

Appendix I
BC Policy 13-601
Required Forms

The Executive Director, considering that to do so would not be prejudicial to the public interest, specifies that effective March 27, 2020, BC Policy 13-601 *Required Forms* and the Index of Forms is changed by:

- replacing the August 12, 2014 effective date and signature date with the date March 27, 2020 in the policy and replacing the reference to Paul C. Bourque, Q.C., with a reference to Peter Brady
- replacing the December 20, 2018 effective date in the Index of Forms with the date March 27, 2020
- deleting section 2.4 [Claims Application Form] in the policy
- removing the row referring to Form 12-901 *Claim Application Form* for the purposes of s.15.1 of the *Securities Act* and Part 3 of the *Securities Regulation* in the Index of Forms

so that the policy and the Index read as attached.

March 9, 2020

Peter Brady
Executive Director

(This part is for the administrative purposes only and is not part of the Order)

Authority under which Order is made:

Act and sections: Securities Act, sections 182

BC Policy 13-601

Required Forms

Effective March 27, 2020

PART 1 SPECIFICATION OF FORMS

1.1 Executive Director Specifies Required Forms - The *Securities Act* and regulations mandate the use of required forms in certain circumstances. Section 182 of the Act authorizes the Executive Director to specify the required forms. We list the specified forms in the Index of Forms, attached to this policy. We also list, for convenience, forms that the Commission has adopted as rules under section 184 of the Act. The Index also lists the sections of the Act and regulations that refer to a required form where the Executive Director has not specified a form, as well as sections of the *Securities Rules* that refer to specified offering documents.

1.2 Updating the Index - We will update the Index when necessary and will attach the most current Index to this policy. The Index is also available separately on our website at www.bcsc.bc.ca under Securities Law: Forms (see site map).

PART 2 USE OF SOME FORMS

2.1 Limitation on Use of Forms - The Executive Director limits the ways in which the following BC Forms can be used: BC Forms 45-901F and 45-906F.

2.2 Personal Information Form - The Executive Director has not specified a form of personal information form under section 90 of the Act. National Instrument 41-101 *General Prospectus Requirements*, National Policy 12-202 *Revocation of a Compliance-Related Cease Trade Order*, and Multilateral Instrument 51-105 *Issuers Quoted in the U.S. Over-the-Counter Markets* describe what personal information should be filed by issuers or their directors, executive officers, proposed directors, proposed executive officers, and promoters in certain circumstances. In situations where the Commission or the Executive Director requires a director, officer, promoter, or control person of an issuer to submit information under section 90 of the Act, the person would be required to provide that information in the form required under National Instrument 41-101 or under Multilateral Instrument 51-105 *Issuers Quoted in the U.S. Over-the-Counter Markets*.

2.3 Offering Memoranda

(a) BC Form 45-906F is the required form of offering memorandum under section 2.9 of National Instrument 45-106 *Prospectus and Registration Exemptions* (NI 45-106) for offerings of real estate securities; and

(b) BC Form 45-901F is the required form of offering memorandum under section 2.9 of NI 45-106 for a distribution of a syndicated mortgage.

PART 3 COMPLIANCE WITH FORM REQUIREMENTS

Section 182 of the Act authorizes the Executive Director to specify the form, content and other particulars of a record that must be prepared, filed, provided, or sent in a required form (the Required Form) under the Act or under a regulation.

Certain types of forms provide an outline of their contents. Information may be added to this type of form whether or not the outline specifically refers to such information. In some cases, a section of the Rules, or the form itself, specifically indicates that inapplicable sections may be deleted.

Other types of forms require an individual or firm to fill in the blanks. Persons completing and filing this type of form must complete them without additions, deletions or modifications. If a person is filing a Required Form that cannot be modified, but needs to indicate that sections of the form do not apply, then the person may draw lines through the inapplicable sections or insert “N/A” next to or beneath those sections. If a person makes deletions for any other reason, then the person must write a letter explaining the reasons for the deletions and submit it with the Required Form.

Forms that contain statements or information that, in a material respect and at the time and in light of circumstances under which it is made, is false or misleading, or omit facts from the statement or information necessary to make that statement or information not false or misleading are not in the Required Form.

Only information that a person submits in the Required Form will be considered as “filed” under the Act.

March 27, 2020

Peter Brady
Executive Director

Securities Act

Index of Forms

Effective March 27, 2020

<u>BC Form #</u>	<u>Title</u>	<u>Securities Act, Regulation or Rule Section or Form</u>
11-901F	Securities Regulation Fee Checklist	Act 182 & Reg 22
15-601F	Summons to Attend before Commission	Act 144 & 173
15-901F	Summons to Attend before an Investigator under Section 144	Reg 10(1)
15-902F	Demand for Production under Section 144	Reg 10(2)
15-903F	Affidavit of Service	Reg 11
15-904F	Endorsement of Warrant	Act 156(1)
21-101F1	Information Statement – Exchange or Quotation and Trade Reporting System	National Instrument 21-101
21-101F2	Information Statement – Alternative Trading System	National Instrument 21-101
21-101F3	Quarterly Report of Marketplace Activities	National Instrument 21-101
21-101F4	Cessation of Operations Report for Alternative Trading System	National Instrument 21-101
21-101F5	Information Statement Information Processor	National Instrument 21-101
21-101F6	Cessation of Operations Report for Information Processor	National Instrument 21-101
24-101F1	Registered Firm Exception Report of DAP/RAP Trade Reporting and Matching	National Instrument 24-101
24-101F2	Clearing Agency Quarterly Operations Report of Institutional Trade Reporting and Matching	National Instrument 24-101
24-101F3	Matching Service Utility Notice of Operations	National Instrument 24-101

<u>BC Form #</u>	<u>Title</u>	<u>Securities Act, Regulation or Rule Section or Form</u>
24-101F4	Matching Service Utility Notice of Cessation of Operations	National Instrument 24-101
24-101F5	Matching Service Utility Quarterly Operations Report of Institutional Trade Reporting and Matching	National Instrument 24-101
24-102F1	Clearing Agency Submission to Jurisdiction and Appointment of Agent for Service of Process	National Instrument 24-102
24-102F2	Cessation of Operations Report for Clearing Agency	National Instrument 24-102
25-101F1	Designated Rating Organization Application and Annual Filing	National Instrument 25-101
25-101F2	Submission to Jurisdiction and Appointment of Agent for Service of Process	National Instrument 25-101
31-103F1	Calculation of Excess Working Capital	National Instrument 31-103
31-103F2	Submission to Jurisdiction and Appointment of Agent for Service	National Instrument 31-103
31-103F3	Use of Mobility Exemption	National Instrument 31-103
31-103F4	Net Asset Value Adjustments	National Instrument 31-103
33-109F1	Notice of Termination of Registered Individuals and Permitted Individuals	National Instrument 33-109
33-109F2	Change or Surrender of Individual Categories	National Instrument 33-109
33-109F3	Business Locations other than Head Office	National Instrument 33-109
33-109F4	Registration of Individuals and Review of Permitted Individuals	National Instrument 33-109
33-109F5	Change of Registration Information	National Instrument 33-109
33-109F6	Firm Registration	National Instrument 33-109

<u>BC Form #</u>	<u>Title</u>	<u>Securities Act, Regulation or Rule Section or Form</u>
33-109F7	Reinstatement of Registered Individuals and Permitted Individuals	National Instrument 33-109
33-902F	Joint Regulatory Financial Questionnaire and Report	Rule 1 & 70(1)
33-903F	Report of Risk Adjusted Capital	Rule 70(2)
33-904F	Subordination Agreement	Rule 25
33-905F	Report of Working Capital	Rule 19(3), 19(5), 20(1), 20(2), 41(1)I & 70(3)
33-906F	Statement of Financial Condition (Audited)	Rule 50(1)(g)(i) & 70(4)
35-101F1	Form of Submission to Jurisdiction and Appointment of Agent for Service of Process by Broker-Dealer	National Instrument 35-101
35-101F2	Form of Submission to Jurisdiction and Appointment of Agent for Service of Process by Agents of the Broker-Dealer	National Instrument 35-101
41-101 (Appendix A – Schedule 1 Part A)	Personal Information Form and Authorization of Indirect Collection, Use and Disclosure of Personal Information	National Instrument 41-101
41-101 (Appendix B)	Issuer Form of Submission to Jurisdiction and Appointment of Agent for Service of Process	National Instrument 41-101
41-101 (Appendix C)	Non-Issuer Form of Submission to Jurisdiction and Appointment of Agent for Service of Process	National Instrument 41-101
41-101F1	Information Required in a Prospectus	Act 61(2)
41-101F2	Information Required in an Investment Fund Prospectus	Act 61(2)
41-101F3	Information Required in a Scholarship Plan Prospectus	National Instrument 41-101
41-101F4	Information Required in an ETF Facts Document	National Instrument 41-101
43-101F1	Technical Report	Rule 109

<u>BC Form #</u>	<u>Title</u>	<u>Securities Act, Regulation or Rule Section or Form</u>
44-101F1	Short Form Prospectus	Act 61(2)
45-102F1	Notice of Intention to Distribute Securities under Section 2.8 of NI 45-102 <i>Resale of Securities</i>	National Instrument 45-102, section 2.8
45-106F1	Report of Exempt Distribution	National Instrument 45-106, section 6.3
45-106F2	Offering Memorandum for Non-Qualifying Issuers	National Instrument 45-106, section 2.9
45-106F3	Offering Memorandum for Qualifying Issuers	National Instrument 45-106, section 2.9
45-106F4	Risk Acknowledgement	National Instrument 45-106, section 2.9
45-106F7	Information Memorandum for Short-Term Securitized Products Distributed under Section 2.35.1	National Instrument 45-106, section 2.35.1
45-106F8	Monthly Disclosure Report for Short-Term Securitized Products Distributed under Section 2.35.1	National Instrument 45-106, section 2.35.1
45-106F9	Form for Individual Accredited Investors	National Instrument 45-106, section 6.5
45-106F14	Rights Offering Notice for Reporting Issuers	National Instrument 45-106, section 2.1
45-106F15	Rights Offering Circular for Reporting Issuers	National Instrument 45-106, section 2.1
45-505F1	Notice of Intention to Rely on BC Instrument 45-505	BC Instrument 45-505, section 3(a)
45-505F2	Report of Exempt Distribution in respect of Eligible Pooled Funds	BC Instrument 45-505, section 3(b)
45-535 (Form 1)	Start-Up Crowdfunding – Offering Document	BC Instrument 45-535
45-535 (Form 2)	Start-Up Crowdfunding – Risk Acknowledgement	BC Instrument 45-535
45-535 (Form 3)	Start-up Crowdfunding – Funding Portal Information Form	BC Instrument 45-535

<u>BC Form #</u>	<u>Title</u>	<u>Securities Act, Regulation or Rule Section or Form</u>
45-535 (Form 4)	Start-Up Crowdfunding – Funding Portal Individual Information Form	BC Instrument 45-535
45-901F	Offering Memorandum for Syndicated Mortgages	National Instrument 45-106, section 2.9
45-906F	Offering Memorandum - Real Estate Securities	National Instrument 45-106, section 2.9
46-201F1	Escrow Agreement	Rule 120(2)(g) & NP 46-201
51-101F1	Statement of Reserves Data and Other Oil and Gas Information	National Instrument 51-101, item 1 of section 2.1
51-101F2	Report on Reserves Data by Independent Qualified Reserves Evaluator or Auditor	National Instrument 51-101, item 2 of section 2.1
51-101F3	Report of Management and Directors on Oil and Gas Disclosure	National Instrument 51-101
51-101F4	Notice of Filing of 51-101F1 Information	National Instrument 51-101, section 2.3
51-101F5	Notice of Ceasing to Engage in Oil and Gas Activities	National Instrument 51-101
51-102F1	Management’s Discussion & Analysis	National Instrument 51-102
51-102F2	Annual Information Form	National Instrument 51-102
51-102F3	Material Change Report	National Instrument 51-102
51-102F4	Business Acquisition Report	National Instrument 51-102
51-102F5	Information Circular	National Instrument 51-102
51-102F6	Statement of Executive Compensation	National Instrument 51-102
51-102F6V	Statement of Executive Compensation – Venture Issuers	National Instrument 51-102

<u>BC Form #</u>	<u>Title</u>	<u>Securities Act, Regulation or Rule Section or Form</u>
51-105F1	Notice – OTC Issuer Ceases to be an OTC Reporting Issuer	Multilateral Instrument 51-105
51-105F2	Notice of Promotional Activities	Multilateral Instrument 51-105
51-105F3A	Personal Information Form and Authorization of Indirect Collection, Use and Disclosure of Personal Information	Multilateral Instrument 51-105
51-105F3B	Personal Information Form and Authorization of Indirect Collection, Use and Disclosure of Personal Information	Multilateral Instrument 51-105
51-105F4	Notice – Issuer Ceases to be an OTC Reporting Issuer	Multilateral Instrument 51-105
52-109F1	Certification of Annual Filings – Full Certificate	National Instrument 52-109
52-109F1 - AIF	Certification of Annual Filings in Connection With Voluntarily Filed AIF	National Instrument 52-109
52-109F1 - IPO/RTO	Certification of Annual Filings Following an Initial Public Offering, Reverse Takeover or Becoming a Non-Venture Issuer	National Instrument 52-109
52-109F1R	Certification of Refiled Annual Filings	National Instrument 52-109
52-109F2	Certification of Interim Filings – Full Certificate	National Instrument 52-109
52-109F2 - IPO/RTO	Certification of Interim Filings Following an Initial Public Offering, Reverse Takeover or Becoming a Non-Venture Issuer	National Instrument 52-109
52-109F2R	Certification of Refiled Interim Filings	National Instrument 52-109
52-109FV1	Certification of Annual Filings – Venture Issuer Basic Certificate	National Instrument 52-109
52-109FV2	Certification of Interim Filings – Venture Issuer Basic Certificate	National Instrument 52-109
52-110F1	Audit Committee Information Required in an AIF	National Instrument 52-110

<u>BC Form #</u>	<u>Title</u>	<u>Securities Act, Regulation or Rule Section or Form</u>
52-110F2	Disclosure by Venture Issuers	National Instrument 52-110
54-101F1	Explanation to Clients and Client Response Form	National Instrument 54-101
54-101F2	Request for Beneficial Ownership Information	National Instrument 54-101
54-101F3	Omnibus Proxy (Depositories)	National Instrument 54-101
54-101F4	Omnibus Proxy (Proximate Intermediaries)	National Instrument 54-101
54-101F5	Electronic Format for NOBO List	National Instrument 54-101
54-101F6	Request for Voting Instructions Made by Reporting Issuer	National Instrument 54-101
54-101F7	Request for Voting Instructions Made by Intermediary	National Instrument 54-101
54-101F9	Undertaking	National Instrument 54-101
54-101F10	Undertaking	National Instrument 54-101
55-102F1	Insider Profile	National Instrument 55-102
55-102F2	Insider Report	National Instrument 55-102
55-102F3	Issuer Profile Supplement	National Instrument 55-102
55-102F4	Issuer Event Report	National Instrument 55-102
55-102F5	SEDI User Registration Form	National Instrument 55-102
55-102F6	Insider Report	National Instrument 55-102

<u>BC Form #</u>	<u>Title</u>	<u>Securities Act, Regulation or Rule Section or Form</u>
58-101F1	Corporate Governance Disclosure	National Instrument 58-101
58-101F2	Corporate Governance Disclosure (Venture Issuers)	National Instrument 58-101
62-103F1	Required Disclosure under the Early Warning Requirements	National Instrument 62-103
62-103F2	Required Disclosure by an Eligible Institutional Investor under Section 4.3	National Instrument 62-103
62-103F3	Required Disclosure by an Eligible Institutional Investor under Part 4	National Instrument 62-103
62-104F1	Take-Over Bid Circular	National Instrument 62-104
62-104F2	Issuer Bid Circular	National Instrument 62-104
62-104F3	Directors' Circular	National Instrument 62-104
62-104F4	Director's or Officer's Circular	National Instrument 62-104
62-104F5	Notice of Change or Notice of Variation	National Instrument 62-104
71-101F1	Forms of Submission to Jurisdiction and Appointment of Agent for Service of Process	National Instrument 71-101
81-101F1	Contents of Simplified Prospectus	Act 61(2)
81-101F2	Contents of Annual Information Form	Act 61(2)
81-101F3	Contents of Fund Facts Document	National Instrument 81-101
81-106F1	Contents of Annual and Interim Management Report of Fund Performance	National Instrument 81-106
81-903F	Report Required under Section 9 of BC Instrument 81-513 <i>Self-Dealing</i>	BC Instrument 81-513
91-505F1	Put Option Contract	BC Instrument 91-505
91-505F2	Call Option Contract	BC Instrument 91-505

<u>BC Form #</u>	<u>Title</u>	<u>Securities Act, Regulation or Rule Section or Form</u>
91-903F	Risk Disclosure Statement (Exchange Contracts)	Rule 35
94-101F1	Intragroup Exemption	National Instrument 94-101
94-101F2	Derivatives Clearing Services	National Instrument 94-101
94-102F1	Customer Collateral Report: Direct Intermediary	National Instrument 94-102
94-102F2	Customer Collateral Report: Indirect Intermediary	National Instrument 94-102
94-102F3	Customer Collateral Report: Regulated Clearing Agency	National Instrument 94-102
96-101F1	Application for Recognition – Trade Repository Information Statement	Multilateral Instrument 96-101
96-101F2	Trade Repository Submission to Jurisdiction and Appointment of Agent for Service of Process	Multilateral Instrument 96-101
96-101F3	Cessation of Operations Report for Recognized Trade Repository	Multilateral Instrument 96-101

**Index of References
to a Required Form Where No Form Is Specified
or to a Specified Offering Document**

<u>Securities Act or Regulation Section or Form</u>	<u>Form or Requirement</u>	<u>Title of Form or Offering Document</u>
Act 90	No form specified	N/A