

November 25, 2011

## **Annual Fee Information for 2012**

### **Preliminary Annual Fee Calculation**

On December 1 each year, NRD generates a Preliminary Annual Fee Summary for the payment of fees of your firm. This summary is a projected amount based on the current number of active individuals and locations recorded on NRD and/or current Ontario participation fee. The amount of fees paid is subject to change based on the addition or removal of individuals, locations with your firm and/or an update to your Ontario participation fee.

To see the Preliminary Annual Fee Summary:

1. Log into to NRD at [www.nrd.ca](http://www.nrd.ca)
2. Select 'Firm Information'
3. Select 'Annual Fee Summary'

You can find instructions for a more detailed break down at <http://www.nrd-info.ca/using/hint7.jsp?lang=en>.

To create a detailed fee report:

1. Log into NRD at [www.nrd.ca](http://www.nrd.ca)
2. Select 'Admin Tools'
3. Select 'Reports'
4. Select 'Generate Annual Fee Detailed Report'

A variety of criteria can be used to generate the detailed report. You can produce a report of either 'Preliminary' or 'Final' information through the 'Summary Type' drop-down selection.

### **Individuals that are not continuing registration in the new year**

If individuals are terminating or surrendering their registration, you must submit an 'Annual Fee Exclusion' by December 31. This will ensure these individuals are not included in your Final Annual Fee Payment. If you have not already submitted a notice of termination or surrender of registration for such individuals, you must do so within the deadlines under National Instrument 33-109. If an individual has decided to continue registration or you have selected the Annual Fee Exclusion in error for an individual, you must submit an Annual Fee Reversal prior to December 31.

You can find instructions for filing the annual fee exclusion/reversal at <http://www.nrd-info.ca/using/hint8.jsp?lang=en>.

### **Final Annual Fee Payment**

NRD will calculate your final annual fee payment on December 31. This amount will be withdrawn from your firm's NRD bank account on the first business day following January 1. A 'Final Annual Fee Summary' and a 'Final Annual Fee Detailed Report' can be created by following the same steps as above for the Preliminary Annual Fee Summary.

### **NRD Availability**

NRD will be unavailable during the Annual Fee process as follows:

- Preliminary Annual Fee Calculation: December 1, 6:00 AM – 8:00 AM ET
- Final Annual Fee Payment: All day on December 31<sup>st</sup> until January 1, 6:00AM.