

## Schedule 1

### Example of an Application Letter under the Simplified Procedure

[Enter date]

[List name of the principal regulator  
and each non-principal regulator]

Dear Sirs/Mesdames:

**Re: [Enter name of applicant] (the Applicant) - application for a decision under the securities legislation of [list the jurisdictions] (the Jurisdictions) that the Applicant is not a reporting issuer**

We are applying to the [identify principal regulator] as principal regulator [on behalf of the Applicant] for a decision under the securities legislation (the Legislation) of the Jurisdictions that the Applicant is not a reporting issuer.

In this application, “securityholder” means, for a security, the beneficial owner of the security.

Under the simplified procedure in CSA Staff Notice 12-307, the Applicant represents that:

- the outstanding securities of the Applicant, including debt securities, are beneficially owned, directly or indirectly, by fewer than 15 securityholders in each of the jurisdictions of Canada and fewer than 51 securityholders in total worldwide;
- no securities of the Applicant, including debt securities, are traded in Canada or another country on a marketplace as defined in National Instrument 21-101 *Marketplace Operation* or any other facility for bringing together buyers and sellers of securities where trading data is publicly reported;
- the Applicant is applying for a decision that it is not a reporting issuer in all of the jurisdictions of Canada in which it is currently a reporting issuer; and
- the Applicant is not in default of any of its obligations under the Legislation as a reporting issuer.

[Enter name of Applicant]

[Signature of the person who has signing authority]

## Example of a Decision Document under the Simplified Procedure

[Enter date]

[Enter name and address of Applicant]

Dear Sirs/Mesdames:

**Re: [Enter name of applicant] (the Applicant) - application for a decision under the securities legislation of [list the jurisdictions] (the Jurisdictions) that the Applicant is not a reporting issuer**

The Applicant has applied to the local securities regulatory authority or regulator (the Decision Maker) in each of the Jurisdictions for a decision under the securities legislation (the Legislation) of the Jurisdictions that the Applicant is not a reporting issuer.

In this decision, “securityholder” means, for a security, the beneficial owner of the security.

The Applicant has represented to the Decision Makers that:

- (a) the outstanding securities of the Applicant, including debt securities, are beneficially owned, directly or indirectly, by fewer than 15 securityholders in each of the jurisdictions of Canada and fewer than 51 securityholders in total worldwide;
- (b) no securities of the Applicant, including debt securities, are traded in Canada or another country on a marketplace as defined in National Instrument 21-101 *Marketplace Operation* or any other facility for bringing together buyers and sellers of securities where trading data is publicly reported;
- (c) the Applicant is applying for a decision that it is not a reporting issuer in all of the jurisdictions of Canada in which it is currently a reporting issuer; and
- (d) the Applicant is not in default of any of its obligations under the Legislation as a reporting issuer.

**[If the principal regulator is Ontario, insert:]**

Each of the Decision Makers is satisfied that the test contained in the Legislation that provides the Decision Maker with the jurisdiction to make the decision has been met and orders that the Applicant is not a reporting issuer.

**OR**

**[If the principal regulator is Saskatchewan or New Brunswick, insert:]**

Each of the Decision Makers is satisfied that the test contained in the Legislation that provides the Decision Maker with the jurisdiction to make the decision has been met and orders that the Applicant is not to be a reporting issuer.

**OR**

**[If the principal regulator is Alberta or Nova Scotia, insert:]**

Each of the Decision Makers is satisfied that the test contained in the Legislation that provides the Decision Maker with the jurisdiction to make the decision has been met and orders that the Applicant is deemed to have ceased to be a reporting issuer **[if a decision is also sought in Quebec, add:]** and that the Applicant's status as a reporting issuer is revoked.

**OR**

**[If the principal regulator is Manitoba, insert:]**

Each of the Decision Makers is satisfied that the test contained in the Legislation that provides the Decision Maker with the jurisdiction to make the decision has been met and makes an order declaring that the Applicant has ceased to be a reporting issuer **[if a decision is also sought in Quebec, add:]** and revoking the Applicant's status as a reporting issuer.

*OR*

**[If principal regulator is Quebec, insert:]**

Each of the Decision Makers is satisfied that the test contained in the Legislation that provides the Decision Maker with the jurisdiction to make the decision has been met and orders that the Applicant's status as a reporting issuer is revoked.

\_\_\_\_\_ **(Name of signatory for the principal regulator)**

\_\_\_\_\_ **(Title)**

\_\_\_\_\_ **(Name of principal regulator)**