

SEDAR® Subscriber Update

December 21, 2018

Code Update (Version 008.060.002)

A SEDAR code update is scheduled for January 2nd, 2019.

You are encouraged to obtain the code update as soon as possible on or after January 2nd, 2019 by following these procedures:

1. Start the SEDAR program;
2. Select File menu; and
3. From the File menu, select Receive items from SEDAR server.

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 008.060.002.

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; and
3. From the Program menu, select SEDAR and then select Code Update.

TMP Filings

All filings that have been saved but not submitted (shown as TMP on your Filing Management screen) should be either submitted by December 31, 2018 or deleted. To delete any TMP filings, highlight the project and select File/ Remove Unsubmitted Filing(s).

Summary of Code Update Changes

Document Type Changes

The 'Summary Disclosure Document' has been removed from all filing subtypes under Investment Funds / Simplified Prospectus, Annual Information Form and Fund Facts (NI 81-101), and Long Form Prospectus.

The following document types have been added to Investment Funds / Simplified Prospectus, Annual Information Form and Fund Facts (NI 81-101) / Amendment to Preliminary or Combined Preliminary and Pro Forma filing subtype:

- Blacklined amended preliminary fund facts - English
- Blacklined amended preliminary fund facts - French
- Blacklined amended preliminary ETF facts - English
- Blacklined amended preliminary ETF facts - French

The following document types have been added to Investment Funds / Long Form Prospectus / Amendment to Preliminary or Combined Preliminary and Pro Forma filing subtype:

- Blacklined amended preliminary ETF facts - English
- Blacklined amended preliminary ETF facts - French

Fee Changes

British Columbia Securities Commission fee changes

The British Columbia Securities Commission has received approval to change section 22 of the *Securities Regulation* B.C. Reg. 196/97 (the Fee Regulation) as of December 30, 2018. The fee changes relate to filings of prospectuses, exempt distribution reports, take-over bid or issuer bid circulars, and various types of applications. The amended Fee Regulation is available at: https://www.bcsc.bc.ca/News/News_Releases/2018/91_Securities_market_fee_changes_to_support_stronger_enforcement_and_regulatory_innovation/.

Note: The new fees will be reflected on SEDAR starting January 2, 2019, however documents affected by the fee changes must have the correct fee payment if filed on December 31, 2018.

Adjustment to AMF fees

On January 1, 2019, the Autorité des marchés financiers (AMF) will adjust by 1.71% certain fees payable, in particular under the *Securities Act*, CQLR, c. V-1.1.

Under section 83.3 of the *Financial Administration Act*, chapter A-6.001, these fees are adjusted by operation of law on 1 January of each year by a rate corresponding to the annual change in the overall average Québec consumer price index without alcoholic beverages and tobacco products for the 12-month period ending on 30 September of the year preceding the year for which the fee is to be

adjusted. The rate corresponding to this annual change for the 12-month period ended September 30, 2018 is set at 1.71%.

For the new fee amounts, please consult section 1.1 of the Bulletin de l'Autorité des marchés financiers dated December 13, 2018 (vol. 15, N° 49), available on the AMF website at www.lautorite.qc.ca (in French only). As of January 1, 2019, you may also refer to Chapter II of Title VI of the *Securities Regulation*, CQLR, c. V-1.1, r. 50 for fees payable which is available on the AMF website, and to the SEDAR Regulatory Fee Guide, which is available on the website of the Canadian Securities Administrators.

SEDAR.com

About SEDAR

As of January 2nd, 2019, the following updated documentation will be available:

- Recipient agencies fees list
- List of SEDAR Filing types, Filing Subtypes and Document Types
- SEDAR Training Calendar

For Your Reference

PDF File Creation – Password Settings

To ensure your PDF files can be publicly viewed, no security features should be enabled on the document(s).

Please refer to section 7.2 (e) (i) (D) of the SEDAR Filer Manual which provides that filers creating documents must not assign any password or assign any passwords or set any document security controls for any document.

Exempt Market Filers

Before creating a new profile, please review the [Issuer Profiles](#) tab on SEDAR.com to confirm if a profile already exists for this issuer to avoid creating a duplicate. Duplicate profile deletion requests can take several months to process.

When creating a profile for a Non-Reporting issuer on SEDAR, select 'Non Reporting Issuer' from the drop down menu under both the 'Reporting and Markets' and the 'Principal Regulator' tabs.

For more information regarding creating profiles, please refer to the [Filer User's Guide](#) located on SEDAR.com:

- Section 2.3 - Creating an Investment Fund Group Profile
- Section 2.4 - Creating an Investment Fund Issuer Profile
- Section 2.5 - Creating an Other Issuer Profile

The following [Quick Reference Guides](#) are also available on SEDAR.com:

- [Creating a Profile](#)
- [Creating a Report of Exempt Distribution \(NI 45-106\) Filing](#)

SEDAR Subscriber Accounts

To update your SEDAR subscriber account (i.e. Company address, contact information), complete a [SEDAR Form 1](#) and return to csaops@cgi.com .

SEDAR Communications

To discontinue receiving SEDAR communications by FAX or to update your list of email recipients for SEDAR communications, email csacrm@cgi.com .

Updated SEDAR installation package

The SEDAR software installation package provides one set of installation files regardless of operating system.

Windows Vista is no longer supported by Microsoft and has been removed from the SEDAR installation package. CSA will continue to provide support on a best efforts basis to users having SEDAR installed on Windows Vista.

To download the new installation package or any of its components, go to https://sedar.com/sedar/sedar_release_en.html. Instructions on how to install SEDAR are provided in the updated SEDAR Client Installation Guide.

Statutory Holiday Schedule

Below is the listing of 2019 Statutory Holidays and the availability of the SEDAR server:

STATUTORY HOLIDAY	DATE OF HOLIDAY	SEDAR SERVER AVAILABILITY
New Year's Day	January 1 st	Not Available
Family Day (BC, AB, SK, ON)	February 18 th	Available
Good Friday	April 19 th	Not Available
Easter Monday	April 22 nd	Available
Victoria Day	May 20 th	Not Available
National Holiday (QC)	June 24 th	Available
Canada Day	July 1 st	Not available
Civic Holiday	August 5 th	Available
Labour Day	September 2 nd	Not Available
Thanksgiving Day	October 14 th	Not Available
Remembrance Day	November 11 th	Available
Christmas Day	December 25 th	Not Available
Boxing Day	December 26 th	Not Available
New Year's Eve (QC)	December 31 st	Available

For more information, please contact the CSA Service Desk at 1-800-219-5381