

## MEMBER REGULATION



INVESTMENT DEALERS  
ASSOCIATION OF CANADA

# notice



ASSOCIATION CANADIENNE DES  
COURTIERS EN VALEURS MOBILIÈRES

Contact:

**MR0274**

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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

## IDA Registration Fees – Refund Policies

1. IDA fees will be refunded in all situations in which a fee was incorrectly collected. These are:

### (a) Missing Individual:

Your firm files an Initial Registration submission in order to add an individual who was approved as of March 31, 2003, but was missing from NRD due to a conversion error.

### (b) Duplicate or missing data about Individuals

Your firm files a Submission in New Jurisdiction for an individual who was approved in a specific Province/Territory as of March 31, 2003, but was missing from NRD in that province/territory, due to a conversion error.

### (c) Freeze Period Filing

Your firm files an application for an application for an individual who was approved during the “Freeze Period” from March 3 to March 30, 2003.

### (d) Addressing a Deficiency Response

Your firm files a replacement application, to correct a previous Initial-type application in which the categories of IDA approval were incorrectly completed. As a result of a bug in NRD, these submissions cannot be identified as deficiency responses, with the result that full fees are withdrawn by NRD for the second submission. This function will be corrected in a future release, so that all submissions can be tagged as Deficiency Responses and not incur extra fees.

In order to obtain a refund from the Regulator and CDS fees in the above situations, please submit Refund Request Form, which can be downloaded from <http://www.nrd-info.ca/en/refunds.htm>

2. Fees will not be refunded on applications withdrawn by a Member. This new policy begins as of the date of this Member Regulation Notice, and applies to submissions not yet reviewed by the IDA as well as those received outside of NRD..
3. As per recent instructions from the B.C. Securities Commission, Refunds for the BCSC portion of the registration category fee in the amount of \$225.00 will no longer be processed and paid out to the Member, unless the situation falls under those outlined in 1(a) through (c) above. (Reference: B.C. Securities Act, s.178)

Refunds for the IDA-Pacific (BC)'s portion of the registration category of \$25.00 will continue to be processed in select circumstances