

Overview for SEDI Release 1.8.0:

The amend or delete insider report process has been simplified. Navigating to the insider reporting pages has not changed; from log in, click “Insider Report” on the top right and then “Amend or delete insider report” on the left side of the page.

Introduction to insider report activities page:



Insider: Example.E

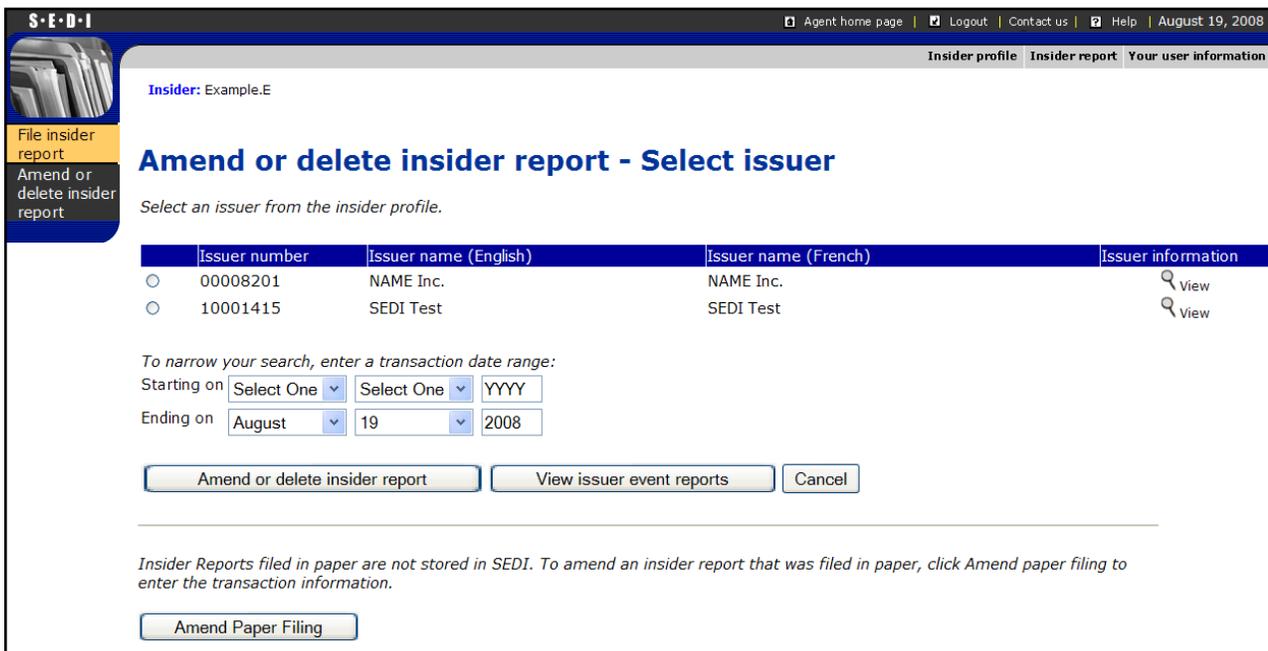
Introduction to insider report activities (Form 55-102F2)

Insiders reports are used to report:

- securities held by an insider, when an insider becomes an insider of an issuer
- transactions and any changes in ownership made by the insider

The system will display the Amend or delete insider report – select issuer page. All of the issuers that you are currently, or have previously been, an insider of will be listed on this page. You will need to indicate which issuer the insider report was filed for. A date range is also provided for you to narrow the search results. If you are amending a filing that had been done in paper only, you can opt to do so by selecting the “Amend paper filing” button.

Select issuer page:



S E D I Agent home page | Logout | Contact us | Help | August 19, 2008

Insider: Example.E

Amend or delete insider report - Select issuer

Select an issuer from the insider profile.

Issuer number	Issuer name (English)	Issuer name (French)	Issuer information
<input type="radio"/> 00008201	NAME Inc.	NAME Inc.	View
<input type="radio"/> 10001415	SEDI Test	SEDI Test	View

To narrow your search, enter a transaction date range:

Starting on

Ending on

Insider Reports filed in paper are not stored in SEDI. To amend an insider report that was filed in paper, click Amend paper filing to enter the transaction information.

The magnifying glass icon under Issuer information will display the issuer's profile information in an information window when you click on the icon. Opting to view the issuer information will not detour you from the amending or deleting process.

Issuer event reports

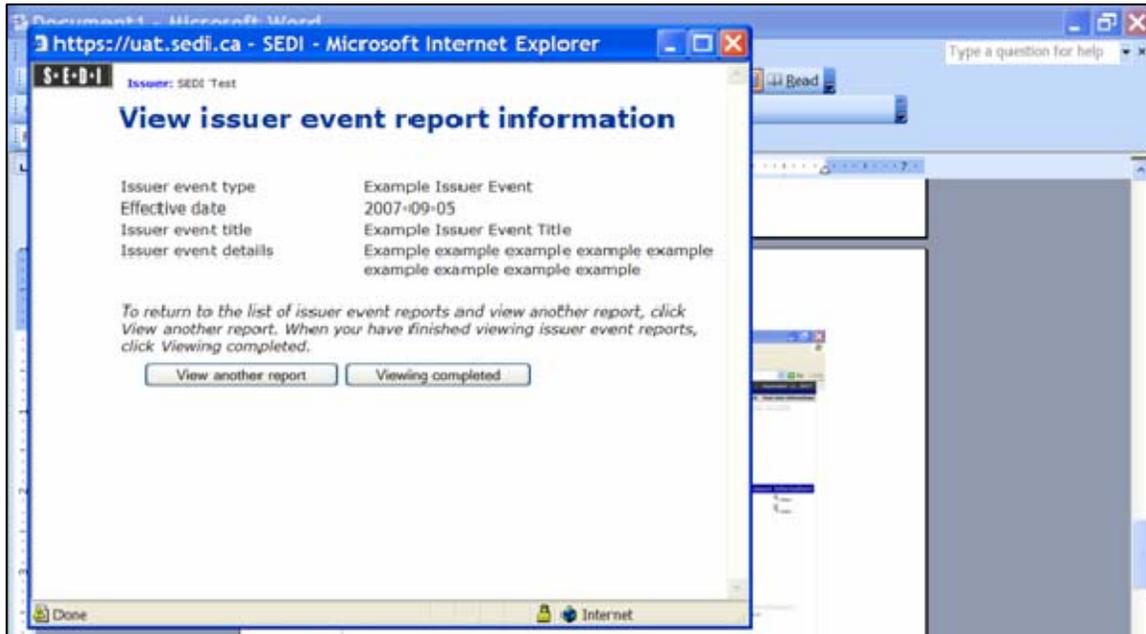
SEDI will no longer display issuer event reports for you automatically; on this page you can opt to view any issuer event reports that have been filed since your last insider report filing. To view issuer event reports, select the issuer and click "View issuer event reports". SEDI will display a window with either a message stating that no issuer event reports have been filed by that issuer since your last filing and information on how to view previous issuer event reports and the "Viewing completed" button, or a listing of issuer event reports to select from, as shown below.

Information window for listing of issuer event reports:



By selecting the issuer event report and clicking "View report", SEDI will display the issuer event report in the same window.

Information window for issuer event report:



When viewing an issuer report, clicking “View another report” will take you back to the list of issuer event reports and “Viewing completed” will close the window and return you to the select issuer page (above).

Amending an insider report

Selecting an issuer from the “Select issuer” page and clicking “Amend or delete insider report” takes you to the next step in the process; viewing the search results and selecting an insider report to amend or delete.

View search results page:

Insider: Example.E Issuer: NAME Inc.

Amend or delete insider report - View search results

The following insider reports have met your search criteria. Select an insider report from the list below:

	Transaction Number	Date of transaction	Filing date	Registered holder	Security designation	Nature of transaction	Opening balance of securities held	Number or value acquired or disposed of	Closing Balance	General and private remarks
<input type="radio"/>	856234	2005-02-27	2007-08-28	Spousal RRSP	Bonds	Opening Balance-Initial SEDI Report	2500		2500	
<input type="radio"/>	856235	2007-08-27	2007-08-28	Spousal RRSP	Bonds	Acquisition or disposition in the public market	2500	1000	3500	

Amend security Amend holder Amend details Delete report Cancel amendment

From the View search results page, you can opt to amend the security, registered holder, the details of the report or delete the report by clicking the appropriate button. For deleting an insider report, see page 9.

Amend security designation page:

The screenshot shows the SEDI (Securities Information System) interface for amending an insider report. The page title is "Amend insider report - Select security designation". At the top, there are navigation links for "Agent home page", "Logout", "Contact us", "Help", and the date "August 19, 2008". Below the navigation, there are tabs for "Insider profile", "Insider report", and "Your user information". The main content area displays the following information:

- Insider: Example.E
- Issuer: NAME Inc.
- Security: Bonds
- Holder: Spousal RRSP

The main heading is "Amend insider report - Select security designation". Below this, it says "Select a security designation from the list below:". There is a table with two columns: "Security designation" and "Underlying security designation".

Security designation	Underlying security designation
Outstanding securities	
<input checked="" type="radio"/> Bonds	
<input type="radio"/> American Depository Receipts	
<input type="radio"/> Options	(Bonds)
Insider-defined security	
<hr/>	
<i>The archived security list contains those securities that are no longer outstanding for this issuer and those securities that may no longer be issued.</i>	
Archived security designation	

At the bottom of the page, there are three buttons: "Next", "Cancel amendment", and "Add insider-defined security".

On the Amend security designation page, the security is defaulted to the selection of the original filing. You can change the security by selecting another existing security or, if the security you need to file is not on the list, click "Add insider-defined security" to create the needed security designation. Before you create an insider-defined security, please ensure that the security designation is not already in the insider-defined, issuer-defined or archived securities lists. Click "Next" to continue.

Note: If the security is issued by your issuer but is not on the Outstanding securities or Archived security designation list, contact the issuer and have them add the security to their issuer profile supplement. Do not create an insider-defined security.

In limited circumstances where you will be unable to meet your filing requirement because your issuer has not added a security to their issuer profile supplement, you may need to add an insider-defined security. Your insider-defined security is recognized as a unique security, and the acquisition or disposition reported does not affect the SEDI balance of your issuer-defined securities.

Add insider-defined security designation page:

The screenshot shows the SEDI interface for amending an insider report. The header includes the SEDI logo, navigation links (Agent home page, Logout, Contact us, Help), and the date August 19, 2008. The user is logged in as 'Insider: Example.E' and the issuer is 'NAME Inc.'. The page title is 'Amend insider report - Add insider-defined security designation'. A sidebar on the left contains links for 'File insider report' and 'Amend or delete insider report'. The main content area has a sub-header 'Security designation' and a description: 'Provide a security designation using the fields below. Select the most relevant security name in the first field and add additional descriptors, if any, in the second field.' There are two input fields: 'Security name' with a dropdown menu showing 'Select One', and 'Additional description (if applicable)' with a text box. Below the fields are 'Next' and 'Cancel amendment' buttons. A footer contains links for 'Insider profile', 'Insider report', 'Your user information', 'Help', 'E-mail us', 'Privacy Statement', 'Terms of Use', and 'SEDIrc1.8.0'.

As you are not allowed to change the security category, SEDI does not display that field for you. You can only amend the security type and add an additional description. Click “Next” to continue.

The “File insider report – Select ownership type” page displays a drop down box with the ownership options defaulted to what was contained in the original filing. If this is the correct ownership type (i.e.; registered/issued under the name of the insider) you may click “Next” to proceed. If this is not correct, use the drop down list to amend the ownership type and registered holder.

Select ownership type and registered holder page:

The screenshot shows the SEDI interface for selecting ownership type and registered holder. The header is identical to the previous page. The user is logged in as 'Insider: Example.E' and the issuer is 'NAME Inc.'. The security category is 'Bonds'. The page title is 'Amend insider report - Select ownership type and registered holder'. The sidebar on the left contains links for 'File insider report' and 'Amend or delete insider report'. The main content area has a sub-header 'Select an ownership type' with a dropdown menu showing 'Indirect Ownership'. Below this is a section 'Select a registered holder' with three radio button options: 'RRSP', 'Spousal RRSP' (which is selected), and 'Add new holder:' with a text box. Below the options are 'Next' and 'Cancel amendment' buttons.

Click “Next” after amending the ownership type and/or holder to continue filing the amendment. If this amendment will be the first insider report for that security and registered holder combination, SEDI will display an error message that you need to first file an opening balance before you can proceed with this amendment.

Enter transaction information page:

The screenshot shows the SEDI web interface for amending an insider report. The header includes the SEDI logo and navigation links like 'Agent home page', 'Logout', 'Contact us', and 'Help'. The main content area is titled 'Amend insider report - Enter transaction information'. It displays the following information and fields:

- Insider:** Example.E
- Issuer:** NAME Inc.
- Security:** Bonds
- Holder:** Spousal RRSP

The form fields include:

- Security designation:** Bonds
- Date of transaction:** August 27, 2007
- Nature of transaction:** 10 - Acquisition or disposition in the public market
- Number or value of securities acquired:** 1000
- Number or value of securities disposed of:** (empty field)
- Unit price or exercise price:** (empty field)
- Not Applicable:**
- Currency:** Canadian Dollar
- General remarks (if necessary to describe the transaction):** (empty text area)
- Private remarks to securities regulatory authorities:** (empty text area)

At the bottom of the form are two buttons: 'Next' and 'Cancel amendment'.

The page will have additional fields for underlying security designation information if the security you are amending is a derivative. Click “Next” to continue.

SEDI displays the “Final review” page. On this page you can review your amendment. If corrections are needed, click the appropriate button to return to that step in the process or “Cancel” to return to the “Introduction to Insider Report Activities” page. Click “Certify” to continue.

Final review page:

Amend insider report - Final review

Please review this amendment before you certify it.

Transaction Number	856235		
Security designation	Bonds		
Registered holder	Spousal RRSP		
Opening balance of securities held	2500		
Date of transaction	2007-08-27		
Nature of transaction	10 - Acquisition or disposition in the public market		
Number or value of securities acquired	1000		
Unit price or exercise price		Currency	Canadian Dollar

If the closing balance of the securities or contracts is incorrect, enter the correct balance in the Insider's calculated balance. If you provide a balance here, a securities regulatory authority may ask you to reconcile your closing balance numbers.

Closing balance of securities held	3500	Insider's calculated balance	<input type="text"/>
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General remarks (if necessary to describe the transaction)
Private remarks to securities regulatory authorities

To amend this information, click the appropriate button.

If you are satisfied with the changes you have made, click Certify.

Clicking “Certify” causes SEDI to display a dialog box with the certification statement displayed.

Certification dialog box:

Windows Internet Explorer

? Certification

I, as an insider filing this information, certify, or I, as an agent filing this information on behalf of an insider, certify to the best of my knowledge, information and belief, that the information is true and complete in every respect.

Warning:
A certification made by an agent on behalf of an insider is based on the agent's best knowledge, information and belief, but the insider is still responsible for ensuring that the information filed by an agent is true and complete. It is an offence to submit information that, in a material respect and at the time and in the light of the circumstances in which it is submitted, is misleading or untrue.

Click 'OK' to Accept
Click 'Cancel' to Decline

Clicking “Cancel” will close the box and SEDI will continue to display the “Final review” page. Clicking “OK” closes the box, certifies and files the amendment. SEDI then displays the “Amend insider report – completed” page, with confirmation of the date and time the insider report was filed (See next image).

Completed page:

The screenshot shows the SEDI interface for the 'Amend insider report - Completed' page. At the top, there is a navigation bar with links for 'Agent home page', 'Logout', 'Contact us', 'Help', and the date 'August 19, 2008'. Below this, the user's profile information is displayed: 'Insider: Example.E', 'Issuer: NAME Inc.', 'Security: Bonds', and 'Holder: Spousal RRSP'. The main heading is 'Amend insider report - Completed', followed by the message 'The insider report has been amended.' A table provides details for the transaction:

Transaction Number	Security designation	Registered holder	Opening Balance	Date of transaction	Nature of transaction	Number or value acquired or disposed of	Closing Balance	Filing date/time
856234	Bonds	Spousal RRSP	2500	2005-02-27	00 - Opening Balance-Initial SEDI Report	0	2500	2008-08-19 16:28:55

Below the table, there is a 'Printer friendly version' button. Further down, there are radio buttons for 'Amend or delete another report?' with options 'Same issuer' (selected) and 'Different issuer'. There are also 'Yes' and 'No' buttons. A note at the bottom states: 'Note: Amending another insider report will automatically refresh this page, and the report above will no longer be displayed. To keep a record of this amendment, please print this information by clicking on the "printer friendly version" button.'

The date and time of the amendment is noted in the right side column. If you have more reports to amend, SEDI allows you to skip steps in the amendment process. For example, selecting to amend or delete a report for the same issuer will take you to the “View search results” step (see page 3), while selecting a different issuer will take you to the “Select issuer page” step (see page 1).

Note that if you choose to amend or delete another report, the “Completed” page will be refreshed and the current amendment information will no longer be displayed. To keep a record of the amendment, print the information by clicking on the “printer friendly version” button.

Clicking “Printer friendly version” will take you to a printer-friendly page and launch your browser’s print dialog box. Use the back button on the page (not the browser “back” button) to return to the “File insider report – Completed” page.

Deleting an Insider Report

From the View search results page, you can opt to amend the security, registered holder, the details of the report or delete the report by clicking the appropriate button. For amending an insider report, see page 3.

View search results page:

S·E·D·I Agent home page | Logout | Contact us | Help | August 19, 2008

Insider profile | Insider report | Your user information

Insider: Example.E Issuer: NAME Inc.

Amend or delete insider report - View search results

The following insider reports have met your search criteria. Select an insider report from the list below:

	Transaction Number	Date of transaction	Filing date	Registered holder	Security designation	Nature of transaction	Opening balance of securities held	Number or value acquired or disposed of	Closing Balance	General and private remarks
<input type="radio"/>	856234	2005-02-27	2008-08-19	Spousal RRSP	Bonds	Opening Balance-Initial SEDI Report	2500		2500	
<input checked="" type="radio"/>	856235	2007-08-27	2007-08-28	Spousal RRSP	Bonds	Acquisition or disposition in the public market	2500	1000	3500	

Amend security | Amend holder | Amend details | **Delete report** | Cancel amendment

Selecting an insider report and clicking “Delete report” causes SEDI to display the details of the selected report to confirm you want to delete this insider report

S·E·D·I Agent home page | Logout | Contact us | Help | August 19, 2008

Insider profile | Insider report | Your user information

Insider: Example.E Issuer: NAME Inc. Security: Bonds Holder: Spousal RRSP

Delete insider report - Final review

Transaction Number: 856235
 Security designation: Bonds
 Registered holder: Spousal RRSP
 Opening balance of securities held: 2500
 Filing date: 2007-08-28
 Date of transaction: 2007-08-27
 Nature of transaction: 10 - Acquisition or disposition in the public market
 Number or value of securities acquired: 1000
 Unit price or exercise price: Currency Canadian Dollar
 Closing balance of securities held: 3500

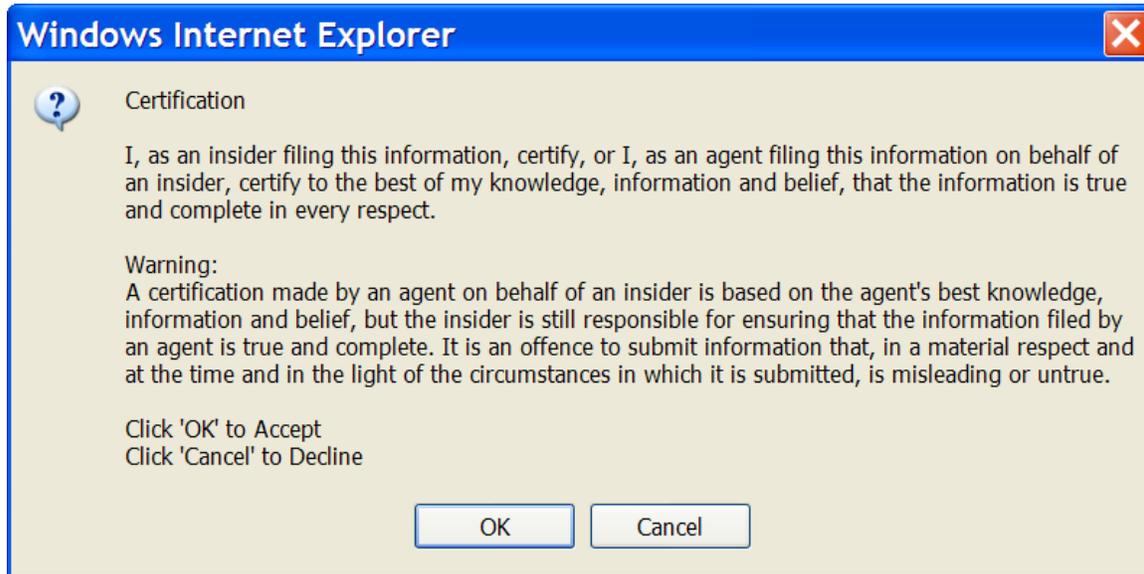
General remarks (if necessary to describe the transaction)
 Private remarks to securities regulatory authorities

Delete | Cancel deletion

Click “Delete” to delete this insider report. Click “Cancel deletion” to return to the “Introduction to insider activities page”.

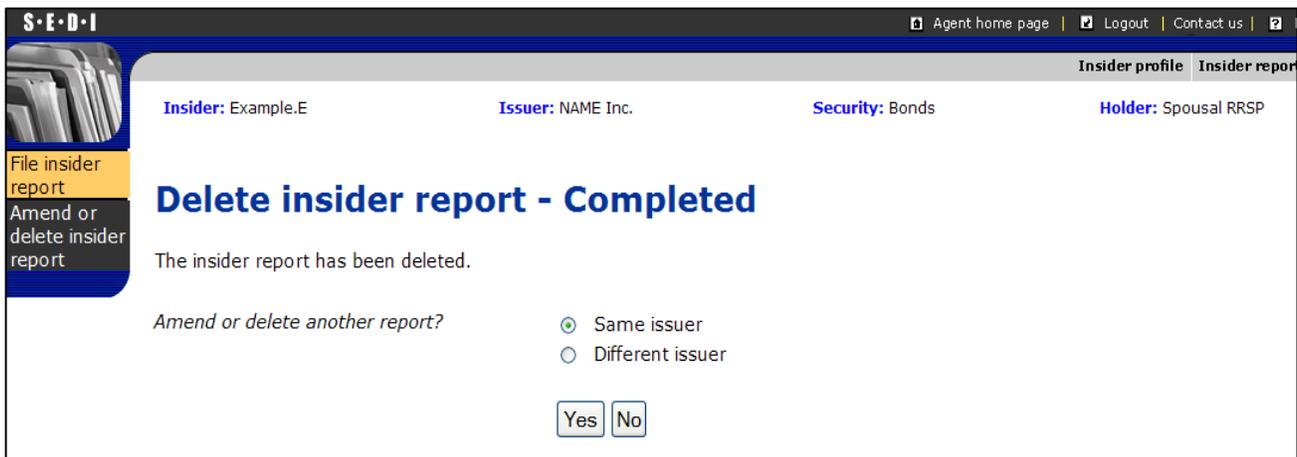
Clicking “Delete” causes SEDI to display a dialog box with the certification statement displayed.

Certification dialog box:



Clicking “Cancel” will close the box and SEDI will continue to display the “Final review” page. Clicking “OK” closes the box, certifies and deletes the insider report. SEDI then displays the “Delete insider report – completed” page, (See next image).

Completed page:



If you have more reports to amend or delete, SEDI allows you to skip steps in the process. For example, selecting to amend or delete a report for the same issuer will take you to the “View search results” step (see page 3), while selecting a different issuer will take you to the “Select issuer page” step (see page 1).