

SEDAR® Subscriber Update

December 18, 2020

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

Code Update (Version 008.061.004)

A SEDAR code update is scheduled for January 4th, 2021.

You are encouraged to obtain the code update as soon as possible on or after January 4th, 2021 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 008.061.004.

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, 2020 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

Adjustment to AMF fees

On January 1, 2021, the Autorité des marchés financiers (“AMF”) will adjust by 1.26% 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, 2020 is set at 1.26%.

For the new fee amounts, please consult section 1.1 of the Bulletin de l’Autorité des marchés financiers dated December 17, 2020 (vol. 17, N° 50), available on the AMF website at www.lautorite.qc.ca (in French only). As of January 1, 2021, 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 4th, 2021, 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.

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 update your list of email recipients for SEDAR communications, email csacrm@cgi.com.

Statutory Holiday Schedule

Below is the listing of 2021 Statutory Holidays and the availability of the SEDAR server:

STATUTORY HOLIDAY	STATUTORY HOLIDAY	SEDAR SERVER AVAILABILITY
New Year's Day	January 1 st	Not Available
Family Day (BC, AB, SK, ON, NB) Louis Riel Day (MB) Heritage Day (NS) Islander Day (PE)	February 15 th	Available
Good Friday	April 2 nd	Not Available
Easter Monday (QC)	April 5 th	Available
Victoria Day	May 24 th	Not Available
National Holiday (QC)	June 24 th	Available
Canada Day	July 1 st	Not available
Civic Holiday	August 2 nd	Available
Labour Day	September 6 th	Not Available
Thanksgiving Day	October 11 th	Not Available
Remembrance Day	November 11 th	Available
Christmas Day (public holiday for Saturday December 25)	December 27 th	Not Available
Boxing Day (public holiday for Sunday December 26)	December 28 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.