General expectations

- Responses to questions in the General Section should reflect the business activities at the firm level.
- Responses to questions in the specific registration category (i.e. PM, IFM, EMD etc.) should reflect the respective business lines.
- Apply the specified time period stated in the question. If the question does not have a specified time period, use December 31, 2017.
- Some of the questions may not be applicable to you if you are a newly registered or inactive firm. Try answering the questions as best as you could. Provide comments to explain your situation if necessary.

Question F1 – Assets under management (AUM)

This question requires you to report the AUM of investment funds that you are the investment fund manager for. In the case of a fund-of-fund structure, the AUM should only be counted once. For example, if Top Fund (AUM: $50) is 100% invested in Bottom Fund (AUM: $100) you should report a total two funds and AUM of $100.

Question F3 – Performance returns

Performance information should be reported net of fees. You can choose to report this information at the fund level or fund series level. If you choose to report at the fund series level please use the fund series that has the greatest assets under management.

Question F5 – Trust accounts

A trust account is a bank account designated as a trust account. It is an account that holds cash for investment in, or on the redemption of, securities of an investment fund.

Question F14 – Management expense ratios (MER)

You can choose to report MER information at the fund level or fund series level. If you choose to report at the fund series level please use the fund series that has the greatest assets under management.
**Question F17 – Fund terminations**

This question requires you to report fund termination costs. Fund termination costs are costs incurred as a result of the fund’s termination and do not include costs that would have otherwise been incurred if the fund continued (e.g. annual audit fees).

**Question F18 – Fund mergers**

This question requires you to report fund merger costs. Fund merger costs are costs incurred as a result of the fund’s merger and do not include costs that would have otherwise been incurred if the merger did not occur (e.g. annual audit fees).

**Question F19 – Net asset value (NAV) errors**

This question requires you to report NAV errors in the past 12 months ending December 31, 2017. The following example provides guidance on completing this question:

An incident affected the valuation of a fund over a five day period. The fund has three classes of security holders, NAV is struck daily and the incident resulted in 15 restatements of NAV.

In this case, you would report one NAV error and 15 of restatements of NAV.