

**NATIONAL INSTRUMENT 54-101  
COMMUNICATION WITH BENEFICIAL OWNERS  
OF SECURITIES OF A REPORTING ISSUER  
FORM 54-101F1  
EXPLANATION TO CLIENTS AND CLIENT RESPONSE FORM**

**EXPLANATION TO CLIENTS**

Based on your instructions, the securities in your account with us are not registered in your name but in our name or the name of another person or company holding your securities on our behalf. The issuers of the securities in your account may not know the identity of the beneficial owner of these securities.

We are required under securities law to obtain your instructions concerning various matters relating to your holding of securities in your account.

**Disclosure of Beneficial Ownership Information**

Securities law permits reporting issuers and other persons and companies to send materials related to the affairs of the reporting issuer directly to beneficial owners of the reporting issuer's securities if the beneficial owner does not object to having information about it disclosed to the reporting issuer or other persons and companies. Part 1 of the client response form allows you to tell us if you **OBJECT** to the disclosure by us to the reporting issuer or other persons or companies of your beneficial ownership information, consisting of your name, address, electronic mail address, securities holdings and preferred language of communication. Securities legislation restricts the use of your beneficial ownership information to matters relating to the affairs of the reporting issuer.

If you **DO NOT OBJECT** to the disclosure of your beneficial ownership information, please mark the first box on Part 1 of the form. In those circumstances, you will not be charged with any costs associated with sending securityholder materials to you.

If you **OBJECT** to the disclosure of your beneficial ownership information by us, please mark the second box in Part 1 of the form. If you do this, all materials to be delivered to you as a beneficial owner of securities will be delivered by us. We have the right to charge a fee for this service.

**Receiving Securityholder Materials**

For securities that you hold through your account, you have the right to receive proxy-related materials sent by reporting issuers to registered holders of their securities in connection with meetings of such securityholders. Among other things, this permits you to receive the necessary information to allow you to have your securities voted in accordance with your instructions at a securityholder meeting. Objecting beneficial holders will not receive materials unless they or the relevant issuers bear the costs.

In addition, reporting issuers may choose to send other securityholder materials to beneficial owners, although they are not obliged to do so. Securities law permits you to decline to receive three types of securityholder materials. Securities law does not provide for you to decline to receive other types of securityholder materials.

The three types of material that you may decline to receive are:

- (a) proxy-related materials, including annual reports and financial statements, that are sent in connection with a securityholder meeting at which only "routine business"<sup>1</sup> is to be conducted;
- (b) annual reports and financial statements that are not part of proxy-related materials; and

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<sup>1</sup> "Routine business" consists of:

- consideration of the minutes of an earlier meeting;
- consideration of financial statements of the reporting issuer or an auditors' report on the financial statements of the reporting issuer;
- election of directors of the reporting issuer;
- the setting or changing of the number of directors to be elected within a range permitted by corporate law if no change to the constating documents of the reporting issuer is required in connection with that action; or
- reappointment of an incumbent auditor of the reporting issuer.

- (c) materials that a reporting issuer or other person or company sends to securityholders that are not required by corporate or securities law to be sent to registered securityholders.

Part 2 of the client response form allows you to receive all materials sent to beneficial owners of securities or to decline to receive the three types of materials referred to above.

If you want to receive **ALL** materials that are sent to beneficial owners of securities, please mark the first box on Part 2 of the enclosed client response form. If you want to **DECLINE** to receive the three types of materials referred to above, please mark the second box in Part 2 of the form. If you want to receive **ONLY** proxy-related material sent in connection with a special meeting, please mark the third box in Part 2 of the form.

*(Note: Even if you decline to receive the three types of materials referred to above, a reporting issuer or other person or company is entitled to deliver these materials to you, provided that the reporting issuer or other person or company pays all costs associated with the sending of these materials. These materials would be delivered to you through your intermediary if you have objected to the disclosure of your beneficial ownership information to reporting issuers.)*

### **Preferred Language of Communication**

Part 3 of the client response form allows you to tell us your preferred language of communication (English or French). You will receive materials in your preferred language of communication if the materials are available in that language.

### **Electronic Delivery of Documents**

Securities law permits us to deliver some documents by electronic means if the consent of the recipient to the means of delivery has been obtained. Please provide your electronic mail address if you have one.

*(Note: if you wish to receive documents by electronic delivery directly from us (or our agent on our behalf), please complete the enclosed Electronic Delivery Consent Form and return it to us along with the Client Response Form.)*

### **CONTACT**

If you have any questions please contact your Investment Advisor. **If you wish to change your instructions you must do so in writing.** Please forward written instructions to Leede Financial Markets Inc. , Suite 2300, 777 8<sup>th</sup> Avenue SW, Calgary, Alberta, T2P 3R5

Note: the terms used in this form have the meanings given to them in National Instrument 54-101. The use of this form is referenced in sections 1.1, 3.2, 3.3, 3.4 and 3.5 of National Instrument 54-101.

**CLIENT RESPONSE FORM**

**TO: LEEDE FINANCIAL MARKETS INC.**

Account Number(s): \_\_\_\_\_

I have read and understand the explanation to clients that you have provided me in connection with this form and the choices indicated by me apply to all of the securities held in the above account(s).

**PART 1 - Disclosure of Beneficial Ownership Information**

*Please mark the corresponding box to show whether you **DO NOT OBJECT** or **OBJECT** to us disclosing your name, address, electronic mail address, securities holdings and preferred language of communication (English or French) to issuers of securities you hold with us and to other persons or companies in accordance with securities law.*

*(If you **OBJECT** to the disclosure of your beneficial ownership information, you may also be required to pay such reasonable fees and charges associated with sending of materials to you.)*

- I DO NOT OBJECT to you disclosing the information described above.**
- I OBJECT to you disclosing the information described above.**

**PART 2 - Receiving Securityholder Materials**

*Please mark the corresponding box to show whether you **WANT** to receive **ALL** materials sent to beneficial owners of securities or whether you **DECLINE** to receive all of the following materials: (a) proxy-related materials for meetings at which only routine business is to be conducted; (b) annual reports and financial statements that are not part of proxy-related materials; and (c) materials sent to securityholders that are not required by corporate or securities law to be sent.*

- I WANT to receive ALL securityholder materials sent to beneficial owners of securities.**
- I DECLINE to receive ALL securityholder materials sent to beneficial owners of securities. (Even if I decline to receive these types of materials, I understand that a reporting issuer or other person or company is entitled to send these materials to me at its expense.)**
- I WANT to receive ONLY proxy-related materials sent in connection with a special meeting.**

(Note: These instructions do not apply to any specific request you give or may have given to a reporting issuer concerning the sending of interim financial statements of the reporting issuer.)

**PART 3 – Preferred Language of Communication**

*Please mark the corresponding box to show your preferred language of communication.*

- ENGLISH**
- FRENCH**

I understand that the materials I receive will be in my preferred language of communication if the materials are available in that language.

\_\_\_\_\_  
NAME OF ACCOUNT HOLDER

\_\_\_\_\_  
CLIENT SIGNATURE

\_\_\_\_\_  
DATE

## **PRIVACY LAW AND THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION**

Leede Financial Markets Inc. ("Leede") collects personally identifying information about you when you provide it. The information collected may include your name, address, telephone number and email address, as well as other personal information required by law for the purposes of opening a brokerage account with Leede. You should be aware of the following:

- We are required under the federal Income Tax Act to ask for your Social Insurance Number or other tax identification number when you open an interest bearing or investment account;
- We are required to ask for citizenship and residential identification information when you open an account that may hold U.S. Securities, under contractual obligations that Leede has assumed with the U.S. Internal Revenue Service; and
- In order to assess your creditworthiness when opening an account, we may ask for information concerning your credit history.

Leede does not use personal information or release that information to anyone outside of Leede without your consent.

There are some exceptions to the above rules. For example, Leede may collect, use or disclose personal information without your consent if we:

### ***1. Must use an outside company to process or store information***

At times Leede uses the services of an outside company to do work for us involving some of your information for example, processing your account information or the mailing of shareholder information. When we use an outside company, we select the company carefully and confirm that it uses security standards acceptable to Leede.

### ***2. Must disclose information for legal or contractual reasons***

Leede may be compelled to release your information by a court of law, or by another legal authority, regulatory authority, or governmental body. Our policy is to release information only to the extent that we are required to do so.

For regulatory purposes, Canadian and United States self regulatory organizations including the Investment Industry Regulatory Organization of Canada, Bourse de Montreal Inc., the Canadian Investor Protection Fund, and the National Association of Securities Dealers (collectively, "SROs") require access to personal information of current and former clients, employees, agents, directors, officers, partners and others that has been collected or used by persons or firms under their jurisdiction ("Regulated Persons"). SROs collect, use or disclose such personal information obtained from such Regulated Persons for regulatory purposes, including:

- Surveillance of trading-related activity;
- Sales, financial compliance, trade desk review and other regulatory audits;
- Investigation of potential regulatory and statutory violation;
- Regulatory filings;
- Enforcement or disciplinary proceedings;
- Reporting to securities regulators, and
- Information-sharing with securities regulatory authorities, regulated marketplaces, other self-regulatory organizations and law enforcement agencies in any jurisdiction in connection with any of the foregoing.

We are also required under our contractual agreement with the U.S. Internal Revenue Service to withhold taxes, and report certain account activity, for accounts that hold U.S. securities or have U.S. beneficial owners.

### ***3. Must protect the interests of Leede***

In certain circumstances, Leede may have to collect, use or release information for its protection. For example, Leede may do so when collecting an overdue account, when defending a legal action, to detect or prevent fraud, or to detect or prevent any other illegal or improper activity.

***4. Are acting in a personal emergency***

In certain circumstances, Leede may be required to collect, use or release information where there is an emergency that threatens an individual's life, health or personal security.

Leede will only collect personal information for the purposes identified. Leede will use methods that are lawful and will not collect that information indiscriminately.

**The Information Is Only Used For Specific Purposes**

Leede collects personal information from you in order to:

- Establish your identity and provide contact information for you;
- Understand your needs and eligibility for products and services;
- Recommend particular products and services that are suitable to you;
- Maintain appropriate levels of service;
- Protect both you and Leede from error and fraud; and
- Comply with legal and regulatory requirements.

Personal information will only be used or disclosed for the purpose for which it is collected. Leede will not use personal information for any additional purpose unless we seek your consent to do so.

**I consent to the collection and use of my personal information as described above.**

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**CLIENT SIGNATURE**

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**DATE**

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**CLIENT SIGNATURE**

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**DATE**

**ELECTRONIC DELIVERY CONSENT FORM**

TO: Leede Financial Markets Inc.

Account Number(s): \_\_\_\_\_

I provide my consent for you (or an agent on your behalf) to deliver to me by electronic means documents which I am entitled to receive from reporting issuers under applicable securities laws.

This consent will remain in effect until I otherwise notify you in writing.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Date