



CORPORATE FINANCE TIP SHEET:

Fast responses and good customer service require that the materials get to the right person quickly. The Exchange has undertaken a number technological initiatives and to fully take advantage of the technology, we ask that filers adhere to the following guidelines when filing with the Corporate Finance department. Filings that are not made in this manner may not be responded to as quickly and may require questions to the filer before any review work can be done.

Although all filings may be submitted in electronic format via SEDAR, the Exchange will continue to accept filings in paper. Except where noted, the guidelines listed below apply to both paper and SEDAR filings.

- For paper filings, covering letters and all documents enclosed should not be stapled, paper clipped or bound. Instead, document separators (white sheet with large bar code) should be used to separate the letter and each document within the submission. The whole submission should be clipped together or an elastic should be placed around it.
- For paper filings, documents should not be printed on both sides nor should the font be less than 12 point.
- Only one transaction is permitted per submission. Please do not file multiple transactions under one cover letter. The cover letter should indicate that there are other related submissions being filed.
- The “RE:” line in the cover letter must clearly identify the following:
 1. Name of the Listed Company
 2. Filing Type (example: private placement, minor acquisition, stock option). If the submission is a new listing, please indicate whether it is a B.C. only offering, an Alberta-style EOP, a CPC, a JCP or a VCP, in which case the Exchange is the primary reviewer. In the case of all other offerings, and, in particular, all multi-jurisdictional offerings, other than CPC, the appropriate Commission will conduct the primary review.
 3. Indicate whether the filing is a new submission or follow-up materials.
 4. If it is follow up – the letter should be addressed to the Analyst currently working on the file and the submission number should be noted.

- Follow-up means response materials provided in connection with deficiencies that have been communicated by Exchange staff or materials submitted subsequent to the company's main submission. In the latter case, please contact the Corporate Finance department to obtain a reference submission number, and the name of the analyst assigned to the filing. Please note that private placement notices and final materials comprise one submission which use the same submission number.
- The contents (i.e. documents enclosed) of any submission should be listed first in the Company's correspondence, and where the filing is in paper format, in the order that they are arranged in the package. Each document should be specified by type along with its corresponding date.
- Send only one copy of each document. The Exchange scans every document received, regardless of whether it is a duplicate. Duplicate documents (ie: faxing and then sending the originals) increase processing time. Whenever possible, it is better to send original documents.
- Do not send documents which are not required under Exchange policy, including copies of documents filed with other regulators, which do not require Exchange acceptance or are not required to be filed with the Exchange for continuous disclosure purposes. If the Analyst requires additional documentation to complete their review, they will request it.
- Forms are required to be filled out in full. Any deviations from policy are required to be disclosed in the cover letter. Copies of all Exchange Forms are available on the website in Word and Adobe Acrobat format.