

November 9, 2016

## **Annual Fee Information for 2017**

### **Preliminary Annual Fee Calculation**

On December 1 each year, NRD generates a Preliminary Annual Fee Summary for the payment of fees of your firm. This summary is a projected amount based on the current number of active individuals and locations recorded on NRD and/or current Ontario participation fee. The amount of fees to be paid is subject to change based on the addition or removal of individuals, locations with your firm and/or an update to your Ontario participation fee.

To determine and notify the OSC regarding participation fees payable, go to [http://www.osc.gov.on.ca/en/Dealers\\_forms\\_index.htm](http://www.osc.gov.on.ca/en/Dealers_forms_index.htm) and submit the applicable online form 13-502F4 or 13-503F1. A late filing fee will incur if the applicable form was filed after December 1, 2016.

The annual NRD Systems Fee will be calculated as per Multilateral Instrument 13-102. You can find information about the NRD System Fee at [http://nrd-info.ca/fees/fees\\_index.jsp?lang=en](http://nrd-info.ca/fees/fees_index.jsp?lang=en)

To see the Preliminary Annual Fee Summary:

1. Log into to NRD at [www.nrd.ca](http://www.nrd.ca)
2. Select 'Firm Information'
3. Select 'Annual Fee Summary'

You can find instructions for a more detailed break down at <http://www.nrd-info.ca/using/hint7.jsp?lang=en>.

To create a detailed fee report:

1. Log into NRD at [www.nrd.ca](http://www.nrd.ca)
2. Select 'Admin Tools'
3. Select 'Reports'
4. Select 'Generate Annual Fee Detailed Report'

A variety of criteria can be used to generate the detailed report. You can produce a report of either 'Preliminary' or 'Final' annual fee information through the 'Summary Type' drop-down selection.

## **Individuals that are not continuing registration in the new year**

For individuals who are terminating or surrendering their registration prior to the new year, you must submit an 'Annual Fee Exclusion' for each individual before December 31. This will ensure that fees for these individuals are not included in your Final Annual Fee Payment. If you have not already submitted a notice of termination or surrender of registration for such individuals, you must do so within the deadlines under National Instrument 33-109. If an Annual Fee Exclusion has been filed for an individual who has decided to continue on with registration in 2017, and you have submitted the Annual Fee Exclusion in error, you must submit an Annual Fee Reversal prior to December 31.

You can find instructions for filing the annual fee exclusion/reversal at <http://www.nrd-info.ca/using/hint8.jsp?lang=en>.

## **Final Annual Fee Payment**

NRD will calculate your final annual fee payment on December 31. This amount will be withdrawn from your firm's NRD bank account on the first business day following January 1. A 'Final Annual Fee Summary' and a 'Final Annual Fee Detailed Report' can be created by following the same steps as above for the Preliminary Annual Fee Summary.

## **Individuals with 'Registration in an Additional Jurisdiction (NI33-109F4)' or 'Reinstatement of Registration (NI33-109F7)' submissions pending on December 31, 2016 are subject to annual regulatory and system fees**

Individuals who file Reinstatement of Registration (NI33-109F7) or Registration in an Additional Jurisdiction (NI3-109F4) submissions are automatically registered under NI31-103 as of the date the submission is filed. As a result, these individuals are subject to annual regulatory and system fees even if the submission has not yet been approved as of December 31. Annual fees for these individuals are not automatically calculated by NRD and will not be included in your firm's final annual fee payment.

In early January, regulators will notify affected firms of additional annual fees owing for these individuals. Authorized firm representatives will be able submit the applicable fees using the 'Resubmit Fee' function in NRD.

## **NRD Availability**

NRD will be unavailable during the Annual Fee process as follows:

- Preliminary Annual Fee Calculation: December 1, 1:00 AM – 9:00 AM ET
- Final Annual Fee Payment: December 31, 3:00 PM – January 1, 6:00 AM ET