

Canadian Securities

Autorités canadiennes en valeurs mobilières



# **SEDAR+ IFG Prospectus Fee Calculation Guide**

CSA IT SYSTEMS OFFICE NOVEMBER 18, 2024

#### IFG Prospectus Fee Calculation – Overview

- Limit of 20 investment funds removed for IFG prospectus filings with fees
  - Pertains to: Simplified prospectus / Long form prospectus / Short form prospectus
  - Current workaround of splitting filing into multiple submissions is no longer required
  - System determines fees due on the filing and calculates fees independently from the submission
  - The filing is a 'Draft' until the fee calculation completes
    - Fee calculation time is dependent upon the number of funds and classes/series
      - Fee calculation time on a 'maintain' filing is slower than the initial 'create' as the fee calculation logic considers fees
        previously paid
      - Our expected length of time for the fee calculation is between a few minutes to one hour for most submissions
  - Upon receiving an email confirming fee calculation completion, you can submit the filing to the regulators.



### **IFG Prospectus Fee Calculation**

#### Important note about classes or series of securities on a prospectus

- Isolated instances reported of investment fund class/series on a prospectus not displaying on the new submission and requiring re-entry. This issue is currently under investigation
- Summary of Open Items page on the CSA National Systems Status webpage on the CSA website will be updated as more information is known



### **IFG Prospectus Fee Calculation – Fee Attribute**

- To assist with system performance, there is a new user entry flow for certain categories of investment funds and document types when answering the question 'ls the distribution value equal to or less than \$1 million?
  - Answering 'Yes' on the first question will require an answer to the following question 'Distribution of securities on the exercise of a right under a special warrant?'

Answering 'No' to the first question will not require a selection on the second question but also selecting 'No' on the second question is permitted.

Pro forma l	ong form p	rospectus (ETAZ)			
Is the distri	bution valu	ue equal to or less than \$1 million?			
Yes	No				
<b>Distribution of securities on the exercise of a right under a special warrant?</b> A response to this question is required if you have selected 'Yes' above.					
Yes	No				
Number of selling security holders					

### **IFG Prospectus Fee Calculation – Fee Attribute**

**Applicable investment fund categories**: Non Redeemable Investment Fund (NRIF)', 'Flow Through LP', 'Split Share Corp.', 'Scholarship Plan', 'Labour Sponsored or Venture Capital Fund (NI 81-106)', 'Development Capital Investment Fund (Québec only)', 'Other'

Filing Type	Sub-type	Description
	PRO FORMA	PRO FORMA SHORT FORM PROSPECTUS
		PRELIMINARY AND PRO FORMA SHORT FORM PROSPECTUS
	COMBINED PRELIMINARY AND PRO FORMA	PRELIMINARY AND PRO FORMA SHORT FORM PROSPECTUS ADDING FUNDS AND OR JURISDICTIONS TO PRO FORMA
		PROSPECTUS
SHORT FORM PROSPECTUS	COMBINED PRELIMINARY AND PRO FORMA AND AMENDMENT	
SHOKI POKWI PROSPECTOS	TO PRELIMINARY	PRELIMINARY PROFORMA AND AMENDMENT TO PRELIMINARY SHORT FORM PROSPECTUS
	PRELIMINARY AND AMENDMENT TO PRELIMINARY	PRELIMINARY AND AMENDMENT TO PRELIMINARY SHORT FORM PROSPECTUS
		PRELIMINARY SHORT FORM PROSPECTUS
	PRELIMINARY	PRELIMINARY SHORT FORM PROSPECTUS ADDING FUNDS AND OR JURISDICTIONS TO FINAL PROSPECTUS
		PRELIMINARY SHORT FORM PROSPECTUS ADDING JURISDICTIONS TO FINAL PROSPECTUS
		PRELIMINARY LONG FORM PROSPECTUS
	PRELIMINARY	PRELIMINARY LONG FORM PROSPECTUS ADDING JURISDICTIONS TO FINAL PROSPECTUS
		PRELIMINARY LONG FORM PROSPECTUS ADDING FUNDS AND OR JURISDICTIONS TO FINAL PROSPECTUS
	PRELIMINARY AND AMENDMENT TO PRELIMINARY	PRELIMINARY AND AMENDMENT TO PRELIMINARY LONG FORM PROSPECTUS
LONG FORM PROSPECTUS	PRO FORMA	PRO FORMA LONG FORM PROSPECTUS
LONG FORM PROSPECTOS		PRELIMINARY AND PRO FORMA LONG FORM PROSPECTUS
	COMBINED PRELIMINARY AND PRO FORMA	PRELIMINARY AND PRO FORMA LONG FORM PROSPECTUS ADDING FUNDS AND OR JURISDICTIONS TO PRO FORMA
		PROSPECTUS
	COMBINED PRELIMINARY PRO FORMA AND AMENDMENT TO	
	PRELIMINARY	PRELIMINARY PROFORMA AND AMENDMENT TO PRELIMINARY LONG FORM PROSPECTUS



- Create or Maintain your IFG prospectus filing and submit
- System automatically saves the submission as draft
- Filing is displayed in your Drafts list with the status 'Draft fee calculation pending'
- You receive an email advising that the fee calculation is pending
  - If there are no fees due on the filing, you will receive an email advising that the filing has been received and it will display on your 'Submitted work' tab.

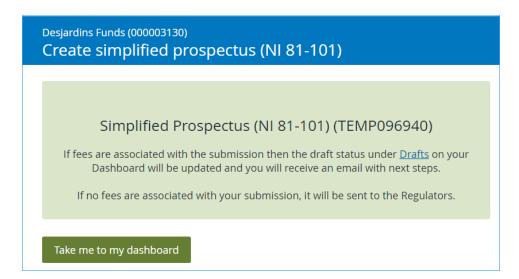


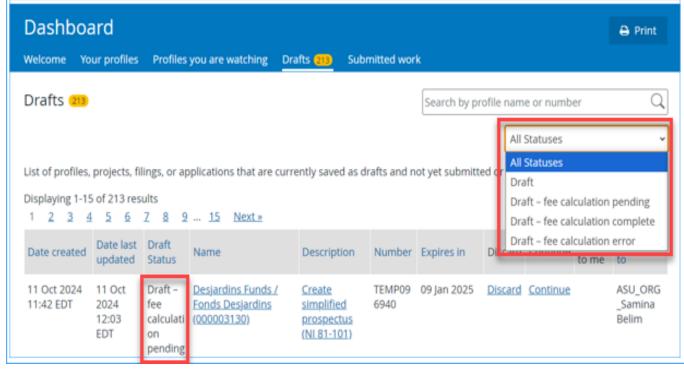
# IFG Prospectus Fee Calculation – Filing Tips

- Any draft IFG prospectus (either a 'Create' or a 'Maintain') saved prior to November 16,
   2024 should be discarded
  - A new submission is required that will incorporate the new fee calculation process

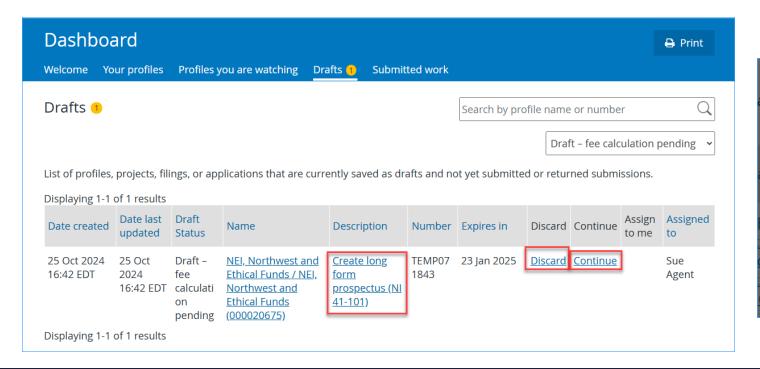
As your submission can now contain more than 20 funds and include all applicable
documents, you should select 'Save' or 'Save and continue' while you assemble your
submission to avoid being timed out during a lengthy submission compilation

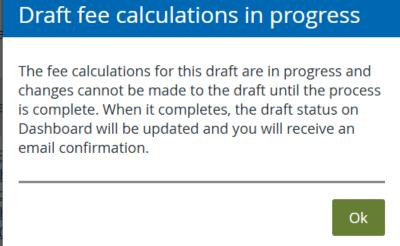


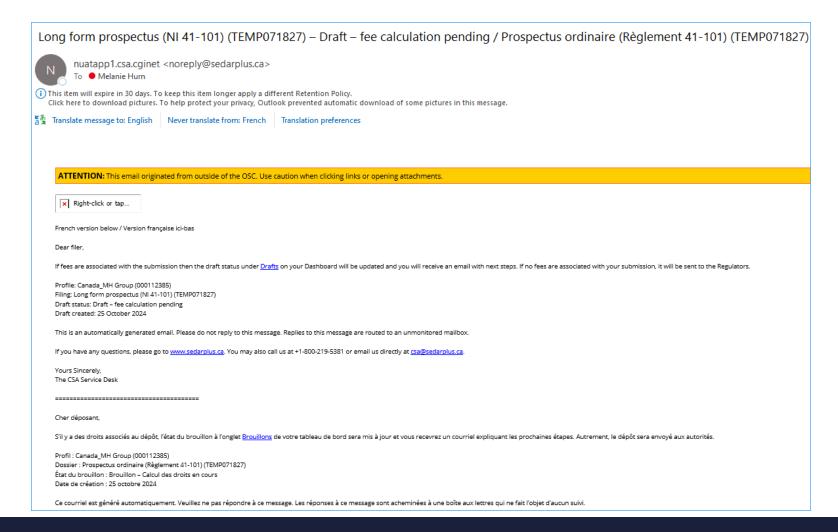




You are not able to make any changes to the draft while the fee calculation is in process.
 The warning message displays if you click on any of the links highlighted below



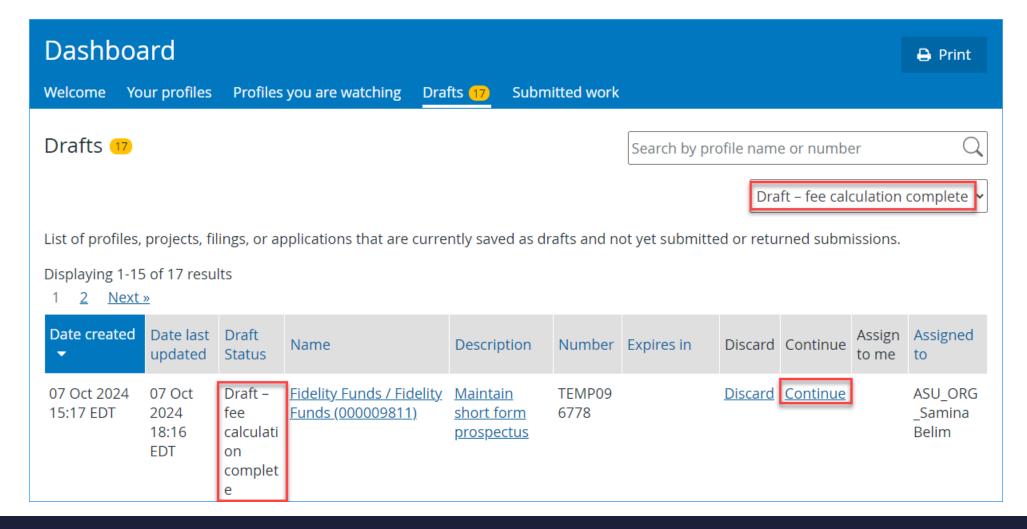






- You receive an email notification when the fee calculation completes
- The filing's draft status is updated to 'Draft fee calculation complete'
- Select 'Continue' on the draft to proceed to the Fee Summary page and submit the filing
- NOTE:
  - If you select 'Exit', 'Return to filing' on the Fee Summary page to make any changes, the filing
    must be re-submitted and the fee calculation process will run again
  - Select 'Cancel' to return to the Fee Summary page to submit your filing











- There is **no** Confirmation page for IFG prospectus filings.
- You can view your 'Submitted work' tab to confirm the filing was submitted.
- You continue to receive an email confirmation of the filing and an email with the payment receipt (if applicable).

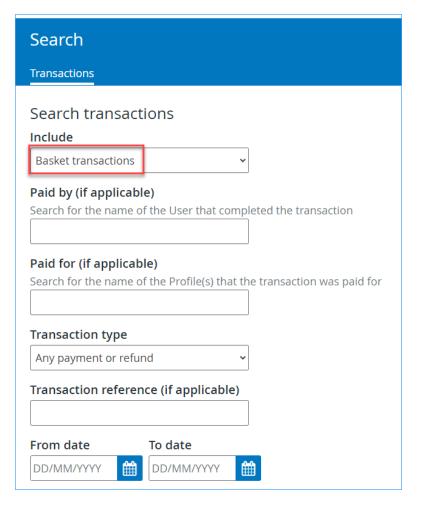


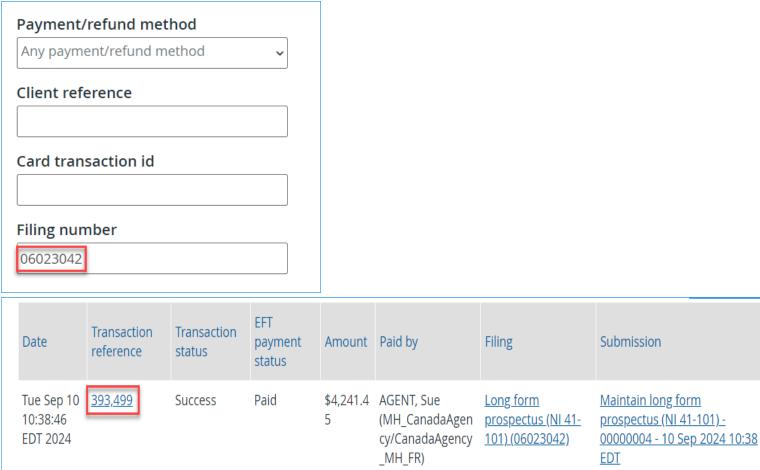
# IFG Prospectus Fee Calculation – Payment Receipt

- The payment receipt on the filing can also be accessed in the system; from your Dashboard, select 'Menu', 'Payments, 'Search transactions'
  - Select 'Basket transactions' in the 'Include' field
  - Select 'Show advanced search'
  - Enter the filing number in the applicable field
  - Select 'transaction reference'
- On the 'View Basket Transaction' page, scroll to the bottom of the page to access the payment receipt



#### IFG Prospectus Fee Calculation – Payment Receipt





#### IFG Prospectus Fee Calculation – Payment Receipt

