

# SEDAR® SUBSCRIBER UPDATE

November 6, 2000

## Code Update

Please be advised that a SEDAR Code Update is going to occur on November 13, 2000. Below we have outlined the details of the changes that will occur as a result of this code update. Its' size will be approximately 1.2 MB and should take approximately 10 minutes to download using a 33.6 modem.

You are encouraged to obtain the code update as soon as possible by following these procedures:

1. Starting the SEDAR program
2. Selecting File Menu
3. From the File menu, select Receive items from SEDAR server

Please be patient and ***allow the download to complete before proceeding***. Once the code update has been downloaded, close the SEDAR program and follow the instructions below to execute the code update.

1. Click the Start button located at the bottom left corner of the screen
2. Select programs
3. From the Program menu, select SEDAR and then select Code Update

This method will help make sure that the application is updated and ready for your use before you actually have to perform any business functions.

This code update will bring the SEDAR client application up to version 006.002.000.

## Addition of Document Type to Annual Filing

The document type: "Letter concerning the addition of a recipient agency" has been added under the "Annual Filing" filing type for both the Other Issuer and the Mutual Fund Issuer category of filers to facilitate the work of the Securities Commission. This document must be attached to the submission when a new recipient is added to an existing project.

## Profile Management: Submitting Updates

With this code update, SEDAR will conduct a comparison of profile copies when a filer attempts to submit an update to a profile. If your local copy of the profile does not match the current version on SEDAR, a message will appear, as below:

"Your current local copy of this profile does not match the official profile copy on SEDAR. Please refresh this profile and review its content prior to submitting any updates to this profile."

### **Attaching documents to a filing**

A new function has been added to the process of attaching documents to a filing. Users will now be returned to the directory path for subsequent attachments that was selected with the initial document attachment in that project. This function will simplify the method of attaching documents, by not returning the user to their default directory as specified in User Defaults, but by returning to the last directory path that a document was attached from within a single project submission.

Users will select a drive and filer folder from where an initial document will be attached. After attaching the document, the user will be returned to the cover page. In attaching a subsequent document, the user will be returned to the previous drive and folder. Any subsequent documents attached to that project submission will return the user to the drive and filer folder from where the previous document was attached.

If the filer saves, cancels or submits that project submission, the user will be returned to the default drive specified in their User Defaults, upon re-entry. This function will be available in all three areas where the attachment of documents is used: the creation of new filings, the addition of documents and the addition of formal correspondence.

### **Ability to Change the Font and Font Size of the 'Add/Modify Fees' Screen**

A new button, Choose Fonts, has been added to User Defaults. Users will now be able to change the font that is shown for fee descriptions, by selecting the Choose Fonts button. This will enable users to make the fee descriptions more readable. A preview box, with sample text will be shown, and any changes made will be reflected in the Filing Management "Add/Modify Fees" screen.

### **Addition of Local Policy Statement Elections**

"B.C. Local Policy Statement No. 41-601" has been added to Page 2 of the Issuer Cover Page for Securities Offerings. Users making new filings, where a local policy statement election is being relied upon, should refrain from selecting "B.C. Local Policy Statement No. 3-02".

### **Personnel Changes At CDS (SEDAR)**

We are pleased to announce that Ann Leong will be the new Customer Support Representative (CSR) who will be responsible for British Columbia, Alberta, Saskatchewan, Manitoba, the Yukon, the Northwest Territories and Nunavut. Ann can be reached by telephone at (604) 631-6091 or by e-mail at aleong@cds.ca.

**If you have any questions please contact your local Customer Support Representative, or the SEDAR Help Desk at 1 (800) 219-5381.**