

# SEDAR® Subscriber Update

**December 17, 2021**

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

## **Code Update (Version 008.061.007)**

A SEDAR code update is scheduled for January 4<sup>th</sup>, 2022.

You are encouraged to obtain the code update as soon as possible on or after January 4<sup>th</sup>, 2022 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 008.061.007.

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, 2021 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

## Filing type and filing subtype changes

### Other Issuers / Exempt Market Offerings and Disclosure

Filing type and filing subtype descriptions will be updated as shown below:

- **Filing type:** Start-up Crowdfunding - Offering Document (NI 45-110)
- **Filing subtype:**
  - Start-up Crowdfunding - Offering Document (NI 45-110);
  - Amended Start-up Crowdfunding - Offering Document (NI 45-110).

The following filing type will be removed:

- **Filing type:** Start-Up Crowdfunding - Report of Exempt Distribution (Form 5).
  - As of December 20, 2021, filers should no longer submit documents under this filing type. Additional guidance is provided in the updated [SEDAR Filer Manual](#).

## Fee Changes

### Adjustment to AMF fees

On January 1, 2022, the Autorité des marchés financiers (“AMF”) will adjust by 2.64% 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, 2021 is set at 2.64%.

For the new fee amounts, please consult section 1.1 of the Bulletin de l’Autorité des marchés financiers dated December 16, 2021 (vol. 18, N° 50), available on the AMF website at [www.lautorite.qc.ca](http://www.lautorite.qc.ca) (in French only). As of January 1, 2022, 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 4<sup>th</sup>, 2022, the following updated documentation will be available:

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

## 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](mailto:csaops@cgi.com).

## SEDAR Communications

To update your list of email recipients for SEDAR communications, email [csacrm@cgi.com](mailto:csacrm@cgi.com).

## Statutory Holiday Schedule

Below is the listing of 2022 Statutory Holidays and the availability of the SEDAR server:

STATUTORY HOLIDAY	STATUTORY HOLIDAY DATE	SEDAR SERVER AVAILABILITY
New Year's Day (In lieu of Saturday, January 1)	January 3	Not Available
Family Day (BC, AB, SK, ON, MB, NB)	February 21	Available
Good Friday	April 15	Not Available
Easter Monday (QC)	April 18	Available
Victoria Day	May 23	Not Available
Québec National Day	June 24	Available
Canada Day	July 1	Not available
Civic Holiday	August 1	Available
Labour Day	September 5	Not Available
National Day for Truth and Reconciliation <i>(The offices of some securities regulatory authorities may be closed. Please contact regulators directly for confirmation.)</i>	September 30	Available
Thanksgiving Day	October 10	Not Available
Remembrance Day	November 11	Available
Christmas Day (In lieu of Sunday, December 25)	December 26	Not Available
Boxing Day (In lieu of Monday, December 26)	December 27	Not Available
New Year's Eve (QC)	December 31	Not Available

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