

Disruption of Canadian Postal Service

Alberta securities laws impose various requirements for the delivery of documents by an issuer to registered holders or beneficial owners of its securities and on the filing of documents with the Alberta Securities Commission. The following is staff's position relating to these requirements given the disruption of postal service.

Relief from requirement to *deliver* financial statements and related disclosure

Under [Alberta Securities Commission Blanket Order 51-516 Exemption from Paper Delivery Requirements During a Postal Service Disruption](#) (**Blanket Order 51-516**) a person or company is exempt from the requirement to deliver a paper document, provided that it:

- complies with its filing requirements;
- issues a news release indicating that the document is available online (if it is required to be filed on SEDAR); and
- sends the document once postal service resumes.

Affected issuers (including investment funds) should refer to Blanket Order 51-516 and review the conditions carefully to determine if they are eligible for the relief.

There is no change in filing requirements. Most issuers file these documents through our electronic filing system, SEDAR, and there is public access to these filings at www.sedar.com.

Electronic delivery is a possible alternative to mail delivery. [National Policy 11-201 Delivery of Documents by Electronic Means](#) contains guidance on the use of electronic delivery of documents under securities laws.

Applications for relief from requirement to *deliver* other documents

The Commission will consider applications for relief from the requirements to deliver other documents, such as proxy-related materials and bid circulars. We will consider these applications on a case-by-case basis. In cases where relief is urgently needed, the Commission will attempt to deal with such applications on an expedited basis. We encourage issuers to consult with their service providers and legal advisers as to alternate delivery options for proxy-related materials.

Corporate Finance: Foreign issuer continuous disclosure, miscellaneous notices, reports of exempt distribution

The Commission requires most Corporate Finance filings by issuers and insiders to be made electronically. **A disruption of postal service will not affect those filings required to be made through [SEDAR](#) or [SEDI](#).**

Corporate Finance filings that are not required to be made electronically through [SEDAR](#) or [SEDI](#), **during the postal service disruption**, may be made to the attention of Director, Corporate Finance by email (legalapplications@asc.ca), by fax (403-297-6156) or by courier. **This email address is only to be used for these types of filing during a disruption of postal service.**

Where a fee is required to be made in connection with a filing (e.g. with annual financial statements), the fee will need to be paid in connection with the filing. In such case, use of a courier to make the filing and pay the requisite fee will generally be necessary.

Note that it is now possible to file a Form 45-106F1 *Report of Exempt Distribution* electronically through SEDAR and to pay the associated fees through SEDAR.

Market Regulation: Registrant financial filings, client trade confirmations, and client account statements

Registrant financial filings include interim and annual financial statements, [Form 31-103F1 Calculation of Excess Working Capital](#), subordination agreements, changes to financial institution bonds, and Net Asset Value adjustments. You can send these filings to the attention of the Registrant Oversight Team by email (registration@asc.ca), by fax (403-297-4113) or by courier.

In addition, you must make reasonable efforts to send clients their trade confirmations, account statements, and other reporting in a timely way.

Questions

If you have any questions, please contact our Inquiries Group by phone at 403-355-4151 or 1-877-355-4488 (toll free across Canada), or by email at inquiries@asc.ca.