

SEDAR® Subscriber Update

December 22, 2017

Code Update (Version 008.060.000)

A SEDAR code update is scheduled for January 2nd, 2018.

You are encouraged to obtain the code update as soon as possible on or after January 2nd, 2018 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 008.060.000.

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 29, 2017 or deleted. To delete any TMP filings, highlight the project and select File/ Remove Unsubmitted Filing(s).

Summary of Code Update Changes

Filing Types

The following filing types have been removed from the Investment Funds / Securities Offerings category:

- Stage 2 Fund Facts
- Initial Summary Disclosure Document

The following folder and related filing types have been removed from the Other Issuers / Securities Offerings category:

- British Columbia
 - IPO Prospectus (BC LPS 41-601, TSX-V)
 - Prospectus (BC LPS 41-601)

The following filing types have been removed from the Other Issuers / Continuous Disclosure category:

- OTC Issuer Notice of Investor Relations (BCI 51-509)
- OTC Issuer Registration Statement (BCI 51-509)
- OTC Issuer Personal Information Form and Authorization (BCI 51-509)
- OTC Issuer Ceases to be a Reporting Issuer (BCI 51-509)

Commission Fee Description Changes

Adjustment to AMF fees

On January 1, 2018, the Autorité des marchés financiers (AMF) will adjust by 0.82% 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, 2017 is set at 0.82%.

For the new fee amounts, please consult section 1.1 of the Bulletin de l'Autorité des marchés financiers dated December 14, 2017 (vol. 14, N° 49), available on the AMF website at www.lautorite.qc.ca (in French only). As of January 1, 2018, 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, 2018, the following updated documentation will be available:

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

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 .

Statutory Holiday Schedule

Below is the listing of 2018 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)	February 12 th	Available
Family Day (AB, SK, ON)	February 19 th	Available
Good Friday	March 30 th	Not Available
Easter Monday	April 2 nd	Available
Victoria Day	May 21 st	Not Available
National Holiday (QC) (in lieu of Sunday, June 24 th)	June 25 th	Available
Canada Day (in lieu of Sunday, July 1 st)	July 2 nd	Not available
Civic Holiday	August 6 th	Available
Labour Day	September 3 rd	Not Available
Thanksgiving Day	October 8 th	Not Available
Remembrance Day (in lieu of Sunday, November 11th)	November 12 th	Available
Christmas Day	December 25 th	Not Available
Boxing Day	December 26 th	Not Available

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