

SEDAR® Subscriber Update

March 2, 2022

For your Reference

Due to the heavy volume of submissions during the peak filing period of March and April, if filers receive an error message or have a connection issue upon submission of a filing, filers should first select “Refresh List” on their Filing Management page to confirm the filing was not successfully submitted before attempting to resubmit.

Commission Fees

SEDAR allows for a maximum of 1600 fee transactions to be submitted per filing submission (Ex: filing with 150 funds in all 13 jurisdictions (150 x 13) means 1950 fee transactions). To submit more than 1600 fee transactions, filers should submit fees for a subset of jurisdictions initially, and then submit the remaining fees on the same project using the Add/Modify Fees function.

Invalid Characters

Filers should avoid using copy paste functionality in SEDAR. Invalid characters (e.g., carriage returns) can be captured when using copy paste functionality in SEDAR which will generate an error or corrupt your filing/profile. Filers setting up profiles for multiple investment funds are encouraged to use the ‘Copy Profile’ option found under the File menu in Profile Management instead.

Investment Fund Filings – TMP status

Prior to submitting a saved project (TMP status), filers are encouraged to refresh the investment fund profile(s) in their local Profile Management list and confirm the group referenced on the fund profile(s) corresponds with the group on the filing cover page to ensure a successful filing submission.

Issuer Authorization Process

Filers are reminded that issuer authorization is required the first time a new filing agent files for an issuer or an issuer files for itself.

Please refer to the **SEDAR Issuer Authorization Process** details located on the About SEDAR tab on www.SEDAR.com for more information:

- [Frequently Asked Questions About Requesting Issuer Authorization on SEDAR](#)
- [SEDAR Issuer Authorization Process Video](#)
- [SEDAR Issuer Authorization Process Document](#)

For more information, please contact the CSA Service Desk at 1-800-219-5381 or sedar@csa-acvm.ca