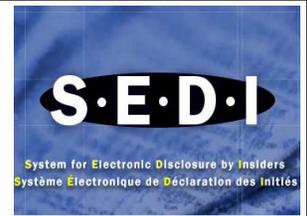


Viewing Public Filings



How do I access public filings

From the SEDI home page, click on your language of preference. The **Welcome to SEDI** screen opens. The official record of insider transactions filed with the Securities Commissions is the information available under the **Access public filings** option in the top navigation bar on the SEDI website. Transactions filed on SEDI are available for public viewing almost immediately, at least within 5 minutes of being filed by the insider or the issuer. You don't need a SEDI User ID and Password to view public filings.

What information is available when I access public filings

To view public filings; Click on **Access public filings** in the top navigation bar. The left navigation bar will expand offering three selections:

-  View insider information
-  View issuer information
-  View summary reports

You can view insider information issuer information or summary reports for the insider or the issuer. When viewing insider information or issuer information, you can click on the Printer friendly version button available on a variety of screens to print a copy of the displayed information. When viewing summary reports, you can select specific reports to generate and view either on the screen within the browser or print and save in a PDF format.

A brief description of each selection follows:

View insider information:

This displays an insider profile, which includes the public information for Insiders, either individuals or companies, Issuer(s) that they are an insider of, the insider's relationship with the issuer(s), and the date they became and/or ceased to be an insider of the issuer(s)

View issuer information: There are three options available under View issuer information in the left navigation bar:

1. **View issuer profile and supplement** – This displays the issuer's profile and supplement including such information as their industry classification, reporting jurisdictions, listing details, and head office and mailing addresses.
2. **View issuer event report** – This displays an issuer's securities related events. Select an event and click **Enter** or **Next** to view the details of the event.
3. **View security designation** - This displays the issuer's outstanding and archived securities. Select a security and click **Enter** or **Next** to view the details of the security, including security category, designation, filing date and archive date (if archived).

View summary reports: There are four types of reports that can be generated under the View summary reports:

1. **Insider transaction detail** – By selecting Insider name or Insider company name, this option provides a report of an insider's transaction that can be filtered using optional criteria. If the issuer name is selected a report that includes every insiders' transaction relating to that issuer is generated
2. **Issuer event history** – This option provides details of issuer events that may be narrowed using optional criteria
3. **Insider information by issuer** – This option provides a summary information including the insider's name, relationship to the issuer, the date the insider ceased to be an insider (if applicable) and the most recent closing balance amount(s) dated as of the last insider report filed for each security holding for every insider of the selected issuer.
4. **Weekly summary** – This option provides a one, two or three weeks summary of insider transactions sorted by either insider or class of security.

How do I access insider transaction detail reports

Follow the steps below to access insider transaction detail reports:

1. From the Welcome page of SEDI (you don't need to log-in to SEDI) click on **Access public filings** in the top navigation bar
2. The **Introduction to access public filings** screen will open. Click on **View summary reports** in the left navigation bar
3. The **View summary reports** screen will open, scroll down and click on the radio button beside Insider transaction detail and click **Enter** or click **Next**
4. The **Enter search criteria** screen will open. Under mandatory criteria, click the down arrow key labeled "identify insider or issuer" and select the appropriate description based on the kind of information you require:

- ✚ If you want to view insider reports for one insider then choose Insider family name.
 - ✚ If you want to view insider reports for a company insider, then choose insider company name.
 - ✚ If you want to view insider reports for all insiders of a particular issuer then choose issuer name.
5. Enter the appropriate insider or issuer name details. The name portion of the search will default to those names that "Starts with" the details you entered. If you wish to change this criteria, click the down arrow key to the right of the issuer or insider name field(s) and select Exact match or Contains from the drop-down box as needed to narrow or expand your name search.
 6. Fill in **Optional** information if you wish to narrow your search and filter out some of the insider transaction details reports information (i.e. select only the specific security designation to include in the report, or enter specific filing dates or transaction dates, etc) or go to the bottom of the screen and click Search if you want to view all reports filed by the selected insider.
 7. The **Select insider** or **Select issuer** screen will open and display the list insiders or issuers that matched your criteria . Click the **View** button at the beginning of the line on the screen to launch the insider transaction details (ITD) reports.
 8. To view any general comments that may have been filed, select **Yes** to view general remarks field for each transaction.
 9. To print or save this report, scroll to the bottom of the screen and click on **Download PDF report**. When the PDF report opens, select **File** from your browser menu and choose **Print** or **Save As** to generate a copy of the report.