

COMPANY FILINGS TRAINING
MAY 04, 2023



SESSION INTRODUCTION

Filer Training

WELCOME!

A few items before we begin...



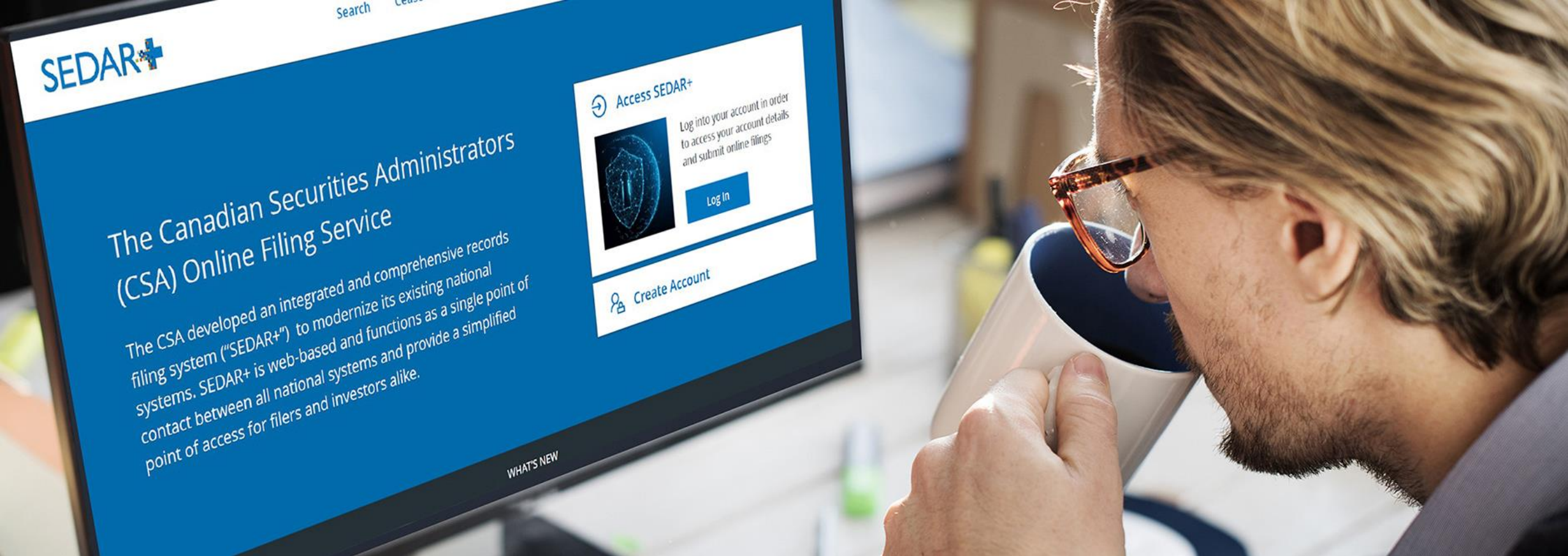


LEARNING OBJECTIVES

1. Submit an Annual Financial Statement filing
 - Maintain filing; add document using Grouping ID
2. Early Warning Report
 - Drafts; 'Assign to me' function
3. View payment details on a filing
 - Payment transaction report

- 1: Session Introduction (5 mins)
- 2: Annual financial statement filing walkthrough (15 mins)
3. Early warning report filing walkthrough (15 mins)
4. Drafts (5 mins)
5. Payment transactions (10 mins)





2. ANNUAL FINANCIAL STATEMENT FILING

ANNUAL FINANCIAL STATEMENT FILING

From your Dashboard, select 'Your Profiles'

- Click on the link for the profile you are filing for
- Select 'Actions' on the profile detail's view page
- Select 'Continuous disclosure'
- Select 'Create annual financial statements'

Actions

Maintain profile

[Maintain company profile](#)

Filings

[Exempt market offerings](#)

[Securities offerings](#)

[Applications, pre-filings and waivers](#)

[Continuous disclosure](#)

[Third party filings and securities acquisitions](#)

Authority

[Request filing authority](#)

123 INC. (000100178)

Continuous disclosure

Print

Before you get started

You are creating a continuous disclosure filing. At any time, you can 'Save' the form and continue or return to complete it later by accessing the [Drafts](#) tab on your Dashboard. Throughout the process, you can navigate through sections, but all information is mandatory, unless stated otherwise.

Please refer to [Help Centre](#) for further details.

Filter services by:

-- Please Select --

Annual

[Create annual financial statements](#)

[Create annual MD&A](#)

[Create annual certificates \(NI 52-109\)](#)

[Create annual information form](#)

[Create annual report](#)

[Create oil and gas annual disclosure \(NI 51-101\)](#)

[Create participation fee form](#)

[Create statement of executive compensation](#)

Interim

[Create interim financial statements/report](#)

[Create interim MD&A](#)

[Create interim certificates \(NI 52-109\)](#)

ANNUAL FINANCIAL STATEMENT FILING

- The 'Your progress' tracker walks you through the various steps on the filing to complete
- Pre-population of certain fields to aid in the filing completions:
 - contact from the user account
 - Recipient agencies and principal regulator from filer profile

123 INC. (000100178)
Create annual financial statements
Expires in: 90 calendar days on 29 Jul 2023 09:39 EDT Print

Step 1 of 5
Filing and contact details

Who is the main contact for this filing?
 I am the main contact Someone else

Your contact details
TESTER, Anna Jane
MH Filing Agency
Tester
mhurn@osc.gov.on.ca

Do you want to add another contact for this filing?
 Yes No

Financial period ended
DD/MM/YYYY

Continuous disclosure rule

Your progress
1. Filing and contact details
2. Agencies
3. [Sub-type and documents](#)
4. [Fee attributes](#)
5. [Review and submit](#)

ANNUAL FINANCIAL STATEMENT FILING

Step 2 of 5 Agencies

Recipient agencies

The jurisdictions from the profile have been selected by default. Please review and validate.

- All provinces and territories of Canada
- All provinces of Canada
- Alberta
- British Columbia
- Manitoba
- New Brunswick
- Newfoundland and Labrador
- Northwest Territories
- Nova Scotia
- Nunavut
- Ontario
- Prince Edward Island
- Québec
- Saskatchewan
- Yukon

Principal regulator

The principal jurisdiction from the profile has been selected by default. Please review and validate. This information will not update the profile.

Ontario

Are you required to file a participation fee form in Alberta and/or Ontario?

Yes

No

Your progress

1. [Filing and contact details](#) ✓
2. **Agencies**
3. [Sub-type and documents](#)
4. [Fee attributes](#)
5. [Review and submit](#)

ANNUAL FINANCIAL STATEMENT FILING

SEDAR+ utilizes a 'Grouping ID' concept for documents that incur a filing fee.

The fee will only be charged once per grouping of the same document type

e.g. :

- 'Audited annual financial statements – English'
- 'Audited annual financial statements – French'
- 'Audited annual financial statements – foreign language'

Create annual financial statements

Expires in: 90 calendar days on 29 Jul 2023 09:39 EDT

Print

Step 3 of 5

Sub-type and documents

Filing sub-type

Annual financial statements

Document uploads

- Cover letter
- Annual financial statements - letter from foreign issuer
- Audited annual financial statements

Add document details

Audited annual financial statements

Grouping ID LVPD

Grouping ID can be used to search and prepopulate document type information on subsequent submissions.

- Audited annual financial statements – English

Audited annual financial statements – English

You can upload document(s) in .pdf format.

[Test document.pdf](#)

[Remove](#)

- Audited annual financial statements – French

- Audited annual financial statements – foreign language

Your progress

- [Filing and contact details](#) ✓
- [Agencies](#) ✓
- [Sub-type and documents](#)**
- [Fee attributes](#)
- [Review and submit](#)

ANNUAL FINANCIAL STATEMENT FILING

SEDAR+ calculates the fees due on the filing at the time of submission

Fee summary and payment

Print

Create annual financial statements for 123 INC. (000100178)

Filing category	Continuous disclosure
Filing type	Annual financial statements
Filing sub-type	Annual financial statements

Fees

All fees are in Canadian Dollar (CAD)

Jurisdiction	Description	Fee type	Amount
	Annual financial statements	System fee	\$765.00
British Columbia	Audited annual financial statements	Filing fee	\$600.00
Manitoba	Audited annual financial statements	Filing fee	\$100.00
New Brunswick	Audited annual financial statements	Filing fee	\$250.00
Newfoundland and Labrador	Audited annual financial statements	Filing fee	\$250.00
Nova Scotia	Audited annual financial statements	Filing fee	\$291.45
Québec	Audited annual financial statements	Filing fee	\$2,556.00
Saskatchewan	Audited annual financial statements	Filing fee	\$250.00
		Total fees	\$5,062.45
		Balance to be paid	\$5,062.45

Payment details

Currency
Canadian Dollar (CAD)

ANNUAL FINANCIAL STATEMENT FILING

On submission, a payment receipt is attached to the filing and emailed to the main contact on the filing

123 INC. (000100178)

Create annual financial statements

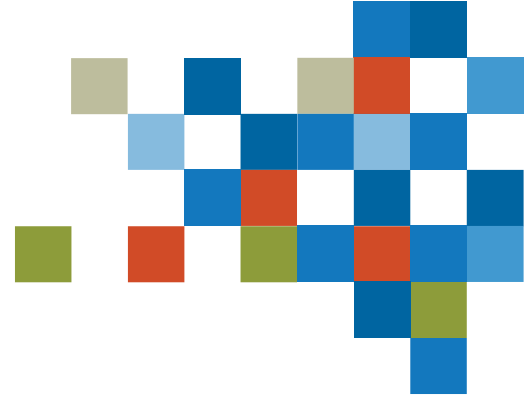
Submitted at 30 Apr 2023 10:27 EDT

Annual financial statements (06002215-00000001)

Your filing has been submitted.
You can view the filing under [Submitted work](#) on your dashboard.
[Create participation fee form](#)

Date	30 Apr 2023 10:27 EDT
Transaction reference	362537
Client reference	[Not Provided]
Transaction status	Success
Payment method	Electronic funds transfer (EFT)
Amount	\$5,062.45
Payment receipt	000100178-06002215-00000001.pdf

[Take me to my dashboard](#)



QUESTIONS?



Maintain the filing to add the 'Audited annual financial statement – French' document

- Add to the same Grouping ID as the English document so the system will recognize the document filing fee has already been charged
- The Grouping ID is displayed on the filing's submission details

MAINTAIN FILING - GROUPING ID

123 INC. (000100178)

View annual financial statements (06002215)

Print

Filing details Submissions Submitted documents Public documents

Show search

Search

Reset Search

Displaying 1-4 of 4 results

Export

Action name	Filing sub-type	Submission number	Submission date	Submitted by	Basket reference	Filing documents
Create filing	Annual financial statements	00000001	30 Apr 2023 10:27 EDT	TESTER, Anna (MH Filing Agency)	362737	View
Maintain filing	Annual financial statements	00000002	30 Apr 2023 11:47 EDT	TESTER, Anna (MH Filing Agency)		View
Maintain filing		00000003	01 May 2023 11:15 EDT	Full Admin AB, Webservices RSU		View
Maintain filing	Annual financial statements	00000004	01 May 2023 13:35 EDT	TESTER, Anna (MH Filing Agency)		View

Sub-type and documents

Filing sub-type

Annual financial statements

Grouping ID

LVPD

Audited annual financial statements [Test document.pdf](#) (30 Apr 2023 10:27 EDT)

- English

MAINTAIN FILING – GROUPING ID

Audited annual financial statements

Add document details

Audited annual financial statements

Search for existing document grouping or add new?

Search

Add new

Grouping ID

Grouping ID can be used to search and prepopulate document type information on subsequent submissions.

LVPD

Search

Audited annual financial statements – English

Audited annual financial statements – French

Audited annual financial statements – French (if applicable)

You can upload document(s) in .pdf format.

[Test document2.pdf](#)

Audited annual financial statements – foreign language

Save

[Cancel](#)



QUESTIONS?





3. EARLY WARNING REPORT FILING

EARLY WARNING REPORT FILING

Organization requires authority over the issuer who is submitting the filing.

- Authority is not required for the issuer the filing is being applied against

123 INC. (000100178)

Create securities acquisition filings (early warning)

Expires in: 90 calendar days on 29 Jul 2023 11:49 EDT

Step 1 of 4

Filing and contact details

Who is the main contact for this filing?

I am the main contact

Someone else

Your contact details

TESTER, Anna Jane

MH Filing Agency

Tester

mhurn@osc.gov.on.ca

Do you want to add another contact for this filing?

Yes

No

Name of issuer the filing will be applied against

Search for issuer profile by profile name or number. Only public profiles will be displayed. If you do not find the profile, save this filing as a draft first and create the profile.

Profile(s) you are filing for

TEST001 / TEST001 (000012852)

[Remove](#)



4. DRAFTS

DRAFTS

Draft submissions can be seen by all users of the same organization who have the same filing category authority

e.g., a user who only has Third party filings authority assigned on their user account would not see the Application filing in the screenshot below

The 'Assign to me' feature allows another user to take over the filing; their name will then appear as the main contact on the filing

Dashboard

Welcome Your profiles Profiles you are watching **Drafts** Submitted work Print

Drafts 3

List of profiles, projects, filings, or applications that are currently saved as drafts and not yet submitted or returned submissions.

Displaying 1-3 of 3 results

Date created	Date last updated	Name	Description	Number	Expires in	Discard	Continue	Assign to me	Assigned to
30 Apr 2023 11:59 EDT	30 Apr 2023 11:59 EDT	123 INC. (000100178)	Create securities acquisition filings (early warning)	TEMP010 930	27 Jul 2023	Discard	Continue	Assign to me	Anna Jane Tester
30 Apr 2023 10:47 EDT	30 Apr 2023 10:47 EDT	ABC inc. (000100625)	Create application	TEMP010 909	27 Jul 2023	Discard	Continue	Assign to me	Anna Jane Tester

VIEW THIRD PARTY FILING

The Early warning report filing will display on both profiles and will refer to the applicable issuers as 'Filed by' and 'Filed against'

TEST001 (000012852)

Print

Company details Filings Regulatory actions

Search for filings

For Reports of Exempt Distribution filings filed by an underwriter: enter the name of the issuer the Report was filed under in the 'Search by profile name or number' field to view their filing(s) then select 'Search'.

Search by profile name or number

[Show advanced search](#)

Search

[Reset Search](#)

Displaying 1-9 of 9 results

Export

Profile name and number

Filing type and number

Submission date

123 INC. (000100178)

Filed by

[Securities acquisition filings \(early warning\)\(06002225\)](#)

30 Apr 2023 12:05 EDT

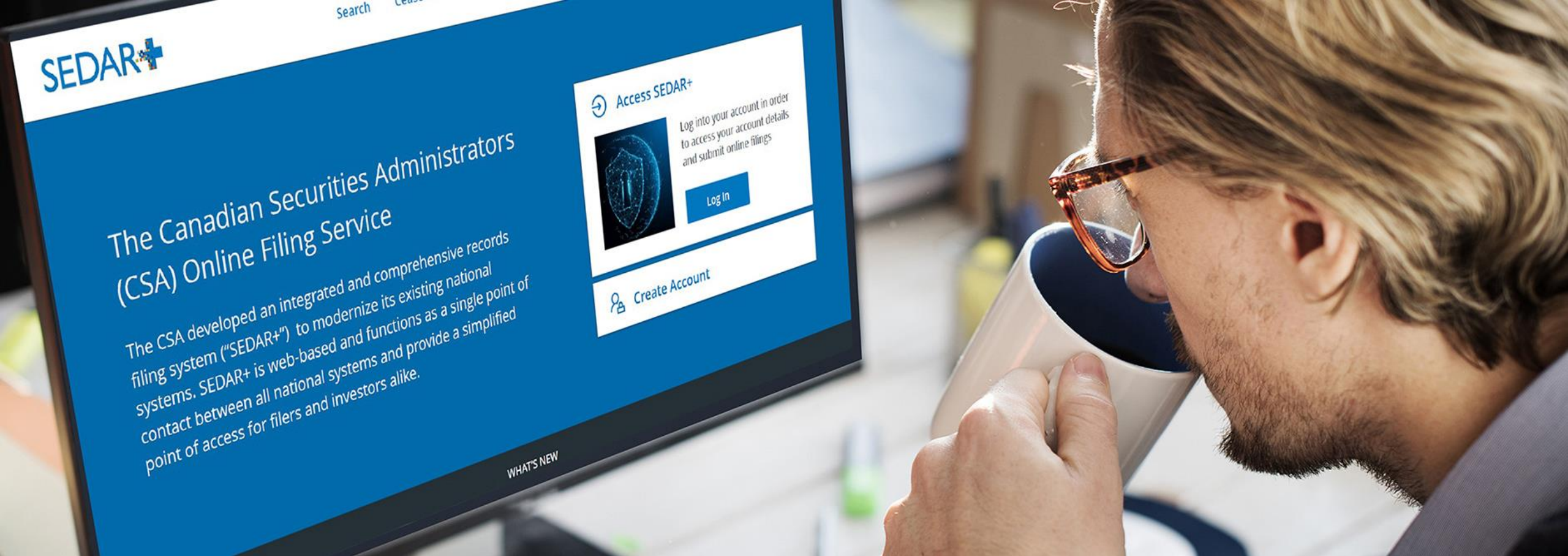
TEST001 / TEST001 (000012852)

Filed against



QUESTIONS?





5. PAYMENT TRANSACTIONS

FILING PAYMENT BASKET

A 'Payment basket' is created on submission of fees that is accessible from the filing's Submissions tab:

123 INC. (000100178)
View annual financial statements (06002215) Print

[Filing details](#) [Submissions](#) [Submitted documents](#) [Public documents](#)

[Show search](#) ▶

Search [Reset Search](#)

Displaying 1-4 of 4 results

Export

Action name	Filing sub-type	Submission number ▲	Submission date	Submitted by	Basket reference	Filing documents
Create filing	Annual financial statements	00000001	30 Apr 2023 10:27 EDT	TESTER, Anna (MH Filing Agency)	362737	View
Maintain filing	Annual financial statements	00000002	30 Apr 2023 11:47 EDT	TESTER, Anna (MH Filing Agency)		View

VIEW BASKET

View basket page can be printed to PDF

View basket

Print

Basket reference 362737
Created Date 30 Apr 2023 10:06 EDT

Create annual financial statements for 123 INC. (000100178)

Filing category Continuous disclosure
Filing type Annual financial statements
Filing sub-type Annual financial statements

Fees

All fees are in Canadian Dollar (CAD)

Jurisdiction	Description	Fee type	Amount
	Annual financial statements	System fee	\$765.00
British Columbia	Audited annual financial statements	Filing fee	\$600.00
Manitoba	Audited annual financial statements	Filing fee	\$100.00
New Brunswick	Audited annual financial statements	Filing fee	\$250.00
Newfoundland and Labrador	Audited annual financial statements	Filing fee	\$250.00
Nova Scotia	Audited annual financial statements	Filing fee	\$291.45
Québec	Audited annual financial statements	Filing fee	\$2,556.00
Saskatchewan	Audited annual financial statements	Filing fee	\$250.00
Total fees			\$5,062.45
Balance to be paid			\$0.00
Paid			\$5,062.45

Transaction reference	Date	Transaction status	Transaction type	Payment method	Amount
362.537	30 Apr 2023 10:27 EDT	Success	Payment	Electronic funds transfer (EFT)	\$5,062.45

PAYMENT TRANSACTION SEARCH

Users assigned 'Authority over payment' or 'Authority over financials' can search for all payments submitted by the organization's users

- From your Dashboard, select 'Menu', 'Payments', 'Search transaction'

There are two types of transactions:

- Account transactions: associated with payments from the PAD account
- Basket transactions: associated with all payments (including PAD and Credit Card) and refunds.
 - A payment from a PAD account will have both an account transaction and a basket transaction associated to it.

Search transactions

Include

Any account or basket transactions ▾

Paid by (if applicable)

Search for the name of the User that completed the transaction

Paid for (if applicable)

Search for the name of the Profile(s) that the transaction was paid for

Transaction type

Any payment or refund ▾

Transaction reference (if applicable)

From date

DD/MM/YYYY

To date

DD/MM/YYYY

Transaction status

Any transaction status ▾

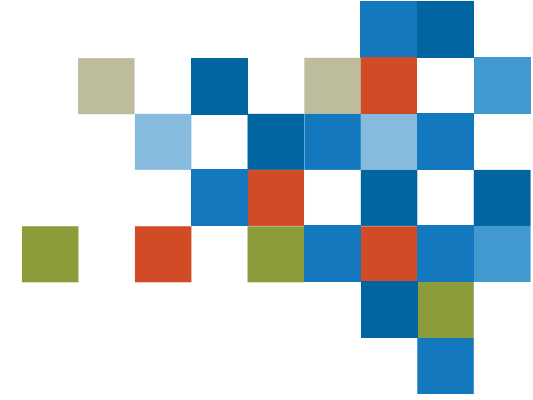
EFT payment status

Any EFT payment status ▾

PAYMENT TRANSACTION REPORT

Export

Date	Transaction reference	Transaction status	EFT payment status	Amount	Paid by	Filing	Submission
Sun Apr 30 10:27:28 EDT 2023	2.210	Success	Created	\$5,062.4 5	Anna Jane Tester at MH Filing Agency	Annual financial statements	Create annual financial statements - 00000001 - 30 Apr 2023 10:27 EDT
Wed Apr 26 13:21:38 EDT 2023	1.819	Success	Exchanged	\$20,062. 45	Bob Tester at MH Filing Agency	Annual financial statements	Create annual financial statements - 00000001 - 26 Apr 2023 13:21 EDT
Wed Apr 26 09:37:04 EDT 2023	1.754	Success	Exchanged	\$112,925 .00	Bob Tester at MH Filing Agency	Participation fee form	Create participation fee form - 00000001 - 26 Apr 2023 09:37 EDT



QUESTIONS?



Website: <https://www.securities-administrators.ca/about-sedar/>

Email: SEDARPlus.Transition@acvm-csa.ca

Phone: 1-800-219-5381