

Zoning	Crops insured
1	Hay, oats, barley, wheat and corn silage
2	Honey
3	Grain corn

026813

Gouvernement du Québec

**O.C. 1548-96, 18 December 1996**Securities Act  
(R.S.Q., c. V-1.1)**Securities**  
**— Amendments**

Regulation to amend the Regulation respecting securities

WHEREAS under paragraph 1 of section 331 of the Securities Act (R.S.Q., c. V-1.1), the Government may, by regulation, prescribe the form of the documents and certificates provided for in that Act or the regulations as to both content and presentation;

WHEREAS the Commission des valeurs mobilières du Québec, together with the commissions of the other provinces, developed the System for Electronic Document Analysis and Retrieval (SEDAR), for the electronic transmission of documents required under the legislation respecting securities;

WHEREAS to allow the implementation of SEDAR, it is expedient to amend the Regulation respecting securities, made by Order in Council 660-83 dated 30 March 1983;

WHEREAS the implementation of SEDAR presents several advantages for persons subject to the obligation of filing, as well as for the professionals whose services they require, the public and the commissions;

WHEREAS under section 12 of the Regulations Act (R.S.Q., c. R-18.1), a proposed regulation may be made without having been published pursuant to section 8 of that Act, if the authority making it is of the opinion that the urgency of the situation requires it;

WHEREAS under section 18 of that Act, a regulation may come into force within a period shorter than the period provided for by section 17 where authority that made it is of the opinion that the urgency of the situation requires it;

WHEREAS under sections 13 and 18 of that Act, the reason justifying the absence of prior publication and such coming into force must be published with the regulation;

WHEREAS the urgency owing to the following circumstances justifies the absence of prior publication and such coming into force:

The implementation of SEDAR, a system in whose development the Commission des valeurs mobilières du Québec has participated with the other Canadian commissions, is scheduled for 1 January 1997 and must be coordinated throughout the provinces and territories so that all the persons subject to an obligation of filing may fully benefit from the advantages of SEDAR.

WHEREAS it is expedient to make the Regulation;

IT IS ORDERED, therefore, upon the recommendation of the Deputy Prime Minister and Minister of State for the Economy and Finance:

THAT the Regulation to amend the Regulation respecting securities, attached to this Order in Council, be made.

MICHEL CARPENTIER,  
*Clerk of the Conseil exécutif*

## Regulation to amend the Regulation respecting securities

Securities Act

(R.S.Q., c. V-1.1, s. 331, par. 1)

**1.** The Regulation respecting securities, made by Order in Council 660-83 dated 30 March 1983 and amended by the Regulations made by Orders in Council 1758-84 dated 8 August 1984, 1263-85 dated 26 June 1985, 697-87 dated 6 May 1987, 977-88 dated 22 June 1988, 1493-89 dated 13 September 1989, 1622-90 dated 21 November 1990, 680-92 dated 6 May 1992, 980-92 dated 30 June 1992, 1145-92 dated 5 August 1992, 226-93 dated 24 February 1993, 1346-93 dated 22 September 1993 and 30-96 dated 10 January 1996, is further amended by inserting the following sections after section 14:

“**14.1** A person who files a document mentioned in Schedule XVIII or a related document shall do so by means of electronic filing using the System for Electronic Document Analysis and Retrieval (SEDAR).

**14.2** Where a section under Title II, III or IV provides for the signing of a document, that signature shall be affixed by means of the electronic entry of the signatory's name.

Within 3 days following the electronic filing, the person required to file the document must file with the supplier of the SEDAR service an attestation of authentication bearing a manual signature.”.

**2.** The Regulation is amended by adding the following Schedule after Schedule XVII:

### SCHEDULE XVIII

DOCUMENTS TO BE FILED BY ELECTRONIC FILINGS

#### Applicable Filing

#### I Mutual Funds Issuers

##### A. Securities Offerings

1. Preliminary Simplified Prospectus and Annual Information Form
2. Pro Forma Simplified Prospectus and Annual Information Form
3. Final Simplified Prospectus and Annual Information Form

4. Preliminary Long Form Prospectus
5. Pro Forma Long Form Prospectus
6. Final Long Form Prospectus

##### B. Continuous Disclosure

1. Annual Financial Statements
2. Interim Financial Statements
3. Annual Report
4. Compliance Reports-Sale and Redemption of Securities
5. Compliance Reports-Commingling of Money
6. Press Release
7. Management Proxy, Circular/Information Circular
8. Change of Auditor Filings
9. Change in Year End Filings

##### C. Exemption and Other Applications

1. Application Pursuant to a National Instrument or National Policy Regulating Mutual Funds

#### II Other Issuers (Reporting/Non Reporting)

##### sA. Securities Offerings

1. Initial Annual Information Form-Prompt Offering Qualification System (“POP System”)
2. Revised Annual Information Form-POP System
3. Renewal Annual Information Form-POP System
4. Preliminary Short Form Prospectus-POP System
5. Final Short Form Prospectus-POP System
6. Supplemented Short Form PREP Prospectus
7. Preliminary Short Form Prospectus-Shelf
8. Final Short Form Prospectus-Shelf
9. Prospectus Supplement-Shelf
10. Preliminary Prospectus-Multijurisdictional Disclosure System (“MJDS”)

11. Final Prospectus-MJDS
12. Prospectus Supplement-MJDS
13. Preliminary Long Form Prospectus
14. Pro Forma Long Form Prospectus
15. Final Long Form Prospectus
16. Supplemented Long Form PREP Prospectus
17. Initial Rights Offering Circular
18. Final Rights Offering Circular
19. Prospectus-Distribution outside Québec
20. Exchange of Securities-Merger or Reorganization

#### **B. Continuous Disclosure**

1. Press Release
2. Annual Financial Statements
3. Interim Financial Statements
4. Annual Report
5. Annual Information Form (Non-POP System)
6. Management's Discussion & Analysis
7. Notice of Securityholder's Meeting and Record Date
8. Management Proxy Circular/Information Circular
9. Change of Auditor Filings
10. Film Producer's Compliance Report
11. Future Oriented Financial Information Filings
12. Change in Year End Filings

#### **C. Securities Acquisitions**

1. Issuer Bid Circular
2. Notice of Change or Variation
3. Issuer Bid Reports

#### **D. Going Private and Related Party Transactions**

1. Going Private Transaction Filings
2. Related Party Transaction Filings

#### **III Third Party Filers**

1. Take-over Bid Circular
2. Notice of Change or Variation
3. Directors' Circular
4. Director's or Officer's Circular (Individual)
5. Take-over Bid Reports
6. Securities Acquisition (Early Warning) Press Release and Report
7. Proxy Solicitation Materials".

**3.** The operating rules for SEDAR are set forth in the standard System for Electronic Document Analysis and Retrieval (SEDAR), attached to this Regulation.

**4.** This Regulation comes into force on 1 January 1997.

#### **SCHEDULE**

##### **SYSTEM FOR ELECTRONIC DOCUMENT ANALYSIS AND RETRIEVAL (SEDAR)**

#### **PART 1 DEFINITIONS AND INTERPRETATION**

##### **1. Definitions** — In this Instrument

“cover page information” means the information that is specified in the SEDAR Filer Manual and that is required to be filed as part of an electronic filing;

“electronic filer” means a person or company referred to in subsection 2.1 (1) that is required to comply with this Instrument;

“electronic filing” means a document that is filed under securities legislation or securities directions in electronic format or the act of filing a document under securities legislation or securities directions in electronic format, as the context indicates;

“electronic format” means the computerized format of a document prepared and transmitted in accordance with the standards, procedures and guidelines contained in the SEDAR Filer Manual;

“equity security” means any security of an issuer that carries a residual right to participate in the earnings of the issuer and, upon the liquidation or winding up of the issuer, in its assets;

“filer profile” means a set of information providing a profile of an electronic filer;

“filing agent” means a person or company that is authorized to make an electronic filing on behalf of an electronic filer;

“filing service subscriber” means an electronic filer or a filing agent that enters into an agreement with the SEDAR filing service contractor to make electronic filings through SEDAR;

“foreign issuer (SEDER)” means an issuer that is incorporated or organized under the laws of a foreign jurisdiction, unless

(a) voting securities carrying more than 50 percent of the votes for the election of directors are held by persons or companies whose last address as shown on the books of the issuer is in Canada and either

i. the majority of the senior officers or directors of the issuer are citizens or residents of Canada, or

ii. assets of the issuer representing more than 50 percent of the total of all assets of the issuer are located in Canada, or

iii. the business of the issuer is administrated principally in Canada; or

(b) the issuer has a class of its equity securities listed and posted for trading on a stock exchange in Canada and does not have any of its equity securities listed and posted for trading on a stock exchange or quoted in a published market in any foreign jurisdiction;

“foreign jurisdiction” means a country other than Canada or a political subdivision of a country other than Canada;

“jurisdiction” means a province or territory of Canada except when used in the term foreign jurisdiction;

“local jurisdiction” means the jurisdiction in which the securities regulatory authority adopting or making this Instrument is situated;

“paper format” means the format of a document printed on paper;

“person or company”, for the purpose of this Instrument in British Columbia, means “person” as defined in section 1 of the Securities Act (British Columbia), and for the purpose of this Instrument in Quebec, means “person” as used in the Securities Act (Quebec);

“phase-in date” means the date specified in Appendix B on and after which an electronic filer in a specified category is required to file specified documents in electronic format through SEDAR;

“regulator” means, for the local jurisdiction, a person referred to opposite the name of the local jurisdiction in Appendix C;

“securities directions” means, for the local jurisdiction, the instruments listed in Appendix D opposite the name of the local jurisdiction;

“securities legislation” means, for the local jurisdiction, the statute and other instruments listed in Appendix E opposite the name of the local jurisdiction;

“securities regulatory authority” means, for the local jurisdiction, the securities commission or similar regulatory authority listed in Appendix F opposite the name of the local jurisdiction;

“SEDAR” means the computer system for the transmission, receipt, acceptance, review and dissemination of documents filed in electronic format known as the System for Electronic Document Analysis and Retrieval;

“SEDAR Filer Manual” means the SEDAR Filer Manual incorporated by reference in this Instrument under section 4.1;

“SEDAR filer software” means the software provided under license to electronic filers and filing agents by the SEDAR filing service contractor;

“SEDAR filing service contractor” means CDS INC. or a successor appointed by the securities regulatory authority to provide services in respect of electronic filings;

“supporting document” means a document required to be filed in support of, or otherwise in connection with, a filing made under securities legislation or securities directions; and

“third party filer” means a person or company required to file a document because of an activity relating to or affecting an issuer or the issuer’s securityholders.

## 2. Interpretation

(1) In this Instrument, unless the context otherwise requires, “document” includes “information” and “material” as those words are used in securities legislation or securities directions, as applicable.

(2) In this Instrument, a reference to a document that is required or permitted to be filed includes a document that is required or permitted to be deposited or filed with, or delivered, furnished, provided or submitted to, the securities regulatory authority under securities legislation or securities directions, as applicable.

(3) The filing of a document in electronic format with the securities regulatory authority under this Instrument constitutes

(a) if the document is required or permitted to be filed only under this Instrument, the filing of that document under securities legislation or securities directions, as applicable;

(b) if the document is otherwise required or permitted to be filed under securities legislation or securities directions, the filing of that document under securities legislation or securities directions, as applicable; and

(c) if the document is required or permitted to be delivered, furnished, provided or submitted to the securities regulatory authority under securities legislation or securities directions, the delivery of that document.

(4) In this Instrument, a reference to a “SEDAR Form” refers to one of the several SEDAR forms appended to the SEDAR Filer Manual.

(5) Every term that is defined or interpreted in the statute of the local jurisdiction referred to in Appendix E, the definition or interpretation of which is not restricted to a specific portion of the statute, has, if used in this Instrument, the meaning ascribed to it in that statute unless the context otherwise requires.

(6) A provision or reference within a provision of this Instrument that specifically refers by name to a jurisdiction other than the local jurisdiction shall not have any effect in the local jurisdiction.

## PART 2 ELECTRONIC FILING REQUIREMENTS

### 1. Filers Required to Make Electronic Filings

(1) The following persons or companies shall comply with this Instrument:

1. Every issuer, other than a foreign issuer (SEDAR), that is required or otherwise is proposing to file a document under securities legislation or securities directions.

2. Every foreign issuer (SEDAR) that files a notice of election to become an electronic filer in the manner provided in subsection (2), unless it has elected to cease making electronic filings in the manner provided in subsection (4).

3. Every third party filer that makes a filing of a type to which this Instrument applies concerning an issuer that is required to comply with this Instrument.

(2) A foreign issuer (SEDAR) that is required or otherwise is proposing to file a document under securities legislation or securities directions may elect to become subject to this Instrument by filing in paper format on SEDAR Form 5 a notice of election to become an electronic filer.

(3) A foreign issuer (SEDAR) that files a notice of election to become an electronic filer shall comply with this Instrument for at least two years after filing the notice of election.

(4) A foreign issuer (SEDAR) that files a notice of election to become an electronic filer may elect to cease complying with this Instrument at any time after the expiry of the two-year period by filing a notice to this effect in electronic format at least 30 days before making a filing that does not comply with this Instrument.

(5) A person or company that is not required to comply with this Instrument shall not file any document through SEDAR.

### 2. Documents to be Filed in Electronic Format

(1) An electronic filer that is required or otherwise is proposing to file any of the following documents shall file the documents in electronic format in accordance with this Instrument:

1. A document listed in Appendix A.

2. An amendment or supplement to a document filed in electronic format.

3. A supporting document, written correspondence or other written material relating to a document filed in electronic format.

4. A document required to be filed because it was sent by an issuer to its securityholders.

5. A document required to be filed because it was filed with a governmental agency or a stock exchange located outside the local jurisdiction.

(2) An electronic filer may file an application or request for exemptive relief from, or approval under, securities legislation in electronic format if

(a) the application or request relates to a prospectus filed or to be filed in electronic format; and

(b) the exemptive relief or approval being sought is reasonably required to facilitate a distribution of securities to which the prospectus relates.

### 3. Documents to be Filed in Paper Format

(1) The following shall not be filed in electronic format:

1. A document that is required or permitted to be filed on a confidential basis under securities legislation or securities directions.

2. A document for which confidential treatment is requested under securities legislation or securities directions or is claimed under applicable freedom of information legislation.

3. An oil and gas report that is prepared and filed as a supporting document, except for any part that is a summary of the report.

4. A document, other than one referred to in paragraphs 1, 2 or 3, that is not required or permitted to be filed in electronic format under section 2.2, unless the securities regulatory authority has approved the filing of the document in electronic format.

(2) If a document that was filed in paper format under paragraph 1 of subsection (1) ceases to remain confidential because the subject matter of the document is generally disclosed, the electronic filer shall file a copy of the document in electronic format within 10 days following general disclosure.

(3) If a confidential treatment request made pursuant to securities legislation in respect of a document filed in paper format under paragraph 2 of subsection (1) is rejected, the electronic filer shall file a copy of the document in electronic format within 10 days following the rejection.

**4. Manner of Effecting Electronic Filings** — A document that is filed in electronic format shall be transmitted electronically using the SEDAR filer software in the manner required by the SEDAR Filer Manual.

**5. Filing Services Subscribers** — Before making an electronic filing through SEDAR, the electronic filer or its filing agent shall become a filing service subscriber by furnishing an Application For SEDAR Filing Services and SEDAR Form 1 to the SEDAR filing service contractor and entering into the Filing Service Subscriber's Agreement on SEDAR Form 2.

**6. Hours for Transmission of Electronic Filings** — Electronic filings may be transmitted through SEDAR to the securities regulatory authority on any business day between the hours of 7:00 a.m. and 11:00 p.m. Eastern Standard Time or Eastern Daylight Savings Time, whichever is in effect in Toronto, Ontario, Canada, and on any other day or at any other time that is provided in the SEDAR Filer Manual or that the securities regulatory authority announces by press release.

### 7. Date of Filing

(1) A document filed in electronic format is, for purposes of securities legislation or securities directions, filed on the day that the electronic transmission of the document is completed.

(2) Despite subsection (1), a document filed in electronic format is, for purposes of Quebec securities legislation or Quebec securities directions, filed on the day that the document is retrieved in electronic format from SEDAR by the Commission des valeurs mobilières du Québec instead of on the day that the electronic transmission of the document is completed.

(3) Despite subsections (1) and (2), for purposes of a time period in securities legislation or securities directions that begins on or immediately after the date of the filing of a document filed in electronic format, the date of the filing of the document is the day on which the electronic transmission of the document is completed unless it is not completed on a business day by 5:00 p.m. local time in the city where the securities regulatory authority is located, in which case the date of the filing is the next business day.

### 8. Payment of Filing Fees

(1) The fees payable to the securities regulatory authority for the filing of a document in electronic format shall be paid by an electronic payment authorized at the time the filing is made.

(2) A filing service subscriber shall make the payment referred to in subsection (1) by transmitting instructions through SEDAR in the manner set out in the SEDAR Filer Manual for the purpose of effecting an electronic funds transfer from the filing service subscriber to the securities regulatory authority.

### **PART 3**

#### **ELECTRONIC FILING EXEMPTIONS**

##### **1. Temporary Hardship Exemption**

(1) If unanticipated technical difficulties prevent the timely preparation and transmission of an electronic filing, an electronic filer may file the document in paper format under cover of SEDAR Form 3 no later than two business days after the day on which the electronic filing was required or permitted.

(2) An electronic filer shall include the following legend in capital letters at the top of the first page of a document filed by it in paper format under this section:

IN ACCORDANCE WITH SECTION 3.1 OF NATIONAL INSTRUMENT 13-101 — SYSTEM FOR ELECTRONIC DOCUMENT ANALYSIS AND RETRIEVAL (SEDAR), THIS (SPECIFY DOCUMENT) IS BEING FILED IN PAPER FORMAT UNDER A TEMPORARY HARDSHIP EXEMPTION.

(3) The requirements of securities legislation and securities directions relating to paper format filings and the payment of applicable filing fees apply to a filing under subsection (1) except that signatures to the paper format document may be in typed form rather than manual format.

(4) If a paper format document is filed in the manner and within the time prescribed in this section, the specific date by which the document is required to be filed under securities legislation or securities directions is extended to the date on which the filing is made in paper format.

(5) If an electronic filer makes a paper format filing under this section, the electronic filer shall file a copy of the paper format document in electronic format within three business days after the paper format document is filed.

(6) The electronic filer shall include the following statement in capital letters at the top of the first page of the electronic format copy of the document:

THIS DOCUMENT IS A COPY OF THE (SPECIFY DOCUMENT) FILED ON (DATE) UNDER A TEMPORARY HARDSHIP EXEMPTION UNDER SECTION 3.1 OF NATIONAL INSTRUMENT 13-101 — SYSTEM FOR ELECTRONIC DOCUMENT ANALYSIS AND RETRIEVAL (SEDAR).

##### **2. Continuing Hardship Exemption**

(1) An electronic filer may make an application for a continuing hardship exemption if an electronic filing cannot be made without undue burden or expense.

(2) An application for a continuing hardship exemption shall be filed in paper format contemporaneously with the filing of a similar application in another jurisdiction in which the electronic filing is required or proposed to be made and at least 20 days before the earliest date on which the electronic filing is required or proposed to be made, as applicable.

(3) An application for a continuing hardship exemption shall include the following:

1. A list of the jurisdictions, other than the local jurisdiction, in which the application is being made.

2. A list of the documents for which the exemption is being sought and, if applicable, the length of time for which the exemption is being requested.

3. The reason for requesting the exemption from filing the documents in electronic format and, if applicable, the justification for the length of time for which the exemption is being requested.

(4) The regulator or, if authorized to grant an exemption under section 7.1, the securities regulatory authority may grant or deny a continuing hardship exemption and shall notify the electronic filer in writing of a decision to grant or deny the exemption as soon as practicable after making its decision.

(5) If the application for a continuing hardship exemption is denied, the electronic filer shall make any required electronic filing on the required or the proposed filing date, as applicable.

(6) If the application for a continuing hardship exemption is granted, the electronic filer shall file the document for which the continuing hardship exemption is granted in paper format on the required or the proposed filing date, as applicable.

(7) An electronic filer that files a document in paper format under a continuing hardship exemption shall include the following legend in capital letters at the top of the first page of the document:

IN ACCORDANCE WITH SECTION 3.2 OF NATIONAL INSTRUMENT 13-101 — SYSTEM FOR ELECTRONIC DOCUMENT ANALYSIS AND RETRIEVAL (SEDAR), THIS (SPECIFY DOCUMENT) IS BEING FILED IN PAPER FORMAT UNDER A CONTINUING HARDSHIP EXEMPTION.

(8) If a continuing hardship exemption is granted for a limited period, the exemption may be conditional upon the filing of the electronic format copy of the document that is the subject of the exemption upon the expiration of the period for which the exemption is granted.

### 3.3 Exemption For Pre-Existing Documents

(1) Despite subsection 2.2(1), any supporting document, written correspondence or other written material relating to a document required to be filed in electronic format may be filed in paper format if the supporting document, written correspondence or other written material was prepared and issued, published or distributed before January 1, 1997.

(2) An electronic filer filing a supporting document, written correspondence or other written material in paper format under subsection (1) shall do so under cover of SEDAR Form 4 no later than two business days after the date of filing the electronic format document to which it relates.

(3) The requirements under securities legislation for paper format filings apply to a filing under subsection (1).

## PART 4

### PREPARATION AND TRANSMISSION OF ELECTRONIC FILINGS

#### 1. SEDAR Filer Manual

(1) Version 2.0 of the SEDAR Filer Manual: Standards, Procedures and Guidelines for Electronic Filing with the Canadian Securities Administrators dated November 1, 1996 is incorporated by reference in this Instrument.

(2) Despite subsection (1), in British Columbia only the most recent version of the SEDAR Filer Manual: Standards, Procedures and Guidelines for Electronic Filing with the Canadian Securities Administrators, as amended from time to time, is incorporated by reference in this Instrument.

(3) An electronic filing shall be prepared and transmitted in accordance with the standards, procedures and guidelines set forth in the SEDAR Filer Manual.

#### 2. Cover Page Information

(1) An electronic filing shall be accompanied by the cover page information required for the particular electronic filing.

(2) The cover page information shall be filed in the form and manner required by the SEDAR Filer Manual.

#### 3. Signatures

(1) A signature to or within any electronic filing shall be presented in typed form rather than manual form.

(2) An electronic filing that is required to be signed or certified shall be signed by means of an electronic entry of the name of the person or company required to sign or certify the electronic filing that is executed, adopted or authorized by the person or company as a signature.

(3) No prospectus, take-over bid circular, issuer bid circular, director's circular, officers' circular or annual information form for a mutual fund, or amendment or supplement to any of these documents, that contains a certificate signed by a person or company, shall be filed in electronic format unless that person or company has manually signed a certificate of authentication on SEDAR Form 6.

(4) An electronic filer that makes an electronic filing to which subsection (3) applies shall file the manually signed certificate of authentication required under that subsection with the SEDAR filing service contractor at one of its offices listed in the SEDAR Filer Manual within three business days after the electronic filing is made.

(5) A person or company that is required by securities legislation or securities directions to file with a stock exchange a copy of a document filed with the securities regulatory authority in electronic format may file the copy in paper format and a signature to or within that copy may be in typed form.

#### 4. Incorporation by Reference

(1) The following documents shall not be incorporated by reference into an electronic filing:

1. A document filed in paper format in contravention of this Instrument.

2. A document filed in paper format under a temporary hardship exemption for which a required confirming electronic copy has not been filed.

(2) Subject to subsection (3), if an electronic filing incorporates by reference all or part of a document filed previously in paper format, the document or the part incorporated by reference shall be filed in electronic format as a supporting document to the electronic filing.

(3) Subsection (2) does not apply to an electronic filing made by a person or company that has been an electronic filer for less than one year.

#### 5. Maps and Photographs

(1) If a document to be filed in electronic format contains or is supplemented by a map or photograph and



that map or photograph exceeds 8-1/2 inches by 11 inches or 21.5 centimetres by 28 centimetres, the map or the photograph, as applicable, shall be omitted from the electronic filing.

(2) If a map or photograph is omitted from an electronic filing, the electronic filer shall include a reference to the omitted map or photograph in the electronic filing.

(3) An electronic filer shall make a paper format copy of each map or photograph that is omitted from an electronic filing and shall retain that copy for six years after the date of the electronic filing.

(4) Upon request made by the securities regulatory authority within the six year period, an electronic filer shall deliver to the securities regulatory authority a paper format copy of a map or photograph omitted from an electronic filing.

**6. Red Ink** — An electronic filer may satisfy any requirement that information be presented in red ink in a document to be filed in electronic format by presenting the information in the electronic format version of the document in bold face type and capital letters.

**7. Format of Documents and Number of Copies** — A requirement in securities legislation or securities directions relating to the format in which a document to be filed must be printed or specifying the number of copies of a document that must be filed does not apply to an electronic filing made in accordance with this Instrument.

## **8. Production of Electronic Format Documents By the Securities Regulatory Authority**

(1) Subject to subsections (2) and (3), a document required or permitted to be issued or delivered by the securities regulatory authority under securities legislation or securities directions in response to or for an electronic filing may be issued or delivered solely in electronic format in accordance with this Instrument.

(2) The securities regulatory authority may satisfy any requirement that a document filed in electronic format be made available for public inspection by making available a printed copy or other output of the electronic filing readable by sight.

(3) The securities regulatory authority may satisfy any requirement to produce or make available an original or certified copy of a document filed in electronic format by providing a printed copy or other output of the electronic filing readable by sight that contains or is

accompanied by a certification by the regulator that the printed copy or output is a copy of the document filed in electronic format.

## **9. Official Copy of Electronic Format Documents**

(1) For purposes of securities legislation, securities directions or any other related purpose, the official copy of a document filed in electronic format by an electronic filer or issued or delivered in electronic format by the securities regulatory authority is the electronic format version stored in SEDAR.

(2) Despite subsection (1), for purposes of Quebec securities legislation or Quebec securities directions, the official copy of a document filed in electronic format by an electronic filer is the electronic format version of the document retrieved from SEDAR by the Commission des valeurs mobilières du Québec instead of the electronic format version stored in SEDAR.

## **PART 5 FILER PROFILES**

### **1. Electronic Filing of Filer Profile Information**

(1) An electronic filer shall file a filer profile in electronic format through SEDAR before making any other electronic filing.

(2) A filer profile shall be in the form required by and contain the information set out in the SEDAR Filer Manual.

(3) An electronic filer shall ensure that the information contained in its filer profile is correct in all material respects and shall file an amended filer profile in electronic format within 10 days following any change in the information contained in its filer profile.

**2. Liability for Filer Profile Information** — A filer profile is not considered to be incorporated by reference in, or to otherwise form part of, any document that is subject to the civil liability provisions of securities legislation.

## **PART 6 TRANSITION TO ELECTRONIC FILING**

**1. Issuers** — Despite section 2.1 but subject to section 6.4, an issuer is not subject to this Instrument for a particular document before the phase-in date that is applicable to the category of electronic filer which includes the issuer and to the category of filing which includes the particular document.

2. **Third Party Filers** — Despite section 2.1, a third party filer is not subject to this Instrument, for purposes of filings made concerning a particular issuer, before the last phase-in date for documents filed by that issuer.

3. **Joint Filings Involving Both an Electronic Filer and a Paper Filer** — A document to be filed jointly by an electronic filer and another person or company that is not an electronic filer shall be filed in electronic format in accordance with this Instrument.

4. **Filer Profiles** — An electronic filer that is a reporting issuer on the date that this Instrument becomes effective in whole or in part in the local jurisdiction shall file a filer profile by the later of that date and the date that is 30 days before the electronic filer's phase-in date.

## PART 7 EXEMPTION

### 1. Exemption

(1) The regulator or the securities regulatory authority may grant an exemption to this Instrument, 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.

NATIONAL INSTRUMENT 13-101

SYSTEM FOR ELECTRONIC DOCUMENT  
ANALYSIS AND RETRIEVAL (SEDAR)

## APPENDIX A

### MANDATED ELECTRONIC FILINGS

Applicable Filing	Applicable Jurisdictions*
-------------------	------------------------------

#### I. Mutual Fund Issuers

##### A. Securities Offerings

1. Preliminary Simplified Prospectus and Annual Information Form
2. Pro Forma Simplified Prospectus and Annual Information Form
3. Final Simplified Prospectus and Annual Information Form
4. Preliminary Long Form Prospectus

#### Applicable Filing

#### Applicable Jurisdictions\*

5. Pro Forma Long Form Prospectus

6. Final Long Form Prospectus

#### B. Continuous Disclosure

1. Annual Financial Statements

2. Interim Financial Statements

3. Annual Report

Que

4. Compliance Reports — Sale and Redemption of Securities

5. Compliance Reports — Commingling of Money

6. Press Release

7. Material Change Report

8. Management Proxy  
Circular/Information Circular

9. Change of Auditor Filings

10. Change in Year End Filings

#### C. Exemption and Other Applications

1. Applications Pursuant to A National Instrument or National Policy Regulating Mutual Funds

#### II. Other Issuers (Reporting/Non-reporting)

##### A. Securities Offerings

###### (a) General Filings:

1. Initial Annual Information Form-Prompt Offering Qualification System ("POP System")
2. Revised Annual Information Form-POP System
3. Renewal Annual Information Form-POP System
4. Preliminary Short Form Prospectus-POP System

Applicable Filing	Applicable Jurisdictions*	Applicable Filing	Applicable Jurisdictions*
5. Final Short Form Prospectus-POP System		<b>B. Continuous Disclosure</b>	
6. Supplemented Short Form PREP Prospectus		<i>(a) General Filings:</i>	
7. Preliminary Short Form Prospectus-Shelf		1. Press Release	BC, Alta, Sask, Ont, Que, NS & Nfld
8. Final Short Form Prospectus-Shelf		2. Material Change Report	BC, Alta, Sask, Ont, NS & Nfld
9. Prospectus Supplement-Shelf		3. Annual Financial Statements	
10. Preliminary Prospectus-Multijurisdictional Disclosure System ("MJDS")		4. Interim Financial Statements	
11. Final Prospectus-MJDS		5. Annual Report Que	
12. Prospectus Supplement-MJDS		6. Annual Information Form (Non-POP System)	BC, Ont & Que
13. Preliminary Long Form Prospectus		7. Management's Discussion & Analysis	BC, Ont & Que
14. Pro Forma Long Form Prospectus		8. Annual Filing of a Reporting Issuer (Form 28 — British Columbia, Alberta, Ontario, Nova Scotia and Form 26 — Saskatchewan)	BC, Alta, Sask, Ont & NS
15. Final Long Form Prospectus		9. Notice of Securityholders' Meeting and Record Date	
16. Supplemented Long Form PREP Prospectus		10. Management Proxy Circular/ Information Circular	
17. Initial Rights Offering Circular		11. Report of Finance Company (Form 29 - British Columbia, Alberta, and Ontario, Form 27 — Saskatchewan)	BC, Alta, Sask & Ont
18. Final Rights Offering Circular		12. Change of Auditor Filings	
<i>(b) British Columbia Filings:</i>		13. Film Producer's Compliance Report	
1. Preliminary Prospectus (Local Filing) BC		14. Future Oriented Financial Information Filings	
2. Final Prospectus (Local Filing) BC		15. Change in Year End Filings	
3. Preliminary Exchange Offering BC Prospectus (Local Filing)		<i>(b) Ontario Filings:</i>	
4. Final Exchange Offering Prospectus BC (Local Filing)		1. Labour Sponsored Investment Fund Corporation Quarterly and Annual Share Valuation Report	Ont
5. Rights Offering Circular (Local Filing) BC		2. Junior Natural Resource Issuer Filings	Ont
<i>(c) Québec Filings:</i>			
1. Prospectus — Distribution outside Québec (QC sec.12 Act)	Que		
2. Exchange of Securities — Merger or Reorganization (QC sec.50 Act)	Que		

Applicable Filing	Applicable Jurisdictions*
<b>C. Securities Acquisitions</b>	
1. Issuer Bid Circular	
2. Notice of Change or Variation	
3. Issuer Bid Reports	Ont & Que
<b>D. Going Private and Related Party Transactions</b>	
1. Going Private Transaction Filings	Ont & Que
2. Related Party Transaction Filings	Ont & Que
<b>III. Third Party Filers</b>	
1. Take-over Bid Circular	
2. Notice of Change or Variation	
3. Directors' Circular	
4. Director's or Officer's Circular (Individual)	
5. Take-over Bid Reports	Ont & Que
6. Securities Acquisition (Early Warning) Press Release and Report	BC, Alta, Sask, Man, Ont, Que, NS & Nfld
7. Proxy Solicitation Materials	

\* "Applicable Jurisdiction" means a jurisdiction in which the particular filing is specifically required by securities legislation or securities directions. All jurisdictions are applicable unless otherwise indicated.

## NATIONAL INSTRUMENT 13-101

### SYSTEM FOR ELECTRONIC DOCUMENT ANALYSIS AND RETRIEVAL (SEDAR)

#### APPENDIX B

#### PHASE-IN SCHEDULE FOR TRANSITION TO ELECTRONIC FILING<sup>1</sup>

Group	Category of Electronic Filer	Category of Filing	Phase-in Date
1.	Mutual Fund Reporting Issuers and POP Reporting Issuers <sup>2</sup>	Continuous Disclosure <sup>3</sup>	January 1, 1997
2.	Non-POP Reporting Issuers <sup>2</sup> (other than Single Jurisdiction Filers <sup>4</sup> )	Continuous Disclosure <sup>3</sup>	February 1, 1997
3.	All Non-Single Jurisdiction Filers <sup>4,5</sup>	All Mandated Electronic Filings <sup>6</sup>	March 1, 1997
4.	Single Jurisdiction Filers <sup>4</sup>	All Mandated Electronic Filings <sup>6</sup>	July 1, 1997

#### Notes:

1. An electronic filer that is a reporting issuer shall file its filer profile by the date that this Instrument becomes effective in the local jurisdiction or the date that is 30 days prior to its phase-in date, whichever is later.
2. A "POP Reporting Issuer" is an issuer that participates in the Prompt Offering Qualification System.
3. "Continuous Disclosure" means any of the documents listed in Appendix A under "Continuous Disclosure" for the particular category of filer and, in the case of POP Reporting Issuers, the Annual Information Form.
4. "Single Jurisdiction Filer" means an issuer that is required to file documents only under the securities legislation and securities directions of a single jurisdiction and any third party filer that is required to file documents in respect of that issuer.
5. Includes reporting issuers, non-reporting issuers and third party filers, other than single jurisdiction filers.
6. In order to maintain consistency during the transition to electronic filing, the requirement to commence making electronic filings on a particular phase-in date does not apply to documents which are being filed in support or otherwise in furtherance of a previous filing made in paper format. By way of example, a final prospectus that is filed on or after the electronic filer's phase-in date in respect of a preliminary prospectus filed in paper format prior to that date, shall be filed in paper format.

## NATIONAL INSTRUMENT 13-101

## SYSTEM FOR ELECTRONIC DOCUMENT ANALYSIS AND RETRIEVAL (SEDAR)

## APPENDIX C

## REGULATOR

Local jurisdiction	Regulator
Alberta	Executive Director, as defined under Section 1 of the <i>Securities Act</i> (Alberta).
British Columbia	Executive Director, as defined under section 1 of the <i>Securities Act</i> (British Columbia).
Manitoba	Director, as defined under subsection 4(1) of the <i>Securities Act</i> (Manitoba).
New Brunswick	Administrator of Securities, as defined under section 1 of the <i>Security Frauds Prevention Act</i> (New Brunswick).
Newfoundland	Director of Securities, designated under section 7 of the <i>Securities Act</i> (Newfoundland).
Northwest Territories	Registrar of Securities, as defined under section 1 of the <i>Securities Act</i> (Northwest Territories).
Nova Scotia	Director of Securities, as defined under section 1 of the <i>Securities Act</i> (Nova Scotia).
Ontario	Director, as defined under section 1 of the <i>Securities Act</i> (Ontario).
Prince Edward Island	Registrar of Securities, as defined under section 1 of the <i>Securities Act</i> (Prince Edward Island).
Québec	la Commission des valeurs mobilières du Québec continued under the <i>Securities Act</i> (Québec).
Saskatchewan	Director, as defined under section 1 of the <i>Securities Act</i> (Saskatchewan).
Yukon Territory	Registrar of Securities, as defined under section 1 of the <i>Securities Act</i> (Yukon Territory).

## NATIONAL INSTRUMENT 13-101

## SYSTEM FOR ELECTRONIC DOCUMENT ANALYSIS AND RETRIEVAL (SEDAR)

## APPENDIX D

## CANADIAN SECURITIES DIRECTIONS

Local jurisdiction	Instruments
Alberta	The policy statements and the written interpretations issued by the securities regulatory authority.
British Columbia	The policy statements and the written interpretations issued by the securities regulatory authority.
Manitoba	The policy statements and the written interpretations issued by the securities regulatory authority.
New Brunswick	The policy statements and the written interpretations issued by the securities regulatory authority.
Newfoundland	The policy statements and the written interpretations issued by the securities regulatory authority.
Northwest Territories	The policy statements and the written interpretations issued by the securities regulatory authority.
Nova Scotia	The policy statements and the written interpretations issued by the securities regulatory authority.
Ontario	None.
Prince Edward Island	The policy statements and the written interpretations issued by the securities regulatory authority.
Québec	The policy statements and the written interpretations issued by the securities regulatory authority.
Saskatchewan	The policy statements and the written interpretations issued by the securities regulatory authority.
Yukon Territory	The policy statements and the written interpretations issued by the securities regulatory authority.

## NATIONAL INSTRUMENT 13-101

## SYSTEM FOR ELECTRONIC DOCUMENT ANALYSIS AND RETRIEVAL (SEDAR)

**APPENDIX E**

## CANADIAN SECURITIES LEGISLATION

Local jurisdiction	Statute and other instruments
Alberta	Securities Act and the regulations and rules under that Act and the blanket rulings and orders issued by the securities regulatory authority.
British Columbia	Securities Act and the regulations, rules and forms under that Act and the blanket rulings and orders issued by the securities regulatory authority.
Manitoba	The Securities Act and the regulations under that Act and the blanket rulings and orders issued by the securities regulatory authority.
New Brunswick	Security Frauds Prevention Act and the regulations under that Act and the orders issued by the securities regulatory authority.
Newfoundland	The Securities Act and the regulations under that Act and the blanket rulings and orders issued by the securities regulatory authority.
Northwest Territories	Securities Act and the regulations under that Act and the blanket rulings and orders issued by the securities regulatory authority.
Nova Scotia	Securities Act and the regulations under that Act and the blanket rulings and orders issued by the securities regulatory authority.
Ontario	Securities Act and the regulations and rules under that Act.
Prince Edward Island	Securities Act and the regulations under that Act and the blanket rulings and orders issued by the securities regulatory authority.
Québec	Securities Act and the regulations under that Act and the blanket rulings and orders issued by the securities regulatory authority.

**Local jurisdiction****Statute and other instruments**

Saskatchewan	The Securities Act and the regulations and rules under that Act and the blanket rulings and orders issued by the securities regulatory authority.
Yukon Territory	Securities Act and the regulations under that Act and the blanket rulings and orders issued by the securities regulatory authority.

## NATIONAL INSTRUMENT 13-101

## SYSTEM FOR ELECTRONIC DOCUMENT ANALYSIS AND RETRIEVAL (SEDAR)

**APPENDIX F**

## CANADIAN SECURITIES REGULATORY AUTHORITIES

Local jurisdiction	Securities regulatory authority
Alberta	Alberta Securities Commission
British Columbia	British Columbia Securities Commission
Manitoba	The Manitoba Securities Commission
New Brunswick	Office of the Administrator, New Brunswick
Newfoundland	Securities Commission of Newfoundland
Northwest Territories	Securities Registry, Government of the Northwest Territories
Nova Scotia	Nova Scotia Securities Commission
Ontario	Ontario Securities Commission
Prince Edward Island	Registrar of Securities, Prince Edward Island
Québec	Commission des valeurs mobilières du Québec
Saskatchewan	Saskatchewan Securities Commission
Yukon Territory	Registrar of Securities, Government of the Yukon Territory