

INITIAL REGISTRATION REQUIREMENTS
SCHOLARSHIP PLAN DEALER
(Regulation 13)

1. Fees (Regulations - Schedule 1)
 - A. Fee of \$600.00 for the registration of the corporate applicant;
 - B. Fee of \$100.00 for each branch office which is in addition to the business office in Nova Scotia;
 - C. Fee of \$300.00 for each salesperson, partner or officer of the applicant seeking registration;
 - D. After registration, the same fees are payable each year on December 31st (Regulations 46, 47 & 48). 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.

2. Completed Form 3 for the business entity making an application under (Regulation 45), and 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 with the firm;
 3. whether they are to be trading or non-trading; and
 4. whether they are resident or non-resident of Nova Scotia.
3.
 - (a) Completed Form 33-109F4 for each director and officer or partner of the corporate applicant.
 - (b) Completed Form 33-109F4 for each salesperson with proof of successful completion of the corporate applicant's internal training program. Consideration must be given to the full-time requirement for salespersons and possible exceptions thereto set out in Regulation 44.

- (c) A copy of the course material used for the internal training program must be filed by the corporate applicant and approved by the Commission staff before any such program can be implemented.
4. Complete Form 33-109F4 for each director and officer or partner of the applicant firm (whether or not trading or seeking registration).
 5. With each Form 33-109F4 an originally signed RCMP check form with Section A completed.
 6. A certificate of good standing under the Nova Scotia Corporations Registration Act or the Partnerships and Business Names Registration Act, as applicable.
 7. The established fiscal year-end of the applicant.
 8. A signed copy of a letter of direction to the applicant's auditors authorizing them to act at the request of the Nova Scotia Securities Commission (the "Commission") to conduct an audit of the applicant's books, the expenses of which shall be paid by the applicant (Regulation 58(1)).
 9. Audited financial statements in accordance with GAAP and statement C of Form 9 reflecting a minimum working capital of \$25,000.00 plus any insurance or bond deductible (see Item 11)(Regulations 23 & 54).
 10. A certified copy of a resolution of the directors of the applicant stating that full consideration has been given to the amount of \$200, 000.00 or larger. Indicate the terms of coverage and any deductible.
 11. 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.
 12. Participation in the Contingency Trust Fund approved by the Commission in accordance with Regulation 27. The amount currently required to be contributed is \$25,000.00 subject to changes outlined in Regulation 27(2). A copy of the Contingency Trust Fund Agreement and three copies of the Contribution Agreement regarding the Contingency Trust Fund Agreement will be forwarded to you by staff upon request. All copies of the Contribution Agreement are to be executed under the corporate seal of the firm. When all other registration requirements have been satisfied, return the three executed copies of the Contribution Agreement with a certified cheque in the amount of \$25,000.00 made payable to TD Trust Company.

13. A letter signed by the applicants chief compliance officer of partner, giving that person's name and title, and acknowledging responsibility for the cognizance of the supervisory procedures and requirements contained in Part II of the Regulations - Registration Requirements.
14. 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 Act).
15. A letter stating whether the applicant has a direct or indirect interest in another registrant and if so, the nature of that interest.
16. The location in Nova Scotia where the applicant's books and records are maintained (Regulation 30(5) and(6)).
17. 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.
18. A copy of the applicant's supervisory procedures for dealing with clients.
19. A letter stating whether or not the applicant handles clients' funds or securities (Regulations 33-35).

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.