



NOTICE FROM THE OFFICE OF THE SECRETARY – FILING OF ELECTRONIC DOCUMENTS

20 February 2012

Notice to parties in proceedings governed by the New Brunswick Securities Commission's Local Rule 15-501 *Procedures for Hearings before a Panel of the Commission* (LR 15-501).

This notice relates to the filing of electronic documents in a proceeding in accordance with Part 5 of LR 15-501.

Part 5 of LR 15-501 provides that a document required to be filed under LR 15-501 may be filed in electronic format. Part 15 of LR 15-501, which governs Proceedings in Writing, also provides that evidence in a written hearing may be filed in electronic format.

When filing an electronic copy of a document, a Party must do so in standard formats. Adobe® (PDF) Portable Document Format is the preferred format, however documents filed in Microsoft Office® (.doc, .xls, .ppt) file formats will also be accepted. Please note that documents requiring a password will not be accepted.

Electronic documents including but not limited to audio, video or electronic images must be provided in a standard format acceptable to the Secretary that can be reviewed without special codecs or software. The standard formats for audio, video and electronic images are:

- **Video:** MP4, MP2, AVI, ASF, and DVDs that can be played in a standard DVD player
- **Audio:** MP3, CDA, and WAV
- **Electronic Images:** JPG, TIF, Adobe Acrobat (PDF), and BMP

Documents which are not in a format listed above will be rejected for filing by the Secretary.

This practice notice is effective immediately.

"original signed by"

Manon Losier
Secretary to the Commission