

Registration Update

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Overview

1. Firm Registration review



New Firm Application Process

- **Form 33-109F6 "Firm Registration"**
 - Items 2.5 and 2.6 contact names of UDP and CCO incomplete
 - Items 3.12 ownership chart ownership percentages not provided
 - Items 6.1 clients assets – inappropriate responses are provided on whether the firm holds assets or has access to client assets



New Firm Application Process

- **Business Plan**

- Insufficient detail is provided regarding the firm's proposed business activities

- **Audited Financial Statements**

- the audited financial statements (AFS) submitted are not in accordance with GAAP or IFRS



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New Firm Application Process

- **Form 31-103F1 "Calculation of Excess working Capital"**

- The current period indicated on the form does not match the period for the AFS

- **Policies and procedures manual (PPM)**

- Insufficient or missing policies and procedures in the PPM



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Questions

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