INVESTMENT DEALERS ASSOCIATION OF CANADA

# notice

ASSOCIATION CANADIENNE DES COURTIERS EN VALEURS MOBILIÈRES

*Contact*:
W. D'Silva: (416) 865-3032 – wdsilva@ida.ca

**MR0306**

*September 2, 2004*

ATTENTION:
Ultimate Designated Persons
Chief Financial Officers
Panel Auditors

**Distribute internally to:**

- ❑ Corporate Finance
- ❑ Credit
- ❑ Institutional
- ❑ Internal Audit
- ■ Legal & Compliance
- ❑ Operations
- ■ Registration
- ❑ Regulatory Accounting
- ❑ Research
- ❑ Retail
- ❑ Senior Management
- ❑ Trading desk
- ❑ Training

## Procedure for Foreign Offices of IDA Members

Under By-law 40, members are required to notify the Association of any branch or sub-branch openings in Canada. IDA approval is not required as long as the branch is located in Canada.

For any IDA member office located outside of Canada, IDA approval may be granted for the foreign office and for the officers/directors of the Member. As NRD does not accommodate office openings outside of Canada, Members are to file for approval via a paper Form 33-109F3 ("F3") and must include the following as a Supporting Document:

(a) evidence satisfactory to the Association that the persons to be employed in such office are registered or licensed to carry on the business which is intended to be carried on at that office, pursuant to the laws of the jurisdiction in which the office will be located; Please note that this also means if any business is conducted with clients in Canada, the employees must be appropriately registered in Canada.

(b) In the case of a proposed sub-branch, evidence that the proposed sub-branch office is within the same territorial jurisdiction as the branch office designated as having supervisory responsibility for such sub-branch office.

Please refer also to By-law 4.7 and the IDA's Guide to Retained and Supporting Documents.