

**CANADIAN SECURITIES ADMINISTRATORS (CSA)  
STAFF NOTICE 24-306**

**NATIONAL INSTRUMENT 24-101 - INSTITUTIONAL TRADE MATCHING AND SETTLEMENT —  
EXCEPTION REPORTING**

Part 4 of National Instrument 24-101 – *Institutional Trade Matching and Settlement* (Instrument) requires registrants in certain circumstances to complete and deliver Form 24-101F1 *Registrant Exception Report of DAP/RAP Trade Reporting and Matching* (Form) to the applicable securities regulatory authority. The Form must be delivered if less than a percentage target of the DAP/RAP trades (measured by volume or value) executed by the registrant (if a dealer) or for the registrant (if an adviser) in any given calendar quarter have *matched* within the time required by the Instrument. Please see Part 10 of the Instrument or Part 7 of the related Companion Policy for transition dates, relevant timelines and percentages.

**How to deliver the Form**

On-line Electronic Delivery

A registrant can complete an electronic version of the Form and submit it to the applicable securities regulatory authority through the CSA website at **[www.csa-acvm.ca](http://www.csa-acvm.ca)**.

Manual Delivery

Alternatively, a registrant can print the Form from the link provided on the CSA website and deliver the completed Form to the applicable securities regulatory authority via mail, fax or email. Fax numbers and email addresses for the applicable securities regulatory authority are provided below.

Information on the Instrument, Companion Policy and CSA Staff Notice 24-305 Frequently Asked Questions about the Instrument is posted on the following websites:

- CSA Website: **[www.csa-acvm.ca](http://www.csa-acvm.ca)**
- AMF Website:  
<http://www.lautorite.qc.ca/reglementation/valeurs-mobilieres/autres-reglements-textes-vigueur.fr.html>
- ASC Website:  
<http://albertasecurities.com/securitiesLaw/Pages/ViewDocument.aspx?ProjectId=b9440adf-71d1-4e2b-9d7a-87aae368f84b>
- BCSC Website:  
<http://www.bcsc.bc.ca/policy.aspx?id=5508&cat=2%20-%20Certain%20Capital%20Market%20Participants>
- MSC Website:  
[http://www.msc.gov.mb.ca/legal\\_docs/legislation/rules/24\\_101\\_msc\\_rule\\_2007\\_1.pdf](http://www.msc.gov.mb.ca/legal_docs/legislation/rules/24_101_msc_rule_2007_1.pdf)
- OSC Website:  
[http://www.osc.gov.on.ca/HotTopics/STP/stp\\_index.jsp](http://www.osc.gov.on.ca/HotTopics/STP/stp_index.jsp)

If you have any questions regarding the Instrument or the completion and submission of the Form, please contact the applicable securities regulatory authority below:

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