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**NOTICE 15-704 FROM THE OFFICE OF THE SECRETARY  
*FILING OF ELECTRONIC DOCUMENTS***

**4 January 2013**

Originally issued on 20 February 2012 and updated on 4 January 2013 to reflect amendments to Local Rule 15-501 *Proceedings before a Panel of the Commission*.

Notice to parties in proceedings governed by the New Brunswick Securities Commission's Local Rule 15-501 *Proceedings 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, and that the Secretary may require a party to provide an electronic version of any document required to be filed under LR 15-501. 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 notice is effective immediately.

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"original signed by"

Manon Losier  
*Secretary to the Commission*