

INITIAL REGISTRATION REQUIREMENTS  
INVESTMENT DEALER/BROKER  
(Regulation 13)

1. Fees (Regulations - Schedule 1).
  - (a) Fee of \$600.00 for the registration of the corporate applicant, ( include with registration package).
  - (b) Fee of \$100.00 for each branch office which is in addition to the business office in Nova Scotia, ( include with registration package).
  - (c) Fee of \$300.00 for each salesperson or officer of the applicant seeking registration;( Paid via NRD) and
  - (d) After registration, the same fees are payable each year on December 31<sup>st</sup>. Late filing of fees, financial information or important amendments may lead to temporary suspension of registration.
  - (e) Fee of \$100.00 for each amendment of registration, payable for each indicated change.

\*\*\*NOTE: Commission staff requires the president of the corporate applicant and the chief compliance officer to seek registration.

Applicable fees are made payable to the **Minister of Finance**, Province of Nova Scotia.

2. Completed Form 3 for the business entity making application (Regulation 45). In conjunction with this form, the corporate applicant must also provide:
  - (a) a separate and complete list of all shareholders together with their share holdings;
  - (b) a list of **all** officers and directors of the firm indicating:
    - 1) each individual's full name;
    - 2) position(s) held within the firm;
    - 3) whether they are to be trading or non-trading; and
    - 4) whether they are residents or non-residents of Nova Scotia.
3. For each officer or director, an originally signed RCMP check form with Section A completed.
4. A certificate of good standing under the Nova Scotia Corporations Registration Act or the Partnerships and Business Names Registration Act, as applicable.
5. The established fiscal year-end of the applicant.
6. Audited financial statements reflecting a minimum net free capital of \$25,000.00 plus any insurance or bond deductible. (See Item 8)
7. Insurance coverage in the form of a broker's blanket bond in the amount of \$200,000.00 or larger. Indicate the terms of coverage and any deductible.

8. An affidavit disclosing source of capital. Where ownership is indicated, it is necessary to identify the ultimate individual beneficial owners of shares of or interest in the applicant. Ownership of a right to acquire shares of the applicant exercisable at the discretion of the holder confers beneficial ownership of those securities on both the option holder and the owner of the securities for the purpose of this requirement. (s. 37 of the Act)
9. A letter signed by the applicant's chief compliance officer or partner, giving that person's name and title, and acknowledging responsibility for and cognizance of the supervisory procedures and requirements contained in Part II of the Regulation - Registration Requirements.
10. A letter stating whether the applicant has a direct or indirect interest in another registrant and if so, the nature of that interest.
11. The location in Nova Scotia where the applicant's books and records are maintained (Regulation 30(5) and (6)).
12. The applicant must establish a business office in Nova Scotia with a manager of the business office who shall be a permanent resident of Nova Scotia registered and approved by the Director of Securities (Regulation 22(1)). File a letter from the applicant and the business office manager explaining the person's qualifications to act as a manager or proof that the person has completed the Branch Manager's Course.
13. **If the Applicant does not intend to establish a business office in Nova Scotia, then the Applicant comply with Blanket Order No. 31-504**
14. Proof of membership in the Investment Dealer's Association of Canada or the Montreal Stock Exchange or the Toronto Stock Exchange.

**NOTE:** Where an application does not comply substantially with these requirements, or with the Securities Act and Regulations, the application will be returned without comment and must be re-filed. This will also apply to subsequent amendments to registration.