

**CSA NOTICE 31-307****NATIONAL REGISTRATION DATABASE (NRD)  
NRD ENROLMENT AND USER FEES****Introduction**

The National Registration Database is scheduled to launch on March 31, 2003. NRD will be used in all jurisdictions of the CSA except Quebec (the NRD jurisdictions). Firms are required to enrol with the NRD administrator (CDS INC.) to use NRD by February 7, 2003. The NRD administrator will charge firms a fee to enrol in NRD and user fees for some NRD submissions (these fees are set out below). NRD enrolment and user fees are intended to cover the cost of developing and operating NRD by the NRD administrator.

Please note that NRD fees are subject to goods and services tax or GST (CDS INC. GST No. # 892971631RT) and are in addition to the registration fees that are payable by registrants and applicants for registration to securities regulatory authorities and the Investment Dealers Association.

**Enrolment fees**

To enrol to use NRD, firms must pay a one-time enrolment fee by cheque to the NRD administrator. The cheque must be payable to "CDS INC." and must accompany the NRD enrolment forms and any documents filed in support of enrolment (e.g., a void cheque, articles of incorporation). This enrolment package must be submitted to CDS INC. (Attention: NRD administrator) at 85 Richmond Street West, Toronto, ON M5H 2C9. The NRD enrolment forms are available in editable form at the website address [www.nrd-info.ca](http://www.nrd-info.ca). After the launch of NRD, these forms will also be available at [www.nrd.ca](http://www.nrd.ca).

For the convenience of registrants and applicants for registration, CSA is setting out below the fees that firms will have to pay to the NRD administrator, CDS INC.

Firms that are registered with one or more securities regulatory authorities prior to February 3, 2003 will be required to pay an enrolment fee based on the total number of individuals registered with the firm in the NRD jurisdictions on February 3. When determining the total number of registered individuals with a firm, the firm should count each registered individual once irrespective of the number of jurisdictions in which the individual is registered. The enrolment fees are set out in the following schedule:

Number of registered individuals	Firm enrolment fee	Firm enrolment fee (with 7% GST)
3000 or more	\$7000.00	\$7490.00
1000 to 2999	\$6500.00	\$6955.00
500 to 999	\$5500.00	\$5885.00
150 to 499	\$4500.00	\$4815.00
75 to 149	\$3000.00	\$3210.00
50 to 74	\$2000.00	\$2140.00
25 to 49	\$1500.00	\$1605.00
10 to 24	\$250.00	\$267.50
1 to 9	\$100.00	\$107.00
0	\$750.00	\$802.50

Firms that are not registered in an NRD jurisdiction when enrolling to use NRD will be charged a \$500 enrolment fee, or \$535 with GST. The fee is the same for all firms regardless of size.

### **NRD user fees**

In addition to the initial enrolment fee, firms will be charged NRD user fees annually and with specified NRD submissions. These fees are paid in NRD by pre-authorized debit from the NRD account set-up by the NRD administrator following instructions from the firm.

#### *Annual NRD user fees*

On December 31 of each year, a firm will be charged an annual NRD user fee for use of NRD for the following year.

A firm's annual NRD user fees are calculated as follows:

- \$75 for each registered and non-registered individual sponsored by the firm in a single NRD jurisdiction; and
- \$50 for each additional NRD jurisdiction in which an individual is sponsored (to a maximum of five additional jurisdictions for a total of \$250).

For example, if an individual is a registered individual in three NRD jurisdictions, the firm's annual NRD user fee for that individual will be \$175, or \$187.25 with GST.

If an individual is a non-registered individual in all 12 NRD jurisdictions, the firm's annual NRD user fee for that individual will be \$325, or \$347.75 with GST.

May 30, 2003 collection of annual NRD user fees

As December 31, 2002 has now passed, the annual NRD user fee for 2003 will be charged after business hours on May 30, 2003. This fee pull will cover the entire year's fee. On May 1, NRD will generate a preliminary annual fee summary. The summary indicates how much will be drawn from a firm's account on May 30 if the number of registered and non-registered individuals with the firm remains the same (see section C4 of Chapter 9 of the NRD Filer Manual for instructions on retrieving the summary). In all other respects the payment of the annual NRD user fee will work on May 30 as it does on December 31. For example, a firm may exclude from the fee calculation individuals who are leaving a firm or are surrendering their registrations by using the Bulk Annual Fee Exclusion submission. For more information on the annual fee collection process please refer to the NRD Filer Manual, currently available at [www.nrd-info.ca](http://www.nrd-info.ca).

NRD submission fees

NRD submission fees are payable when making any one of the following submissions (these submission types are described in more detail in Chapter 7, section A2 of the NRD Filer Manual):

- Initial Registration;
- Reactivation of Registration; and
- Registration in an Additional Jurisdiction.

NRD submission fees are calculated as follows:

- \$75 for each Form 33-109F4 submitted to one jurisdiction; and
- \$50 for each additional jurisdiction to which the Form 33-109F4 is submitted (to a maximum of 5 additional jurisdictions for a total of \$250).

For example, the submission fee for an individual applying for registration in three jurisdictions will be \$175, or \$187.25 with GST. The submission fee for an individual applying for registration in all 12 NRD jurisdictions will be capped at \$325, or \$347.75 with GST.

Please refer your questions to:

Elle Koor  
Manager, NRD Project Group  
Ontario Securities Commission  
(416) 593-8077  
[ekoor@osc.gov.on.ca](mailto:ekoor@osc.gov.on.ca)

- 4 -

Ken Parker  
Director, Capital Markets  
Alberta Securities Commission  
(403) 297-3251  
[ken.parker@seccom.ab.ca](mailto:ken.parker@seccom.ab.ca)

Ross McLennan  
Special Advisor  
British Columbia Securities Commission  
(604) 899-6685  
[rmclennan@bcsc.bc.ca](mailto:rmclennan@bcsc.bc.ca)

DATED: February 7, 2003