

SIMPLIFIED PROSPECTUS FILING TRAINING
MAY 11, 2023



SESSION INTRODUCTION

Filer Training

WELCOME!

A few items before we begin...





LEARNING OBJECTIVES

- Handling of Investment Fund Manager, Investment Fund Group and Investment Funds for Profile set-up
- Filing of a Simplified Prospectus
 - Related application, pre-filing, or waiver
 - Maintain filing:
 - add document using Grouping ID
 - enter notice of proceeds
 - add/remove a fund
 - file Final fund facts per fund
- New subtypes

1: Session Introduction (5 mins)

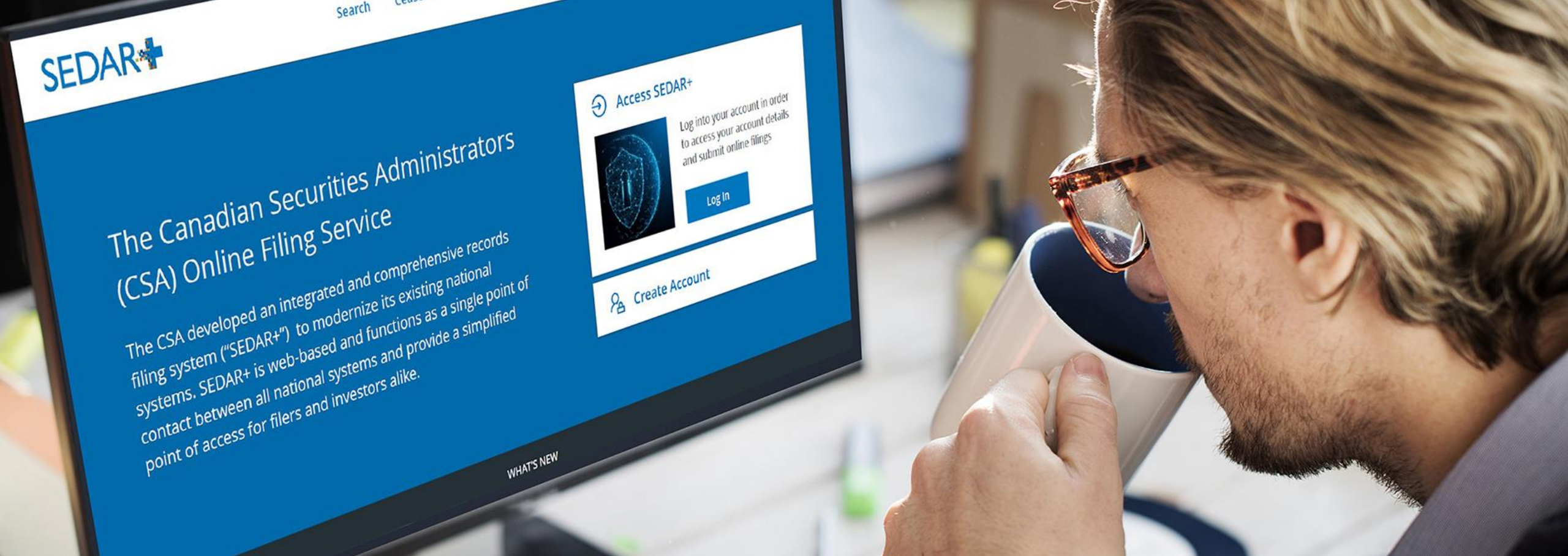
2: IFM and IFG, IF profiles setup walkthrough (10 mins)

3. Preliminary: Simplified prospectus filing walkthrough (15 mins)

4. Maintain filing (20 mins)

5. When to use new subtypes (5 mins)





2. INVESTMENT FUND MANAGER PROFILE SETUP

INVESTMENT FUND MANAGER

A profile for the Investment Fund Manager (IFM) will be created as a Company or Third-party, with IFM selected as the issuer role.

- For those IFM's that completed early onboarding, your profile will be linked to your migrated group profiles and associated funds.
- For those onboarding after go-live, first you will create your IFM profile which can then be linked to your migrated group profiles and associated funds.
 - Contact the CSA Service Desk to facilitate the transfer of the group profile to the new IFM profile

123 INC. (000100178)

[Company details](#) [Filings](#) [Investment Funds](#) [Regulatory actions](#) [Record of action](#) [Authorization](#)

On this page

[Profile details](#)

[Contact details](#)

[Company identification](#)

[Reporting issuer details](#)

[Formation details](#)

[Financial year end](#)

[Size and industry classification](#)

[Securities](#)

[Associated entities](#)

[Previous issuers](#)

[Agent Authorizing Representative](#)

[Actions](#)

Profile details

Default flag

 In default

[Test document.pdf](#)

(14 Apr 2023 16:18 EDT)

[FAAF_MHFilingAgency_123 INC.pdf](#)

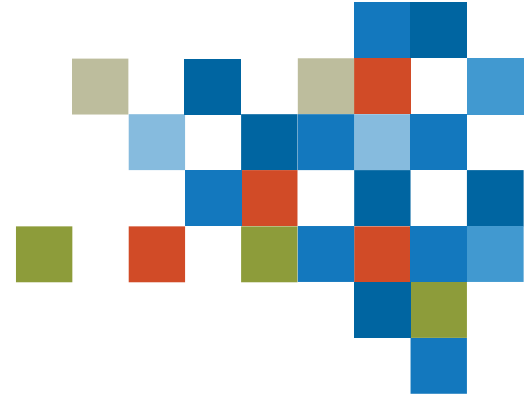
(18 Apr 2023 07:56 EDT)

Profile number 000100178

Status Public

Full legal company name in English 123 INC.

This company is an Investment Fund Manager Yes



QUESTIONS?



SEDAR+ has new features for IFMs that are not currently available in SEDAR.

In SEDAR+ you will be able to:

- Update information on the IFM company or the third-party profile that will automatically update Demo on system the same fields on the linked group and fund profiles (e.g., address details)
- See updates that are made to classes/series at the time of submitting a prospectus reflected on the group profile for future prospectus filing's reference



3. PRELIMINARY SIMPLIFIED PROSPECTUS FILING

SIMPLIFIED PROSPECTUS FILING

- The ‘Your progress’ tracker walks you through the various steps on the filing to complete
- Pre-population of certain fields to aid in the filing completions:
 - contact from the user account
 - Recipient agencies and principal regulator from the group profile
 - Funds associated to the group

Step 1 of 9
Contact details

Who is the main contact for this filing?

I am the main contact

Someone else

Your contact details

TESTER, Anna Jane

MH Filing Agency

Title (if applicable)

For example, Filing Agent

Tester

mhurn@osc.gov.on.ca

Do you want to add another contact for this filing?

Yes

No

Your progress

1. Contact details ✓
2. Agencies ✓
3. [Investment funds in this filing](#) ✓
4. [Sub-type and documents](#)
5. [Submission details](#)
6. [Documents incorporated by reference](#)
7. [Associated persons](#)
8. [Fee attributes](#)
9. [Review and submit](#)

SIMPLIFIED PROSPECTUS FILING

- Select the funds applicable to this submission
- Select 'Edit' to add the classes or series offered on each fund
 - Update the Group profile to add/remove any classes/series which will then reflect on the list to select from at the time of the filing

Filing sub-type
Preliminary

Are you filing a separate prospectus for the class/series of the fund/s that is(are) not currently offered in another prospectus?
If 'Yes' is selected, the IF Profile will be updated with new classes and series indicated in the prospectus upon Final receipt. If 'No' is selected, the IF Profile will be updated to only contain the classes and series indicated in the prospectus upon Final receipt (classes and series information on the Profile may be removed if not included in the final prospectus).
No (refresh)

Select the investment funds included in this submission
Select all funds if this submission pertains to all of the funds in the filing. Select specific fund(s) if this submission pertains only to a specific fund or funds in the filing. At least one fund must be selected.

Select all funds

Fund1 (000100180)

Classes or series offered via prospectus	A1, B2	Edit
--	--------	----------------------

Fund2 (000100181)

Classes or series offered via prospectus	C3, D4	Edit
--	--------	----------------------

Fund1 (000100180)

Class/series of securities offered via prospectus
Define the securities offered by this investment fund.

A1

B2

C3

D4

E5

F6

G7

H8

I9

J10

Date of the last final prospectus [Not Available]

[Close](#) [Save](#)

SIMPLIFIED PROSPECTUS FILING

SEDAR+ utilizes a 'Grouping ID' concept for documents that incur a filing fee.

The fee will only be charged once per grouping of the same document type

e.g.:

- 'Preliminary simplified prospectus – English'
- 'Preliminary simplified prospectus – French'

Document uploads

- Cover letter
- Preliminary simplified prospectus

Add document details

Preliminary simplified prospectus

Grouping ID HMCF

Grouping ID can be used to search and prepopulate document type information on subsequent submissions.

Date of the preliminary prospectus

DD/MM/YYYY

01/05/2023



- Preliminary simplified prospectus – English

Preliminary simplified prospectus – English

You can upload document(s) in .pdf format.

[Test document.pdf](#)

[Remove](#)

- Preliminary simplified prospectus - French

Save

[Cancel](#)

SIMPLIFIED PROSPECTUS FILING

- New options allow you to add a related Application or Pre-filing
- Able to inform the regulators if relief to be evidenced by receipt is in process

Related application (if applicable)

If there is an existing related application or waiver application that you want to relate to this filing, add it here.

[+ Add related application](#)

Application (06002590)

Canada Group (000100179)

Ontario

[Remove](#)

Related pre-filing (if applicable)

[+ Add related pre-filing](#)

Requesting relief to be evidenced by receipt?

Yes

No

SIMPLIFIED PROSPECTUS FILING

Create simplified prospectus (NI 81-101) for Canada Group (000100179)

Filing category	Securities offerings
Filing type	Simplified Prospectus (NI 81-101)
Filing sub-type	Preliminary

Fees

All fees are in Canadian Dollar (CAD)

Jurisdiction	Description	Fund	Fee type	Amount
	Simplified Prospectus (NI 81-101)		System fee	\$2,200.00
Alberta	Preliminary simplified prospectus	Fund1 (000100180)	Filing fee	\$1,200.00
	Preliminary simplified prospectus	Fund2 (000100181)	Filing fee	\$1,200.00
	Preliminary simplified prospectus	Fund3 (000102377)	Filing fee	\$1,200.00
	Preliminary simplified prospectus	Fund4 (000102379)	Filing fee	\$1,200.00
	Preliminary simplified prospectus	Fund5 (000102380)	Filing fee	\$1,200.00
British Columbia	Preliminary simplified prospectus	Fund1 (000100180)	Filing fee	\$1,500.00
	Preliminary simplified prospectus	Fund2 (000100181)	Filing fee	\$1,500.00
	Preliminary simplified prospectus	Fund3 (000102377)	Filing fee	\$1,500.00
	Preliminary simplified prospectus	Fund4 (000102379)	Filing fee	\$1,500.00
	Preliminary simplified prospectus	Fund5 (000102380)	Filing fee	\$1,500.00
Ontario	Preliminary simplified prospectus	Fund1 (000100180)	Filing fee	\$760.00
	Preliminary simplified prospectus	Fund2 (000100181)	Filing fee	\$760.00
	Preliminary simplified prospectus	Fund3 (000102377)	Filing fee	\$760.00
	Preliminary simplified prospectus	Fund4 (000102379)	Filing fee	\$760.00
	Preliminary simplified prospectus	Fund5 (000102380)	Filing fee	\$760.00
Québec	Preliminary simplified prospectus	Fund1 (000100180)	Filing fee	\$6,389.00
	Preliminary simplified prospectus	Fund2 (000100181)	Filing fee	\$6,389.00
	Preliminary simplified prospectus	Fund3 (000102377)	Filing fee	\$6,389.00
	Preliminary simplified prospectus	Fund4 (000102379)	Filing fee	\$6,389.00
	Preliminary simplified prospectus	Fund5 (000102380)	Filing fee	\$6,389.00
			Total fees	\$51,445.00
			Balance to be paid	\$51,445.00

Payment details

SEDAR+ calculates the fees due on the filing at the time of submission

SIMPLIFIED PROSPECTUS FILING

On submission, a payment receipt is attached to the filing and emailed to the main contact on the filing

Canada Group (000100179)

Create simplified prospectus (NI 81-101)

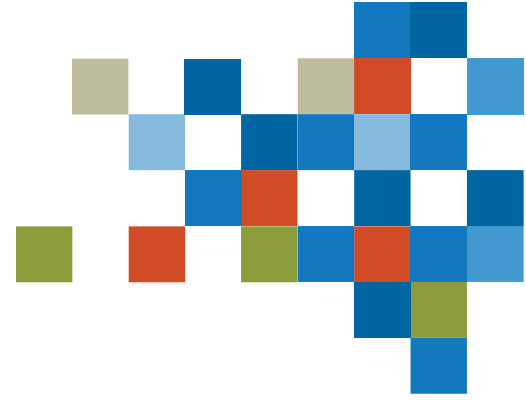
Submitted at 03 May 2023 18:00 EDT

Simplified Prospectus (NI 81-101) (06002599-00000001)

Your filing has been submitted.
You can view the filing under [Submitted work](#) on your dashboard.

Date	03 May 2023 18:00 EDT
Transaction reference	362967
Client reference	[Not Provided]
Transaction status	Success
Payment method	Electronic funds transfer (EFT)
Amount	\$36,112.00
Payment receipt	000100179-06002599-00000001.pdf

[Take me to my dashboard](#)



QUESTIONS?



Maintain the filing to add the 'Preliminary simplified prospectus– French' document

- Add to the same Grouping ID as the English document so the system will recognize the document filing fee has already been charged
- The Grouping ID is displayed on the filing's submission details

MAINTAIN FILING - GROUPING ID

Canada Group (000100179)

Simplified Prospectus NI 81-101 (06002592)

 Print


[Filing details](#) [Submissions](#) [Submitted documents](#) [Authorization](#) [Public documents](#)

 [Show search](#) ▶

Search

[Reset Search](#)

Displaying 1-6 of 6 results

 Export

Action name	Filing sub-type	Submission number	Submission date	Submitted by	Basket reference	Filing documents
Create filing	Preliminary	<u>00000001</u>	03 May 2023 17:26 EDT	TESTER, Anna (MH Filing Agency)	<u>363194</u>	View

Grouping ID

HMCF

Date of the preliminary prospectus 01 May 2023

Preliminary simplified prospectus – [Test document.pdf](#) (03 May 2023 17:26 EDT)
English

MAINTAIN FILING – GROUPING ID

Audited annual financial statements

Add document details

Audited annual financial statements

Search for existing document grouping or add new?

Search

Add new

Grouping ID

Grouping ID can be used to search and prepopulate document type information on subsequent submissions.

LVPD

Search

Audited annual financial statements – English

Audited annual financial statements – French

Audited annual financial statements – French (if applicable)

You can upload document(s) in .pdf format.

[Test document2.pdf](#)

Audited annual financial statements – foreign language

Save

[Cancel](#)

MAINTAIN FILING- ADD A FUND

If a fund has been added to the group after the initial submission of the filing, a message will display when maintaining the filing to review the list of funds.

- Select 'Make changes' to add the fund

Canada Group (000100179)
Maintain simplified prospectus NI 81-101 (06002599)
Expires in: 90 calendar days on 02 Aug 2023 17:35 EDT

Contact details

✓ Complete

Main contact for this filing
TESTER, Anna
MH Filing Agency
Tester
mhurn@osc.gov.on.ca
Other contact
No

Agencies

✓ Complete

Recipient agencies
Alberta, British Columbia, Ontario
Principal regulator
Ontario

Investment funds in this filing

✓ Complete

Make changes

Investment funds applicable to this filing
Fund1 (000100180)
Fund2 (000100181)
Fund3 (000102377)
Fund4 (000102379)
Fund5 (000102380)

New funds added

New investment fund(s) were added to the investment fund group profile while you were completing this form. Review the list of investment funds on this page again to ensure you selected all the desired funds.

Continue

Select the new fund to add it to the filing

Canada Group (000100179)

Maintain simplified prospectus NI 81-101 (06002599)

Expires in: 90 calendar days on 02 Aug 2023 17:35 EDT

Investment funds in this filing

Select the investment funds applicable to this filing

When you deselect or remove an investment fund from this list, both the fund and any of its associated details will also be removed

- Select all funds
- Fund1 (000100180)
- Fund2 (000100181)
- Fund3 (000102377)
- Fund4 (000102379)
- Fund5 (000102380)
- Fund6 (000102614)

MAINTAIN FILING- ADD A FUND

Canada Group (000100179)

Maintain simplified prospectus NI 81-101 (06002599)

Expires in: 90 calendar days on 02 Aug 2023 17:40 EDT

Select 'Make changes' to amend the filing with the added fund

Contact details

✓ Complete

Make changes

Main contact for this filing
TESTER, Anna
MH Filing Agency
Tester
mhurn@osc.gov.on.ca

Other contact
No

Agencies

✓ Complete

Make changes

Recipient agencies
Alberta, British Columbia, Ontario, Québec
Principal regulator
Ontario

Investment funds in this filing

✓ Complete

Make changes

Investment funds applicable to this filing

- Fund1 (000100180)
- Fund2 (000100181)
- Fund3 (000102377)
- Fund4 (000102379)
- Fund5 (000102380)
- Fund6 (000102614)

Sub-type and documents

✓ Complete

Make changes

No filing sub-type was selected in this submission.
Filing sub-type [Not Provided]
Personal information form previously filed [Not Provided]

Submission details

MAINTAIN FILING- ADD A FUND

Select 'Preliminary and amendment to preliminary'


- select the new fund and add the classes/series

- select the document type 'Preliminary and amendment to preliminary simplified prospectus'

- select 'Add new' on the grouping ID

Preliminary and amendment to preliminary simplified prospectus
Search for existing document grouping or add new?

Grouping ID 9FB4
Grouping ID can be used to search and prepopulate document type information on subsequent submissions.

Date of the preliminary and amendment to preliminary prospectus
DD/MM/YYYY
04/05/2023 

Preliminary and amendment to preliminary simplified prospectus - English

Preliminary and amendment to preliminary simplified prospectus - English
You can upload document(s) in .pdf format.
[Test document.pdf](#)

MAINTAIN FILING- ADD A FUND

Fees will be calculated for the new fund on the filing

Fee summary and payment

Print

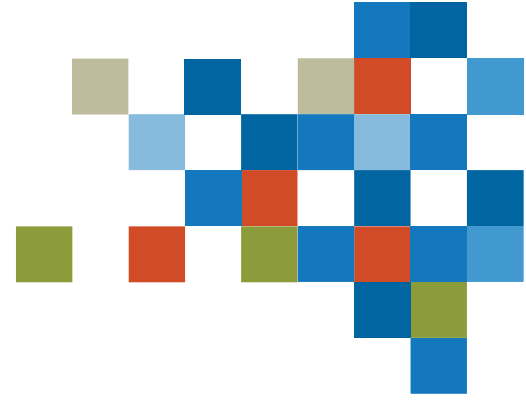
Maintain simplified prospectus (NI 81-101) for Canada Group (000100179)

Filing category	Securities offerings
Filing type	Simplified Prospectus (NI 81-101)
Filing sub-type	Preliminary and amendment to preliminary

Fees

All fees are in Canadian Dollar (CAD)

Jurisdiction	Description	Fund	Fee type	Amount
Alberta	Preliminary and amendment to preliminary simplified prospectus	Fund6 (000102614)	Filing fee	\$1,200.00
British Columbia	Preliminary and amendment to preliminary simplified prospectus	Fund6 (000102614)	Filing fee	\$1,500.00
Ontario	Preliminary and amendment to preliminary simplified prospectus	Fund6 (000102614)	Filing fee	\$3,800.00
Québec	Preliminary and amendment to preliminary simplified prospectus	Fund6 (000102614)	Filing fee	\$6,389.00
			Total fees	\$12,889.00
			Balance to be paid	\$12,889.00



QUESTIONS?





4. FINAL FILING

Maintain the filing to add the ‘Certificate/Notice of proceeds’ document on the Final subtype

- file one document that contains proceeds information for all applicable jurisdictions


Certificate / notice(s) re proceeds of distribution

Add document details

Certificate / notice(s) re proceeds of distribution
Search for existing document grouping or add new?

Search Add new

Certificate / notice(s) re proceeds of distribution
You can upload document(s) in .pdf format.

 Drag and drop here to upload, or [browse files](#)

Save [Cancel](#)

FINAL FILING – CERTIFICATE/NOTICE OF PROCEEDS

A future release of SEDAR+ will allow for a spreadsheet to be attached with the proceeds details that will be used to calculate the fees.

- In the interim, the filer should enter '0' into each field
- No fees will be calculated at the time of submission
- You will subsequently be contacted by each jurisdiction to pay the outstanding fees owed
 - refer to the video 'Fee and Payment Management for Filers' on how to pay an outstanding fee.

Fee attributes

To complete fee calculations, provide additional details below

Filing sub-type Final
Certificate / notice(s) re proceeds of distribution (Z1OZ)
[Test document.pdf](#)

Certificate / notice(s) re proceeds of distribution (Z1OZ)

Issuer Fund1

Net proceeds in AB

0.00

Gross proceeds in BC

0.00

Net value distributed in QC during last financial year

0.00

Issuer Fund2

Net proceeds in AB

0.00

Gross proceeds in BC

0.00

FINAL FILING – REMOVE FUND

Maintain the filing to remove fund(s) on the filing

Investment funds in this filing

✓ Complete

Make changes

Investment funds applicable to this filing ▾

Fund1 (000100180)

Fund2 (000100181)

Fund3 (000102377)

Fund4 (000102379)

Fund5 (000102380)

Fund6 (000102614)

Investment funds in this filing

Select the investment funds applicable to this filing

When you deselect or remove an investment fund from this list, both the fund and any of its associated details will also be removed

- Select all funds
- Fund1 (000100180)
- Fund2 (000100181)
- Fund3 (000102377)
- Fund4 (000102379)
- Fund5 (000102380)
- Fund6 (000102614)

FINAL FILING – ADD FUND FACTS

Select one fund to add its
'Final fund facts'
documents, Submit.

Repeat steps for each
fund

Sub-type and documents

Filing sub-type (if applicable)

Final

Do all fund(s) have the same final prospectus date?

Yes

No

Final prospectus date for funds included in this submission

DD/MM/YYYY

05/05/2023



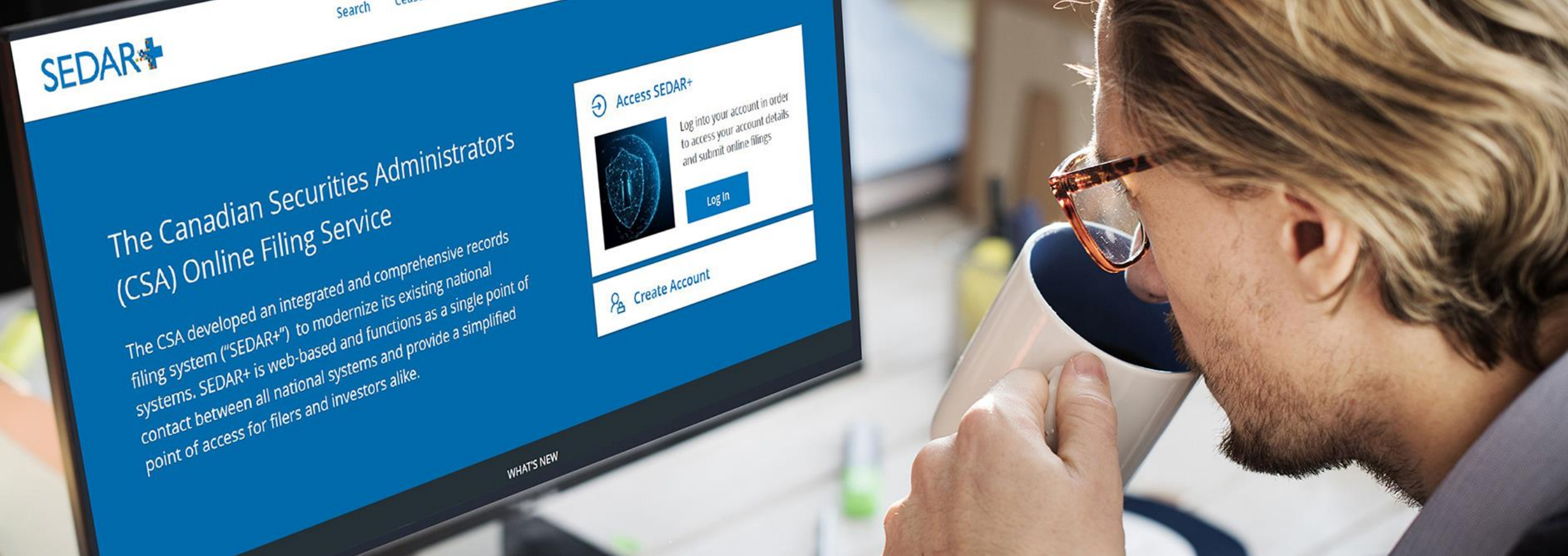
Select the investment funds included in this submission

Select all funds if this submission pertains to all of the funds in the filing. Select specific fund(s) if this submission pertains only to a specific fund or funds in the filing. At least one fund must be selected.

Select all funds

Fund1 (000100180)

|



5. NEW SUBTYPES



WHEN TO USE NEW SUBTYPES

New subtypes:

- Preliminary and amendment to preliminary
- Combined preliminary and pro forma, and amendment to preliminary
- Final and amendment to final



WHEN TO USE NEW DOCUMENT TYPES

New document types

- Preliminary and pro forma simplified prospectus (adding fund(s) and/or jurisdiction(s) to a **pro forma prospectus**)
- Preliminary simplified prospectus (adding fund(s) and/or jurisdiction(s) to a **final prospectus**)



QUESTIONS?



Website: <https://www.securities-administrators.ca/about-sedar/>

Email: SEDARPlus.Transition@acvm-csa.ca

Phone: 1-800-219-5381