



**NATIONAL REGISTRATION DATABASE (NRD™) :**  
**HOW TO CHANGE LOCATION ADDRESS INFORMATION**

**January 2011**

# HOW TO CHANGE LOCATION ADDRESS INFORMATION

(Complete a Firm Notice Type “Location Address Information Change”)

## When is this submission type used?

This submission type allows your firm to give notice of a change of Location Address Information other than Head Office.

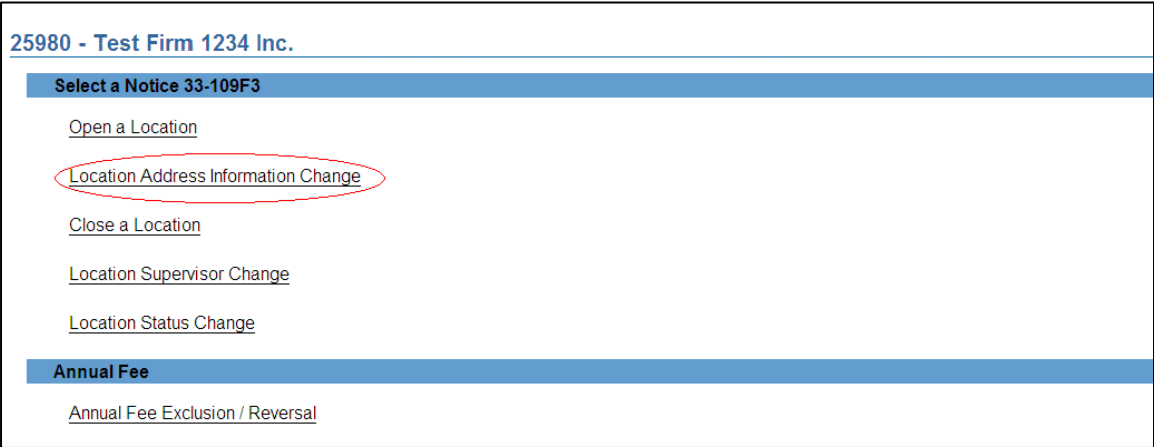
[**Note:** There is no notice on NRD to change the Head Office or Address for Service information. Contact your regulator for instructions on making changes outside the system.]

## Who can complete this submission?

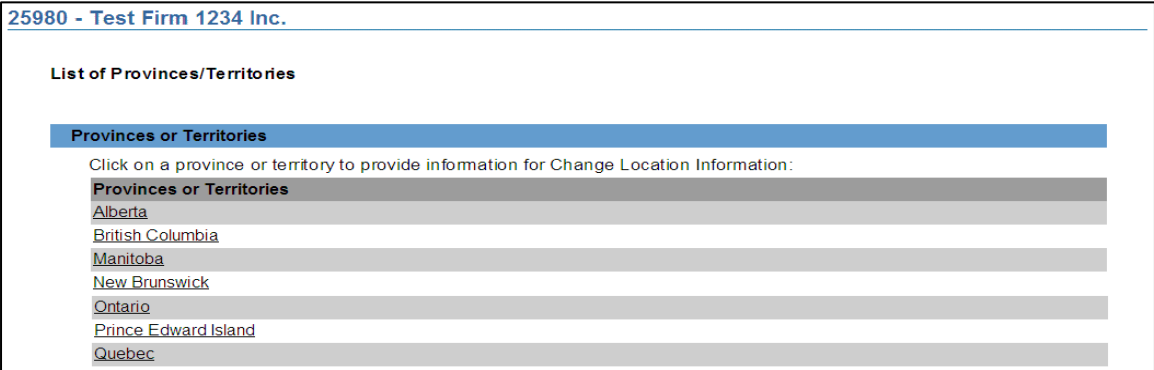
A Chief AFR, AFR or AFR Administrator for a firm registered in one or multiple jurisdictions may complete this submission.

## How is this submission completed?

1. From the Main Navigation bar, click the **Firm Submission** tab, and then select **Location Address Information Change** from the list of Firm Notices.



2. The system presents a list of the jurisdictions in which your firm is currently registered or applying to be registered (Active or Suspended). Select the province or territory in which your firms wishes to change the address information for a firm location.



- The system presents a **Search for Location** screen for the jurisdiction selected. You may search by the location’s NRD Number, by location type (Branch or Business Location or Sub-Branch); the Location Supervisor’s NRD Number or by elements of the location address (“Address Contains” and “City”). Click **Search** to view the results. Select the desired location by clicking on the hyperlink of that location’s NRD number.

25980 - Test Firm 1234 Inc.

**Search for Location - Results**

**Search Criteria**

Enter information in at least one of the text boxes below to begin your search:

NRD Location Number:

**OR**

Address Contains:

City:

Province/Territory:

Type of Location:

NRD No. of Supervisor:

**Search Results**

Showing Results: 1-5 of 5

NRD Location Number	Address Line 1	City	Province	Type of Location
<a href="#">304282</a>	2775 Lancaster Road	Ottawa	Ontario	Branch or Business Location
<a href="#">317222</a>	1514 EDGECLIFFE AVENUE	OTTAWA	Ontario	Sub-branch
<a href="#">3884304</a>	929 Hamlet Rd.	Ottawa	Ontario	Sub-branch
<a href="#">4417172</a>	106-99 Holland Ave	Ottawa	Ontario	Sub-branch

- The system displays the current information for the location. Confirm that this is the correct location and click the **Change Location Address Information** button at the bottom of the page. If this is not the correct location, you may click **Cancel** to return to the location search page.

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**Change Location Address Information**

**Item 1 - Type of business location**

Type of business location:	Branch or Business Location
Location NRD number:	304282

**Item 2 - Supervisor or branch manager**

NRD number:(if applicable)	1234567
Last Name:	DOE
First Name:	JOHN

**Item 3 - Business location information**

Address Line 1:	2775 Lancaster Road
Address Line 2:(if applicable)	Suite 2
City:	Ottawa
Province/Territory/State:	Ontario
Postal/ZIP Code:	K1B 4V8
Country:	Canada
Telephone number:	613-746-9588 ext.
Fax number:	613-746-7818

**Mailing address**

Same as Above:

- The system displays the form to change the location's address information. All fields are editable except for the **Province/Territory/State** and **Country** fields. Make the required changes to the address and contact information and provide an effective date. The effective date must be a past or current date. Click **Save & Continue** to proceed with the submission.

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**Change Location Address Information**

**Item 1 - Type of business location**

Type of business location: Branch or Business Location  
 Location NRD number: 304282

**Item 2 - Supervisor or branch manager**

NRD number:(if applicable) 1234567  
 Last Name: DOE  
 First Name: JOHN

**Item 3 - Business location information** (do not use a P.O. box)

Address Line 1: 1200 Killarney Road  
 Address Line 2:(if applicable) Suite 500  
 City: Ottawa  
 Province/Territory/State: Ontario  
 Postal/ZIP Code: K2V 1R4  
 Country: Canada  
 Telephone number: 613-777-9999 ext. (if applicable)   
 Fax number: 613-777-9990

**Mailing address**

Same as Above:

Address Line 1:   
 Address Line 2: (if applicable)   
 City:   
 Province/Territory/State: Ontario  
 Postal Code:   
 Country: Canada

**Other Information**

Effective Date: 2010 / 12 / 31 (YYYY/MM/DD)

Save & Continue >>    Reset

6. The system verifies that you have entered all required information and guides you through the **Complete Submission** process.

FIRM SUBMISSION	INDIVIDUAL SUBMISSION	SEARCH	WORK IN PROGRESS	SENT TO REGULATORS	FIRM INFORMATION	ADMIN TOOLS
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Open location

First Page

Re-Assign Submission

Complete Submission

**25980 - Test Firm 1234 Inc.**

**Complete Submission - 2010278380 - Open a Location**

*Warning: If you click on 'Continue>>' you can no longer edit the submission.*

**Confirmation**

All information required for your submission has been entered.  
 To forward the submission to regulators, click on 'Continue >>'.  
 Click on 'Return to Task Menu' to save as Work in Progress.

Continue >>    Return to Task Menu

FIRM SUBMISSION | INDIVIDUAL SUBMISSION | SEARCH | WORK IN PROGRESS  
 SENT TO REGULATORS | FIRM INFORMATION | ADMIN TOOLS

When you are ready, click **Continue** or **Complete Submission** on the local navigator.

7. If you prefer not to make the submission at this point, you may click the **Return to Task Menu** button to perform other tasks. The submission will be saved in your **Work in Progress**.

NOTE – If you are accessing the notice from **Work In Progress**, existing data is displayed. If you had previously entered a mailing address for the location and then select the “Same as Above” field, the mailing address information will be deleted from the submission. If you delete a previously saved fax number, telephone number or extension, the information is deleted from the submission as it was last saved and not from the Permanent Record itself.

8. Complete Submission process:

- (a) **Print Submission Page**

Before sending the submission to the Regulators, you can print the submission.

- (b) **Completeness check**

When you are working on a submission and you:

- Click **Complete Submission** on the local navigator; or
- Click **Continue** on the last page of the submission and start the **Complete Submission** process,

The system validates your submission and checks it for completeness. If all the required information has been entered, the system will display a message confirming that the submission is ready to be sent to regulators. Any incomplete items prompt an error message in red text that describes what information is incomplete in the submission. You can navigate directly to that section by clicking the corresponding tab on the local navigator.

- (c) **Relating this submission to a deficiency**

If the submission is related to a deficiency, select “Yes” and enter the related submission number, *otherwise, duplicate fees will be charged and not refunded.*

There are no submission fees payable for submissions that are related to previous submissions. Click **Continue** after you have clicked “Yes” or “No,” as applicable. NRD will calculate the fees, if any, that are required to be paid to regulators with your submission.

- (d) **Submission fee summary screen**

The system displays information regarding the fees payable to regulators in each province and territory in which you are making your submission as well as your firm’s NRD account information. NRD user fees also apply to some submissions.

To print the fee summary for your records, click **Printable Page**, then use the Print function in your internet browser. Click **Continue**, then **Acknowledge** to confirm your acceptance of the fees listed.

(e) **Certification Page**

The system displays a screen with the provinces, territories and regulators to which your submission will be sent. This screen also includes statements to which you must attest.

When you are ready, check the certification box and click **Send to Regulators**. The system sends the submission and displays your **Task Menu**. You can view the submission by clicking your **Sent to Regulators** tab on the main navigator.