

## **Guide to Filing an Application for Registration with the Alberta Securities Commission**

This guide provides information about how a market participant may apply to register a firm with the Alberta Securities Commission (ASC). This guide also provides links to certain additional references that may assist during the application process.

### **Membership in Self-Regulatory Organization:**

To seek registration as an Investment Dealer in Alberta and the required membership with the Canadian Investment Regulatory Organization (CIRO), refer to the [CIRO website](#).

Mutual Fund Dealers must file their registration application with the ASC but are also required to become CIRO members and should refer to the [CIRO website](#).

### **Registration Checklist:**

<p><b>1. NATIONAL REGISTRATION DATABASE (NRD)</b></p> <p>A firm applying for registration must enroll with NRD to obtain an NRD number as a first step in the application process. Enrolment in NRD will enable the firm to submit filings to the ASC electronically.</p> <p>For information on NRD, please refer to their <a href="#">information website</a>.</p> <p>Firms must complete and submit NRD Forms 1, 2 and 3 and pay the enrolment fee to:</p> <p>CSA Service Desk: NRD Administrator 12 Millennium Blvd, Suite 210 Moncton, NB E1C 0M3 Phone: 1-800-219-5381</p> <p>For NRD and Registration Inquiries, contact the ASC at: Email: <a href="mailto:registration@asc.ca">registration@asc.ca</a> Phone: (403) 355-4292</p>	√
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## 2. FORM 33-109F6 – FIRM REGISTRATION

Firms must submit a Form 33-109F6 to seek initial registration as a dealer, adviser or investment fund manager, to seek registration in any additional jurisdiction(s) of Canada, or to add a category to their existing registration. The fillable [Form 33-109F6 is available on the ASC website](#).

An applicant must ensure that it will comply with all applicable securities legislation including, but not limited to:

### [The Securities Act \(Alberta\)](#)

[National Instrument 31-103](#) - *Registration Requirements, Exemptions and Ongoing Registrant Obligations* (NI 31-103)

### [National Instrument 33-109](#) - *Registration Information*

- If a firm is seeking registration in Ontario, and Ontario is not the firm's principal regulator, a firm must also file Form 33-109 F6, without supporting documents, with the Ontario Securities Commission (OSC) in addition to filing Form 33-109F6 with its principal regulator. The application is filed through the [OSC's Electronic Filing Portal link](#).
- If a firm is seeking registration in more than one jurisdiction of Canada (other than in the category of restricted dealer), it is only required to submit Form 33-109F6 to the principal regulator. If a firm is seeking registration as a restricted dealer, it is required to submit Form 33-109F6 to the regulator in each province and territory in which it is seeking registration.

## 3. SUPPORTING DOCUMENTS

Among other things, a firm is required to submit the following information with Form 33-109F6:

- **Schedule B of Form 33-109F6** - for each jurisdiction of Canada where the firm is seeking registration and does not have an office.
- **Business Plan** - for the next three years.
- **Policies and Procedures Manual** - including the firm's policies to comply with all its regulatory requirements including its client obligations, internal controls, financial obligations, conflicts of interest requirements, marketing requirements, fair allocation requirements, reporting and disclosure requirements, and processes to manage business risks. Please refer to further Policies and Procedures guidance for Exempt Market Dealers contained in [ASC Notice 33-706](#).

<ul style="list-style-type: none"> <li>• <b>Constituting Documents</b> - including the legal documents that established the firm as an entity, for example, the firm’s articles of incorporation, any articles of amendments, partnership agreement or declaration of trust. As part of the constituting documents, firms must also provide proof of extra-provincial registration in the province, if applicable.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Organizational Chart</b> - showing the firm’s reporting structure, including all permitted individuals, the ultimate designated person and the chief compliance officer.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Ownership Chart</b> - showing the firm’s structure and ownership, including, at a minimum, all parents, specified affiliates and specified subsidiaries. Include the name of the person, company, and class, type amount and voting percentage of ownership of the firm’s securities</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Calculation of Excess Working Capital</b> - (Refer to <a href="#">Form 31-103F1</a>)</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Subordination Agreement</b> – if applicable (Refer to Appendix B of <a href="#">NI 31-103</a>)</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Audited Financial Statements</b> - for the most recently completed fiscal year. The financial statement can either be non-consolidated audited financial statements or audited financial statements prepared in accordance with section 3.2(3) of <a href="#">National Instrument 52-107 Acceptable Accounting Principles and Auditing Standards</a>. If the firm is a start-up company, an audited opening statement of financial position may be submitted instead.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Letter of Direction from the Firm to the Auditor</b> - authorizing the auditor to conduct any audit that the regulator may request.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Copy of Financial Institution Bond</b> - demonstrating sufficient bonding or insurance coverage that is in effect upon filing the application.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Director’s Resolution Approving Insurance</b> - confirming that the firm has sufficient insurance coverage for its securities or derivatives related activities.</li> </ul>	
<p><b>4. REGULATORY &amp; NRD USER FEES</b></p> <p>ASC Staff will contact the firm by phone or email upon receipt of the application package and when the firm is set up in pending state on NRD. The firm will be requested to resubmit fees through the firm’s Electronic Fund Transfer (EFT) account on NRD.</p> <p>For more information on NRD system fees, please refer to the <a href="#">NRD website</a>.</p>	

**5. FORM 33-109F4 – REGISTRATION OF INDIVIDUALS**

ASC Staff will advise the firm to file submissions electronically on NRD for all individuals seeking registration in dealing or advising categories, or in their capacity as officers, directors, chief executive officer, chief financial officer, chief operating officer, chief compliance officer (CCO) and ultimate designated person (UDP). The firm is also required to file individual submissions for its shareholders that (directly or indirectly) hold more than 10% of the voting shares of the firm. These submissions are reviewed in conjunction with the firm application.

All applicable fees will be calculated and deducted electronically on NRD.

For guidance on how to submit initial applications and applicable notices on NRD, please refer to the [NRD User Guide](#).

**6. DELIVERY OF FIRM APPLICATION**

Applicants can send their completed application package by email to: [registration@asc.ca](mailto:registration@asc.ca) or by mail to the attention of:

Team Lead, Registration  
Alberta Securities Commission  
Suite 600, 250-5th Street SW  
Calgary, AB T2P 0R4

**7. REVIEW AND APPROVAL**

- ASC Staff will endeavor to review applications and respond with comments in a timely manner.
- Submitting an incomplete or deficient application will delay the review process.
- ASC Staff may require the firm to provide additional information and/or documents to help determine whether the firm is suitable for registration. We may also request a meeting with the principals of the firm as part of the review process.
- ASC Staff will notify the firm upon approval of registration.

**8. RELATED LINKS AND CONTACT FOR FURTHER INFORMATION**

National Registration Database (NRD)

- [NRD](#) - Info

Registration Forms and Fees

- [Frequently used Forms](#)

Registration Inquiries

- Email: [registration@asc.ca](mailto:registration@asc.ca)