

Olympia Trust Company (“**Olympia**”) is pleased to offer the ability to hold exempt market securities within self-directed accounts.

Account Eligibility

- The eligibility of shares or other securities of private entities as “qualified investments” in registered plans and TFSAs is subject to various requirements of the Canadian Income Tax Act (the “**Act**”).
- Because of the complexity of the Act, such determinations are most often made by qualified tax professionals. Olympia is not able to make such determinations and does not provide any opinions on this matter.

Required Documents for Initial Review

The review process can take up to two weeks from the receipt of all required documents. All documents must be final versions; drafts are **not** accepted.

Please note that a fee* will be charged prior to reviewing the file. The review will not begin until the fee has been paid **and** all required documents have been submitted.

1. **Tax opinion letter.**

- Must be addressed to and written for Olympia Trust Company.
- Must be completed and submitted by an independent Chartered Professional Accountant (CPA) or tax lawyer.
- Must state the eligibility of the securities as qualified investments for registered plans and TFSAs.
- Not required if the security will only be held by non-registered accounts.

2. **Officer’s Certificate or Trustee’s Certificate**, if referenced in the tax opinion letter.

3. **Offering Memorandum** in a format approved by the appropriate securities commission(s), if the securities are being distributed using the offering memorandum exemption.

4. **Subscription Agreement** and all other applicable subscription-related documents (e.g., risk acknowledgement, eligible investor form, etc.).

5. **Form - Valuation & Issuer Information** (Olympia form), unless the securities are being distributed through an offering memorandum exemption.

6. **Term sheet and management-prepared financial statements**, unless the securities are being distributed through an offering memorandum exemption.

- Financial statements must be Notice-to-Reader at minimum.

7. **Current Corporate Profile Report**, unless the securities are being distributed through an offering memorandum exemption and sold by an EMD.

- Must be dated within 30 days of the review.
- Must include director information.

8. **Marketing materials or business plans** used by the issuer to promote the investment.

9. Proof of ownership of the securities is required in the form of either a **physical certificate** or a **Direct Registration System (DRS) statement** (if issued by a transfer agent).

- If issuing physical certificates, a **specimen certificate** is required.
- Certificates cannot include any verbiage regarding liens.

Additional documents may also be requested during the review.

Upon the completion of the review, if approved, the security will be available for investors to purchase through the Olympia Portal.

A valuation of the securities must be provided annually, or at any time the price of the securities changes. Olympia reserves the right to request updated issuer and security information. Olympia, at its sole discretion, reserves the right to refuse any exempt market security or issuer.

For a list and detailed information on the documents required prior to funding, please refer to *Exempt Market Securities - Required Documents for Funding*.

* The file review charge is **\$500 + applicable taxes** if issuer distribution is using the *NI 45-106 (sec 2.9)* offering memorandum exemption, or **\$1,000 + applicable taxes** if the issuer distribution is done using any other security exemption. Olympia reserves the right to complete annual reviews of all funds. If additional review is required, file may be subject to an additional review fee.