

## Local Staff Notice 41-701

### *Change to Personal Information Form Process Where Saskatchewan is the Principal Regulator*

December 15, 2017

The Financial and Consumer Affairs Authority of Saskatchewan (**FCAA**) is notifying issuers that effective February 1, 2018 where Saskatchewan is the principal regulator, there will be a change to the FCAA process for individuals submitting Personal Information Forms (**PIFs**) in Saskatchewan pursuant to National Instrument 41-101 *General Prospectus Requirements* (**NI 41-101**).

Currently PIFs are completed and submitted by every individual who, in the connection with an issuer filing a prospectus, is required to do so under Part 9 of NI 41-101, Part 4 of National Instrument 44-101 *Short Form Prospectus Distributions* or Part 2 of National Instrument 81-101 *Mutual Fund Prospectus Disclosure*.

The PIFs and supporting schedules filed pursuant to NI 41-101 are reviewed by FCAA staff to determine the individual's suitability for being a director, executive officer or promoter of the issuer filing a prospectus. Previously, FCAA staff would use information provided by an individual in their PIFs to conduct a criminal record check (CRC) on that individual to verify information disclosed in the individual's PIF.

FCAA Securities Division staff are no longer able to conduct CRCs on behalf of these individuals for prospectus purposes. This means that effective February 1, 2018, individuals will now be responsible to obtain their own CRC and file them concurrently with their PIFs.

To obtain your CRC, please contact your local RCMP detachment or municipal police service. CRCs from a criminal record check service licensed in Saskatchewan as a Credit Reporting Agency<sup>1</sup> are also acceptable. All CRCs should be conducted within a 90 day period prior to the issuer's preliminary prospectus filing on the System for Electronic Document Analysis and Retrieval (SEDAR).

The issuer must submit the individual's PIFs with the CRC attached through SEDAR when filing their preliminary prospectus materials. These materials should be filed altogether as a PIF filing on SEDAR.

If you have questions regarding this Notice, please contact FCAA Corporate Finance staff at 1-306-787-5849.

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<sup>1</sup> A list of companies providing criminal record check services on Saskatchewan residents can be found at [www.fcaa.gov.sk.ca](http://www.fcaa.gov.sk.ca) under Credit Reporting Agencies.