# REGULATION 33-109 RESPECTING REGISTRATION INFORMATION

#### **TABLE OF CONTENTS**

<u>PART</u>		<u>TITLE</u>	PAGE
PART 1	DEFIN	TIONS	
	1.1 1.2	Definitions Interpretation	
PART 2	APPLI	CATION FOR REGISTRATION	
	2.1 2.2 2.3	Dealer, Adviser and Underwriter Registration Individual Registration Commodity Futures Act Registrants	
PART 3	CHANG	GES TO REGISTERED FIRM INFORMATION	
	3.1 3.2 3.3	Changes to Form 3 Information Changes to Business Locations Addition of Non-registered Individuals	
PART 4	CHANG	GES TO REGISTERED INDIVIDUAL INFORMATION	
	4.1 4.2 4.3	Changes to Form 33-109F4 Information Application to Change or Surrender Individual Registration Categories Termination of Relationship	
PART 5	CHANG	GES TO NON-REGISTERED INDIVIDUAL INFORMATION	
	5.1 5.2	Changes to Form 33-109F4 Information Termination of Relationship	
PART 6	DUE D	ILIGENCE AND RECORD-KEEPING	
	6.1	Sponsoring Firm Obligations	
PART 7	EXEM	PTION	
	7.1	Exemption	
PART 8	TRANS	SITION TO NRD	
	8.1 8.2 8.3 8.4 8.5 8.6 8.7 8.8	Definitions Changes to Form 3 Information Changes to Business Location Addition of Non-registered Individuals Changes to Form 4 Information – Registered Individuals Termination of Relationship – Registered Individuals Changes to Form 4 Information - Non-registered Individuals Termination of Relationship - Non-Registered Individuals	

#### PART 9 EFFECTIVE DATE

9.1 Effective Date

FORM 33-109F1	NOTICE OF TERMINATION
FORM 33-109F2	CHANGE OR SURRENDER OF INDIVIDUAL CATEGORIES
FORM 33-109F3	BUSINESS LOCATIONS OTHER THAN HEAD OFFICE
FORM 33-109F4	REGISTRATION INFORMATION FOR AN INDIVIDUAL
FORM 33-109F5	CHANGE OF REGISTRATION INFORMATION

## REGULATION 33-109 RESPECTING REGISTRATION INFORMATION

#### PART 1 DEFINITIONS

#### **1.1 Definitions -** In this Regulation

"Form 3" means the required form for an application for registration as dealer, adviser, or underwriter, including a firm acting through a securities representative within the meaning of section 9 of *An Act respecting the distribution of financial products and services* (R.S.Q., c. D-9.2), in the local jurisdiction;

"Form 4" means the form that was required for an application for registration for an individual in the local jurisdiction before February 21, 2003 or in Québec, before [indicate the date corresponding to one year following the date preceding the effective date of this Regulation].

"non-registered individual" means, for a registered firm or for a person or company that is applying for registration, an individual who is not registered to trade or advise or act as a securities representative within the meaning of section 9 of *An Act respecting the distribution of financial products and services* (R.S.Q., c. D-9.2) on behalf of the firm and who

- (a) is a director, partner, officer, or branch manager of the firm, or
- (b) in Alberta, British Columbia, and Ontario,
  - (i) is a director, partner, officer, or branch manager of the firm, or
  - (ii) beneficially owns, directly or indirectly, or exercises control or direction over, 10 percent or more of the voting securities of the firm;

"Regulation 31-102" means Regulation 31-102 respecting the National Registration Database:

"NRD submission number" means the unique number generated by NRD to identify each NRD submission;

"registered firm" means a person or company that is registered as a dealer, adviser, or underwriter, including a firm acting through a securities representative within the meaning of section 9 of *An Act respecting the distribution of financial products and services* (R.S.Q., c. D-9.2);

"registered individual" means, for a registered firm, an individual who is registered to trade or advise or act as a securities representative within the meaning of section 9 of *An Act respecting the distribution of financial products and services* (R.S.Q., c. D-9.2) on behalf of the registered firm;

"sponsoring firm" means,

(a) for a registered individual, the registered firm on whose behalf the individual trades or advises or acts as a securities representative within the meaning of section 9 of *An Act respecting the distribution of financial products and services* (R.S.Q., c. D-9.2),

- (b) for an individual applying for registration, the registered firm, or the person or company applying to become a registered firm, on whose behalf the individual proposes to trade or advise or act as a securities representative within the meaning of section 9 of *An Act respecting the distribution of financial products and services* (R.S.Q., c. D-9.2),
- (c) for a non-registered individual of a registered firm, the registered firm, or
- (d) for a non-registered individual of a person or company that is applying for registration, the person or company that is applying for registration.
- **1.2 Interpretation -** Terms defined in Regulation 31-102 and used in this Regulation have the respective meanings ascribed to those terms in Regulation 31-102.

#### PART 2 APPLICATION FOR REGISTRATION

- **2.1 Dealer, Adviser and Underwriter Registration -** Except as provided in subsection 2.3(1), an applicant for registration as a dealer, adviser, underwriter or firm acting through a securities representative within the meaning of section 9 of *An Act respecting the distribution of financial products and services* (R.S.Q., c. D-9.2) must submit to the regulator,
  - (a) in paper format, a completed Form 3;
  - (b) in accordance with Regulation 31-102, a completed Form 33-109F3 for each business location of the applicant, other than the applicant's head office; and
  - in accordance with Regulation 31-102, a completed Form 33-109F4 for each non-registered individual of the applicant who has not applied to become a registered individual under subsection 2.2(1).

#### 2.2 Individual Registration

- (1) Except as provided in subsection (2) and subsection 2.3(2), an individual who applies for registration under securities legislation must make the application by submitting to the regulator in accordance with Regulation 31-102 a completed Form 33-109F4.
- (2) Despite subsection (1), a non-registered individual of a registered firm who applies to become a registered individual must make the application by submitting to the regulator in accordance with Regulation 31-102 a completed Form 33-109F2.

#### 2.3 Commodity Futures Act Registrants

- (1) In Manitoba and Ontario, if an applicant for registration under section 2.1 is registered under the *Commodity Futures Act*, the applicant
  - is not required to submit a completed Form 33-109F3 under subsection 2.1(b) for any business location of the applicant that is recorded on NRD;
  - (b) is not required to submit a completed Form 33-109F4 under subsection 2.1(c) for a non-registered individual if the applicant submits to the regulator, in accordance with Regulation 31-102, a completed Form 33-109F2 for the individual.
- (2) In Manitoba and Ontario, despite subsection 2.2(1), if an individual applies for

registration under securities legislation and is recorded on NRD with his or her sponsoring firm as registered under the *Commodity Futures Act*, the individual must make the application by submitting to the regulator, in accordance with Regulation 31-102, a completed Form 33-109F2.

#### PART 3 CHANGES TO REGISTERED FIRM INFORMATION

#### 3.1 Changes to Form 3 Information

- (1) A registered firm must notify the regulator of a change to any information previously submitted in Form 3, or under this subsection, within 5 business days of the change.
- (2) Except as provided in subsection (3), for the purposes of subsection (1), a notice of change must be made by submitting a completed Form 33-109F5 in paper format.
- (3) Despite subsection (2), a notice of change under this section is not required to be in Form 33-109F5 if the change relates to
  - (a) the addition of an officer, partner, or director to the registered firm, and if a completed Form 33-109F4 in respect of the officer, partner, or director is submitted under section 2.2 or 3.3;
  - (b) the resignation or termination of an officer, partner or director of the registered firm, and if a completed Form 33-109F1 is submitted under section 4.3 or 5.2; or
  - (c) a business location other than head office, and if a completed Form 33-109F3 is submitted under section 3.2.

#### 3.2 Changes to Business Locations

- (1) A registered firm must notify the regulator of the opening of a business location, other than a new head office, by submitting in accordance with Regulation 31-102 a completed Form 33-109F3 within 5 business days of the opening.
- (2) A registered firm must notify the regulator of a change to any information previously submitted in Form 33-109F3 by submitting in accordance with Regulation 31-102 a completed Form 33-109F3 within 5 business days of the change.
- **Addition of Non-registered Individuals -** A registered firm must submit to the regulator in accordance with Regulation 31-102 a completed Form 33-109F4 for a non-registered individual within 5 business days of the individual becoming a non-registered individual of the registered firm.

#### PART 4 CHANGES TO REGISTERED INDIVIDUAL INFORMATION

#### 4.1 Changes to Form 33-109F4 Information

(1) Except as provided in subsection (2), a registered individual must notify the regulator in accordance with Regulation 31-102 of a change to any information previously submitted in Form 33-109F4, or under this subsection, within 5 business days of the change.

- (2) Despite subsection (1), a registered individual must notify the regulator in accordance with Regulation 31-102 of a change to information previously submitted in Item 3 or Item 8 of Form 33-109F4, or under this subsection, within 1 year of the change.
- **4.2 Application to Change or Surrender Individual Registration Categories -** A registered individual of a registered firm who applies to change or surrender his or her registration category with the firm must make the application by submitting to the regulator in accordance with Regulation 31-102 a completed Form 33-109F2.
- **Termination of Relationship** A registered firm must, within 5 business days of a termination of an employment, partner or agency relationship with a registered individual, notify the regulator of the termination of the relationship by submitting in accordance with Regulation 31-102 a completed Form 33-109F1.

#### PART 5 CHANGES TO NON-REGISTERED INDIVIDUAL INFORMATION

#### 5.1 Changes to Form 33-109F4 Information

- (1) Except as provided in subsections (2), (3), and (4), a registered firm must notify the regulator in accordance with Regulation 31-102 of a change to any information previously submitted in Form 33-109F4, or under this subsection, for a non-registered individual within 5 business days of the change.
- (2) Despite subsection (1) and except as provided in subsection (4), a registered firm must notify the regulator in accordance with Regulation 31-102 of a change to information previously submitted in Item 3 of Form 33-109F4, or under this subsection, for a non-registered individual within 1 year of the change.
- (3) Despite subsection (1) and except as provided in subsection (4), a registered firm must notify the regulator of a change to any information regarding a category of non-registered individual listed in Item 6 of Form 33-109F4 for a non-registered individual by submitting in accordance with Regulation 31-102 a completed Form 33-109F2 within 5 business days of the change.
- (4) Despite subsections (1), (2), and (3), a registered firm is not required to notify the regulator of a change to information if another firm has notified the regulator of the change in accordance with Regulation 31-102 and within the required time.
- **Termination of Relationship** A registered firm must, within 5 business days of an individual ceasing to be a non-registered individual of the registered firm, notify the regulator in accordance with Regulation 31-102 of the termination of the relationship by submitting a completed Form 33-109F1.

#### PART 6 DUE DILIGENCE AND RECORD-KEEPING

#### 6.1 Sponsoring Firm Obligations

- (1) A sponsoring firm must make reasonable efforts to ensure that information submitted by
  - (a) the firm for a non-registered individual; or

(b) a registered individual, or an individual applying for registration, for whom the firm is the sponsoring firm,

is true and complete.

- (2) A sponsoring firm must retain all documents used by the firm to satisfy its obligation under subsection (1),
  - (a) in the case of a non-registered individual, for a period of 7 years after the individual ceases to be a non-registered individual; or
  - (b) in the case of a registered individual, or an individual applying for registration, for a period of 7 years after the individual ceases to be a registered individual with the firm.
- (3) Without limiting the generality of subsection (2), if a registered individual, or an individual applying for registration, appoints an agent for service, the sponsoring firm must keep the original Appointment of Agent for Service executed by the individual for the period of time set out in paragraph (2)(b).
- (4) A sponsoring firm that retains a document under subsection (2) or (3) in respect of an NRD submission must record the NRD submission number on the document.

#### PART 7 EXEMPTION

#### 7.1 Exemption

- (1) The regulator or the securities regulatory authority may grant an exemption from this Regulation, in whole or in part, subject to such conditions or restrictions as may be imposed in the exemption.
- (2) Despite subsection (1), in Ontario only the regulator may grant such an exemption.

#### PART 8 TRANSITION TO NRD

#### **8.1 Definitions -** In this Part

"NRD access date" means, for an NRD firm filer, the date the NRD firm filer receives notice that it has access to NRD to make NRD submissions; and

"NRD freeze period" means the period that begins on the day specified in a notice of the securities regulatory authority and ends on the day that is 5 business days after the NRD access date.

- **8.2 Changes to Form 3 Information -** A notice of change under section 3.1 is not required during the NRD freeze period if the change relates to
  - (a) the addition of an officer, partner, or director to the registered firm, and if a completed Form 33-109F4 in respect of the officer, partner, or director is submitted in accordance with Regulation 31-102 within 30 business days of the NRD access date:

- (b) the resignation or termination of an officer, partner or director of the registered firm, and if a completed Form 33-109F1 is submitted in accordance with Regulation 31-102 within 30 business days of the NRD access date; or
  - (c) a business location other than head office, and if a completed Form 33-109F3 is submitted in accordance with Regulation 31-102 within 30 business days of the NRD access date.
- **8.3 Changes to Business Location -** A registered firm is exempt from the requirement to make a submission under section 3.2 during the NRD freeze period, if the firm makes the submission in accordance with Regulation 31-102 within 30 business days of the NRD access date.
- **8.4** Addition of Non-registered Individuals A registered firm is exempt from the requirement to make a submission under section 3.3 during the NRD freeze period, if the firm makes the submission in accordance with Regulation 31-102 within 30 business days of the NRD access date.

#### 8.5 Changes to Form 4 Information - Registered Individuals

- (1) This section applies to a registered individual who has not submitted in accordance with Regulation 31-102 a completed Form 33-109F4.
- (2) A registered individual must notify the regulator of a change to any information previously submitted in Form 4, or under this subsection, by submitting a completed Form 33-109F5 in paper format within 5 business days of the change.
- (3) A registered individual who has submitted a completed Form 33-109F5 under subsection (2), must submit in accordance with section 7.7 of Regulation 31-102 a completed Form 33-109F4.
- **Termination of Relationship Registered Individuals -** A registered firm is exempt from the requirement to make a submission under section 4.3 during the NRD freeze period, if the firm makes the submission in accordance with Regulation 31-102 within 30 business days of the NRD access date.

#### 8.7 Changes to Form 4 Information - Non-registered Individuals

- (1) This section applies to a registered firm that has not submitted in accordance with Regulation 31-102 a completed Form 33-109F4 for a non-registered individual.
- (2) A registered firm must notify the regulator of a change to any information previously submitted in Form 4 for a non-registered individual, or under this subsection, by submitting a completed Form 33-109F5 in paper format within 5 business days of the change.
- (3) A registered firm that has submitted a completed Form 33-109F5 for a non-registered individual under subsection (2), must submit in accordance with section 7.8 of Regulation 31-102 a completed Form 33-109F4 for the non-registered individual.

**Termination of Relationship - Non-registered Individuals -** A registered firm is exempt from the requirement to make a submission under section 5.2 during the NRD freeze period, if the firm makes the submission in accordance with Regulation 31-102 within 30 business days of the NRD access date.

#### PART 9 EFFECTIVE DATE

**9.1 Effective Date -** This Regulation comes into force on January 1, 2005.

#### FORM 33-109F1

#### **NOTICE OF TERMINATION**

Enter the following information using the online version of this submission at the NRD web site (www.nrd.ca). If the NRD filer is relying on the temporary hardship exemption in Regulation 31-102, this form is required to be delivered to the regulator in paper format.

1.	Individual
Name c	of individual:
NRD nu	ımber of individual:
2.	Business location
Address	s of business location:
NRD nu	ımber of business location:
3.	Termination
Effectiv	e date of termination:
Indicate	whether the individual:
	was dismissed for cause
-	was dismissed in good standing
	resigned in good standing
	is deceased
Include	details regarding any:
	unresolved client complaints:
	internal discipline matters:
	restrictions for violation of regulatory requirements:

financial obligations the individual has to clients:

#### Notice of Collection and Use of Personal Information

The personal information required under this form is collected on behalf of and used by the securities regulatory authorities set out below for the administration and enforcement of certain provisions of the securities legislation in British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Québec, Nova Scotia, New Brunswick, Prince Edward Island, Newfoundland and Labrador, Northwest Territories, Yukon Territory, and Nunavut.

If you have any questions about the collection and use of this information, you may contact the securities regulatory authority in any jurisdiction in which the required information is filed, at the address or telephone number provided in Schedule "A".

#### WARNING:

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.

#### **CERTIFICATION**

#### The following certification is to be used when submitting this form in NRD format:

I am making this submission as agent for the NRD filer. By checking this box, I certify that all statements of fact in this submission were provided to me by the NRD filer.

#### The following certification is to be used when submitting this form in paper format:

I, the undersigned, certify that I have read and that I underset out above. I also certify that all statements of fact many	,
Signature of authorized officer or partner	Date
Firm name	

## SCHEDULE "A" Notice and Collection and Use of Personal Information

#### **Contact Information**

#### Alberta

#### {TC \I1 "Alberta}

Alberta Securities Commission 4th Floor, 300 B 5th Avenue S.W.

Calgary, AB T2P 3C4 Attention: Information Officer Telephone: (403) 297-6454

#### Manitoba

#### {TC \l1 "Manitoba}

The Manitoba Securities Commission

1130-405 Broadway Winnipeg, MB R3C 3L6 Attention: Director - Legal Telephone: (204) 945-4508

#### Newfoundland and Labrador {TC \11 "Newfoundland and Labrador}

Securities Commission of Newfoundland and Labrador

P.O. Box 8700, 2nd Floor, West Block

Confederation Building St. John's, NF A1B 4J6

Attention: Director of Securities

Tel: (709) 729-4189

## Northwest Territories {TC \11 "Northwest Territories}

Government of the Northwest Territories

P.O. Box 1320

Yellowknife, NT X1A 2L9

Attention: Deputy Registrar of Securities

Telephone: (867) 920-8984

#### Ontario

#### {TC \I1 "Ontario}

Ontario Securities Commission

Suite 1903, Box 55 20 Queen Street West Toronto, ON M5H 3S8 Attention: FOI Coordinator Telephone: (416) 593-8314

#### Québec

#### {TC \I1 "Québec}

Autorité des marchés financiers 800, square Victoria C.P. 246, 22<sup>e</sup> étage Montréal (Québec) H4Z 1G3

À l'attention du responsable de l'accès à

#### **British Columbia**

#### {TC \I1 "British Columbia}

British Columbia Securities Commission

P.O. Box 10142, Pacific Centre 701 West Georgia Street Vancouver, BC V7Y 1L2

Attention: Freedom of Information Officer

Telephone: (604) 899-6500 or (800) 373-6393 (in

B.C.)

#### **New Brunswick**

#### {TC \I1 "New Brunswick}

Securities Administration Branch

P.O. Box 5001

606, 133 Prince William Street, suite 606

Saint John, NB E2L 4Y9

Attention: Deputy Administrator, Capital Markets

Telephone: (506) 658-3021

#### **Nova Scotia**

#### {TC \I1 "Nova Scotia}

Nova Scotia Securities Commission 2<sup>nd</sup> Floor, Joseph Howe Building

1690 Hollis Street P.O. Box 458

Halifax, NS B3J 3J9 Attention: FOI Officer Telephone: (902) 424-7768

#### Nunavut

#### {TC \I1 "Nunavut}

Legal Registries Division
Department of Justice
Government of Nunavut
P.O. Box 1000 Station 570
Igaluit, NU X0A 0H0

Attention: Deputy Registrar of Securities

Telephone: (867) 975-6190

Prince Edward Island

#### {TC \I1 "Prince Edward Island}

Securities Registry

Office of the Attorney General B Consumer, Corporate and Insurance Services Division

P.O. Box 2000

Charlottetown, PE C1A 7N8

Attention: Deputy Registrar of Securities

Telephone: (902) 368-4569

{TC \11 "(800) 361-5072 (in Québec)}

Saskatchewan

{TC \I1 "Saskatchewan}

Saskatchewan Financial Services Commission 6th Floor, 1919 Saskatchewan Dr.

#### SCHEDULE "A"

#### **Notice and Collection and Use of Personal Information**

l'information Telephone : (514) 395-0337 or (877) 525-0337 (in Québec) Regina, Saskatchewan S4P 3V7 Attention: Director

Telephone: (306) 787-5842

{TC \11 "}

#### Yukon

Department of Community Services Yukon P.O. Box 2703
Whitehorse, YT Y1A 2C6
Attention: Registrar of Securities
Telephone: (867) 667-5225

#### FORM 33-109F2

#### CHANGE OR SURRENDER OF INDIVIDUAL CATEGORIES

Enter the following information using the online version of this submission at the NRD web site (www.nrd.ca). If the NRD filer is relying on the temporary hardship exemption in Regulation 31-102, this form is required to be delivered to the regulator in paper format.

Name	of individ	lual:
NRD n	umber o	f individual:
2.	Indivi	dual categories
Indicat	e the ind	ividual categories that the individual is adding or removing:
3.	Details	of surrender
If the ii	ndividual	is surrendering his or her registration, include details regarding any:
		unresolved client complaints:
		internal discipline matters:
		restrictions for violation of regulatory requirements that occurred at any time during the
		individual's employment with the firm:
	•	financial obligations the individual has to clients:

#### **Notice of Collection and Use of Personal Information**

1.

Individual

The personal information required under this form is collected on behalf of and used by the securities regulatory authorities set out below or by any duly authorized self-regulatory organization for the administration and enforcement of certain provisions of the securities legislation in British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Québec, Nova Scotia, New Brunswick, Prince Edward Island, Newfoundland and Labrador, Northwest Territories, Yukon Territory, and Nunavut. Furthermore, the personal information required under this form may be communicated to and circulated among the aforementioned securities regulatory authorities and duly authorized self-regulatory organizations for the same purposes.

By submitting this information, you consent to the collection by the securities regulatory authority of the personal information provided above, police records, records from other government or non-governmental regulatory authorities or self-regulatory organizations, credit records and employment records about you as

may be necessary for the securities regulatory authority to complete its review of the information submitted above including your continued fitness for registration, if applicable, in accordance with the legal authority of the securities regulatory authority for the duration of the period which you remain registered or approved by the securities regulatory authority. The sources the securities regulatory authority may contact include government and private bodies or agencies, individuals, corporations and other organizations. If you have any questions about the collection and use of this information, you may contact the securities regulatory authority in any jurisdiction in which the required information is filed, at the address or telephone number provided in Schedule "A".

#### **WARNING:**

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.

#### **CERTIFICATION:**

#### The following certification is to be used when submitting this form in NRD format:

I am making this submission as agent for the individual to whom this submission relates. By checking this box I certify that all statements of fact in this submission were provided to me by the individual.

#### Both of the following certifications are to be used when submitting this form in paper format:

I, the undersigned, certify that I have read and that I understand the q set out above. I also certify that all statements of fact provided in this	
Signature of applicant or non-registered individual	Date
I, the undersigned, certify on behalf of the sponsoring firm that th sponsoring firm as a registered individual or a non-registered individual manager or another officer or partner has, discussed the questions set the individual fully understands the questions.	ual. I certify that I have, or a branch
Signature of authorized officer or partner	Date
Firm name	

#### SCHEDULE "A" Notice and Collection and Use of Personal Information

#### **Contact Information**

#### Alberta

#### {TC \I1 "Alberta}

Alberta Securities Commission 4th Floor, 300 B 5th Avenue S.W.

Calgary, AB T2P 3C4 Attention: Information Officer Telephone: (403) 297-6454

#### Manitoba

#### {TC \I1 "Manitoba}

The Manitoba Securities Commission

1130-405 Broadway Winnipeg, MB R3C 3L6 Attention: Director - Legal Telephone: (204) 945-4508

#### **Newfoundland and Labrador** {TC \I1 "Newfoundland and Labrador}

Securities Commission of Newfoundland and Labrador

P.O. Box 8700, 2nd Floor, West Block

Confederation Building St. John's, NF A1B 4J6

Attention: Director of Securities

Tel: (709) 729-4189

#### **Northwest Territories** {TC \I1 "Northwest Territories}

Government of the Northwest Territories

P.O. Box 1320

Yellowknife, NT X1A 2L9

Attention: Deputy Registrar of Securities

Telephone: (867) 920-8984

#### Ontario

#### {TC \I1 "Ontario}

Ontario Securities Commission

Suite 1903. Box 55 20 Queen Street West Toronto, ON M5H 3S8 Attention: FOI Coordinator Telephone: (416) 593-8314

#### Québec

#### {TC \I1 "Québec}

Autorité des marchés financiers 800, square Victoria

C.P. 246, 22<sup>e</sup> étage

Montréal (Québec) H4Z 1G3

À l'attention du responsable de l'accès à

l'information

#### **British Columbia**

#### {TC \I1 "British Columbia}

British Columbia Securities Commission P.O. Box 10142. Pacific Centre 701 West Georgia Street

Vancouver, BC V7Y 1L2

Attention: Freedom of Information Officer Telephone: (604) 899-6500 or (800) 373-6393 (in

B.C.)

#### **New Brunswick**

#### {TC \I1 "New Brunswick}

Securities Administration Branch

P.O. Box 5001

606, 133 Prince William Street, suite 606

Saint John, NB E2L 4Y9

Attention: Deputy Administrator, Capital Markets

Telephone: (506) 658-3021

#### **Nova Scotia**

#### {TC \I1 "Nova Scotia}

Nova Scotia Securities Commission 2<sup>nd</sup> Floor, Joseph Howe Building

1690 Hollis Street P.O. Box 458 Halifax, NS B3J 3J9

Attention: FOI Officer Telephone: (902) 424-7768

#### Nunavut

#### {TC \I1 "Nunavut}

Legal Registries Division Department of Justice Government of Nunavut P.O. Box 1000 Station 570 Igaluit, NU X0A 0H0

Attention: Deputy Registrar of Securities

Telephone: (867) 975-6190 Prince Edward Island

## {TC \I1 "Prince Edward Island}

Securities Registry

Office of the Attorney General B Consumer, Corporate and Insurance Services Division

P.O. Box 2000

Charlottetown, PE C1A 7N8

Attention: Deputy Registrar of Securities {TC \11 "(800) 361-5072 (in Québec)}

#### Saskatchewan

#### {TC \I1 "Saskatchewan}

Saskatchewan Financial Services Commission

6th Floor, 1919 Saskatchewan Dr. Regina, Saskatchewan S4P 3V7

Attention: Director

SCHEDULE "A"

Notice and Collection and Use of Personal Information

Telephone: (514) 395-0337 or Telephone: (306) 787-5842

(877) 525-0337 (in Québec)

{TC \11 "}

#### Yukon

Department of Community Services Yukon P.O. Box 2703
Whitehorse, YT Y1A 2C6
Attention: Registrar of Securities
Telephone: (867) 667-5225

#### FORM 33-109F3

#### **BUSINESS LOCATIONS OTHER THAN HEAD OFFICE**

Enter the following information using the online version of this submission at the NRD web site (www.nrd.ca). If the NRD filer is relying on the temporary hardship exemption in Regulation 31-102, this form is required to be delivered to the regulator in paper format.

Please select one box:

This form is being submitted to notify the regulator of the opening of this business location. Complete the entire form.

This form is being submitted to notify the regulator of the closing of this business location. Complete the entire form.

This form is being submitted to notify the regulator of the change of information previously submitted in respect of this business location. Complete the entire form and describe the information that has changed (for example, "telephone number" or "type of business location"): \_\_\_\_\_

1.	Type of business location
	branch
	sub-branch
2.	Supervisor or branch manager
NRD nu	umber of the designated supervisor or branch manager:
Name o	of designated supervisor or branch manager:
3.	Business location information
Busines	ss address:
Telepho	one number: ( )
Facsim	ile number: ( )
Mailing	address (if different from business address):

#### Notice of Collection and Use of Personal Information

The personal information required under this form is collected on behalf of and used by the securities regulatory authorities set out below or by any duly authorized self-regulatory organization for the administration and enforcement of certain provisions of the securities legislation in British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Québec, Nova Scotia, New Brunswick, Prince Edward Island, Newfoundland and Labrador, Northwest Territories, Yukon Territory, and Nunavut. Furthermore, the personal information required under this form may be communicated to and circulated among the aforementioned securities regulatory authorities and duly authorized self-regulatory organizations for the same purposes.

If you have any questions about the collection and use of this information, you may contact the securities regulatory authority in any jurisdiction in which the required information is filed, at the address or telephone number provided in Schedule "A".

#### **WARNING:**

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.

#### **CERTIFICATION**

#### The following certification is to be used when submitting this form in NRD format:

I am making this submission as agent for the NRD filer. By checking this box, I certify that all statements of fact in this submission were provided to me by the NRD filer.

#### The following certification is to be used when submitting this form in paper format:

<b></b>	g
I, the undersigned, certify that I have read and that I under set out above. I also certify that all statements of fact ma	
Signature of authorized officer or partner	Date
Firm name	

#### SCHEDULE "A" Notice and Collection and Use of Personal Information

#### **Contact Information**

#### Alberta

{TC \I1 "Alberta}

Alberta Securities Commission 4th Floor, 300 B 5th Avenue S.W.

Calgary, AB T2P 3C4 Attention: Information Officer Telephone: (403) 297-6454

#### Manitoba

{TC \I1 "Manitoba}

The Manitoba Securities Commission

1130-405 Broadway Winnipeg, MB R3C 3L6 Attention: Director - Legal Telephone: (204) 945-4508

#### Newfoundland and Labrador {TC \I1 "Newfoundland and Labrador}

Securities Commission of Newfoundland and Nova Scotia Securities Commission

Labrador

P.O. Box 8700, 2nd Floor, West Block

Confederation Building St. John's, NF A1B 4J6

Attention: Director of Securities

Tel: (709) 729-4189

#### **Northwest Territories** {TC \I1 "Northwest Territories}

Government of the Northwest Territories

P.O. Box 1320

Yellowknife, NT X1A 2L9

Attention: Deputy Registrar of Securities

Telephone: (867) 920-8984

#### Ontario

{TC \I1 "Ontario}

Ontario Securities Commission

Suite 1903. Box 55 20 Queen Street West Toronto, ON M5H 3S8 Attention: FOI Coordinator Telephone: (416) 593-8314

#### Québec

{TC \I1 "Québec}

Autorité des marchés financiers 800, square Victoria C.P. 246, 22<sup>e</sup> étage

Montréal (Québec) H4Z 1G3

À l'attention du responsable de l'accès à

#### **British Columbia**

{TC \I1 "British Columbia}

British Columbia Securities Commission

P.O. Box 10142. Pacific Centre 701 West Georgia Street Vancouver, BC V7Y 1L2

Attention: Freedom of Information Officer

Telephone: (604) 899-6500 or (800) 373-6393 (in

B.C.)

#### **New Brunswick**

{TC \I1 "New Brunswick}

Securities Administration Branch

P.O. Box 5001

606, 133 Prince William Street, suite 606

Saint John, NB E2L 4Y9

Attention: Deputy Administrator, Capital Markets

Telephone: (506) 658-3021

#### **Nova Scotia**

{TC \I1 "Nova Scotia}

2<sup>nd</sup> Floor, Joseph Howe Building

1690 Hollis Street P.O. Box 458 Halifax, NS B3J 3J9 Attention: FOI Officer Telephone: (902) 424-7768

#### Nunavut

{TC \I1 "Nunavut}

Legal Registries Division Department of Justice Government of Nunavut P.O. Box 1000 Station 570 Iqaluit, NU X0A 0H0

Attention: Deputy Registrar of Securities

Telephone: (867) 975-6190

#### Prince Edward Island {TC \I1 "Prince Edward Island}

Securities Registry

Office of the Attorney General B Consumer, Corporate and Insurance Services Division

P.O. Box 2000

Charlottetown, PE C1A 7N8

Attention: Deputy Registrar of Securities

Telephone: (902) 368-4569

{TC \11 "(800) 361-5072 (in Québec)}

Saskatchewan

{TC \I1 "Saskatchewan}

Saskatchewan Financial Services Commission

6th Floor, 1919 Saskatchewan Dr.

Regina, Saskatchewan S4P 3V7Attention: Director

# SCHEDULE "A" Notice and Collection and Use of Personal Information Telephone: (306) 787-5842

l'information

Telephone : (514) 395-0337 or (877) 525-0337 (in Québec)

#### {TC \11 "}

#### Yukon

Department of Community Services Yukon P.O. Box 2703 Whitehorse, YT Y1A 2C6 Attention: Registrar of Securities Telephone: (867) 667-5225

#### FORM 33-109F4 REGISTRATION INFORMATION FOR AN INDIVIDUAL

#### SUBMISSION TO NRD

Enter the following information using the online version of this submission at the NRD web site (www.nrd.ca). If the NRD filer is relying on the temporary hardship exemption in Regulation 31-102 this form is required to be delivered to the regulator in paper format.

#### INSTRUCTIONS FOR FILING IN PAPER FORMAT

- This form is to be used by every individual seeking registration from a securities regulatory authority or a selfregulatory organization or who is a non-registered individual with a registered firm or a firm seeking registration.
- 2. This form is also to be used by any sole proprietor submitting an application for registration as a dealer, broker, adviser or underwriter to a securities regulatory authority.
- 3. Failure to answer all applicable questions may cause delays in the processing of the application form.
- 4. This form must be legible.
- 5. To complete the application, individuals should seek advice from an authorized officer of the sponsoring firm or from a legal adviser.
- 6. The number of originally-signed copies of the form to be filed with the self-regulatory organization and/or securities regulatory authority or similar authority varies from province to province. If unsure of the procedure, please consult the Registration Department of the self-regulatory organization to which you are applying or the applicable securities regulatory authority, or similar authority.

#### Item 1 - Name

1. Legal name				
Last name	First name	Second name	Third name	
Last Hame	First name	(if applicable)	(if applicable)	
2. Other names				
	, or have you previously	been, known by a name other		
above?			Yes	s No
If "Yes", complete	e Schedule "A".			

#### Item 2 - Residential address

#### **Current address**

Provide all residential addresses, including any foreign residential addresses, for the past 10 years.  Current residential address:				
(number, street, city, province, territory or state, country, postal code)				
Telephone number: ( ) Resided at this address since:(YYYY/MM)				
If you have resided at this address for less than 10 years, complete Schedule "B".				
FORM 33-109F4 REGISTRATION INFORMATION FOR AN INDIVIDUAL				
Item 3 – Personal information				
Personal description				
Date of birth: Place of birth: (city, province, territory or state, country)				
Gender: Female Male Colour of eyes: Colour of hair:				
Height: imperial units: OR metric units:				
Weight: imperial units: OR metric units:				
Item 4 – Citizenship				
Citizenship information				
What is your citizenship?				
Canadian Other, specify:				
If you are a citizen of a country other than Canada, complete the following for that other citizenship. You are only required to provide the following information for one citizenship.				
Passport number: Country of citizenship:				
Date of issue:(YYYY/MM/DD)				
Place of issue:				

### Item 5 - Registration jurisdictions

#### **Jurisdictions**

Indicate, by checking the appropriate box, each province or territory to which you are submitting this form:

Alberta
British Columbia
Manitoba
New Brunswick
Newfoundland and Labrador

Northwest Territories Nova Scotia Nunavut Ontario

Prince Edward Island Québec Saskatchewan

Yukon Territory

#### Item 6 - Individual categories

#### **Categories**

Indicate, by checking the appropriate box in Schedule "C", each registration category for which you are applying. If you are a non-registered individual and you are not applying for registration, indicate each category that describes your position with your sponsoring firm.

#### FORM 33-109F4 REGISTRATION INFORMATION FOR AN INDIVIDUAL

#### Item 7 - Address and agent for service

1. Address for service		
become, a registered in	dress for service in each province or territory in which you are now, or are dividual or non-registered individual. A post office box is not an acceptab edule "D" for each additional address for service you are providing.	
Address for service:		
_	(number, street, city, province or territory, postal code)	
Telephone number: (	) Fax number: ( )	
E-mail address:		
2. Agent for service		
	n agent for service, provide the following information for the agent. The address of any agent named below.	ess for service
Name of agent for servi	ce:	
Contact person:		
	Last name	First name

#### Item 8 - Proficiency

#### 1. Course or examination information

Complete Schedule "E" to indicate each course and examination that you have successfully completed or which you have received an exemption.	for
If you are not required under securities legislation or the rules of a self-regulatory organization to satisfy ar course or examination requirements you are not required to complete this item.	าง
2. Student numbers	
If you have a student number with one of the following institutions, provide it below:	
Canadian Securities Institute (CSI):	
Investment Funds Institute of Canada (IFIC):	
Institute of Canadian Bankers (ICB):	_
Association for Investment Management and Research (AIMR):	,
Canadian Association of Insurance and Financial Advisors (CAIFA):	_
3. Exemption refusal	
Has any securities regulatory authority or self-regulatory organization refused to grant you an exemption fr course, examination or experience requirement?	rom a No
If "Yes", complete Schedule "F".	

#### FORM 33-109F4 REGISTRATION INFORMATION FOR AN INDIVIDUAL

#### Item 9 - Location of employment

Location of employment
Provide the following information for the location of the sponsoring firm at which you will be working. If you will be working out of more than one location, provide the following information for the location out of which you will be doing most of your business.
NRD number:
Business address:
(number, street, city, province, territory or state, country, postal code)
Telephone number: ( ) Fax number: ( )
Check here if the mailing address of the location is the same as the business address provided above. Otherwise, complete the following:
Mailing address:
(number, street, city, province, territory or state, country, postal code)

#### Item 10 - Current employment

#### **Employment information**

On Schedule "G", provide the information requested for your current business and employment activities, including those with your sponsoring firm.

Check here if you are not required under securities legislation to provide this information.

#### Item 11 - Previous employment

#### **Employment information**

On Schedule "H", provide the information requested for your previous business and employment activities for the 10-year period before the date of this application. Include any periods of self-employment or unemployment during this period. Do not include summer employment while you were a full-time student.

In addition, provide the information requested for all of your securities or exchange contracts (including commodity futures contracts and commodity futures options) business and employment activities during and prior to the tenvear period.

Check here if you are not required under securities legislation to provide this information.

Check here if the information required by this section has been provided in Item 10.

#### Item 12 - Resignations and terminations

#### Resignation and termination information

If "Yes", to any of the above questions, complete Schedule "I".

#### FORM 33-109F4 REGISTRATION INFORMATION FOR AN INDIVIDUAL

#### Item 13 - Regulatory disclosure

#### 1. Securities regulatory authorities

#### If "Yes", complete Schedule "J", section 1(a).

#### If "Yes", complete Schedule "J", section 1(b).

#### If "Yes", complete Schedule "J", section 1(c).

d)Have you, or has any firm (other than your sponsoring firm or a firm that is or was registered in a Canadian jurisdiction and identified in response to Item 13(1)(b)), when you were a partner, director, officer or holder of voting securities carrying more than 10 percent of the votes carried by all outstanding voting securities of that firm, been denied the benefit of any exemption from registration provided by securities legislation or legislation governing exchange contracts (including commodity futures contracts and commodity futures options) in any province, territory, state or country?

#### If "Yes", complete Schedule "J", section 1(d).

If "Yes", complete Schedule "J", section 1(e).

#### 2. Self-regulatory organizations

a)Have	you, or has any firm (other than your sponsoring firm or a firm that is or was registered in a	Canad	dian
	jurisdiction and identified in response to Item 13(1)(b)), when you were a partner, director, office	er or ho	lder
	of voting securities carrying more than 10 percent of the votes carried by all outstanding voting se	ecuritie	es of
	that firm, been a member or participating organization of any stock exchange or other self-	regula	tory
	organization in any province, territory, state or country?	Yes	Νo

If "Yes", complete Schedule "J", section 2(a).

#### FORM 33-109F4 REGISTRATION INFORMATION FOR AN INDIVIDUAL

b) Have you, or has any firm (other than your sponsoring firm or a firm that is or was registered in a Canadian jurisdiction and identified in response to Item 13(1)(b)), when you were a partner, director, officer or holder of voting securities carrying more than 10 percent of the votes carried by all outstanding voting securities of that firm, been refused membership or entry as a participating organization in any stock exchange or other self-regulatory organization in any province, territory, state or country?
Yes No

If "Yes", complete Schedule "J", section 2(b).

If "Yes", complete Schedule "J", section 2(c).

#### 3. Non-securities regulation

If "Yes", complete Schedule "J", section 3(a).

If "Yes", complete Schedule "J", section 3(b).

If "Yes", complete Schedule "J", section 3(c).

#### FORM 33-109F4 REGISTRATION INFORMATION FOR AN INDIVIDUAL

#### Item 14 - Criminal disclosure

#### Criminal, provincial and territorial offences

With respect to questions (b) and (d) below, if you or your firm have pleaded guilty or been found guilty of an offence, that offence must be reported even if an absolute or conditional discharge has been granted with respect to the offence. You are not required to disclose any offence for which a pardon has been granted under the *Criminal Records Act* (Canada) unless the pardon has been revoked. You are not required to disclose speeding or parking violations.

If "Yes", complete Schedule "K", section (a).

If "Yes", complete Schedule "K", section (b).

c)Have charges been laid, alleging an offence that was committed in any province, territory, state, or country against any firm (other than your sponsoring firm or a firm that is or was registered in a Canadian jurisdiction and identified in response to Item 13(1)(b)) in which you are or were at the time of that event a partner, director, officer or holder of voting securities carrying more than 10 percent of the votes carried by all outstanding voting securities?
Yes No

If "Yes", complete Schedule "K", section (c).

If "Yes", complete Schedule "K", section (d).

#### Item 15 - Civil disclosure

#### Current and past civil proceedings

If "Yes", complete Schedule "L", section (a).

b)Other than what you disclosed in Item 15(a), were you, at the time the events that led to the civil pro- identified in response to Item 13(1)(b)) that is or was a defendant or respondent in any civil pro- in which fraud, theft, deceit, misrepresentation, or similar conduct is or was alleged?	ceeding
If "Yes", complete Schedule "L", section (b).	

#### FORM 33-109F4 REGISTRATION INFORMATION FOR AN INDIVIDUAL

#### Item 16 - Financial disclosure

1. Bankruptcy
Under the law of any province, territory, state, or country have you, or has any firm (other than your sponsoring firm or a firm that is or was registered in a Canadian jurisdiction and identified in response to Item 13(1)(b)), when you were a partner, director, officer or holder of voting securities carrying more than 10 percent of the votes carried by all outstanding voting securities of that firm:
a) had a petition in bankruptcy issued against you or the firm or made a voluntary assignment in bankruptcy?
b)made a proposal under any legislation relating to bankruptcy or insolvency?
c)been subject to proceedings under any legislation relating to the winding up, dissolution or companies' creditor
d) been subject to or instituted any proceedings, arrangement or compromise with creditors (including having a receiver, receiver-manager, administrator or trustee appointed by or at the request of creditors, either privately, or through court process, or by order of a regulator, to hold your assets)?
If "Yes" to any of the above questions, complete Schedule "M", section 1.
2. Debt Obligations
Have you ever failed to meet a financial obligation of \$500 or more as it came due, or has any firm (other than your sponsoring firm or a firm that is or was registered in a Canadian jurisdiction and identified in response to Item 13(1)(b)), when you were a partner, director, officer or holder of voting securities carrying more than 10 percent of the votes carried by all outstanding voting securities of that firm, failed to meet a financial obligation as it came due?  Yes No.
If "Yes", complete Schedule "M", section 2.
3. Surety bond or fidelity bond
Have you ever applied for a surety or fidelity bond and been refused?
If "Yes", complete Schedule "M", section 3.
4. Garnishments, unsatisfied judgments or directions to pay

Are the	re currently, or have there been, outstanding against you any of the following:		
a)	garnishments,		
b)	unsatisfied judgments, or		
c)	directions to pay;		
issued	by a federal, provincial, territorial or state authority?	Yes	No
If "Yes"	, complete Schedule "M", section 4.		

#### FORM 33-109F4 REGISTRATION INFORMATION FOR AN INDIVIDUAL

#### Item 17 - Related securities firms

#### Related securities firms and holdings

If "Yes", complete Schedule "N".

			SCHEDULE "A" Name		
Ite	m 1				
Ot	her names				
	Last name	First name	Second name (if applicable)		Third name if applicable)
	Provide the reason	ns for the use of this name	e (for example, marriage, div	orce, court order, cor	nmonly used name).
	When did you use	e this name? From:(Y	To:	(YYYY/MM)	
	Last name	First name	Second name (if applicable)		Third name (if applicable)
	Provide the reason	ns for the use of this name	e (for example, marriage, div	orce, court order, cor	nmonly used name).
	When did you use	e this name? From:	To: _	(YYYY/MM)	
	Last name	First name	Second name (if applicable)		rd name applicable)
	Provide the reason	ns for the use of this name	e (for example, marriage, div	orce, court order, cor	nmonly used name).
	When did you use	e this name? From:	To: _		

(YYYY/MM)	(YYYY/MM)	

		SCHEDULE "B" Residential address
Item	2	
Previo	ous	addresses

Residential address: (number, street, city, p	province, territory or state, country)	
When did you live at this address?	From:	To:
Residential address: (number, street, city, p	province, territory or state, country)	
When did you live at this address?	From:	To:
Residential address: (number, street, city, p	province, territory or state, country)	
When did you live at this address?	From:	To:
Residential address: (number, street, city, p	province, territory or state, country)	
When did you live at this address?	From:	To:
Residential address: (number, street, city, p	province, territory or state, country)	
When did you live at this address?	From:	To:

## SCHEDULE "C" Individual categories

#### Item 6

#### **Categories**

Indicate, by checking the appropriate box, each category for which you are applying.

#### Alberta

Salesperson Officer (Trading) Officer (Non-Trading) Partner (Trading) Partner (Non-Trading)

Director

Shareholder Branch Manager

Officer (Advising)
Officer (Non-Advising)

Junior Officer (Advising)
Partner (Advising)

Partner (Non-Advising)

#### **British Columbia**

Salesperson
Officer (Trading)
Officer (Non-Trading)
Partner (Trading)
Partner (Non-Trading)
Director (Trading)
Director (Non-Trading)
Compliance Officer
Shareholder
Branch Manager

Officer (Advising)
Officer (Non-Advising)
Partner (Advising)
Partner (Non-Advising)
Director (Advising)
Director (Non-Advising)
Advising Employee

#### Manitoba

Salesperson
Officer (Trading)
Officer (Non-Trading)
Partner (Trading)
Partner (Non-Trading)
Director (Trading)
Director (Non-Trading)
Branch Manager
Advising Officer
Advising Partner
Advising Director
Non-Advising Officer
Non-Advising Partner
Non-Advising Director
Advising Employee

Associate Advising Officer Associate Advising Partner Associate Advising Director Associate Advising Employee

Non-trading Officer Partner

Futures Contract Portfolio Manager

Associate Futures Contracts Portfolio Manager

Floor Trader Floor Broker Local Adviser

#### **New Brunswick**

	.1
Calaanaraan	Compliance Officer
Salesperson	Compliance Officer
Galcaperaori	Outipliance Officer

Officer (Trading) Officer (Non-Trading) Partner (Trading)	Officer (Advising) Officer (Non-Advising) Junior Officer (Advising)
Partner (Non-Trading) Director Shareholder	Partner (Advising) Partner (Non-Advising)

#### **SCHEDULE "C"** Individual categories

#### Item 6

#### **Categories**

#### **Newfoundland and Labrador**

Salesperson Officer (Trading) Officer (Non-Trading)

Director Shareholder Partner (Trading) Partner (Non-Trading) Branch Manager

Officer (Advising) Officer (Non-Advising)

Director Shareholder Partner (Advising) Partner (Non-Advising) **Branch Manager** 

#### **Northwest Territories**

Salesperson Officer (Trading) Officer (Non-Trading)

Director

Partner (Trading) Partner (Non-Trading)

Sole Proprietor

Shareholder

Branch Manager

Representative (Advising)

Officer (Advising) Officer (Non-Advising) Partner (Advising) Partner (Non-Advising)

#### **Nova Scotia**

Salesperson Officer (Trading) Officer (Non-Trading) Sole Proprietor (Trading)

Director

Partner (Trading)

Partner (Non-Trading)

Officer (Advising)

Officer (Non-Advising)

Associate Partner Partner (Advising)

Partner (Non-Advising)

Sole Proprietor (Advising)

#### Nunavut

Salesperson Officer (Trading)

Officer (Non-Trading)

Director

Partner (Trading)

Partner (Non-Trading)

Sole Proprietor

Shareholder

Branch Manager

Representative (Advising)

Officer (Advising) Officer (Non-Advising)

Partner (Advising)

Partner (Non-Advising)

#### Ontario

Except as indicated the following categories are available under the Securities Act and the Commodity Futures Act.

Floor Trader
Salesperson
Officer (Trading)
Officer (Non-Trading)
Partner (Trading)
Partner (Non-Trading)
Sole Proprietor (Trading)

Director

Advising Representative

Associate Advising Representative (Securities Act

category only)
Officer (Advising)
Officer (Non-Advising)

Associate Officer (Securities Act category only)

Partner (Advising)
Partner (Non-Advising)

Associate Partner (Securities Act category only)

Sole Proprietor (Advising)

Shareholder

## SCHEDULE "C" Individual categories

#### Item 6

#### Categories

#### Prince Edward Island

Salesperson Officer (Trading) Officer (Non-Trading) Partner (Trading) Partner (Non-Trading) Director Branch Manager Compliance Officer

Counselling Officer (Officer)
Counselling Officer (Partner)
Counselling Officer (Other)
Officer (Non-Advising)
Partner (Non-Advising)

#### Québec

#### Dealer

Representative (Salesperson)

Shareholder

Director Officer

Officer responsible for the activities in

Québec

Compliance officer Branch Manager Shareholder Partner

#### Adviser

Representative (portfolio manager)

Representative (adviser)

Representative acting in derivatives-Options Representative acting in derivatives-Futures

Officer Director

Officer in charge of derivatives-Options Officer in charge of derivatives-Futures

Shareholder

Officer responsible for the activities in Québec

Partner

#### Saskatchewan

Salesperson
Officer (Trading)
Officer (Non-Trading)
Partner (Trading)
Partner (Non-Trading)
Director

Employee (Advising)
Officer (Advising)
Officer (Non-Advising)
Partner (Advising)
Partner (Non-Advising)

#### Yukon

Salesperson
Officer (Trading)
Officer (Non-Trading)
Partner (Trading)
Partner (Non-Trading)
Director
Sole Proprietor (Trading)

Branch Manager

Shareholder
Officer (Advising)
Officer (Non-Advising)
Partner (Advising)
Partner (Non-Advising)
Sole Proprietor (Advising)

### SCHEDULE "C" Individual categories

#### Item 6

#### Categories

#### **Investment Dealers Association**

Partner (Industry)

Partner (Non-Industry)

Director (Industry)

Director (Non-Industry)

Officer (Trading)

Officer (Non-Trading)

Industry Investor

Non-Industry Investor

Chief Compliance Officer

Ultimate Designated Person

Alternate Designated Person

Designated Registered Options Principal

Alternate Registered Options Principal

**Designated Registered Futures Options** 

Principal

Alternate Registered Futures Options

Principal

Sales Manager

Branch Manager

Co-Branch Manager

Assistant Branch Manager

Futures Contract Options Supervisor

Investment Representative (Mutual

Funds)

Investment Representative (Retail)

Investment Representative (Non-Retail)

Investment Representative Options

(Retail)

Investment Representative Options (Non-

Retail)

**Investment Futures Contract** 

Representative Options (Retail)

**Investment Futures Contract** 

Representative Options (Non-Retail)

Registered Representative (Mutual Funds)

Registered Representative (Retail)

Registered Representative (Non-Retail)

Registered Representative Options (Retail)

Registered Representative Options (Non-Retail)

Registered Futures Contract Representative

Options (Retail)

Registered Futures Contract Representative

Options (Non-Retail)

Trader - CATS

Trader - TradeCDNX

Trader - Commodity Floor Trader

Associate Portfolio Manager - Securities

Associate Portfolio Manager - Security Options

Associate Portfolio Manager - Commodity Futures

Options

Portfolio Manager - Securities

Portfolio Manager - Security Options

Portfolio Manager - Commodity Futures Options

	SCHEDULE "D" Address and Agent for Service				
Item	7				
Addre	ss for Service				

1. Address for servi	ce					
	address for service in ea individual or non-registe	•	•	•		
Address for service:						<del> </del>
Telephone number: (	)	Fax nu	mber: ( )			
E-mail address:						
2. Agent for service						
	d an agent for service, pr ve must be the address of			ion for the a	gent. The ac	ddress for
Name of agent for se	rvice:					
Contact person:						
	Last name			First name		

## SCHEDULE "E" Proficiency Item 8 Course or examination information

Indicate each course and examination that you have successfully completed or for which you have received an exemption.

COURSE OR EXAMINATION	DATE COMPLETED	DATE EXEMPTED AND BY WHICH JURISDICTION OR REGULATOR (YYYY/MM/DD)
30-day Training Program		
90-day Training Program		
ACE Trader Exam		
Agricultural Markets – Risk Management Course (ARM)		
Branch Compliance Officers Course		
Branch Manager's Examination Course (formerly the		
Canadian Branch Managers Qualifying Examination)		
Canadian Commodity Futures Examination		
Canadian Commodity Supervisors Examination		
Canadian Funds Course (Quebec only)		
Canadian Futures Exam (Part 1)		
Canadian Futures Exam (Part 2)		
Canadian Investment Finance Course Part I		
Canadian Investment Finance Course Part II		
Canadian Investment Funds Course		
Canadian Investment Management Program (Part 1)		
Canadian Investment Management Program (Parts 2)		
Canadian Options Course		
Canadian Securities Course		
CATS Examination-Oral		
CATS Examination-Written		
Certified Financial Planners Program		
Chartered Financial Analyst Charter		
Chartered Financial Analyst Course (Level I)		
Chartered Financial Analyst Course (Level II)		
Chartered Financial Analyst Course (Level III)		
Commodity Futures Exam (Part 1)		
Commodity Futures Exam (Part 2)		
Conduct and Practices Handbook Course		
Derivatives Fundamentals Course		
Derivatives Operational Management Course		
Effective Management Seminar		
Energy Markets - Risk Management Course		
Ensis Growth Fund Understanding Labour Sponsored		
Investment Funds (Full Course)		

Examination based on Manual for Registered	
Representatives (RR Exam) Fellow of the Canadian Securities Institute	
Financial Markets Risk Management Course	
Financial Markets Risk Management Course	
SCHEDULI	= "E"
Proficier	псу
Examination based on Manual for Registered	
Representatives (RR Exam)	
Futures Floor Trader Examination (Winnipeg Stock	
Exchange)	
Futures Licensing Course	
General Securities Representative Examination (Series 7)	
In-House Scholarship Training Program	
Investment Funds Course	
Investment Management Techniques	
Labour Sponsored Investment Funds Course	
National Commodity Futures Examination	
New Entrants Examination	
Officers' Partners' and Directors' Course	
Operations Course	
Options Licensing Course	
Options Strategies Course	
Options Supervisors Course	
Partners, Directors and Senior Officers Qualifying	
Examination	
Personal Financial Planning Diploma	
Portfolio Management Techniques	
Principles of Mutual Funds Investment Course Professional Financial Planning Course	
Professional Options Trader Examination	
Real Estate Agent's Pre-Licensing Course	
Registered Options Principal's Qualifying Examination	
Technical Analysis Course (TAC)	
Trader Training Course	
VCT Trader Exam	
Wealth Management Techniques	
Other, specify:	

## Proficiency Item 8 **Exemption refusal** Complete the following for each exemption that was refused. Which securities regulatory authority or self-regulatory organization refused to grant the exemption? State the name of the course, examination or experience requirement: State the reason given for not being granted the exemption: Which securities regulatory authority or self-regulatory organization refused to grant the exemption? State the name of the course, examination or experience requirement: State the reason given for not being granted the exemption:

**SCHEDULE "F"** 

## SCHEDULE "G" Current employment Item \_ 10 Employment information

Provide the information requested for each of your current business and employment activities, including those with your sponsoring firm.

Unemployed
Full-time student
Employed or self-employed
From:(YYYY/MM/DD)
You are only required to fill in the following if you have indicated above that you are employed or self-employed.
Name of business or employer:
Address of business or employer:
(number, street, city, province, territory or state, country)
Name and title of immediate supervisor:
Describe the type of business or employment and your duties. If you are seeking a type of registration for which specified experience is required, provide details of that experience below (for example, level of responsibility, value of accounts under direct supervision, and research experience):
Indicate the number of hours per week you will be devoting to this business or employment:  If the business or employment described above is with the sponsoring firm and if you are working less than 30 hours per week for the firm, explain why you are working less than 30 hours per week for the firm:

# SCHEDULE "H" Previous employment Item 11 Employment information

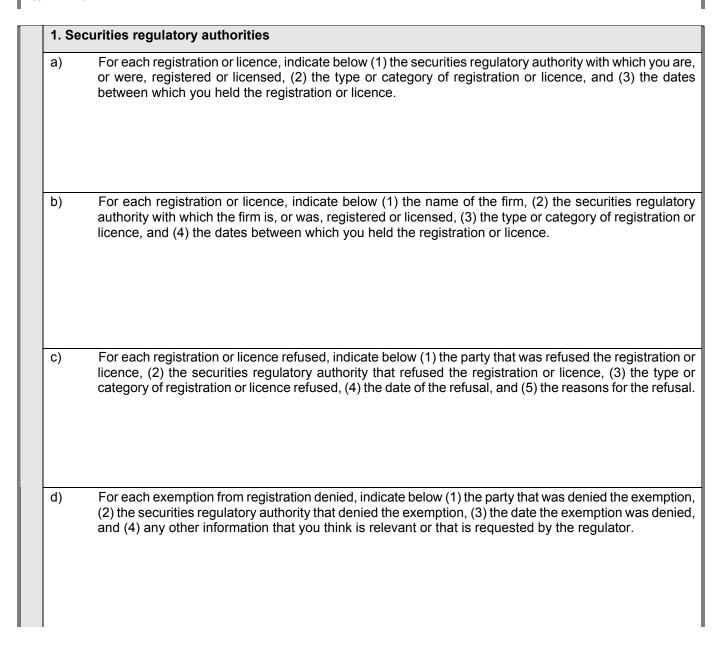
Provide the information requested for your previous business and employment activities for the 10-year period before the date of this application. Include any periods of self-employment or unemployment during this period. Do not include summer employment while you were a full-time student. In addition, provide the information requested in respect of all of your securities or exchange contracts (including commodity futures contracts and commodity futures options) business and employment activities during and prior to the ten-year period. Unemployed Full-time student Employed or self-employed From: \_ You are only required to fill in the following if you have indicated above that you are, or were, employed or selfemployed. Name of business or employer: Address of business or employer: (number, street, city, province, territory or state, country) Name and title of immediate supervisor: \_\_\_ Describe the type of business or employment and your duties. If you are seeking a type of registration for which specified experience is required, provide details of that experience below (for example, level of responsibility, value of accounts under direct supervision, and research experience):

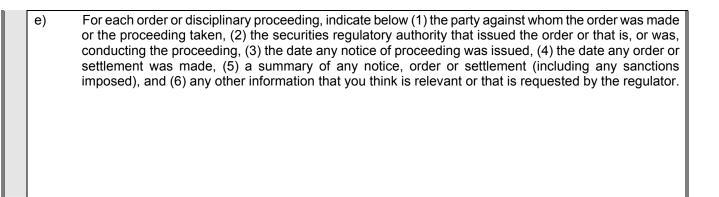
## SCHEDULE "I" Resignations and terminations Item 12 Resignation and Termination information

	terminated, (2) whether you resigned or were terminated, (3) the date you resigned or were terminated, and (4) the circumstances relating to your resignation or termination (including whether the allegations were made
	by a client, sponsoring firm, self-regulatory organization or securities regulatory authority).

## SCHEDULE "J" Regulatory disclosure

Item 13





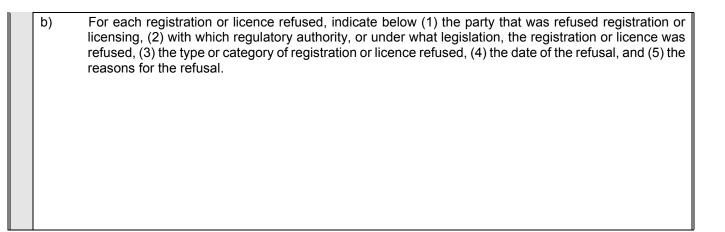
## SCHEDULE "J" Regulatory disclosure

#### 2. Self-regulatory organizations

- a) For each membership or participation, indicate below (1) the party that is, or was, a member or participating organization, (2) the self-regulatory organization with which the party is, or was, a member or participating organization, (3) the type or category of membership or participation, and (4) the dates between which the party was a member or participating organization.
- b) For each membership or participation refused, indicate below (1) the party that was refused membership or participation, (2) the self-regulatory organization that refused the membership or participation, (3) the type or category of membership or participation refused, (4) the date of the refusal, and (5) the reasons for the refusal.
- c) For each order or disciplinary proceeding, indicate below (1) the party against whom the order was made or the proceeding taken, (2) the self-regulatory organization that issued the order or that is, or was, conducting the proceeding, (3) the date any notice of proceeding was issued, (4) the date any order or settlement was made, (5) a summary of any notice, order or settlement (including any sanctions imposed), and (6) any other information that you think is relevant or that is requested by the regulator.

#### 3. Non-securities regulation

a) For each registration or licence, indicate below (1) the party is, or was, registered or licensed, (2) with which regulatory authority, or under what legislation, the party is, or was, registered or licensed, (3) the type or category of registration or licence, and (4) the dates between which the party held the registration or licence.



## SCHEDULE "J" Regulatory disclosure

c) For each order or disciplinary proceeding, indicate below (1) the party against whom the order was made or the proceeding taken, (2) the regulatory authority that made the order or that is, or was, conducting the proceeding, or under what legislation the order was made or the proceeding is being, or was, conducted, (3) the date any notice of proceeding was issued, (4) the date any order or settlement was made, (5) a summary of any notice, order or settlement (including any sanctions imposed), and (6) any other information that you think is relevant or that is requested by the regulator.

## SCHEDULE "K" Criminal disclosure

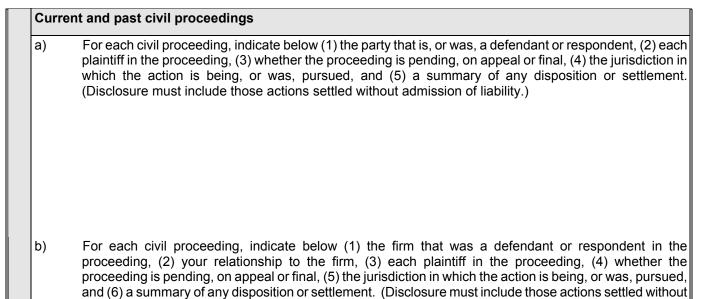
Item 14

Crimin	nal, provincial and territorial offences
a)	For each charge, indicate below (1) the charge, (2) the date of the charge, (3) any trial or appeal dates, and (4) the court location.
b)	For each conviction, indicate below (1) the offence, (2) the date of the conviction, and (3) the disposition (state any penalty or fine and the date any fine was paid).
c)	For each charge, indicate below (1) the name of the firm, (2) the charge, (3) the date of the charge, (4) any trial or appeal dates, and (5) the court location.
d)	For each conviction, indicate below (1) the name of the firm, (2) the offence, (3) the date of the conviction, and (4) the disposition (state any penalty or fine and the date any fine was paid).

## SCHEDULE "L" Civil disclosure

Item 15

admission of liability.)



## **SCHEDULE "M"**Financial Disclosure

ltem	16



For each event, indicate below (1) the party about whom this disclosure is being made, (2) any amounts currently owing, (3) the creditors, (4) the status of the matter, (5) a summary of any disposition or settlement, and (6) any other information that you think is relevant or that is requested by the regulator.

#### 2. Solvency

For each event, indicate below (1) the party that failed to meet its financial obligation, (2) the amount that was owing at the time the party failed to meet its financial obligation, (3) the party to whom the amount is, or was, owing, (4) any relevant dates (for example, when payments are due or when final payment was made), (5) any amounts currently owing, and (6) any other information that you think is relevant or that is requested by the regulator.

#### 3. Surety Bond or Fidelity Bond

For each bond refused, indicate below (1) the name of the bonding company, (2) the address of the bonding company, (3) the date of the refusal, and (4) the reasons for the refusal.

#### 4. Garnishments, Unsatisfied Judgments or Directions to Pay

For each garnishment, unsatisfied judgement or direction to pay, indicate below (1) the amount that was owing at the time the garnishment, judgement or direction to pay was rendered, (2) the party to whom the amount is, or was, owing, (3) any relevant dates (for example, when payments are due or when final payment was made), (4) any amounts currently owing, and (5) any other information that you think is relevant or that is requested by the regulator.

		SCHEDULE "N" Related securities firms
Item	17	
Relate	ed Securities Firms and Holdings	

Indicate	e below (a) the name of the firm and (b) your relationship to the firm.
a)	Firm name:

b) Relationship to the firm and period of relationship:

Partner	From:	/ (YYY/MM)	To:	(YYYY/MM)	(if applicable)
Director	From:	(YYYY/MM)	То:	/ (YYYY/MM)	(if applicable)
Officer	From:	/ (YYYY/MM)	To:	/ (YYYY/MM)	(if applicable)
Holder of voting securities over 10 percent	From:	/ (YYYY/MM)	То:	/ (YYYY/MM)	(if applicable)

If you are a holder of 10 percent or more of the voting securities of the firm, complete (c), (d), (e), (f), (g) and (h).

c) State the number, value, class and percentage of securities or the amount of partnership interest you own or propose to acquire upon approval. If acquiring shares upon approval, state source (for example, treasury shares, or if upon transfer, state name of transferor).

d)	State the value of subordinated debentures or bonds of the firm to be held by you or any other subordinated loan to be made by you to the firm (if applicable):
e)	If another party has provided you with funds to invest in the firm, identify the party and state the relationship between you and that party:

		Re	ated securities firms		
f)			oosed to be invested) guaran	teed directly or indirectly by any	•
If "Yes	", identify the party a	and state the relat	ionship between you and tha	at party:	
g)Hav	do you, on approv pledging or deposi	al of this applicat	ion, intend to give up any s he securities or partnership	such securities or partnership int uch rights (including by hypoth interest with any institution or p	ecation, person)?
	", identify the party, s be given up:	tate the relationsh	nip between you and that par	ty and describe the rights that ha	ive been
h)ls a	person other than you?	ou the beneficial	owner of the shares, bonds,	debentures, partnership units	or other es No
If "Yes	a", complete (i), (j) an	nd (k).			
i)	Name of beneficia	l owner:			
Last n	ame	First name	Second name (if applicable)	Third name (if applicable)	
j)	Residential addres	ss:			
		(number, street, o	city, province, territory or sta	te, country, postal code)	
k)	Occupation:				

II				

#### **SCHEDULE "O"** Notice and collection and use of personal information

#### **Contact Information**

#### Alberta

Alberta Securities Commission 4th Floor, 300 B 5th Avenue S.W. Calgary, AB T2P 3C4 Attention: Information Officer Telephone: (403) 297-6454

#### Manitoba

The Manitoba Securities Commission 1130-405 Broadway Winnipeg, MB R3C 3L6 Attention: Director - Legal Telephone: (204) 945-4508

#### **Newfoundland and Labrador**

Securities Commission of Newfoundland and Labrador P.O. Box 8700, 2nd Floor, West Block Confederation Building St. John's, NF A1B 4J6 Attention: Director of Securities Tel: (709) 729-4189

#### **Northwest Territories**

Government of the Northwest Territories P.O. Box 1320 Yellowknife, NT X1A 2L9

Attention: Deputy Registrar of Securities

Telephone: (867) 920-8984

#### **British Columbia**

**British Columbia Securities Commission** P.O. Box 10142, Pacific Centre 701 West Georgia Street Vancouver, BC V7Y 1L2 Attention: Freedom of Information Officer Telephone: (604) 899-6500 or (800) 373-6393

(in B.C.)

#### **New Brunswick**

Securities Administration Branch P.O. Box 5001 606, 133 Prince William Street, suite 606 Saint John, NB E2L 4Y9 Attention: Deputy Administrator, Capital Markets Telephone: (506) 658-3021

**Nova Scotia** 

Nova Scotia Securities Commission 2nd Floor, Joseph Howe Building 1690 Hollis Street P.O. Box 458 Halifax, NS B3J 3J9 Attention: FOI Officer Telephone: (902) 424-7768

#### Nunavut

Legal Registries Division Department of Justice Government of Nunavut P.O. Box 1000 Station 570 Igaluit, NU X0A 0H0

Attention: Deputy Registrar of Securities

Telephone: (867) 975-6190

#### Ontario

Ontario Securities Commission Suite 1903, Box 55 20 Queen Street West Toronto, ON M5H 3S8 Attention: FOI Coordinator Telephone: (416) 593-8314

#### **Prince Edward Island**

Securities Registry
Office of the Attorney General B Consumer,
Corporate and Insurance Services Division
P.O. Box 2000
Charlottetown, PE C1A 7N8

Attention: Deputy Registrar of Securities

Telephone: (902) 368-4569

### SCHEDULE "O"

## Notice and collection and use of personal information Québec Saskatchewan

Autorité des marchés financiers 800, square Victoria C.P. 246, 22<sup>e</sup> étage

Montréal (Québec) H4Z 1G3

À l'attention du responsable de l'accès à l'information

Telephone : (514) 395-0337 or (877) 525-0337 (in Québec)

Saskatchewan Financial Services Commission 6th Floor, 1919 Saskatchewan Dr. Regina, Saskatchewan S4P 3V7

Attention: Director

Telephone: (306) 787-5842

#### Yukon

Department of Community Services Yukon

P.O. Box 2703

Whitehorse, YT Y1A 2C6

Attention: Registrar of Securities Telephone: (867) 667-5225

#### FORM 33-109F5

#### **CHANGE OF REGISTRATION INFORMATION**

#### **GENERAL INSTRUCTIONS**

- 1. This notice must be submitted when notifying a regulator of changes to Form 3 or Form 4 information in accordance with Regulation 33-109.
- 2. If the NRD filer is relying on the temporary hardship exemption in Regulation 31-102, this form is required to be delivered to the regulator in paper format when notifying a regulator of changes to Form 33-109F4.
- 3. If this form is being submitted in respect of a change to a Form 3, Form 4 or Form 33-109F4, an authorized partner or officer of the firm must sign the form.

#### 1. Type of form

Identify the part of Form 3, Form 4, or Form 33-109F4 for which this notice is being provided. If this notice is being provided to update an individual's Form 4 or Form 33-109F4, provide the name of the individual.

Form 3, Item(s)	,	
Form 4, Item(s)	, name of individual	, or
Form 33-109F4, Item(s)	, name of individual	

#### 2. Details of Change

Provide the details of the change for each item identified above:

#### **Notice of Collection and Use of Personal Information**

The personal information required under this form is collected on behalf of and used by the securities regulatory authorities set out below or by any duly authorized self-regulatory organization for the administration and enforcement of certain provisions of the securities legislation in British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Québec, Nova Scotia, New Brunswick, Prince Edward Island, Newfoundland and Labrador, Northwest Territories, Yukon Territory, and Nunavut. Furthermore, the personal information required under this form may be communicated to and circulated among the aforementioned securities regulatory authorities and duly authorized self-regulatory organizations for the same purposes.

By submitting this information, you consent to the collection by the securities regulatory authority of the personal information provided above, police records, records from other government or non-governmental regulatory authorities or self-regulatory organizations, credit records and employment records about you as may be necessary for the securities regulatory authority to complete its review of your continued fitness for registration, if applicable, in accordance with the legal authority of the securities regulatory authority for the duration of the period which you remain registered or approved by the securities regulatory authority. The sources the securities regulatory authority may contact include government and private bodies or agencies, individuals, corporations and other organizations.

If you have any questions about the collection and use of this information, you may contact the securities regulatory authority in any jurisdiction in which the required information is filed, at the address or telephone number provided in Schedule "A".

**WARNING:** 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.

#### **CERTIFICATION**

I, the undersigned, certify that I have read and that I understand the question set out above. I also certify that all statements of fact made in the answer	<u> </u>
Signature of registered or non-registered individual	Date
(No signature is required here if this form is being submitted in respect of a	a change to Form 3 information.)
If this form is being submitted in respect of a change to Form 3, I, the unde the requirements and the Warning in this notice and that all statements of fa	
Signature of authorized officer or partner	Date
Firm name	

#### **SCHEDULE "A"** Notice and Collection and Use of Personal Information

#### **Contact Information**

#### {TC \11 "Contact Information}

#### Alberta {TC \I1 "Alberta}

Alberta Securities Commission 4th Floor, 300 B 5th Avenue S.W.

Calgary, AB T2P 3C4 Attention: Information Officer Telephone: (403) 297-6454

#### Manitoba

#### {TC \I1 "Manitoba}

The Manitoba Securities Commission

1130-405 Broadway Winnipeg, MB R3C 3L6 Attention: Director - Legal Telephone: (204) 945-4508

#### **Newfoundland and Labrador** {TC \I1 "Newfoundland and Labrador}

Securities Commission of Newfoundland and

Labrador

P.O. Box 8700, 2nd Floor, West Block

Confederation Building St. John's, NF A1B 4J6

Attention: Director of Securities

Tel: (709) 729-4189

#### **Northwest Territories**

{TC \I1 "Northwest Territories} Government of the Northwest Territories

P.O. Box 1320

Yellowknife, NT X1A 2L9

Attention: Deputy Registrar of Securities

Telephone: (867) 920-8984

#### Ontario

#### {TC \I1 "Ontario}

Ontario Securities Commission

Suite 1903. Box 55 20 Queen Street West Toronto, ON M5H 3S8 Attention: FOI Coordinator Telephone: (416) 593-8314

#### Québec

**{TC \l1 "Québec}**Autorité des marchés financiers 800, square Victoria C.P. 246, 22<sup>e</sup> étage

Montréal (Québec) H4Z 1G3

#### **British Columbia**

#### {TC \I1 "British Columbia}

British Columbia Securities Commission

P.O. Box 10142, Pacific Centre 701 West Georgia Street Vancouver, BC V7Y 1L2

Attention: Freedom of Information Officer Telephone: (604) 899-6500 or (800) 373-6393 (in

B.C.)

#### **New Brunswick**

#### {TC \I1 "New Brunswick}

Securities Administration Branch

P.O. Box 5001

606, 133 Prince William Street, suite 606

Saint John, NB E2L 4Y9

Attention: Deputy Administrator, Capital Markets

Telephone: (506) 658-3021

#### **Nova Scotia**

#### {TC \I1 "Nova Scotia}

Nova Scotia Securities Commission 2<sup>nd</sup> Floor, Joseph Howe Building

1690 Hollis Street P.O. Box 458 Halifax, NS B3J 3J9 Attention: FOI Officer Telephone: (902) 424-7768

#### Nunavut

#### {TC \I1 "Nunavut}

Legal Registries Division Department of Justice Government of Nunavut P.O. Box 1000 Station 570 Igaluit, NU X0A 0H0

Attention: Deputy Registrar of Securities

Telephone: (867) 975-6190 Prince Edward Island

#### {TC \I1 "Prince Edward Island}

Securities Registry

Office of the Attorney General B Consumer, Corporate and Insurance Services Division

P.O. Box 2000

Charlottetown, PE C1A 7N8

Attention: Deputy Registrar of Securities

Telephone: (902) 368-4569

#### {TC \11 "(800) 361-5072 (in Québec)}

#### Saskatchewan

#### {TC \I1 "Saskatchewan}

Saskatchewan Financial Services Commission 6th Floor, 1919 Saskatchewan Dr. Regina, Saskatchewan S4P 3V7

À l'attention du responsable de l'accès à l'information

Telephone: (514) 395-0337 or (877) 525-0337 (in Québec) Attention: Director

Telephone: (306) 787-5842

{TC \I1 "}

#### Yukon

Department of Community Services Yukon P.O. Box 2703

Whitehorse, YT Y1A 2C6 Attention: Registrar of Securities Telephone: (867) 667-5225