Creating a Profile

SEDAR Release 8.054
December 2015

This document is designed as a quick reference guide.

For complete step-by-step instructions, please refer to the SEDAR Filer's User Guide

Section 2: Maintaining Filer Profiles

Creating a Profile

This quick reference guide provides information on how to create a filer profile by entering prescribed information in electronic fields using the SEDAR Profile Management module. Also included are steps for refreshing and updating a profile.

About Filer Profiles

When you create and submit a new profile, it is confidential. The profile information becomes accessible to all SEDAR users when any document in a filing containing that profile is made public or when the electronic filer, or a filing agent acting on their behalf, requests that the filer profile be made public.

The required fields for each profile vary according to the profile type. All fields with italicized names are mandatory and must be filled in as a minimum before the profile can be submitted to the server.

There are four profile types:

1. Investment Fund Group
2. Investment Fund Issuer
3. Other Issuer: a non-investment fund issuer that is required to file electronically on SEDAR
4. Other Filer: Any electronic filer not covered by the other types

Note: Refer to section 6.3(a) of the SEDAR Filer Manual for details on the different profile types

IMPORTANT: Before creating a new profile, please review the Issuer Profiles tab on SEDAR.com to confirm if a profile already exists for this issuer to avoid accidently creating a duplicate. Duplicate profile deletions can take several months to process.

Creating a New Profile

1. On the SEDAR main window, click Profile Management.
   - The Profile Management window opens, displaying your profile list
   - Select New Profile in the File menu (or) click New Profile at the bottom, left of the window
   - The Filer Type dialog box displays the list of profile types; select one

Note: You must create and submit the profile for the Investment Fund Group prior to creating and submitting the profile(s) for the applicable Investment Fund Issuers. It is a two-step process.

- Click OK
- The [type of filer] Profile Information - New dialog box displays and a temporary profile number is assigned to the profile

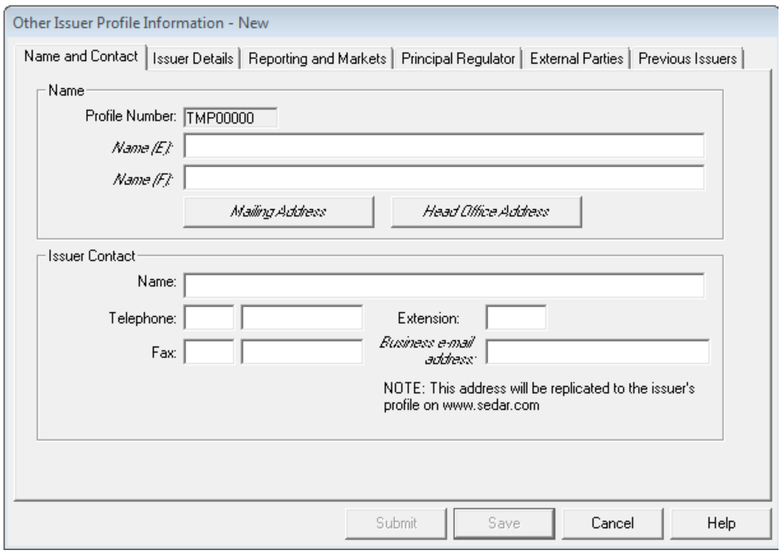
From this point on, the information required for the profile types varies

For this example, we will be creating an Other Issuer profile. For information regarding the other profile types, please refer to the [Filer's User Guide](#):

- Section 2.3 - Creating an Investment Fund Group Profile
- Section 2.4 - Creating an Investment Fund Issuer Profile
- Section 2.6 - Creating an Other Filer Profile

Creating an Other Issuer Profile

1. The Other Issuer Profile Information - New dialog box displays
   - On the Name and Contact tab, fill in all the (*italicized*) mandatory fields



   - Click on the Issuer Details tab and fill in all the (*italicized*) mandatory fields
   - Click on the Reporting and Markets tab
     - Select the jurisdiction(s) where the issuer is a reporting issuer or if the issuer is a Non Reporting Issuer, select Non Reporting Issuer. Select ALL to choose all the jurisdictions or Not Applicable if none apply.
     - Select the jurisdiction(s) where the issuer is an OTC reporting issuer or select Not Applicable if none apply
     - Select the stock exchange where the issuer's securities are listed or Not Applicable if none apply. Note: If a stock exchange is selected, the stock symbol field becomes (*italicized*) mandatory
   - Click the Principal Regulator tab
     - Select a principal regulator from the drop-down list or if the issuer is a Non Reporting Issuer, select Non reporting Issuer

IMPORTANT: If Non Reporting Issuer was selected in the Reporting and Markets tab, then it must be selected under the Principal Regulator tab as well

     - Select Yes or No to indicate if the basis for determining the principal regulator is the location of its head office
     - If applicable, select Yes or No to indicate if the basis for determining the principal

    regulator is the result of an approved change

    - If applicable, select the connection for determining the principal regulator from the drop-down list.
- Click on the External Parties tab and select an item in the list on the left
    - Enter the required information in the fields on the right
    - Repeat for every item as needed
- Click on the Previous Issuers tab
    - Select the profiles contained in the history of the profile currently being added or updated

2. Once you have completed all the (*italicized*) mandatory fields, the Submit button becomes available. Do one of the following:
    - Click Save to store the profile on your computer for submission at a later time
        - The Profile Management window displays the profile with a READY status
    - Click Submit to send the profile to the server
        - Once the profile has been submitted, the Profile Management window displays
        - The TMP profile number has been replaced by a permanent profile number
        - The date and time of the submission are also indicated

Reminder: All profiles start out as private. A profile only becomes public once a document in a filing containing that profile is made public or when the electronic filer, or a filing agent acting on their behalf, requests that the profile be made public.

Refreshing a Profile

As any filing service subscriber can update a public profile, it is important to ensure you are using the current version of the profile before proceeding with a filing

- To refresh a profile, highlight the profile in your Profile Management and click Refresh Profile at the bottom of the window
- To refresh more than one profile at a time:
    - Sequential profiles: Highlight the first profile to be refreshed, hold down the Shift key and highlight the last profile to be refreshed. Click Refresh Profile
    - Non-sequential profiles: Highlight the first profile, hold down the Control key then highlight the remaining profiles to be refreshed by clicking on each profile. Click Refresh Profile

Updating a Profile

- To update a profile listed in your Profile Management, highlight the profile and click Refresh Profile
- Click Update at the bottom of the window
- Update the necessary fields and click Submit
- If the Submit button is not available, please review all (*italicized*) mandatory fields to ensure they have been completed