



SEDAR+ NOV 2024 UPDATES Q&A SUMMARY

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Please note: This Q&A summary is from Information Sessions presented in English.

General

Question(s)	Answer
We are not able to access our dashboard/drafts. Is this a system wide issue?	Resolved Nov 27 There were isolated instances of users not able to access their Dashboard.
Old drafts have reappeared in WIP and cannot be discarded. Is this also a known issue?	Resolved Nov 23
What do you do if one of the jurisdictions does not respond to our request to have a fee memo posted to pay outstanding fees. I've reached out 3xs and still no response? It's one of the territories.	Please contact the CSA Service Desk to help facilitate.
I have not been able to get the search field in Drafts to work for me. I have mentioned this before, and I do not know if others have this issue as well. Sometimes, the search feature may work if I type in the issuer name very slowly, but most times, I get no results, and need to search for my draft page by page.	Please ensure you click on the magnifying glass symbol or press Enter when using the search feature in the drafts tab. If this still does not work for you, or you have other issues, please report to the CSA Service Desk for resolution and tracking.
Since the recent update, it seems the sort function by user name only sorts for a particular page in drafts and not all drafts on a whole. This can be an issue when there are many users in our firm and hundreds of drafts. Is this a known issue?	Please report to the CSA Service Desk for resolution and tracking.
Is there a possibility that User Name can be included as an added option in the draft search function?	Thank you for your feedback, we will consider that in future updates.

Question(s)	Answer
What is the "Your reminders" intended for on the Dashboard?	<p>For organizations that have a 'filer' relationship- they are an issuer have direct 'ownership' over the profile; any requests by other users for authority over their profile or requests for filing authority for that issuer are sent to the filer's dashboard. The filer can approve or reject the requests directly. The requests are not sent to the CSA Service Desk for review and approval.</p>
Is there a plan to possibly implement a beginners guide to using the SEDAR+ portal with step by step instructions to file forms?	<p>Please refer to the videos on the Learning Centre that were created to provide walkthroughs of many of the filing types for your reference.</p>
Why is it difficult to find documents on SEDAR+ versus EDGAR?	<p>While SEDAR+ and EDGAR are used for similar purposes, the underlying technology and data requirements are different. Thus, in comparison, some items may be easier to find in one system vs another.</p>

Fees

Question(s)	Answer
<p>The fees given in the SEDAR+ Regulatory Fee Guide does not always match the fees given in my SEDAR+ submission. The CSA tells me they are aware of the issue, and the fees given in the SEDAR+ submission should be taken as correct. This makes fee planning difficult as the issuer, counsel, and myself work off the information given in the Fee Guide before we proceed with our submission. The CSA is not telling me if there is a fix to this issue. Do you have any information on this.</p>	<p>The CSA Fee Guide was last updated Nov 15, 2024</p> <p>If there are still discrepancies, please send an email to the CSA Service Desk for investigation.</p>
<p>Why did some jurisdictions fee not pop up automatically when we file a short form prospectus?</p> <p>Jurisdictions like Nunavut, NWT and Yukon.</p>	<p>Some jurisdictions fee calculations are dependent upon entries in the Fee attributes section of a filing.</p> <p>In this instance of filing a <i>preliminary</i> short form prospectus, although no classes/series of Security have been distributed, you should indicate the number of classes/series the issuer intends to distribute.</p> <p>That number will then be used to calculate the Nunavut, NWT and Yukon fees for this filing.</p> <div style="border: 1px solid #add8e6; padding: 10px; margin-top: 10px;"> <p>Number of Classes/Series of Security distributed. (More than one class/series offered in a unit are considered as one class/series of security. E.g. a prospectus that offers debentures and warrants as units would be only one class/series of security.)</p> <input style="width: 150px; height: 15px;" type="text"/> </div>

Question(s)	Answer
<p>My question is regarding the 45-106F1 amendment filing where there should be no fees charged (as confirmed as well by NL). But I have been seeing a penalty fee in Newfoundland & Labrador province amounting to \$50. Is this something that CSA can address (system wise), so any future amendments will not have the same issue.</p>	<p>Thank you for your feedback. We will follow up with their representative.</p>

Profiles

Question(s)	Answer
In amending an issuer profile reflecting it ceases to be a reporting issuer, why does the auditor information get removed and must be re-entered	Please report to the CSA Service Desk for resolution and tracking.
Can you change to allow a previous name to be removed if it has been longer than 2 years.	Thank you for your feedback, we will consider that in future updates.
One issuer has been dissolved. How do we terminate or otherwise 'close' the profile on SEDAR+ ?	If two or more issuers have amalgamated or one or more issuers have been wound up into another, a new profile will have to be created for the merged or resulting entity if it is required to make filings through SEDAR+. The issuers that have wounded-up will be ceased to be reporting issuers and each profile must be linked to the newly created issuer profile by maintaining it and updating the 'Previous issuers' section.

Reports of Exempt Distribution (RED)

Question(s)	Answer
<p>Section 9 of a RED, do I need to enter a director/executive officer of the issuer that is a director/officer of a control person. If so, how do I do that. Please tell me the # reference set out in the quick guide</p>	<p>The director/executive officer of the issuer does not need to also be the director/executive officer of a control person. As per the <i>CSA Staff Notice 45-308 (Revised) Guidance for Preparing and Filing Reports of Exempt Distribution under National Instrument 45-106 Prospectus Exemptions</i>, in section Item 9 – Directors, Executive Officers and Promoters of the Issuer, filers need to provide residential addresses of control persons, regardless of if they are an <i>individual or non-individual</i>. However, when a control person is a <i>non-individual</i>, filers must also provide residential addresses of the <i>non-individual control person's</i> directors and executive officers, in addition to the organization/ company name and province/country of the <i>non-individual</i> control person's business location. Please refer to pages 5-7 of the Quick guide for Reports of Exempt Distributions for more detailed instructions.</p>
<p>Can you please do a sample 45-106F1 filing with the new fixes to item 9 data entry</p>	<p>Thank you for your feedback, we will consider that in future updates to the Quick guide for Reports of Exempt Distributions.</p>
<p>Suggestion: Item 9 - The Report of Exempt Distribution/Form 45-106F1 asks for information on promoters, directors and officers of the issuer, as well as control persons. It asks for residential addresses of these individuals. It forces you to re-enter this information for every single submission. It would be nice if this information could be stored in the profile since this information doesn't change very frequently. SEDAR+ could force you to click to acknowledge that you indeed reviewed the information saved in the profile prior to making a submission to ensure it doesn't get overlooked. This could be a huge timesaver for filers.</p>	<p>Thank you for your feedback, we will consider that in future updates.</p>

Question(s)	Answer
<p>I have been trying to submit two Report of Distribution 72-503 filings for one issuer since October 19, 2024. I have discarded my Draft and recreated a new submission multiple times, and I continue to receive 'an expected system error. Please contact your system administrator'. The CSA's response over the weeks is that they are looking into the issue. The OSC tells me they will not look at the 72-503 documents unless they are on SEDAR+. Have you been made aware of this issue, and do you have any information on this?</p>	<p>This is a matter for the regulator to determine. Please contact Corporate Finance staff of the Ontario Securities Commission for resolution, while we work to address the system error.</p>
<p>Have you considered adding the option of maintaining a report of exempt distribution filing to be able to add a recipient agency without the need to re-file the entire report? It would be highly practical, especially when no other changes are required except for adding a recipient agency.</p>	<p>Thank you for your feedback, we will consider that in future updates.</p>

Filings

Question(s)	Answer
Is it possible to add document types? For example, I would suggest adding "Blackline supplemented PREP prospectus" which is not available at this time and would be helpful to clearly indicate the document, rather than using "Other".	Thank you for your feedback, we will consider that in future updates.
On a prospectus filing, can you confirm if we should use interim or annual dates for the date of "recent financial statements". Also, should it be the end date of the financials (i.e. Dec 31) or the date filed?	Please contact the principal regulator for guidance regarding how to complete this information on prospectus filings.
Does this change applies only for fund group that have more than 20 funds or also for those that has less than 20 funds?	This change applies to all IFG prospectus filings (long form, short form, simplified) regardless of the number of funds on the filing.
What are the steps you would do if there is a 'draft - fee calculation error'?	Try to resubmit the draft. If issue persists, you will need to discard and create a new draft. Note: Any IFG prospectus drafts created prior to Nov 16 should be discarded so the new fee calculation process can be applied on a new submission.
Will there be a way to submit multiple projects at once? For instance, MRFPs as we submit over a hundred.	Thank you for your feedback, we will consider that in future updates.
Do you know how long the fee calculation will take?	The fee calculation is dependent upon the number of funds and documents that have fees on the filing, but our testing has found the process takes within a few minutes to one hour.
Will the March update impact annual filing drafts?	No, the March update will not impact any saved draft continuous disclosure submissions.

Question(s)	Answer
<p>I find the system to be very slow all the time. I'm referring mainly to the time it takes to move from between windows after clicking 'Save and Continue' in a submission while the system is "processing". Is anything being done to improve the speed of the system?</p>	<p>Please report to the CSA Service Desk for resolution and tracking.</p>
<p>Could a draft fee summary be built in at some point before the final submit so we don't have to do a blank document filing to see the fees?</p>	<p>Thank you for your feedback, we will consider that in future updates.</p>
<p>Could the commissions agree to combine all the quarterly filings into 1 single filing? Right now they are 4 filings if its annuals.</p>	<p>Please contact the regulators with input on this matter.</p>