



MEMBER REGULATION



notice

ATTENTION:
Ultimate Designated Persons
Chief Financial Officers
Panel Auditors

Please distribute internally to:
List departments for circulation
Corporate Finance
Credit
Institutional
Internal Audit
Legal & Compliance
Operations
Registration
Regulatory Accounting
Senior Management
Trading Desk

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MR0448

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Member Regulation Strategic Initiative to Reformat, Reorganize and re-write the Rule Book in Plain Language

Access to Rule Book Drafts

The IDA has commenced a project to reformat, reorganize, and re-write the Rule Book (by-laws, policies and regulations) in plain language. Our objective is to make our rules easier to understand and comply with. It is not our intention to change the meaning of our rules.

We wish to encourage IDA members to provide Staff with their comments on the draft rules as they are prepared. To facilitate comments we have established a special access site (Members Only) through IDA – Knotia site where members can view and comment on draft Rules.

Please note the following procedures:

1. You can access the login screen through the following link:
<http://ida.knotia.ca/Login/LoginHome.cfm?mainpage=/Knowledge/Browse/BrowseTOC.cfm?kType=445&firstAccess=1&pageLanguage=Eng&nc=725493146326&nc=1169500729894>

2. For first-time users, click on “IDA members sign up here” and follow instructions. You will be issued a temporary Password which should be used to access the site. You will have to change your Password for future access.
3. There is no limit on how many staff can sign on to the site as long as they use an email address that is identifiable with the member (using email suffix).
4. Reviewers’ comments will be identified by the commenter and will be available for all members to read.
5. Drafts (in both English and French) will be posted for a limited period of 2 – 3 weeks, after which they will be removed from site.
6. Drafts will be printable with or without comments.
7. Members who have logged into the restricted Members Only Website (MOW) will be email alerted whenever a new draft is posted to the site.
8. We will review all comments and decide what action to take regarding them.

We believe this is an important project with significant benefits for the members. We would appreciate any comments you may have.