



Canadian Securities  
Administrators

Autorités canadiennes  
en valeurs mobilières

# *SEDAR Information Package*

*December 2017*

## SEDAR Information Package

Thank you for your interest in the System for Electronic Document Analysis and Retrieval (SEDAR®). SEDAR is the system used for electronically filing most securities related information with the Canadian securities regulatory authorities. Filing with SEDAR started January 1, 1997, and is now mandatory for most reporting issuers in Canada.

The SEDAR system enables industry to file securities documents and remit filing fees electronically -- saving time and money. The SEDAR system allows users to gain immediate and intelligent access to company and investment fund information in the public domain, and provides an important communications link among issuers, filers and the securities regulatory authorities.

Included in this information package are a number of links to materials that will help you to become more familiar with the SEDAR system.

- > Hardware and Software Requirements for SEDAR
- > SEDAR System Fees
- > SEDAR Form 1 and SEDAR Form 2

We hope that you find this material helpful and informative.

SEDAR® is a registered trademark of the Canadian Securities Administrators.

## SEDAR Hardware and Software Requirements

Please refer to our website [www.SEDAR.com](http://www.SEDAR.com). The SEDAR downloads and Installation Guides, including the list of hardware and software requirements, are available under the [SEDAR Release](#) tab.

For any questions regarding the hardware and software requirements or the installation of the SEDAR software, please contact the CSA Service desk at 1-800-219-5381 or [SEDAR@csa-acvm.ca](mailto:SEDAR@csa-acvm.ca)

## SEDAR System Fees

### Electronic payment

The SEDAR system facilitates the electronic payment of Canadian Securities Administrators (CSA) filing fees, TSX Venture filing fees and SEDAR System fees by permitting a subscriber to maintain an EDI banking account and issue electronic payment instructions at the time that an electronic filing is transmitted.

The electronic payment procedures used by the SEDAR system are based on a protocol known as electronic data interchange or EDI. In order to submit documents which have filing fees associated, subscribers must establish an EDI banking account with a financial institution in Canada that offers financial EDI services and that is recognized by the filing service contractor as being EDI-capable.

A complete [list of EDI Compliant Financial Institutions](#) can be found on [www.SEDAR.com](http://www.SEDAR.com) under the [About SEDAR](#) tab. Please note that a monthly account service fee may be levied by each financial institution.

### CSA filing fees

Please refer to the [CSA Regulatory Fee Guide](#) for relevant regulatory filing fees governed by the provincial and territorial securities regulatory authorities.

### TSX Venture filing fees

Please refer to [www.tmx.com](http://www.tmx.com) for a copy of the TSX Venture Exchange Fee Schedule included in the TSX Venture Exchange Policy and Procedures Manual.

### SEDAR System Fees List

The [SEDAR System Fees](#) list can be found on [www.SEDAR.com](http://www.SEDAR.com) under the [About SEDAR](#) tab. For more information regarding SEDAR System Fees, please refer to Multilateral Instrument 13-102 System Fees for SEDAR and NRD (MI 13-102) or similar regulation.

## SEDAR Form 1 and Form 2

If you would like to become a SEDAR subscriber, please complete and sign the [SEDAR Form 1](#) and [SEDAR Form 2](#) and return them via fax, mail or email to:

Alberta Securities Commission c/o CSA Service Desk  
Attn: SEDAR Filing Service Contractor  
12 Millennium Blvd, Suite 210, Moncton, NB E1C 0M3  
Fax: 1-866-729-8011  
Email : [sedar@csa-acvm.ca](mailto:sedar@csa-acvm.ca)