

SEDAR® Subscriber Update

December 20, 2019

Please Note: The CSA Service Desk hours of operation on December 24th will be 7AM to 2PM EST.

Code Update (Version 008.061.002)

A SEDAR code update is scheduled for January 2nd, 2020.

You are encouraged to obtain the code update as soon as possible on or after January 2nd, 2020 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 008.061.002.

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, 2019 or deleted. To delete any TMP filings, highlight the project and select File/ Remove Unsubmitted Filing(s).

Code Update Error Message: Return Code 53 or 70

Occasionally, filers will receive an error message with a 'Return Code 53 or 70' when attempting to run the code update.

Return Code 53: The code update was interrupted or not retrieved successfully. Please contact the CSA Service Desk at 1-800-219-5381 for assistance.

Return Code 70: A SEDAR 'working' window is open. Please close all SEDAR windows prior to running the code update.

Summary of Code Update Changes

Fee Changes

Financial and Consumer Services Commission (New Brunswick)

As of January 2, 2020, the amendments to the New Brunswick Financial and Consumer Services Commission Local Rule 11-501 *Fees* are effective and the following New Brunswick jurisdictional fees will be updated as noted below:

Status	Fee description
Deleted	The fee for each document filed outside the prescribed time period is \$100.
New	(1) The fee for late filing of Form 55-102F2 Insider Report is \$50 per calendar day per insider per issuer to a maximum of \$1000 within any one year beginning on 1 April and ending on 31 March.
New	The late filing fee of Form 55-102F2 in (1) does not apply unless the Commission is the principal regulator of the issuer under MI 11-102.
New	(2) The fee for late filing of an annual financial statement by a reporting issuer, as required under NI 51-102 or NI 81-106, is \$200 per annual financial statement.
New	(3) The fee for late filing of a report of exempt distribution is \$25 per calendar day for each report required to be filed, subject to a maximum fee of \$1000 per report.

Adjustment to AMF fees

On January 1, 2020, the Autorité des marchés financiers (“AMF”) will adjust by 1.72% 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, 2019 is set at 1.72%.

For the new fee amounts, please consult section 1.1 of the Bulletin de l’Autorité des marchés financiers dated December 19, 2019 (vol. 16, N° 50), available on the AMF website at www.lautorite.qc.ca (in French only). As of January 1, 2020, 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, 2020, the following updated documentation will be available:

- Recipient agencies fees list
- SEDAR Training Calendar

For Your Reference

The Importance of Refreshing

When launching SEDAR, filers are reminded to refresh their **user information** to ensure their local application is connected and in sync with the SEDAR server.

- Go to User Profiles and Defaults/User Information: Click on Refresh followed by Submit.

Before starting a filing, filers are reminded to refresh their **profile** to ensure the information is current and the issuer authorization status is updated, as applicable.

- Go to Profile Management: Click on the applicable profile(s) and click on Refresh Profile

When adding to an existing filing, filers are reminded to refresh their **project** to ensure the information is current and the issuer authorization status is updated, as applicable.

- Go to Filing Management: Click on the applicable project and click on Refresh Project.

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 2020 Statutory Holidays and the availability of the SEDAR server:

STATUTORY HOLIDAY	STATUTORY HOLIDAY	SEDAR SERVER AVAILABILITY
New Year's Day	January 1st	Not Available
Family Day (BC, AB, SK, ON)	February 17th	Available
Good Friday	April 10th	Not Available
Easter Monday (QC)	April 13th	Available
Victoria Day	May 18th	Not Available
National Holiday (QC)	June 24th	Available
Canada Day	July 1st	Not available
Civic Holiday	August 3rd	Available
Labour Day	September 7th	Not Available
Thanksgiving Day	October 12th	Not Available
Remembrance Day	November 11th	Available
Christmas Day	December 25th	Not Available
Boxing Day (public holiday for Saturday December 26)	December 28th	Not Available
New Year's Eve (QC)	December 31st	Available

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