

## Ongoing Obligations of Applicants and Dealer Members

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### **Reporting of Financial Position**

Dealer Members and applicants are required to report on their financial position on a regular basis.

Applicants are encouraged to prepare and file electronically their Audited Form 1 using the Web-Based [Securities Industry Regulatory Financial Filing System](#) (SIRFF). This filing is in addition to the signed original and copy to be submitted with the membership application.

To use the web-based system, a User ID and Password may be obtained by telephoning Heather Barclay at 416-943-6931 or Nellie Gomes at 416-943-6937.

Applicants are required to file using the Web-Based System (SIRFF), a Monthly Financial Report (MFR) within 20 business days of each month-end during the application process.

### **Reporting of Material Changes**

It is a Dealer Member's obligation to ensure that IIROC is informed, on an ongoing basis, of any material changes to information that was originally submitted in the corporate and individual application materials. Material changes include but are not limited to:

- change of name or address;
- change in registration or licensing;
- disciplinary actions;
- offenses under the law;
- civil proceedings;
- bankruptcy;
- judgment or garnishment;
- change in, or refusal of, surety bond;
- change in business activities;
- changes in ownership and control;
- reorganizations, mergers, amalgamations and sale of assets; and
- membership with other self-regulatory organizations.

IIROC staff should be consulted if there is any question as to whether a change is material.

Many of these changes require prior notification to IIROC or prior approval by either the District Council or Board of Directors. Dealer Members should refer to Rule 2100 and 2200 and other relevant sections of the IIROC Rules to determine approval and timing requirements.