



**T+2 Communications and Education Working Group (CEWG)  
Proposed Agenda**

**Tuesday, May 9, 2017 – 2:00 PM ET / 11:00 AM PT**

**Toronto dial-in 416-933-8665; Toll-free: 1-888-402-9166; ID: 7312646#**

**Tips for the best-quality experience for all members:**

1. Use headphones if possible
2. Put your line on mute unless speaking (remember: take off mute to speak!)
3. Never put your committee mates on hold with bad music! 😊

- |  |         |
|--|---------|
| 1. Welcome and Attendance  | Members |
| 2. Review/Approval of Draft April 11 Minutes<br>(Attachment 1, with Appendices A (Attendance) and B (Rolling Action Items))                                  | Members |
| 3. Updates from Members/Staff/Other Committees/Countries   |         |
| i. Member updates  | Members |
| • Status of member firm preparations?  |         |
| • Other  |         |
| ii. Updates re CSA release, T2SC, OWG, LRWG, MFWG, UST2 meetings Barb Amsden/Kyle Bedeau   |         |
| 4. For Discussion/Approval   |         |
| i. Draft broad media release, short firm-use communication,<br>(Attachment 2; Note: Attached is sample U.S. T+2 communications wording; also, possible FAQs) | Members |
| ii. Review final survey questions<br>(Attachment 3)  |         |
| iii. Confirm next newsletter topics<br>(Attachment 4)  | Members |
| 5. Other Issues as Raised  | Members |
| 6. Next Meetings – Tuesday, June 13, July 8, August 12, September 10   |         |



## T+2 Communications and Education Working Group (CEWG)

### Draft Minutes

Tuesday, April 11, 2017

#### 1. Welcome and Attendance

Members announced themselves (see Appendix 1).

#### 2. Review/Approval of Draft February 14 Meeting Minutes

Members who had attended the last meeting had no comments and the draft minutes were accepted as written. All action items were complete.

#### 3. Updates from Members/Staff/Other Committees/Countries

- i. **Member updates:** A number of members provided updates on their firm's preparations for T+2 and there was some discussion of client communications (see also 4.i below). One member said his firm had interacted with CDS, had test scripts in development and would be ready to start testing on April 13. A member had a communications plan in place and there would be rigorous follow-up to ensure good communications of the need to have cash in hand. Another member said that her firm was confident testing would go well and added that a further client bulletin had been sent to fund managers on March 30. A member mentioned pages on his firm's websites and other material and said he would see if material could be shared with the group. A further member said that his firm intended to follow up on written communication to institutional clients in quarterly packages as it is not certain clients who needed to do so had read and understand the notice enough to start planning for the shortened timeframe within which funds must be available for purchase on T+2 – there needs to be a change in behaviour. Twitter was mentioned.

Action	Who
Add reference to relevant member communication comments to FAQs and/or newsletter	Barb Amsden

- ii. **Update on meetings with CSA, IIROC and MFDA:** Keith reported on the meetings with the regulators (CSA and IIROC, MFDA) on February 24<sup>th</sup>. The meetings had been positive, and followed up by a meeting of Keith and Fundserv with CSA representatives to clarify certain-fund-related issues. Some information regarding CSA staff recommendations to the CSA member commissioners supporting administrative relief requested had later been, unusually, shared in an e-mail to Keith that he had been able to circulate to CCMA members. CSA staff said, however, that the commissioners would have a final say. The final 24-101 rule changes and explanation, were now, at best, expected at the end of April.
- iii. **UST2 update:** Keith Evans referenced the SEC's publication of the final T+2 rule, which was an important signal the change would proceed as planned. Keith added that he had been participating in the DTCC testing calls, which had started at more than an hour in length and were now barely 20 minutes; this was an indication that testing was proceeding well, although not all firms had started testing. He referenced early testing issues at DTCC, which were more related to lack of knowledge of DTCC clearing and settlement systems than to system changes

for T+2. Keith mentioned an article he had circulated recently that provided an update on key points from a one-day SIFMA T+2 event on March 29, and referenced an event that he would be speaking at in May. He also briefly touched on other countries moving to T+2: Mexico (formal notice circulated), Peru (no written confirmation), Saudi Arabia (apparently moving in April 2017), Singapore (status unconfirmed).

Action	Who
Add relevant testing references to FAQs and/or newsletter	Barb Amsden

- iv. Updates re T2SC, OWG, LRWG:** Keith said that there were 147 days only remaining until implementation. The T2SC, OWG and LRWG had met in March and few industry issues remained. The one that had been identified this year, and been spoken of at a past meeting, was being discussed at the DTCC and CDS level: namely, that there could be problems with corporate actions in the September 1-8 period spanning the September 5-7, 2017 implementation period. A solution was expected to involve the exchanges only and not to require a systems change. Keith added that he continued to be in regular touch with industry participants in many firms and various venues: with respect to readiness, he continued to get the response that firms felt confident that *they* would be ready for T+2 implementation on September 5, but that they were less certain about others in the industry. Ideally this view would dissipate as firms began testing with infrastructure and news of successful testing was disseminated.

Action	Who
Add reference to member communication findings to FAQs and/or newsletter	Barb Amsden

- v. Updates re MFWG:** Kyle Bedeau reported on Fundserv activity since late February: posting of FAQs and survey results, and the March 14 town hall. The Fundserv survey findings were consistent with CCMA survey results and also – very importantly – confirmed the expectation that the vast majority of funds would move to T+2. The Town Hall call had been very helpful. About 200 people had been on the teleconference and 150 had followed by Webex; additionally, there had been helpful side calls later with people who had not wanted to speak up in front of the whole industry. The Town Hall and further one-on-one calls had led to an updating of the FAQs.

#### 4. For Discussion/Approval

##### i. Discuss client communication

Members expected external retail client communications to be concentrated in the last three months before implementation, although institutional communications should already have been initiated. Barb summarized comments from a member who did not want his firm to be too far ahead of others in communicating with retail clients, but also did not want the T+2 issue to surface broadly before preparations for public notice (especially notice to advisors) were complete and at least ready for release. She noted that in the past the industry had worked on some joint wording for consistency and to avoid confusion, and the committee could consider something like this. A member referenced material prepared by the UST2 secretariat: Barb said that while a draft she had seen was longer than some might need (or want) as a notice directly to retail clients, she had seen a draft and it would be helpful. (**Note:** Thanks to our member who provided a copy! <http://www.ust2.com/news/explaining-t2/>)

**ii. Discuss draft newsletter**

Members discussed the draft newsletter and agreed that the next newsletter should not await release of the final CSA rule, although would include reference should it be released on or before April 28. If released after the 28<sup>th</sup>, notice would go as an e-mail from Keith and the next newsletter could include key points (*Note: The IROC rule changes and response to the administrative relief that the CCMA had requested should be published on or around the same time*).

Action	Who
Update the draft newsletter (including links) per discussion during the meeting and recirculate for final comment	Barb Amsden
Review and provide feedback on amended newsletter	Members

**ii. Discuss draft FAQs**

Members provided comments on the draft FAQs.

Action	Who
Update the draft FAQs per discussion during the meeting and recirculate for final comment	Barb Amsden
Review and provide feedback on amended FAQs	Members

**5. Other Issues as Raised**

None.

**6. Next Meetings:** The next meeting is set for March 10, 2017.



**Appendix A to Attachment 1**

**CCMA T+2 Communications and Education Working Group Attendance**

**Note:** Please advise if you identify any names missing or errors

Mr. John	Coyle	Canaccord	Present
Mr. Mark	Austin	CCL	Unable to attend
Mr. David	Locke	CGI	Represented by Phillip
Ms. Margaret	Stephens	CGI	Represented by Phillip
Mr. Paul	Tamburro	CIBC	Present
Mr. Brent	Merriman	CIBC Mellon	Unable to attend
Ms. Carol	Revoredo	CIBC Mellon	Present
Ms. Dina	Martinovic	CIBC Mellon	Represented by Carol Revoredo
Ms. Merici	Young	Compass360 Consulting Inc.	Unable to attend
Mr. Michel	Brassard	Desjardins	Present
Mr. Kyle	Bedeau	Fundserv	Present
Ms. Erin	Cudmore	Fundserv	Present
Ms. Mariola	Sterniczuk	FMR	Present
Mr. James	Stergiou	FMR	Unable to attend
Ms. Diane	Gomes	GMP Securities	Represented by Joe Riga
Mr. Blair	Munn	IFDS	Represented by Millicent Asiamah
Ms. Millicent	Asiamah	IFDS	Present
Ms. Jana	Nagulan	Intinfotech	Present with Mike
Mr. Jack	Rando	IIAC	Unable to attend
Ms. Nicola	Lowery	MD Management	Present
Ms. Colleen	Bronson	NBC	Unable to attend
Ms. Nancy	Miles	RBC	Represented by Mylène
Ms. Mylène	Choucha	RBC	Present
Ms. Laurie	Clark	Smarten Up Institute	Present
Mr. Ivan	Yang	State Street	Present
Mr. Brandon	Buckley	TD	Present
Mr. Rob	Candido	TD	Represented by Phil
Ms. Tracey	Randell	TD	Represented by Phil
Ms. Carrie	Tuck	Vanguard	Unable to attend
Mr. Walker	Wentworth	UBS	Unable to attend
Mr. Keith	Evans	CCMA	Present
Ms. Barb	Amsden	CCMA	Present

**CCs**

Art Valdes and Karen Copeland		BMO NB	Erin	Cudmore	Fundserv
Sahil Duggal and Kratika Paliwal		Broadridge	Joe	Riga	GMP Securities
Sandra Gonzalez		CIBC	Marie-Eve	Dubé	Intact
Stasha Ninkovic		CIBC Mellon	Marie-Josée	Bernard	Intact
Daniele Masse		Desjardins	Alain	Alexandre	NBF
Gary James		Fidelity	Edouard	Strew	RBC
			Chris	Wilkinson	TD

**Appendix B to Attachment 1**  
**(updates in bold)**

**Rolling Action Item List**

<b>Action</b>	<b>Who/Status</b>
<b>From April 11 Meeting</b>	Complete
Add reference to relevant member communication comments to FAQs and/or newsletter	Barb Amsden
Add relevant testing references to FAQs and/or newsletter	Barb Amsden
Add reference to member communication findings to FAQs and/or newsletter	Barb Amsden
Update the draft newsletter (including links) per discussion during the meeting and recirculate for final comment	Barb Amsden
Review and provide feedback on amended newsletter	Members
Update the draft FAQs per discussion during the meeting and recirculate for final comment	Barb Amsden
Review and provide feedback on amended FAQs	Members
<b>From February 14 Meeting</b>	Complete
<b>From January 10 Meeting</b>	Complete
<b>From December 13 Meeting</b>	Complete
<b>From November 15 Meeting</b>	
Add a question regarding interest in a simplified webinar to a future newsletter	Barb Amsden; <b>Done in Newsletter #7</b>
<b>From October 11 Meeting (includes items transferred from Issue Logs)</b>	
Add discussion of value/ability to provide quality bulletin-board-type question/answer facility to future agenda nearer September 5, 2017	Barb Amsden
<b>From September 13 Meeting</b>	
Request feedback from IFIC on potential impact on retail clients, products.	C. Wang, IFIC, asked; referred issue to Fundserv; IFIC provided new representative
<b>From July 12 Meeting</b>	Complete
<b>From June 17 Meeting</b>	Complete or on workplan
<b>From May 17 Meeting</b>	Complete or on workplan
<b>From May 3 Meeting</b>	Complete or on workplan
<b>From April 19 Meeting</b>	
1. Approach regulators to offer to present on T+2	<b>Done verbally</b>
<b>From April 5 Meeting</b>	Complete or on workplan
<b>From March 22 Meeting</b>	Complete or on workplan
<b>From March 8 Meeting</b>	Complete or on workplan
<b>From January 19 Meeting</b>	Complete or on workplan
<b>From January 5 Meeting</b>	Complete or on workplan
<b>From December 15 Meeting</b>	Complete or on workplan
<b>From December 1 Meeting</b>	Complete or on workplan
<b>From November 19, Meeting</b>	
1. Provide list of known/expected industry events, dates if known	Members (ongoing)

**Ongoing:** Newsletters, FAQ updates, tools, surveys, event



**DRAFT 1**

**For Immediate Release  
May xx, 2017**

### **Canadian Capital Markets Association declares key checkpoints passed on route to imminent faster, safer exchange of securities for cash**

**Toronto** – The Canadian Capital Markets Association (CCMA) today announced checkmarks beside two key requirements on a list of steps to shorten, by a day, the time period between when stocks, long-term bonds, and mutual funds are purchased, sold or redeemed, and when the related securities and cash are exchanged, in both Canada and the U.S., that is, publication of enabling regulatory changes and a successful first round of testing results. The shorter time period will take effect September 5, 2017.

“I know a change to the basic plumbing of the Canadian securities system is not the most exciting news of the day, but just like plumbing at home, it’s important because it must be 100% reliable,” said Keith Evans, CCMA’s Executive Director. “I applaud the efforts of the competing firms in Canada’s investment industry that have come together over the past two years to successfully implement internal systems and process changes necessary to move from a three-day to a two-day timetable for cash and securities with our American counterparts.”

Evans thanked members of the Canadian Securities Administrators (CSA), an umbrella group of provincial and territorial securities regulators, for working to support a smooth transition to the shorter cycle by [finalizing rule changes and providing clear guidance](#).”

Evans also pointed to favourable feedback from the early testing cycles of investment industry firms with the largest securities infrastructure organizations that provide the critical links between the many parts of the investment industry – the Canadian Depository for Securities, Canadian Derivatives Clearing Corporation (both TMX subsidiaries), and Fundserv, as well as the U.S.’s Depository Trust and Clearing Corporation. Given highly integrated markets and many securities interlisted on both Canadian and U.S. exchanges, having the two countries on the same timetables will make investing less complicated, less risky and more efficient.

At present, the actual exchange of most securities transactions for cash takes place three business days after a trade. Canada and the U.S. will shorten this period from the current three days after trade date to two days, just as European and other countries already have done. This will reduce risks of non-payment and improve efficiency – good news for all.

What this means for those investors who buy common and preferred stocks, long-term bonds, mutual funds and certain other products is that they will have to pay for these securities a day earlier than now while investors selling or redeeming these investments will be paid a day sooner.

Many retail investors, with money or securities in their account on the date a purchase, sale or redemption is made, will likely see no changes. But institutional investors will need to change cash management processes to ensure earlier payment. And retail investors who still deliver a cheque for

payment, or bring in securities certificates to sell, will likely need to make new arrangements by contacting their advisor, relationship manager or other contact.

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#### **About the CCMA**

The Canadian Capital Markets Association (CCMA) is a national, federally incorporated, not-for-profit organization, launched in 1999 to identify, analyze and recommend ways to meet the challenges and opportunities facing Canadian and international capital markets. The CCMA's mandate is to communicate, educate and help co-ordinate the different segments of the investment industry on projects and initiatives spanning multiple parts of Canada's capital markets. Participating under the coordinating umbrella of the CCMA are dealers, custodians, asset managers and industry associations; key securities infrastructure, such as exchanges, The Canadian Depository of Securities (CDS) and Fundserv; back-office service providers and vendors; and other stakeholders.

#### **About T+2**

The term "T+2" refers to the number of business days between when a trade is executed – trade date or T and the day it settles, that is, when the buyer's payment for a securities trade is exchanged simultaneously with the securities of the seller. In 1995, Canada and the U.S. together shortened the standard settlement cycle for most debt, equity and mutual funds from T+5 to T+3. T+2 also is shorthand for the current industry-wide project to shorten the maximum standard settlement cycle from T+3 to T+2 in Q3 2017 in conjunction with U.S. capital markets.

The rule notices referenced as recently released are:

1. [Final rule amendments](#) to National Instrument (NI) 24-101, *Institutional Trade Matching and Settlement* and its companion policy and
2. [A consultation document with interim guidance in the form of a Notice and Request for Comment: Adoption of a T+2 Settlement Cycle for Conventional Mutual Funds](#), along with proposed amendments to National Instrument 81-102, *Investment Funds* (NI 81-102).

For more information, please contact:

#### **Keith Evans**

Executive Director  
Canadian Capital Markets Association  
416.365.8594 / kevans@ccma-acmc.ca

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## UST2 EXAMPLE – Explaining T+2: Standard Language Your Firm Can Leverage in Communications with Clients

### The Shortened Settlement Cycle | How it Will Impact You

#### Introduction

On September 5, 2017, the financial industry plans to shorten the settlement cycle process that underlies a significant volume of U.S. financial activity. Specifically, the settlement cycle will shorten from three business days after the trade date (“T+3”) to two business days after the trade date (“T+2”) for most products. This change will reduce a number of risks for individual investors and the financial markets as a whole, including credit risk, market risk, and liquidity risk and, as a result, systemic risk.

#### What is a securities settlement cycle?

When an owner of a security sells that security to a buyer at an agreed price or a person seeking to buy a security finds an owner of that security who agrees to sell it at an agreed price, this transaction is called an “execution.” The execution begins the process by which the buyer gives the agreed amount of money to the seller and the seller transfers the ownership of the security to the buyer by the terms of their agreement through intermediaries. This process, called the “settlement cycle,” involves careful coordination among numerous intermediaries and significant market infrastructure, all of which ensure that payments are made and securities are safely transferred to rightful owners. Currently, the U.S. securities industry completes the settlement cycle for most products (e.g., equities and corporate and municipal bonds) on the third business day following the execution of a trade, known as “T+3” – shorthand for “trade date plus three days”.

#### Why is the settlement cycle shortening to T+2?

The goal of shortening the settlement cycle from the current trade date plus three days to trade date plus two days is to reduce risks in the financial system. Risk is a function of time (i.e., the greater the time between a trade execution and settlement, the greater the risk to the parties). During the settlement cycle, there is a risk that an intermediary representing buyers or sellers may experience financial stress that would create difficulties in that intermediary fulfilling its trade settlement obligations. The shorter the settlement cycle time, the smaller the risk to buyers and sellers (including individual investors), and the market generally. With the large daily volume of trading in the U.S. financial markets, the change from T+3 to T+2 will increase the safety and soundness of our financial system and directly benefit investors and other market participants.



#### When will the settlement cycle change?

The industry plans to move to the shorter settlement cycle on September 5, 2017.

Stakeholders across the U.S. financial sector, including broker-dealers, market infrastructures, and vendors, as well as industry regulators, are fully coordinated and are planning and preparing for the move to T+2.



#### What does T+2 mean for me?

After the industry completes the move from T+3 to T+2, certain processes related to your trading activity will change. Most notably, you will:

- Receive payment faster following a sale of a security; and
- Be required to provide funds more promptly to your broker following the purchase of a security.

**For additional information, please contact your financial services professional.**

## Draft Client Communications Frequently Asked Questions (FAQs)

**Note:** The following are a combination of past (sometimes slightly edited) and new Q&As that may be useful for member firm communications areas in finalizing communications plans. New ones are highlighted in yellow.

### **For use with clients**

#### **What is T+2?**

T+2 (and T+0, T+1, and T+3) refer(s) to the number of days (as in a two-day gap) between trade execution (or T) and the related trade settlement (defined as the exchange of the buyer's payment for the trade to - or purchase from - the seller in conjunction with the transfer of these securities from the seller to the buyer).

#### **What securities will be affected by the shortened cycle?**

In general, the main securities that will be impacted are: all stocks or equities, all corporate bonds, and long-term government bonds with a remaining term to maturity of more than three years as well as investment funds, including conventional mutual funds, exchange-traded funds or ETFs. A list of the security types that are affected can be found here [<insert list to firm specific list>](#).

#### **Are there any exceptions to moving to a two-day settlement cycle? If so, how will I know whether there are two or three days to pay for my mutual funds?**

Yes, there may be exceptions, and your financial advisor or dealer information can tell you what they are. Exceptions will include some funds not domiciled in Canada (or the U.S.) and some of the alternative funds not currently settling on a T+3 basis that are out of scope. Confirmed information on funds moving to T+2 should be available no later than August 2017.

#### **How does a move to T+2 affect me as an investor?**

In the case of clients of securities (IIROC) dealers, it is expected that there will be no or few expected impacts on retail clients as clients have cash or securities that can be sold to finance a purchase or may have made arrangements to borrow on margin. One exception, which would not be a problem for investors that can borrow on margin, would be in the case of physical certificates that clients may hold in their own name. The de-registration process may not be able to be accommodated in the shorter timeframe, in which case the investor will need to bring the certificates to the firm according to the firm's specified timeframes before processing.

Clients that are not selling securities already in their accounts or who don't have a margin account or enough cash on hand will have to deposit cash or a cheque in sufficient time to cover the transaction. Speak to your financial advisor or relationship manager for more details about the specific effect of the changes.

In the case of mutual fund (MFDA) dealers, it may be that advisers will not place trades until a cheque is received unless a purchase is financed by the redemption of funds on the same or a shorter settlement cycle. Investors should check with their advisor or look for information provided by their dealer firm online or on their website.

#### **How does this affect me as a foreign investor in widely different time zones?**

You will likely already be subject to the new timelines if you are investing in Europe as well as North America, and so have experience in aligning payments and securities on different cycles. If not, speak to your dealer(s) or custodian(s) to learn about the effect of any changes they will be implementing.

### **FAQs to help firms**

#### **Are there examples of retail communications?**

The UST2 website provides an example of a one-pager on how to explain the impact of T+2 on investors at <http://www.ust2.com/news/explaining-t2/> and early CCMA FAQs provide additional information that may be useful to communications. To the extent that firms want to further simplify and briefly describe clearing and settlement, the following wording may be used as the basis for communications to Canadian investors:

#### **IMPORTANT CHANGES WHEN YOU BUY OR SELL SECURITIES**

On and after September 5, 2017, when you buy stocks, bonds, or mutual funds, you will have to pay for the securities a day earlier than now. Similarly, if you sell these securities, you will receive payment a day sooner.

At present, the actual exchange of most securities for cash takes place three business days after you trade due to the many steps in the process. Canada and the U.S. will shorten this period from the current three days after trade date to two days, just as European and other countries already have done. This will reduce risks and improve efficiency – good news for everyone.

If you have money, or securities you want to sell, in your account on the date you buy securities, a two-day timetable to pay for the securities will not be a problem. But if you still deliver a cheque for payment, or must bring in a securities certificate to sell to pay for the purchase, you will likely need to make new arrangements. If you have questions about how you may be affected, talk to your advisor, call 1-800-xxx-xxxx or visit [www.xxx.com/link](http://www.xxx.com/link).

#### **What will happen if any Canadian or U.S. firm is not able to move to T+2 at the same time as the U.S.?**

Every effort has been made to ensure all firms are prepared to successfully move to T+2 on September 5, 2017. As the Canadian industry must move to a T+2 settlement cycle on the same day as the U.S., firms should do everything possible to meet the September 5, 2017 deadline or be prepared with a 'Plan B' – an alternative way of achieving the shorter settlement timeline, possibly through manual workarounds.

#### **Why do the settlement cycles in the U.S. and Canada need to be the same?**

While for most people it will be common sense to have the same process in Canada and the U.S. to minimize extra work and errors, the CCMA commissioned an analytical study, completed in 1999 by Charles River Associates, that concluded the Canadian capital markets should change the settlement cycle at the same time as the U.S. – neither before, nor after. This is because about 40% of trades on Canadian stock exchanges are in inter-listed securities (that is, a single security is listed on both Canadian and American exchanges) and Canada-U.S. cross-border transactions make up nearly 25% of the millions of trades processed annually through CDS. Different settlement dates would cause confusion for investors and increase the risk of errors with the associated cost of manual corrections.

#### **Why aren't securities purchases and sales processed on the same day like deposits and withdrawals?**

The automation of both cash and securities markets advanced considerably during the 1980s, 1990s, and first decade of this century. However, the transfer of cash still remains much more straightforward than is the case with securities. A cash transfer requires agreement on and transfer of usually relatively small amounts on a particular date. In the case of securities, there are many more details to agree upon.

For example, investment managers have 18 mandatory data elements per transaction to send to the broker-dealer and custodian, if allocating at the individual client level -- and the amounts at risk can be considerably greater. Also, some investments involve on and offshore structures, where the offshore part will take longer to transact or involve illiquid securities where it may take extra days to sell an asset at a reasonable price.

**Doesn't moving to blockchain technology make T+2 and even T+1 obsolete?**

New technologies can always improve speed and accuracy, however, there is an extremely high level of interconnectedness in the investment industry, and any substantive change will need the careful coordination between multiple players. Regulators will have to review and approve any change, after ascertaining that the changes would not lead to increased risk. At present, one important step in securities processing is the need to convert foreign currency, which currently settles on a two-day basis, so foreign exchange considerations need to be changed also

**Draft 1 of Final Survey**

**Note:** This third (and we expect final) survey is half the length (five questions and the usual space for free-form comments) of the other two. It includes the same (although slightly modified) first two questions that have been in both surveys to date, as well as modified versions of four questions from the second survey. This survey is to be sent to obtain one answer per firm, with the exception of infrastructure, service bureaus, correspondent clearers and vendors – that is, entities that will be completing a more formal T+2 Project Acknowledgement Form.

**Note:** Introduction to be added with clear instructions for only one response per firm and who should complete a form.

**\* 1. Please choose from this dropdown list, the industry segment for which you are responding:**  
*(Please select one only and, if you are also responsible for an affiliate in a different industry segment, e-mail [bamsden@ccma-acmc.ca](mailto:bamsden@ccma-acmc.ca) to request an additional survey)*

Answer Options	Response
Buy Side - Investment fund, portfolio <u>or</u> asset manager	
Sell Side - Broker/dealer – IIROC	
Sell Side - Fund dealer – MFDA – <u>we do direct fund purchases only</u>	
Sell Side - Fund dealer – MFDA – other	
Custodian <u>UNLESS completing the CCMA'S "T+2 Project Acknowledgement Form"</u>	
Marketplace, Fundserv, CDS	
Service provider or vendor <u>UNLESS COMPLETING THE CCMA'S "T+2 Project Acknowledgement Form"</u>	
Please elaborate if you wish.	
<input type="text"/>	

- Deleted: answer
- Deleted: (s)
- Deleted: (s)
- Formatted: Highlight
- Formatted: Font: (Default) +Body (Calibri), 11 pt, Highlight
- Field Code Changed
- Formatted: Font: Italic
- Deleted: ,

**\* 2. What size company best describes the company you work for? (Please select one answer only)**

Answer Options	Response
Very small (< 10 staff/FTEs)	
Small (11-99 staff/FTEs)	
Medium (100-499 employees/FTEs)	
Large (500+ employees/FTEs)	
Please elaborate if you wish.	
<input type="text"/>	

\* 3. What is the status of your T+2 informational/readiness communication(s) to each of the following groups? (Please select one answer to each question)

	Not started	In planning	Underway	Completed	Don't know	Not applicable
i. Downstream to financial firm clients/members/participants?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ii. Upstream to suppliers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
iii. To institutional investors?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
iv. To retail investors?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
v. To other parties?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (Please specify)

\* **AMENDED** 4. With respect to each of the following organization types, what is the current status of testing? (Please select at least one answer per row)

	We interact but won't be testing with	We are testing with	We have completed testing with	Not applicable
<input type="checkbox"/> Exchange(s) and marketplace(s) (e.g., TMX, <u>NEO</u> , Triact)				
<input type="checkbox"/> Service bureau(s) (e.g., Broadridge, IBM)				
<input type="checkbox"/> Correspondent clearer(s)/intermediaries (e.g., NBCN, B2B)				
<input type="checkbox"/> Other service provider(s) or vendor(s)				
<input type="checkbox"/> Custodian(s)				
<input type="checkbox"/> Broker-dealer(s)				
<input type="checkbox"/> Mutual fund dealer(s)				
<input type="checkbox"/> Investment (portfolio) managers				
<input type="checkbox"/> Other (Please specify below)				

Other (Please elaborate)

Deleted: Aequitas

**\* 5. How comfortable are you that...: (Please select one answer only per row)**

	Very comfortable	Somewhat comfortable	Not comfortable	Don't know	Not applicable
i. Your firm will smoothly transition to T+2 on September 5, 2017?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ii. Your firm will smoothly handle double settlement date volumes (T+2/T+3 trades) on September 7, 2017?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
iii. Your infrastructure, service providers/vendors will smoothly handle the transition to T+2?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
iv. Your counterparties in the industry will smoothly handle the transition to T+2?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
v. Other firms in the industry will smoothly handle the transition to T+2?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (Please specify)

**\* Amended 6.** Is there anything - whether in your firm, other firms, or in the industry - that you think would help lead to a smoother transition to T+2 on September 5, 2017, or other comments, that you would like to share? (Please select one answer only)

Yes (Please elaborate in comment field)

No

Other (Please elaborate)

Thank you very much for your participation. If you have any questions, please do not hesitate to email [info@ccma-acmc.ca](mailto:info@ccma-acmc.ca).

**Attachment 4**

**Next Newsletter Topics**

1. Notice that final T+2 Project Acknowledgement Forms have been circulated to infrastructure, exchanges and marketplaces, custodians, service bureaus and vendors
2. Encouragement to other industry participants to complete the final CCMA survey
3. Final CDS testing results and updates from other infrastructure, including DTCC
4. Communication issues and ideas
5. The usual:
  - To Do's
  - Tips
  - Tools
  - To Come