



**AUTORITÉ
DES MARCHÉS
FINANCIERS**



E-Services

Disclosure Guide

October 2022

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1. DOCUMENT TRANSFER

You must send your disclosures through AMF E-Services. To access E-Services, you must first register with clicSÉCUR, the Québec government’s authentication service. To do so, consult our web page at <http://www.lautorite.qc.ca/en/professionals/e-services/> and click on “Create your clicSÉCUR account.”

In your client file, you will find a schedule of documents to be submitted to the AMF. Follow these steps to submit your disclosure document(s).

1.1 Access your [Disclosure schedule](#)

In AMF E-Services, access your Disclosure schedule under Client File. The schedule will display the links to use for submitting disclosures or supporting documents.

The screenshot shows the AMF E-Services website. At the top right, it displays 'Client Number : 3001015455', 'Help | Français | Sign out', and the phone number '1 877 525-0337'. The main navigation bar includes 'Home', 'Client File', 'Public Contracts', and 'Other'. The 'Client File' dropdown menu is open, listing options: 'Secure Message Inbox', 'Contact information and preferences', 'Follow up on applications/requests', 'Statement of account', 'Disclosure schedule' (highlighted with a red circle), 'Manage business relationships', and 'Inspection'. Below the navigation, there is a 'Welcome (SEKOU FIDUCIE)' section with 'Last accessed: February 14, 2017'. A 'Secure Message Inbox' widget indicates 'You have 5 new message(s) (0 old message(s))'. A 'Need Help? Contact Us' section provides the phone number '1 877 525-0337' and a link for 'Request for information'. The footer contains an 'Improvements to AMF E-Services' section with text about new functions for managing representatives.

1.2 Click on the [Disclosure hyperlink](#)

Client Number : 3001015455 Help | Sign out

AUTORITÉ DES MARCHÉS FINANCIERS AMF E-SERVICES 1 877 525-0337

Home Client File Public Contracts Other

Disclosure schedule

You can use this schedule to keep track of the regulatory disclosures you must file with the AMF and the filing due dates. To file a disclosure document, click on the hyperlink. Consult On-line help for more information.

Required disclosures and filing due dates

Title	Report date	Due date	Late
Annual financial statement - Québec charter	9/30/2016	12/31/2016	Yes
Annual financial statement - Québec charter	9/30/2016	12/31/2016	Yes
Annual financial statement - Québec charter	2/1/2017	4/1/2017	
Annual financial statement - Québec charter	9/30/2017	11/29/2017	
Annual financial statement - Québec charter	9/30/2017	11/29/2017	
Annual financial statement - Québec charter	2/1/2018	4/2/2018	

Displaying items 1 - 6 of 6

Back to menu

1.3 Click on [Next](#)

Client Number : 3001015455 Help | Sign out

AUTORITÉ DES MARCHÉS FINANCIERS AMF E-SERVICES 1 877 525-0337

Home Client File Public Contracts Other

Disclosure - Supporting documents

1 2 3 4 Step 1 of 4 : Identification and description of application or request

Use this form to comply with your annual disclosure obligations with the AMF.

Identification and description of application or request

Client information

Client No. 3001015455

Name of firm SEKOU FIDUCIE

Mailing address

Civic No. 7000 Suite / Apt. / Unit

Street / Delivery Installation RUE D'ABANCOURT

Municipality SAINT-LÉONARD Province / State QC

Country CANADA Postal code / Zip code H1S 2K7

Back to menu Reset **Next**

1.4 Tick the box corresponding to the documents to be submitted

- Step 1: Select the disclosure or supporting document you want to attach.
- Step 2: Click on Attach to append the disclosure or supporting document.
- Repeat steps 1 and 2 to attach all documents to be submitted.

Disclosure - Supporting documents



1 2 3 4 Step 2 of 4 : Supporting documents required


Credit Card – For security reasons, do not indicate credit card numbers in electronic documents you submit to the AMF.


Pursuant to An Act respecting trust companies and savings companies, the AMF asks that you forward your financial statement and the related files.

Supporting documents required		?
File(s)		
<input checked="" type="checkbox"/> Annual financial statement – signed PDF	Step 1	<input type="button" value="Attach"/> Step 2
<input type="checkbox"/> Annual report to shareholders of the company or the parent company		
<input type="checkbox"/> Audit Committee report		
<input type="checkbox"/> Audited consolidated financial statements of the company and its subsidiaries		
<input type="checkbox"/> Audited consolidated financial statements of the parent company		
<input type="checkbox"/> Auditor's report on assets under management		
<input type="checkbox"/> Auditor's report on related-party transactions and conflicts of interest		
<input type="checkbox"/> Auditor's report on the annual financial statement		
<input type="checkbox"/> BCAR - signed PDF		
<input type="checkbox"/> Budget estimates		
<input type="checkbox"/> Ethics Committee report		
<input type="checkbox"/> Organizational chart		
Financial data – Excel		
<input type="checkbox"/> Annual financial statement		
<input type="checkbox"/> BCAR		
<input type="checkbox"/> Leverage ratio statement		
<input type="button" value="Reset"/>	<input type="button" value="Previous"/>	<input type="button" value="Next"/>

1.4.1 How to remove an attached document

To remove a document and replace it with another, click on “Delete” in the upper right corner.

 **Credit Card** – For security reasons, do not indicate credit card numbers in electronic documents you submit to the AMF.

 Pursuant to An Act respecting trust companies and savings companies, the AMF asks that you forward your financial statement and the related files.

Supporting documents required ?

File(s)

<input checked="" type="checkbox"/> Annual financial statement – signed PDF	Attached file	Autoévaluations- Mut (3) Ré...	Delete
<input type="checkbox"/> Annual report to shareholders of the company or the parent company			
<input type="checkbox"/> Audit Committee report			Remove the attached file
<input type="checkbox"/> Audited consolidated financial statements of the company and its subsidiaries			
<input type="checkbox"/> Audited consolidated financial statements of the parent company			
<input type="checkbox"/> Auditor’s report on assets under management			
<input type="checkbox"/> Auditor’s report on related-party transactions and conflicts of interest			
<input type="checkbox"/> Auditor’s report on the annual financial statement			
<input type="checkbox"/> BCAR - signed PDF			
<input type="checkbox"/> Budget estimates			
<input type="checkbox"/> Ethics Committee report			
<input type="checkbox"/> Organizational chart			


Financial data – Excel

<input type="checkbox"/> Annual financial statement
<input type="checkbox"/> BCAR
<input type="checkbox"/> Leverage ratio statement

Reset <<< Previous Next >>>

1.5 Click on [Next](#) to submit attached documents

 **Credit Card** – For security reasons, do not indicate credit card numbers in electronic documents you submit to the AMF.

 Pursuant to An Act respecting trust companies and savings companies, the AMF asks that you forward your financial statement and the related files.

Supporting documents required		?
File(s)		
<input checked="" type="checkbox"/> Annual financial statement – signed PDF	Autoévaluations- Mut (3) Ré...	Delete
<input type="checkbox"/> Annual report to shareholders of the company or the parent company		
<input type="checkbox"/> Audit Committee report		
<input type="checkbox"/> Audited consolidated financial statements of the company and its subsidiaries		
<input type="checkbox"/> Audited consolidated financial statements of the parent company		
<input type="checkbox"/> Auditor's report on assets under management		
<input type="checkbox"/> Auditor's report on related-party transactions and conflicts of interest		
<input type="checkbox"/> Auditor's report on the annual financial statement		
<input type="checkbox"/> BCAR - signed PDF		
<input type="checkbox"/> Budget estimates		
<input type="checkbox"/> Ethics Committee report		
<input type="checkbox"/> Organizational chart		
Financial data – Excel		
<input type="checkbox"/> Annual financial statement		
<input type="checkbox"/> BCAR		
<input type="checkbox"/> Leverage ratio statement		
Reset	Previous	Next

1.6 List of attached documents

Click on [Print your application](#) to review and/or print the list of disclosures or supporting documents before submitting them.

Client Number : 3001015455 Help | Sign out

AUTORITÉ DES MARCHÉS FINANCIERS AMF E-SERVICES

1 877 525-0337

Home Client File Public Contracts Other

Disclosure - Supporting documents

1 2 3 4 Step 3 of 4 : Transmission

Use this page of the form to send your application to the AMF. Please read the statement, then tick the box to confirm that the information you provided is accurate. Before submitting your application, print out a copy and review it. Keep the printed copy for your files. When you have completed your application and reviewed it to ensure that all information is accurate, click on Submit.

* Mandatory field

Declaration on information provided

I declare that the information provided herein is accurate.

Warning

Please check your application carefully. Once it is submitted, you will not be able to cancel or modify it.

Reset Previous **Print your application** Submit

AUTORITÉ DES MARCHÉS FINANCIERS Client Number : 3001015455

Disclosure - Supporting documents

Identification

Client information

Client No. 3001015455

Name of firm SEKOU FIDUCIE

Mailing address

Civic No. 7000 Suite / Apt. / Unit

Street / Delivery installation RUE D'ABANCOURT

Municipality SAINT-LÉONARD Province / State QC

Country CANADA Postal code / Zip code H1S 2K7

Supporting documents required

File(s)

Annual financial statement - signed PDF Autoévaluations- Mut (3) RéviséJP 2014-05-08 .xlsx

Financial data - Excel

Declaration on information provided

I declare that the information provided herein is accurate.

1.7 Final transmission of documents

- **Step 1:** Tick the box “I declare that the information provided herein is accurate.”
- **Step 2:** Click on [Submit](#).

Client Number : 3001015455 Help | Sign out

AUTORITÉ DES MARCHÉS FINANCIERS AMF E-SERVICES

1 877 525-0337

Home Client File Public Contracts Other

Disclosure - Supporting documents

1 2 **3** 4 Step 3 of 4 : Transmission

i Use this page of the form to send your application to the AMF. Please read the statement, then tick the box to confirm that the information you provided is accurate.
Before submitting your application, print out a copy and review it. Keep the printed copy for your files.
When you have completed your application and reviewed it to ensure that all information is accurate, click on Submit.
* Mandatory field

Declaration on information provided

I declare that the information provided herein is accurate.

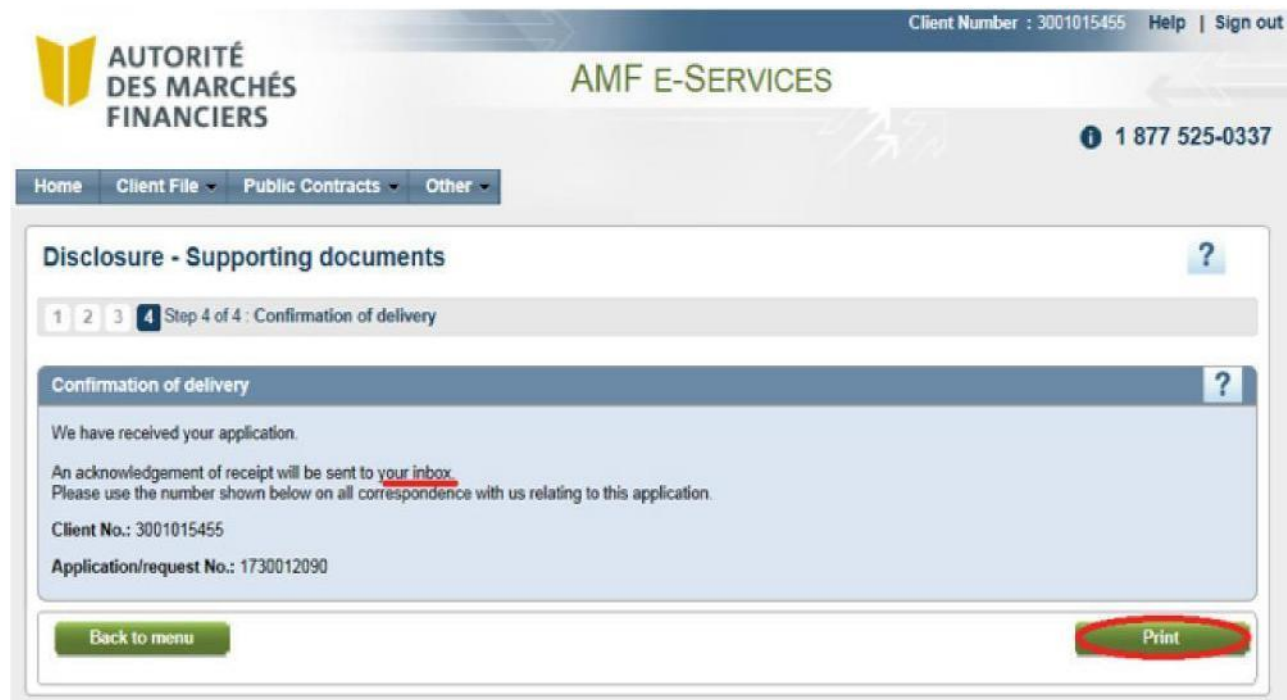
Warning

Please check your application carefully. Once it is submitted, you will not be able to cancel or modify it.

Reset Previous Print your application **Submit**

1.8 Confirmation of receipt by the AMF

After the documents have been submitted, an acknowledgement of receipt will be sent to your inbox. You can print this confirmation from the screen by clicking on [Print](#) or by accessing your Secure Message Inbox.



The screenshot displays the AMF E-SERVICES interface. At the top right, it shows the Client Number: 3001015455, along with links for Help and Sign out. The main header includes the AMF logo and the text 'AMF E-SERVICES'. A navigation bar contains links for Home, Client File, Public Contracts, and Other. The main content area is titled 'Disclosure - Supporting documents' and indicates 'Step 4 of 4: Confirmation of delivery'. The central message states: 'We have received your application. An acknowledgement of receipt will be sent to your inbox. Please use the number shown below on all correspondence with us relating to this application.' It provides the Client No.: 3001015455 and Application/request No.: 1730012090. At the bottom, there are two buttons: 'Back to menu' and 'Print'.

Client Number : 3001015455 Help | Sign out

AUTORITÉ DES MARCHÉS FINANCIERS AMF E-SERVICES

1 877 525-0337

Home Client File Public Contracts Other

Disclosure - Supporting documents

1 2 3 4 Step 4 of 4 : Confirmation of delivery

Confirmation of delivery

We have received your application.

An acknowledgement of receipt will be sent to your inbox.

Please use the number shown below on all correspondence with us relating to this application.


Client No.: 3001015455


Application/request No.: 1730012090

Back to menu Print

1.9 Documents already submitted

You can send your documents one at a time, or in separate submissions. The indication Received on: (date) will appear below the name of the document submitted. You must follow the above steps for each document you wish to submit

 Credit Card – For security reasons, do not indicate credit card numbers in electronic documents you submit to the AMF.

 Pursuant to An Act respecting trust companies and savings companies, the AMF asks that you forward your financial statement and the related files.

Supporting documents required ?

File(s)

- Annual financial statement – signed PDF
- Annual report to shareholders of the company or the parent company
- Audit Committee report
- Audited consolidated financial statements of the company and its subsidiaries
- Audited consolidated financial statements of the parent company
- Auditor’s report on assets under management
- Auditor’s report on related-party transactions and conflicts of interest
- Auditor’s report on the annual financial statement
- BCAR - signed PDF
1005267 - Reçu le : 3/8/2017
- Budget estimates
- Ethics Committee report
- Organizational chart

Financial data – Excel


- Annual financial statement
- BCAR
- Leverage ratio statement




1.10 Submit other versions of documents already submitted

If you—or the AMF following its analysis—determine that certain documents are non-compliant, you can resubmit them. You must follow the above steps to resubmit your documents.

¹ After analysis, one or more documents has been found to be non-compliant. As requested by the AMF, please make the necessary changes and re-submit in order for your disclosure to be accepted.

 **Credit Card** – For security reasons, do not indicate credit card numbers in electronic documents you submit to the AMF.

 Pursuant to An Act respecting trust companies and savings companies, the AMF asks that you forward your financial statement and the related files.

Supporting documents required		?
File(s)		
<input checked="" type="checkbox"/> Annual financial statement – signed PDF Received on: 3/15/2017	Document deemed non-compliant	Attach
<input type="checkbox"/> Annual report to shareholders of the company or the parent company		
<input type="checkbox"/> Audit Committee report		
<input type="checkbox"/> Audited consolidated financial statements of the company and its subsidiaries		
<input type="checkbox"/> Audited consolidated financial statements of the parent company		
<input type="checkbox"/> Auditor's report on assets under management		
<input type="checkbox"/> Auditor's report on related-party transactions and conflicts of interest		
<input type="checkbox"/> Auditor's report on the annual financial statement		
<input checked="" type="checkbox"/> BCAR - signed PDF Received on: 3/15/2017		Attach
<input type="checkbox"/> Budget estimates		
<input type="checkbox"/> Ethics Committee report		
<input type="checkbox"/> Organizational chart		
Financial data – Excel		
<input type="checkbox"/> Annual financial statement		
<input type="checkbox"/> BCAR		
<input type="checkbox"/> Leverage ratio statement		
Reset	Previous	Next

2. POSSIBLE ERRORS

Error message	Motive	Correction
The file name extension for support document {0} cannot be processed by the AMF's computer system.	The file that you are trying to attach (Step 4) has an extension that is not accepted (iso, xism, etc.).	Attach only Word, Excel or PDF files
To send support documents electronically, you must attach a file.	You did not attach at least one supporting document in Steps 4 and 5.	Attach at least one valid copy of this supporting document
File "{0}" is refused, because the antivirus software has detected it as suspect. Please attach a compliant file.	Infected or corrupt files are not accepted	Please attach a valid file
You must select at least one type of supporting document in order to	You did not select any supporting document (Step 4).	Select at least one supporting document
File "{0}" cannot be found. Please use the Browse button to find the supporting document.	The file that you are trying to attach (Step 4) cannot be found on the disk or location indicated.	Check location of file
File "{0}" is refused because its name contains one or more unauthorized characters: "{1}." Please rename your file.	The name of the file that you are trying to attach (Step 4) has one or more unauthorized characters.	Rename the file or select another file
You cannot use the period character consecutively (..) in the middle of a file name.		
You cannot use the period character at the beginning of a file name.		
You cannot use the period character at the end of a file name.		
You cannot use the underscore character (_) at the beginning of a file name.		
You cannot use a file or folder name ending with one of the following strings: .files; _files; _files; -Dateien; _fichier; _bestanden; _file; _archivos; -filer; _tiedostot; _pliki; _soubory; _elemei; _ficheiros; _arquivos; _dosyalar; _datoteke; _fitxers; _failid; _fails; _bylos; _fajlovi; _fitxategiak.		
Your form is not the most recent version for supporting document "{0}." Please go to the AMF's site to download the latest version of the template.	The form (Financial data _Excel) that you are trying to attach is an outdated version.	Download the most recent version from the AMF website