:**

Rule Reference	Description	New Filing Requirement:
Section 7.4 of MI 31-102	Accuracy of Business Location information	If a Member's sub-branch or branch information is not recorded on NRD or the information is inaccurate the Member must file a Form 33- 109F3 in NRD format in respect of that business location by November 15, 2003.
Section 7.6 of MI 31-102	Individuals Missing or Recorded incorrectly on NRD	<p>If a Member has registered or non-registered individual's missing from NRD the Member is required to file a Form 33-109F4 in NRD format by November 15, 2003.</p> <p>and</p> <p>If a Member has registered or non-registered individual's with missing or incorrect jurisdictions of registration the Member is required to correct the error by filing the appropriate NRD submission by November 15, 2003.</p>
Section 7.9(1)(a) of MI 31-102	Pending Application to Change an Individual's Registration Category	<p>If during the freeze period an individual's application to change his or her category of registration was approved the individual must submit a completed Form 33-109F4 or <i>Change or Surrender of Individual Categories</i> by November 15, 2003.</p> <p>or</p> <p>If an individual submitted an application in paper format to change his or her category and the application was not approved as of the launch of NRD, the individual must submit a completed Form 33-109F4 or <i>Change or Surrender of Individual Categories</i> by November 15, 2003.</p>

In addition, the following requirements have been amended:

Rule Reference	Description	New Filing Requirement:
Section 7.7 of MI 31-102 Section 8.5 of MI 33-109 And Section 7.8 of MI 31-102 Section 8.7 of MI 33-109	Changes to Form 4 Information – Registered and Non-Registered Individuals	Individual's reporting a change to registration information by completing a Form 33-109F5 in paper format are exempt from the requirement to file the Form 33-109F4 or the <i>Submission for Individuals included in Data Transfer</i> within 15 business days of filing the change provided that the change does not relate to information under the following sections of Form 33-109F4: <ul style="list-style-type: none"> a) Item 1 Name; b) Item 14 Criminal Disclosure c) Item 15 Civil Disclosure d) Item 16 Financial Disclosure
	Changes to an Individual's Location of Employment	If a registered or non-registered individual's location of employment changes and the individual has not completed the <i>Submission for Individual's included in Data Transfer</i> the Member is exempt from the requirement to file a Form 33-109F5 in paper and from the requirement to file the <i>Submission for Individual's included in Data Transfer</i> provided that the Member files a notice of <i>Employment Location Change</i> on NRD within 5 business days of the change. Individual's exempt from the requirement to file the Form 33-109F4 or the <i>Submission for Individuals included in Data Transfer</i> within 15 business days of reporting a change will be subject to the March 31, 2006 deadline for filing the Form 33-109F4 or the <i>Submission for Individuals included in Data Transfer</i> .