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Reminder: OSC Annual Participation Fee Calculation Forms and Payment

November 11, 2016

Ontario registered firms, unregistered exempt international dealer/adviser firms, and unregistered investment fund managers must file annual participation fee calculations, as prescribed by OSC Rule 13-502 *Fees* (Rule 13-502) **by December 1**, and pay the corresponding annual participation fees **by December 31**.

Firms registered under the *Commodity Futures Act* but not under the *Securities Act* must also file annual participation fee calculations, as prescribed by Rule 13-503 (*Commodity Futures Act*) *Fees* (Rule 13-503), **by December 1**, and pay corresponding annual participation fees **by December 31**.

Filing & Payment

How. Firms must complete and file Form 13-502F4 *Capital Markets Participation Fee Calculation* (Form 13-502F4) or Form 13-503F1 (*Commodity Futures Act*) *Participation Fee Calculation* (Form 13-503F1), as appropriate, by December 1.

Amount. Participation fee revenue will be based on the portion of total revenue that can be attributed to Ontario for your firm's "previous fiscal year". The participation fee in Form 13-502F4 or Form 13-503F1 will be withdrawn from the firm's National Registration Database (NRD) account **on December 31. Ensure your NRD account has the necessary funds on December 31 to allow this withdrawal.**

If you do not pay. Failure to pay annual participation fees will result in **automatic suspension** of the firm and its individuals. Further, late fees will apply for forms and participation fees submitted after the due dates.

We would be happy to assist you with the preparation and filing of Form 13-502F4 or Form 13-503F1. Please contact [Gordana Beric](#) or [Rose Haggarty](#) if you have any questions relating to the above.

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