

Frequently Asked Questions in SEDI



Do I need to register to use SEDI?

You need to register on SEDI only if you need to file something on SEDI. If you simply want to search for information on the web site you do not need to be registered. You must be an individual to register on SEDI. An issuer that files information as an insider or issuer must use an individual that is an issuer representative or agent.

In what capacity should I register on SEDI?

You should register either as an insider, issuer representative or agent user, or a combination of these. Each classification of user has different functions on SEDI that the user can access. Depending on the classification chosen, you will be able to log on to the relevant user home page with the various functions available.

When should I register as an insider?

You should register as an insider if you are an insider and you will only be filing an insider profile and insider reports for yourself and no one else. Otherwise, if you are filing insider profiles and insider reports for one or several insiders (other than yourself), you should register as an agent, and not as an insider.

When should I register as an issuer representative?

You should register as an issuer representative when all you are going to do is file the issuer profile supplement for one issuer and any issuer event reports for that one issuer. If you are filing for more than one issuer, you should register as an agent, not as an issuer representative.

When should I register as an agent?

You should register as an agent when you will be filing:

- insider information for one or several insiders other than yourself,
- issuer information for more than one issuer,
- insider and issuer information for yourself, several insiders and an issuer.

How do I register on SEDI?

Before filing any information on SEDI, an insider, issuer representative or agent must have an activated SEDI user account. The information required is prescribed by the SEDI User Registration Form (Form 55-102F5), (see "Additional Information" on the SEDI Help page)..

The following are the procedures to register as a SEDI user:

1. Go to the SEDI web site (www.sedi.ca) and click "**Register as a SEDI User**" in the top right navigation bar.
2. The "**Register as a SEDI user – Form 55-102F5**" screen opens.
3. Enter your personal information in the fields provided to complete the form.
4. Enter a confidential question and answer, to which only you know the answer, in the confidential question and answer fields. This information will be used to confirm your identity should you contact the CSA Service Desk. Click "**Next**".
5. The "**Accept terms of use – SEDI User**" screen opens. Review the terms of use and click "**Accept**".
6. The "**Certify and submit registration information – Form 55-102F5**" screen opens. Verify the information and click "**Certify**", then "**OK**".
7. The "**Conditional registration completed**" screen opens and SEDI displays your User ID and Password. You need to make note of this information or you can print this page by selecting the print icon from your browser.
8. Scroll down the same screen and click the "**Printer friendly version**" button to generate a copy of your SEDI User Registration Form. You will need to sign and date the form in the space provided.
9. To complete your registration, fax, email or mail your form to the CSA Service Desk, attn: SEDI Operator using the contact details provided on the form.

The SEDI Operator will then process your registration by validating your information and activating your SEDI user account (this generally takes 24 hours).

In order to submit filings, you must complete this registration process and have your account activated by the SEDI Operator as a SEDI user.

Note: you should register only once on SEDI even though you may be an agent for many insiders

What information do I need to provide to register as a SEDI user?

You need to provide the following information:

1. your name
2. the name of your employer and your position (if you are registering as an agent)
3. your address (your principal residence if you are an insider or your business address if you are an agent or issuer representative)
4. your daytime telephone number
5. your fax number, if available
6. your e-mail address, if available
7. the capacity in which you will be using the system, i.e. as an insider, as an agent for an insider(s) and/or as an issuer representative. You can select more than one user classification by holding the "CTRL" key.
8. confidential question and answer

When am I issued a password and User ID or an access key and Profile Number and how are they different?

You will be issued a password and a SEDI user ID after you complete, certify and submit your SEDI user registration on the system. The password is tied to the SEDI user ID and allows you, as that user, to log on to SEDI.

Each time you create an insider profile or an issuer profile supplement, SEDI will display an insider number (for the insider profile created) and an access key online (for the insider profile or issuer profile supplement created). In addition, SEDI will also send a letter containing the access key to the insider or issuer representative.

An access key is a case-sensitive and alpha-numeric code tied either to an insider or issuer profile that allows you, as an agent, insider or issuer representative, to make a filing after the insider profile or issuer profile supplement is created. The system gives one access key per insider or issuer profile. Call the CSA Service Desk at 1-800-219-5381 if you forget your password or your access key.

Can an issuer or an insider have several agents?

Yes, for example, if an individual is an insider of several SEDI issuers, and each of these issuers has made arrangements to file insider reports on behalf of that individual, then this individual will have a different agent for each issuer.

Can a law firm register as an agent?

No, only individuals can register as agents.

Can I register as an insider, an issuer representative and an agent?

Yes, if you fulfill multiple roles, you can register as an issuer representative, an insider and an agent. However, you should select the category that best suits your activity.

Do insiders, who will only file through an agent, need to register as a user on SEDI?

No, your agent will set up your insider profile for you and be provided your access key. SEDI will send to you a copy of your access key.

As an agent, how do I access each of my client's filings?

You will need to have each client's access key. If you set up a client's insider profile or issuer profile supplement, SEDI will give you their access key. If someone else sets up the client's profile information, you will need to request the access key from your client.

As an agent can I make a bulk filing for a number of insiders?

No.

Do I, as the agent for an insider, have to file a power of attorney for insider reports filed on SEDI?

No. However, if you, as an agent, are filing an insider report in paper in certain circumstances (see CSA Staff Notice 55-310, item 4.3.1.6), you still need to file with the relevant securities regulatory authority a power of attorney. However, subsection 4.1(3) of **National Instrument 55-102 System for Electronic Disclosure by Insiders (SEDI)** provides that an agent does not need to file a power of attorney for an insider report of an individual filed in paper under the temporary hardship exemption.

How many passwords and access keys will I have as an agent?

You will have one password as an agent. You will be issued a user ID and a password for yourself that you will need to log on. In addition, if you are filing for an insider, you will be given an insider number and a unique access key for each insider whose insider

profile you create. If you are filing for an issuer, you will be given a unique access key for each issuer whose issuer profile supplement you create.

Who or what is an insider?

The term “insider” generally includes a director or senior officer of a reporting issuer or a person or a company that has beneficial ownership or control or direction over more than 10% of the voting rights attached to all outstanding voting securities of an issuer. For more information, you should refer to the applicable securities legislation of the appropriate jurisdiction(s).

When will I be deemed to be an insider?

There are two circumstances where a director or senior officer of an issuer will be deemed to be an insider.

- If an issuer (reporting or not) becomes an insider of a reporting issuer, every director or senior officer of the issuer is deemed to have been an insider of the reporting issuer for the previous six months or for the shorter period that the person was a director or senior officer of the issuer.
- If a reporting issuer becomes an insider of another reporting issuer, every director or senior officer of the latter reporting issuer is deemed to have been an insider of the former reporting issuer for the previous six months or for the shorter period that the person was a director or senior officer of the latter reporting issuer.

As such a director or senior officer, you must file an initial SEDI report containing the securities transactions or positions to be reported during these periods. For more information, you should refer to the applicable securities legislation of the appropriate jurisdiction(s).

Why do I have to file an insider report?

You are required to file an insider report because as an insider of a reporting issuer (other than a mutual fund) in one or more jurisdictions in Canada, you must disclose any direct or indirect beneficial ownership or control or direction over securities of that issuer, both when you first become an insider, and thereafter, whenever your direct or indirect beneficial ownership of or control or direction over securities of the reporting issuer changes.

What do I have to file as an insider?

As an insider who has insider transaction reporting obligations to file insider reports in electronic format, you must file an insider profile and then an insider report using SEDI.

The insider profile contains information identifying the insider and its relationship with one or more SEDI issuers. The information required is prescribed by Form 55-102F1 (see “Additional Information” on the SEDI Help page). Typically, the information in the insider profile would not change as a result of changes in the security holdings. However, a change may be required if the insider crosses the 10% security holder threshold and is required to amend its insider profile to include this new relationship as a result of the change. An insider that is required to file an insider profile in SEDI format must not file more than one insider profile.

The insider report contains information about transactions in securities of a reporting issuer for which the insider is required to report. The information required is prescribed by Form 55-102F2 (see “Additional Information” on the SEDI Help page).

You need to file your insider profile after you (or your agent) are registered as a SEDI user, but before any of your insider reports are due (5 calendar days after the transaction or 10 calendar days after becoming an insider).

Do I have to create an insider profile if I do not have any securities transactions or holdings to report?

No.

Do I use the “Date the insider became an insider of this issuer” field or the “Opening balance date” field when adding or amending issuer information in my insider profile?

Use the “Opening balance date” field if:

- you were an insider **prior to June 9, 2003** and filed insider reports in paper format. You must enter the date of your last paper filing in the opening balance date field and carry forward the balance from this paper report. This date should be prior to the date of any transactions that you will report for this issuer in SEDI.

Use the “Date the insider became an insider of this issuer” field if:

- the date you became an insider of the issuer was **on or after June 9, 2003**, which is the date SEDI was implemented, or
- the date you became an insider of the issuer was **prior to June 9, 2003** but you **did not** have any transactions to report previously on paper and this is your first insider report since SEDI was implemented.

SEDI will automatically extract the date from the "Date the insider became an insider of this issuer" field or the "Opening balance date" field to use as the "Opening/initial balance date" for any "position" reports filed under Opening Balance – Initial SEDI Report (nature code 00).

When must I file an amended insider profile in SEDI?

You must file an amended insider profile in SEDI format if there are one or more of the following changes within 10 calendar days after the occurrence of such a change:

- a change in your name;
- a change in your relationship to a SEDI issuer; or
- if you cease to be an insider.

For a change in any other information disclosed in your insider profile, you must file an amended insider profile the next time you file an insider report on SEDI.

What if I have filed a duplicate insider profile by mistake?

Each insider should only have one insider profile on SEDI. However, if you inadvertently filed more than one, please advise your Securities Commission in writing who will then take the necessary steps to have the SEDI operator remove the duplicate profiles from SEDI.

How does an insider use SEDI to make filings?

In order to access SEDI to file an insider profile and insider report using SEDI, an insider must first register with the SEDI system as a SEDI user by completing the SEDI User Registration Form (Form 55-102F5) and sending it to the SEDI operator. Insiders can also have their filings made through an agent. An agent is a registered SEDI user with an agent account maintaining insider profile(s) and filing reports for other insider(s).

What is an initial SEDI report?

An initial SEDI report is an insider report filed in either of the following situations:

- You have become an insider and this report is your first time filing an insider report on SEDI
- If, with respect to a particular issuer, this report is the first time you are filing in SEDI for this security and/or this registered holder.

For either of these situations, you must complete and file a report of your securities holdings in the issuer as a report of your opening balance for the securities holdings. This report is a statement of your position in the holdings and not a report of any transaction in the securities of the issuer.

When you are filing your initial report, SEDI will automatically indicate a date in the "**Opening balance date**" or "**Initial balance date**" field based on the following information entered in your insider profile, as appropriate:

- the date you became an insider, or
- the opening balance date.

The "**Opening / initial balance date**" in the initial report will be used for all your opening balances for the issuer. This date should be prior to the date of any transactions that you will report for this issuer in SEDI. SEDI extracts the "**Opening / initial balance date**" from the "**Date the insider became an insider of this issuer**" field or the "**Opening balance date**" field from your insider profile. If the date is incorrect, it may be modified by amending the issuer information in your insider profile.

Because this report is considered a "**position**" report of your holdings, SEDI will automatically complete the "**Nature of transaction**" field as **Opening Balance – Initial SEDI Report (nature code 00)**.

When must I file an initial SEDI report?

As an insider, you must file an initial insider report within 10 calendar days of becoming an insider if you own securities of the issuer or within 5 calendar days of the transaction if you were an insider of the issuer prior to June 9, 2003 and previously filed in paper format. The initial insider report must disclose your direct or indirect ownership of, or control or direction over, securities of the issuer at the date you became an insider or it should match your closing balance on your last paper report. If you don't know your opening balance number, call the appropriate Securities Commission and ask for a record of that number from your last paper insider report.

When do I file insider reports?

In most jurisdictions, the deadline is 5 calendar days from the date of the transaction or of becoming an insider. See your legal counsel or refer to National Instrument 55-104.

Do I have to file my reports myself (as an insider)?

No, you do not. You can have an agent that is registered as a SEDI user file the reports for you.

What if I have been filing reports, but now intend to rely on an exemption from insider reporting of National Instrument 55-104?

You should add a comment in the “**General Remarks**” field regarding your exempt status. This can be done on either your next transaction to be filed on SEDI or by amending your last transaction already filed on SEDI. A member of the public viewing your insider reports on SEDI will then know why you have ceased reporting.

As an insider, do I need to report shares my spouse owns?

You need to report transactions and holdings in shares that your spouse (or any other person related to you) owns when you have control or direction over these shares.

Can I file my reports sooner than required?

Yes.

How do I know my insider report has been filed?

After certifying the transaction information, including position reports, SEDI will display the “File insider report – completed” page displaying the transactions that have been filed. On this page you may also print your transaction information. This printed version of the filed information will include the time and date of filing. You can also verify that your insider report has been filed by logging out and selecting “**Access public filings**” in the top right navigation bar. You will need to wait about five minutes for the information you have just filed to appear on the public reports (see Access Public Filings factsheet on SEDI Help).

Am I required to file a nil initial report if I own no securities on becoming an insider?

No. If you do not own or have control or direction over any securities of the reporting issuer when you become an insider, you do not have to file an initial insider report until such time as you make your first transaction in securities of the reporting issuer.

What if I cannot personally file my insider report?

Under SEDI, you can authorize an agent to file the report for you in electronic format. The agent must be registered as a SEDI user and must be provided with your access key.

What if I have missed the deadline for filing insider reports?

File the report anyway, as soon as possible. In most jurisdictions, you will be subject to a late filing fee. Be advised that late filing or non-filing of insider reports is an offence under securities laws and may be subject to legal action.

What if SEDI is experiencing technical difficulties and I cannot file my report electronically?

If you are experiencing short term technical difficulties in filing your insider report in electronic format within the required timeframe, you can file your report in paper format using Form 55-102F6 (see “Additional Information” on the SEDI Help page) within two business days after the date on which the insider report was required to be filed. Include the words “**TEMPORARY HARDSHIP EXEMPTION FILING**” in capital letters at the top of the front page as prescribed in NI 55-102 and signatures may be in typed form rather than manual format. You must then make the filing in electronic format once the technical difficulties have been resolved.

If the 5th day after my transaction falls on a weekend or statutory holiday, will it be considered "on time" if filed the next business day?

Since SEDI is a World Wide Web application, you can file almost any time, 7 days a week (subject to the daily scheduled maintenance window from 3am to 5am Eastern time or service interruptions for technical or other reasons). However, whether or not a filer has an obligation to file on the weekend or a holiday differs among jurisdictions. In some jurisdictions, you may be required to file within 5 calendar days if the 5th day falls on a weekend or holiday. In others, you may be permitted to file on the next business day. You should seek legal advice if you are uncertain whether your filing will be considered "on time".

How will I, as an insider, know when to report changes resulting from an issuer event?

The issuer event report will be publicly displayed in SEDI when you opt to view issuer event reports, thereby providing you with useful information to report changes in your security holdings resulting from issuer events. You can report changes in your holdings resulting from an issuer event on the occurrence (effective date) of the issuer event. However, you must report those changes the next time you report a transaction for that issuer.

How do I use the Process Tracker?

The process tracker at the top of the filing insider report screens has been re-designed to allow you to go back in the filing process to make changes before filing the insider report. When you want to return to a previous step, transaction information entered on subsequent pages is cleared, so you can make needed changes before filing. For example, if you are on the **“Enter Transaction Information”** step and return to the **“Select Security Designation”** step, the data entered up to the **“Select Security Designation”** step will remain, but any data beyond that step will need to be re-entered.

I want to report a transaction but SEDI keeps asking me for an opening balance for my securities?

When you file your first transaction report for a particular security (and registered holder, if applicable), the system will always ask for the opening balance before you can file actual transaction details. This is required in order to make the transition from the previous paper format to the current electronic format and to enable SEDI to automatically calculate your holding for that security as of the date of your transaction. Depending on the circumstances, the opening balance may also be used to represent your holdings on the date that you became an insider, for example, if you became an insider on or after June 9, 2003, which is the date that SEDI was implemented.

You should enter the total number for the type of security you held as of your opening balance date. This will be the amount as of your last paper filing or as of the date you became an insider of this issuer. You will have entered one of these dates for the issuer on your insider profile and it will appear on the opening balance entry screen as **“Opening/initial balance date”**. When the opening balance report is certified, the opening balance date will be identified as **“Date of Transaction”** (e.g. in the public reports on SEDI). If you did not hold that type of security as of the date of your last opening balance, you should enter “0” as your opening balance.

If you don't know your opening balance number, call the appropriate Securities Commission and ask for a record of that number from your last paper insider report if applicable.

Do I have to report all my holdings in all securities of the SEDI issuer or just the securities in which my beneficial ownership changed?

For the first time you file on SEDI, you must report all holdings in all securities for that issuer. Subsequent to that you only need to report changes in holdings or new holdings.

What type of report do I file when I first become an insider of a SEDI issuer and own securities of that issuer?

You need to file an insider report, disclosing all your holdings in the securities of the SEDI issuer. You will initially need to file (create) an insider profile in the system before you can file this insider report. Once your insider profile has been filed, you can then file your insider report, disclosing all your current holdings in the securities of the SEDI issuer. For each particular type of security, the system will ask you to input an opening balance.

When do I need to file an insider report for changes in my securities holdings resulting from an issuer event, such as a stock split?

You only need to report changes resulting from an issuer event at the time you need to file your next insider report (see of National Instrument 55-104, posted under “Additional Information” on the SEDI Help page).

What type of report do I file after I have made my initial SEDI report?

You need to file an insider report on SEDI, disclosing your transactions in those securities that have resulted in a change in your beneficial ownership of, or control or direction over, them. You do not need to report closing balances if the balance did not change and you have already reported them. SEDI maintains a record of all these holdings as reported previously.

What derivatives do I need to report on SEDI?

SEDI does not change existing insider reporting requirements; it only prescribes the content of the reports and the manner in which they must be filed. For information on what derivatives need to be reported on SEDI, you should refer to the applicable securities legislation of the appropriate jurisdiction(s).

What do I need to do if I'm an insider of several companies?

You only need to file one insider profile and indicate the names of all the companies of which you are an insider. If you use an agent to file for you, it is recommended that you only use one. However, if you choose to have different people file insider reports for you for these different companies, you must make sure that only one insider profile is created for you. You may wish to have one agent set up the profile for you, and then share your access key with all of your other filing agents.

Do I need to add the name of the broker or depository as the registered holder of the securities if I own the securities directly?

No. For insider reporting, the term "**registered holder**" means the entity through which you beneficially own or control securities such as an RRSP, holding company, family trust, or the person or company that owns the securities over which you have control or direction. Securities beneficially owned directly but held through a nominee such as a broker or book-based depository are considered direct holdings (For more details, see Form 55-102F1, item 14, and Form 55-102F2, item 6, that are posted under "Additional Information" on the SEDI Help page).

When do I need to add registered holders and in what circumstances?

Whenever you create an insider profile and file an insider report, SEDI will prompt you to indicate how you (or your insider, if you are an agent, filing for an insider) hold the securities.

You can hold your securities in the following three ways:

- 1) You can hold them **directly**. For example, you can hold the securities in an account with your broker, but the account is in your name.
- 2) You can hold them **indirectly**. For example, you beneficially own common shares in X Co. but the registered owner is another entity such as a holding company, an RRSP, or a family trust.
- 3) You can have **control or direction** over them. You have control or direction over the securities if you, directly or indirectly, through any contract, arrangement, understanding or relationship or otherwise have or share voting power, or investment power. This would include having control or direction over the securities through a power of attorney, a grant of limited trading authority, or management agreement. For example, you set up a trust for your children in which Co. X securities are held. Because of your relationship with your children, you need to report your children's holdings, because you could direct your children to purchase or sell those securities. This may also be the case if your spouse owns the securities, but you have control or direction over those securities.

If you choose either '**Indirect**' or '**Control or Direction**', SEDI will prompt you to add the name of a registered holder. The registered holder is the entity through which you beneficially own the securities, such as an RRSP, holding company, family trust, or the person or company that owns the securities you have control or direction over.

What is control or direction?

An insider has control or direction over securities if the insider, directly or indirectly, through any contract, arrangement, understanding or relationship or otherwise has or shares:

- voting power, which includes the power to vote, or direct the voting of, the securities; or
- investment power, which includes the power to buy or sell, or to direct the purchase or sale of, the securities.

An insider may not be the beneficial owner, but the insider may have control or direction over the securities through a power of attorney, grant of limited trading authority, or management agreement. For example: An insider may have been granted authority to vote or to trade securities owned by family members, friends or associates. If so, the insider would have to report those securities' holdings and transactions on insider reports as being under the insider's control or direction.

When am I the beneficial owner of securities, direct or indirect?

You are the beneficial owner of securities if you have an equitable right to them, whether or not they are registered in your name. Equitable or beneficial ownership is in contrast to legal ownership. A legal owner has title to the securities, although legal title may carry no rights to the property. Equitable or beneficial ownership means that while you may not have title to the securities, you have rights to the securities which are the normal incidents of owning the securities. Many insiders hold securities which are registered in the name of an investment firm, depository, trustee or bank, but the individual remains the beneficial owner.

You may also be deemed to be the beneficial owner of securities that are beneficially owned by:

- an issuer that you control or
- by an affiliate of any issuer that you control.

A person is an indirect beneficial owner when the person's securities are held through an issuer, an affiliated issuer, a family trust, a third person or other legal entity.

For example: The insider is the indirect beneficial owner of securities that are held by a holding company that an insider or its subsidiaries controls. Whenever an insider is deemed to be the beneficial owner, the insider will be an indirect beneficial owner.

Note: Securities beneficially owned but held through a nominee such as a broker or a book-based depository are considered direct holdings.

If I am an insider of a reporting issuer and I also hold securities of a mutual fund that holds securities of that reporting issuer, am I the beneficial owner of the securities held by the mutual fund and therefore required to report on the holdings of the mutual fund?

No, you are not required to report these holdings. A mutual fund is the legal and beneficial owner of the securities held in its investment portfolio. A unit holder of a mutual fund does not beneficially own any assets held by the mutual fund.

What is an issuer event report?

An issuer event report is a report required to be filed in SEDI by a SEDI issuer. The issuer event report contains information about an issuer event of the issuer such as a stock dividend, stock split, consolidation, amalgamation, reorganization, merger or other similar event that affects all holdings of a class of securities of the SEDI issuer in the same manner, on a per share basis.

Issuer event reports must include the information prescribed by Form 55-102F4 (see "Additional Information" on the SEDI Help page).

What if there is not enough space in the "Issuer event details" field to adequately describe the event?

The SEDI issuer should provide a summary of the event. However, to the extent that more space is needed, the SEDI issuer may cross-reference a public document that adequately discloses the necessary information about the event.

What is the "Effective date" on an issuer event report form?

The "Effective date" is the date on which the change to the number of securities happens as a result of the issuer event. It is the date of the occurrence of the event.

Why must a SEDI issuer file an issuer event report upon the occurrence (effective date) of an issuer event?

The issuer event report provides notice to insiders that an issuer event has occurred. It helps insiders to more accurately report changes in their securities holdings that may result from the issuer event. In addition to facilitating the filing of insider reports by providing useful information to the insider or their agent, the information on issuer events is useful for the public users who view insiders' holdings.

When does a SEDI issuer have to file an issuer event report?

A SEDI issuer must file an issuer event report in electronic format in SEDI within one business day following the occurrence (effective date) of an issuer event, such as a stock dividend, stock split, consolidation, amalgamation, reorganization, merger or other similar event that affects all holdings of a class of securities of the SEDI issuer in the same manner, on a per share basis. For example: for a stock split, the SEDI issuer should report the event within one business day after the issuer issues the securities resulting from the stock split. As a preferred practice, the SEDI issuer should report the event following the close of markets on the day of the event or before the opening of the markets on the day after the event occurred.

When does a SEDI issuer file an issuer event report versus a material change report?

A SEDI issuer files an issuer event report when an event affects the entire class of securities in the same manner. This may also be a material change in which case the SEDI issuer will also need to file a material change report in SEDAR. However, not all material changes are issuer events. For example, while a company buy-back of shares might be considered a material change, it would not be an issuer event to be filed on SEDI.

Where does a SEDI issuer file an issuer event report?

A SEDI issuer must file an issuer event report on the SEDI web site.

What is an issuer profile supplement?

The issuer profile supplement provides certain information about the issuer, particularly relating to its outstanding securities held by insiders, that is additional to the information the issuer files in SEDAR. The issuer profile supplement must contain the information required under Form 55-102F3 (see "Additional Information" on the SEDI Help page).

Where does a SEDI issuer file an issuer profile supplement?

A SEDI issuer must first file its SEDAR issuer profile and then create its issuer profile supplement on the SEDI web site.

When does a SEDI issuer have to file an issuer profile supplement?

Initially, the SEDI issuer must file an issuer profile supplement to disclose the designation of each outstanding security or class of outstanding securities issued by the SEDI issuer and held by any insiders of the reporting issuer who have direct or indirect ownership of,

or control or direction over, that security or class of security. The issuer profile supplement must be filed within three business days of the effective date the issuer becomes a SEDI issuer, as applicable. When there is a change in information or an issuance of a security or class or series of securities that is not already disclosed in the issuer profile supplement, the SEDI issuer must file an amended issuer profile supplement immediately and add the outstanding security designations for insiders to be able to file their reports.

What if a SEDI issuer does not file their issuer profile supplement on SEDI?

If a SEDI issuer does not file an issuer profile supplement, the issuer will be in breach of securities law. The Securities Commissions can take certain actions against issuers not complying with the law, including placing the issuer on a public default list. Also, by not filing an issuer profile supplement, the issuer's insiders will not be able to file their reports on SEDI. This will cause unnecessary inconvenience to them. Insiders will have to file paper reports relying on the temporary hardship exemption (See Form 55-102F6 in "Additional Information" on the SEDI Help page). After the SEDI issuer completes its issuer profile supplement, insiders will have to file again on SEDI every report already filed in paper when they relied on the temporary hardship exemption.

How do I designate the following types of securities, as a representative or agent for the issuer?

1.	Asset-backed securities	a) Select	"Equity" category
2.	Options: (exercisable into common shares under plan) for the options	a) Select	"Issuer derivative" category
		b) Select	"Options" as security name
		c) Describe	(if needed, add description)
		d) Select	"Equity" category
	for the underlying security (common shares)	e) Select	"Common Shares" as security name
		f) Describe	(if needed, add description)
3.	Convertible debentures	a) Select	"Debt" category
		b) Select	"Convertible debentures" as security name
		c) Describe	(if needed, add description)

Note: Together, the security name and description will appear as one of the designated securities on the issuer's list of securities. Its insiders will see and select from this list in order to report transactions and holdings in securities of that issuer. Make sure to enter any additional words used to describe the specific security or class of security that will distinguish this security or class of security from another that will allow your insider to choose the appropriate security. SEDI will compute and total balances of securities that have the same designation.

What derivatives can I select as a category of securities, as a representative or agent for the issuer?

A derivative is a financial instrument that derives its value from an underlying interest or security.

For SEDI, derivatives that are securities may be classified as either issuer derivatives or third party derivatives. Issuer derivatives are derivatives such as options, warrants and rights issued by a company or other entity directly to its insiders. You can select "**Issuer derivative**" as a category of security if you, as the issuer, have issued the derivatives. You would then select the appropriate name of the security: "options", "rights", "warrants" or "other". If necessary, you could also add a brief description to the name of the security.

A SEDI issuer cannot designate a third party derivative. Third party derivatives are designated by the insider when the insider files an insider report for those securities. Futures, forwards and exchange-traded call or put options are examples of third party derivatives.

What if a class of securities on the issuer's outstanding securities list is no longer issued or outstanding?

As a representative or agent for the issuer, you should amend your issuer profile supplement and indicate that this security is now to be listed as an "**Archived security**". Insiders will still be able to report transactions in these securities, using the "**Archived security**" list.

If I entered the wrong type of security in the issuer profile supplement, can I remove it?

No. You must contact your Securities Commission and request that the SEDI operator remove that security from your list of designated securities. The SEDI operator can only remove the security after receiving written authorization from the issuer's representative to remove it.

Do I designate in the issuer profile supplement all types of issued securities, not just the ones issued currently to the insiders?

No. However, we suggest you designate all your publicly traded securities.