

MEMBER REGULATION



INVESTMENT DEALERS
ASSOCIATION OF CANADA

notice



ASSOCIATION CANADIENNE DES
COURTIERS EN VALEURS MOBILIÈRES

Contact:

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MR0293

May 31, 2004

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

New NRD Release

On May 31, 2004 the Association and the Canadian Securities Administrators released a new version of the National Registration Database. The latest release has focused primarily on implementation of additional functionality that will allow previously disclosed information to be corrected. These enhancements and other changes are outlined below.

Date and Place of Birth

The *Personal Information Change* submission has been modified to allow the date or place of birth under Item 3 – Personal Information of an individual’s permanent record to be corrected. These fields will also be editable in the *Reactivation of Registration* submission.

Current and Previous Residential Address Disclosure

The *Residential Address Change* submission has been modified to allow corrections to both current and previous residential address information already recorded in an individual’s permanent record. All addresses under Item 2 – Residential Address can now also be edited in the *Reactivation of Registration* submission.

Previous Employment Disclosure

The *Current Employment Change* submission has been renamed *Current/Previous Employment Change*. This submission and the *Reactivation of Registration* submission have been modified to allow corrections to Item 11 – Previous Employment.

Proficiency Information Disclosure

The *Proficiency Information Change* and *Reactivation of Registration* submission have been modified to allow the ability to correct previously disclosed proficiency information and to update a student number without having to provide new course/exam information under Item 8 – Proficiency.

Resignations and Terminations Disclosure

A new notice type submission entitled *Resignations and Terminations Change* has been developed to facilitate the subsequent filing of changes to Item 12 – Resignations and Terminations. This notice is accessible by selecting ‘Individual Submissions’ and ‘Notices’.

Refiling of Deficient Initial Registration Submissions

If a Member is required to refile an *Initial Registration* submission as a result of deficiencies, the Authorized Firm Representative filing the submission can now indicate that the submission is related to the deficient submission. By relating the submission to the deficient submission subsequent fees will not be charged and refunds will not be required.

Addition of New Course

The drop-down list of courses and examinations under Item 8 – Proficiencies now includes the new *Sales Representative Proficiency Course*. This course is required for registration of sales representatives with Scholarship Plan Dealers and is administered by the RESP Dealers Association of Canada.

IDA Firm Approval Categories

The IDA firm approval category for Members approved to trade commodity futures has been changed from ‘Commodity Futures Contracts & Options’ to ‘Futures Contracts and Futures Contract Options’. This new description will avoid any confusion with respect to firms approved for Options trading.

IDA Individual Approval Categories

New category selections have been added to the IDA’s list of individual approval categories. These include:

1. Portfolio Manager – Commodity Futures Options
2. Portfolio Manager – Securities and Portfolio Manager - Commodity Futures Options
3. Portfolio Manager – Security Options and Portfolio Manager - Commodity Futures Options
4. Associate Portfolio Manager – Securities and Associate Portfolio Manager – Commodity Futures Options
5. Associate Portfolio Manager – Security Options and Associate Portfolio Manager – Commodity Futures Options

Permanent Record Report

The effective date of individuals with the status Suspended (Employment Termination) was being reflected inaccurately in the permanent record report generated from NRD. The effective date has been corrected and it now reflects the date of employment termination as disclosed in the *Notice of Termination* submission.

As a result of the added functionality, Members are requested to correct any inaccurate information reflected in an individual’s permanent record by filing the required submission as described above.