# Main steps in the registration process

**Before filing the application**

If the firm wants to carry on activities in Ontario, you can begin the registration process in Ontario concurrently with process to register with the AMF.

You can call the AMF Information Centre anytime if you have questions about the registration process

Locate the **guide** and **registration form** on the AMF website and read them

Incorporate the firm in the jurisdictions of Canada where it is seeking to carry on registrable activities

Make sure the firm's **CCO** and **UDP** meet the proficiency requirements for those positions

Determine the **registration categories** in which the firm will need to register in order to carry on the activities

- Prepare a detailed **business plan**
- Draft the **policies and procedures manual**
- Complete the **form**

**!** Important! These steps can take a while!

While you are completing the steps required to file your application, you will also need to find:
- an insurer
- an auditor
- financing (if necessary)

Enrol the firm in the **NDR**

Pay the fees to the AMF

**After filing the application**

**Application filing**

Correspond promptly and effectively with the **analyst**

If necessary, you may file your application for registration in Ontario

**Registration**

**After registering**

Meet the ongoing obligation

Provide the quarterly and annual disclosures required by the AMF

Pay the annual fees

**You will need to notify us, among other things, if:**

- The firm changes its address, subordinated loans, insurers, etc.
- The firm changes its business model
- You file an exemption application
- The firm changes CCO or UDP
- You apply to add a category
- You apply to add a jurisdiction
- You file a voluntary surrender application