

Brokerage Annual Financial Reports & Brokerage Audits

Bylaw 606 states:

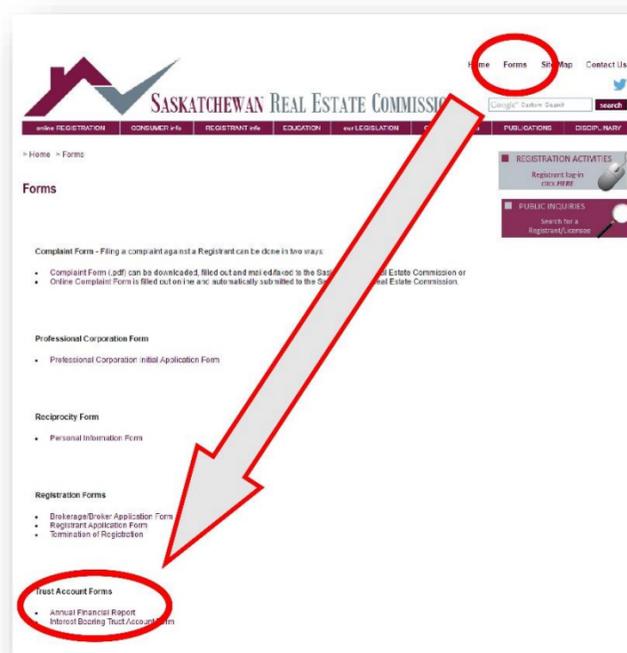
A brokerage shall complete and submit to the Commission, the “Annual Financial Report”, in respect of the trust account, prior to March 15th in the year immediately following the calendar year for which the report is due.

Brokers are reminded that their Annual Financial Report (AFR) must be submitted to the Commission office **no later than March 15 every year**. After that date, a **\$1,500 late submission fee** will apply.

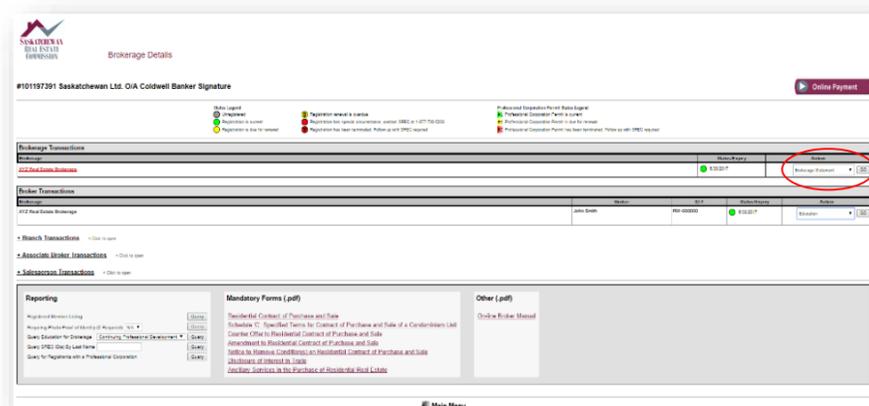
Your AFR can be completed by one of these two methods:

1. Visit our website, www.srec.ca. Click on the *Forms* tab (top right corner of your screen). A page will open containing links to several regularly used forms. The AFR link appears at the bottom of the page. When you click on the link, a PDF document will open, which can be printed and completed.

OR



2. Sign into your brokerage screen through the Commission’s website where you normally conduct such transactions as adding salespersons. In the section marked, “Brokerage Transactions”, click on the down drop menu for “Actions” (to the right). Select, “File AFR” and press the “GO” button. This will open the AFR in a web-based format. Fill it out and submit it online.



Both the paper and online reports request the same information. The paper version for filing this report is no longer available. **Commencing in 2017, all brokerages must file their AFR online.**

All reports and supporting documents may be copied and mailed to the office of the Commission. Alternatively, we accept clearly scanned PDFs emailed to info@srec.ca. Please retain all originals with your file records.

Regardless of the method you use to file your AFR, your Report is not considered complete until the Commission receives all requested documentation. Please ensure you have read the form thoroughly and have attached the required documents (bank statements, etc.). **Your AFR will NOT be marked as completed** until all documents are received and acknowledged as fulfilling all requirements by the Commission.

Please don't forget:

All brokerages must submit their annual AFR **no later than March 15, or a \$1,500 late submission fee** will apply.

(Also see Information Bulletins, “Brokerage Audits”, and “Trust Accounts and Reporting”, February, 2017).