

## MEMBER REGULATION



INVESTMENT DEALERS  
ASSOCIATION OF CANADA

# notice



ASSOCIATION CANADIENNE DES  
COURTIERS EN VALEURS MOBILIÈRES

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**MR0271**

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**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

### Tips for Completing NRD Submissions

Several Members have reported difficulties related to completing current employment and proficiency information when filing certain NRD submissions. The intention of this notice is to clarify the NRD system requirements when completing Item 8 and Item 10 of submissions.

#### Reactivation of Registration - Item 8 – Proficiency

When an AFR creates a Reactivation of Registration submission the system retrieves and displays all sections of the applicant's permanent record except proficiency information. While the AFR cannot view the current proficiency information, it is still there. Proficiency information should be added only in the following situations:

1. The applicant's NRD record was created through the conversion process and the individual has not yet completed the Submission for Individuals Included in Data Transfer; or
2. The applicant has completed a course which has not yet been reported in an NRD submission.

If new proficiency information is not required to be added the AFR must select the checkbox which indicates "*Check here if you are not required under securities legislation or the rules of a self-regulatory organization to satisfy any course or examination requirements*". By checking this box Association staff will assume that the proficiency information in the applicant's permanent record is up-to-date.

The same requirements apply to student numbers. Student numbers should only be added in one of the following situations:

1. The applicant's NRD record was created through the conversion process and the individual has not yet completed the Submission for Individuals Included in Data Transfer; or
2. The applicant has completed a course for which the applicant's student number with the course provider has not yet been submitted through NRD.

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If a new student number is not required to be added the AFR should select the box which indicates “Check here if you (a) do not have a student number with one of the following institutions, (b) are not required by securities legislation or the rules of a self-regulatory organization to satisfy any course or examination requirements, or (c) have previously disclosed this information on NRD.”

If information previously submitted through NRD is added to these sections it will be duplicated in the applicant’s permanent record. This will be considered a deficiency and may result in the submission having to be withdrawn so that duplicate information does not get entered into the permanent record. If in doubt, an AFR can contact the IDA to determine whether this information is required.

An enhancement to NRD to eliminate this problem by showing the current proficiency information is planned for later this year.

### **Item 10 - Current Employment**

An AFR must always select to add another current employment entry when completing one of the following types of initial submissions:

- Transfer of Registration
- Reactivation of Registration
- Registration with an additional sponsoring firm

When filing these types of submissions the applicant’s previous employer will appear under current employment information. Do not type over the previous employer with the new sponsoring firm’s information.

If the individual is no longer employed with a firm appearing under current employment the AFR must access the entry and provide a ‘To’ date to indicate that the individual is no longer employed with the firm. The information will then move to ‘Previous Employment’. The AFR must then enter new information pertaining to the current employer.

If the AFR is not presented with a new screen to enter current employment information the AFR must select to ‘Add Another’ from the screen listing the current employers. If an AFR does not add a new current employment entry the following message will be displayed when trying to complete the submission “*Information regarding the current employment for the applicant is incomplete. Ensure that all required information for this item has been completed.*” and the AFR will be prevented from sending the submission to the IDA.

If an AFR is filing a submission and current employment information already exists for the sponsoring firm in the applicant’s permanent record, NRD will still require a new current employment entry. This situation can occur when an AFR is filing a submission for Registration with an additional sponsoring firm. In this case the AFR must add another entry of current employment repeating the name of the employer and indicating, “Refer to current employment information previously disclosed” for all other mandatory fields.

AFR’s should note that current employment information might not exist at all for an applicant if the individual’s record was created through the conversion process and the individual has not yet completed the Submission for Individuals Included in Data Transfer.

Members that have their applicants complete their own submissions are reminded to inform them of these requirements.