

SEDAR® Subscriber Update

March 2, 2020

For your Reference

Due to the heavy volume of submissions during the peak filing period of March and April, if filers receive an error message or have a connection issue upon submission of a filing, filers should first select "Refresh List" on their Filing Management page to confirm the filing was not successfully submitted before attempting to resubmit.

Commission Fees

SEDAR allows for a maximum of 1600 fee transactions to be submitted per filing submission (Ex: filing with 150 funds in all 13 jurisdictions (150 x 13) means 1950 fee transactions). To submit more than 1600 fee transactions, filers should submit fees for a subset of jurisdictions initially, and then submit the remaining fees on the same project using the Add/Modify Fees function.

Invalid Characters

Filers should avoid using copy paste functionality in SEDAR. Invalid characters (e.g., carriage returns) can be captured when using copy paste functionality in SEDAR which will generate an error or corrupt your filing/profile. Filers setting up profiles for multiple investment funds are encouraged to use the 'Copy Profile' option found under the File menu in Profile Management instead.

Investment Fund Filings – TMP status

Prior to submitting a saved project (TMP status), filers are encouraged to refresh the investment fund profile(s) in their local Profile Management list and confirm the group referenced on the fund profile(s) corresponds with the group on the filing cover page to ensure a successful filing submission.

Issuer Authorization Process

Filers are reminded that issuer authorization is required the first time a new filing agent files for an issuer or an issuer files for itself.

Please refer to the **SEDAR Issuer Authorization Process** details located on the About SEDAR tab on www.SEDAR.com for more information:

- [Frequently Asked Questions About Requesting Issuer Authorization on SEDAR](#)
- [SEDAR Issuer Authorization Process Video](#)
- [SEDAR Issuer Authorization Process Document](#)

Statutory Holiday Schedule

Below is a **corrected** listing of the 2020 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, MB, NB)	February 17 th	Available
Good Friday	April 10 th	Not Available
Easter Monday (QC)	April 13 th	Available
Victoria Day	May 18 th	Not Available
National Holiday (QC)	June 24 th	Available
Canada Day	July 1 st	Not available
Civic Holiday	August 3 rd	Available
Labour Day	September 7 th	Not Available
Thanksgiving Day	October 12 th	Not Available
Remembrance Day	November 11 th	Available
Christmas Day	December 25 th	Not Available
Boxing Day (in lieu of Saturday, December 26 th)	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 or sedar@csa-acvm.ca