



Saskatchewan Staff Notice 33-708 Annual delivery of registration fees and documents on NRD

Saskatchewan Local Instrument 33-503 Permanent Registration System requires registered firms to deliver fees and specified documents to the Commission by December 15 of each year. The process for annual filing of documents and payment of fees will change now that the National Registration Database (“NRD”) is in operation. For example, annual fees will be paid through the NRD. This notice describes the new procedure for the annual delivery of fees and documents in Saskatchewan under the NRD.

What we will do

By mid-November, Commission registration staff will send each firm a list of:

- its current registered individuals and their categories (which will not include non-trading officers, partners and directors),
- the firm’s branch offices in Saskatchewan, and
- a calculation of the annual fees that are owing.

What firms should do

1. You should review the list we send you, and strike out:

- (a) the names of individuals whose registrations you do not want continued after December 31, and
- (b) branches which are no longer open.

Make sure to delete these individuals and branches from the NRD.

2. Complete Form 33-708 Annual Delivery of Registration Fees and Documents.

3. By December 15 send:

- (a) the marked-up list of registered individuals and branches
- (b) a list of your firm’s non-trading officers, partners and directors, and
- (c) Form 33-708

to us either by:

(d) fax to (306) 787-5899 to the attention of Bev Hyrenk; or

(e) mail to:
Saskatchewan Financial Services Commission
Attention: Bev Hrenyk
6th Floor – 1919 Saskatchewan Drive
Regina, SK
S4P 3V7

Things you should be aware of

- Firms are responsible for deleting from the NRD individuals whose registration will not be continued or branches that are no longer open.
- Firms should consult the NRD Filer Manual for details on how to make a bulk annual fee exclusion submission to exclude from the annual fees those registered individuals that it does not wish to have continued.
- In early December the NRD will show information about the annual fees that will be withdrawn from firms' NRD accounts. Annual fees payable in Saskatchewan are:
 - \$750 for the firm,
 - \$250 for each of its registered individuals, and
 - \$100 for each of its Saskatchewan branches.

Firms should review this information on NRD to ensure that it is correct. It may not correspond with the calculation of fees that we send out. There will be procedures on NRD to deal with discrepancies.

- Firms should ensure that their NRD account has sufficient funds on December 31 for NRD to withdraw the annual fees that are payable.
- We will not send new certificates of registration either for firms or individuals. There is no expiry date on the registration of firms and individuals in Saskatchewan.

November 12, 2003

Contact:

Bev Hrenyk
Registration Officer
(306) 787-5843.