



NATIONAL REGISTRATION DATABASE (NRD™) :
HOW TO RESUBMIT FEE PAYMENTS

October 2010

HOW TO RESUBMIT FEE PAYMENTS

How to resubmit Fee Payment?

Go to Admin tools on the main navigator and access **Resubmit Fee Payment** function.

When is this function used?

The **Resubmit Fee Payment** function is used to submit fees through NRD to correct a default payment or to remit funds that may be required in connection with a submission, user fee, annual fee, registration of a firm, or payment of late filing fees.

Who can complete this function?

A Chief AFR, Administrative AFR or AFR for a firm may complete this function.

How is this function completed?

Click **Resubmit Fee Payment** on the local navigator. The system displays two types of fee resubmission. Select either “Correct default EFT payment” or “Resubmit funds related to a submission, annual fee payment or firm registration”, and click **Continue**.

The screenshot shows a web application interface. At the top, there is a navigation bar with several tabs: FIRM SUBMISSION, INDIVIDUAL SUBMISSION, SEARCH, WORK IN PROGRESS, SENT TO REGULATORS, FIRM INFORMATION, and ADMIN TOOLS. The ADMIN TOOLS tab is selected. Below the navigation bar, there is a sidebar menu with the following items: Set Up Users, Maintain Users, Change Password, Reset Password, Revoke Access, Resubmit Fee Payment (highlighted in blue), and Reports. The main content area displays the title "21550 - Société Guèvremont Inc." and the heading "Resubmit Fee Payment". Below the heading, there are two radio button options: "Correct default EFT payment" and "Resubmit funds related to a submission, annual fee payment or firm registration". At the bottom right of the form, there are two buttons: "Continue >>" and "Reset".

If you select “Correct default EFT payment”, the system will display a full list of default payments (if any) to be made. To complete this function, you must confirm payment of all default payments at once; you are not permitted to pay them individually. “Default payments” are fees that should have been paid in connection with a submission or annual fee pull via the EFT function, but were unsuccessfully withdrawn from the firm’s NRD account.

Resubmit Fee Payment

Payment Details

Submission No.	Submission Type	Payment State	Fee Amount
20037094Z	Final Annual Fee Notice	Rejected	\$481.50

Fee Summary:

Submission Total:	\$481.50
Administrative Fee Amount:	\$0.00
GST/HST/QST:	\$0.00
Grand Total:	\$481.50

The amount of \$481.50 will be withdrawn from Bank Account # 2010896013 via Electronic Fund Transfer.

If you select “Resubmit funds related to a submission, annual fee payment or firm registration”, the system will present the following screen:

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Resubmit Fee Payment

Payment Details

Tip: Do not include GST/HST/QST when resubmitting NRD User Fees

Submission No.:

Fee Recipient:

Submission Fee Amount:

Reason for Payment:

You may be required to use the **Resubmit Fee Payment** function to pay late filing fees related to a submission such as the Notice of Termination to the regulators. The regulator will notify you of this requirement. You must manually enter the submission number, the amount and the reason, and select the fee recipient from the drop-down list. Click **Continue** to confirm:

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Resubmit Fee Payment

Payment Details

Submission No.:	200467756
Fee Recipient:	Ontario Securities Commission
Submission Fee Amount:	\$75.00
NRD Fee Amount:	\$0.00
GST/HST/QST	\$0.00
Reason for Payment: Late filing fee	
Grand Total:	\$75.00

The amount of \$75.00 will be withdrawn from Bank Account # 321321321 via Electronic Fund Transfer.

Printable Page
Acknowledge

Once you click Acknowledge for either resubmit function, the system will display a confirmation message for the payment. The system will debit your NRD account only after you have confirmed and authorized the amount shown.

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

- Set Up Users
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- Change Password
- Reset Password
- Revoke Access
- Resubmit Fee Payment
- Reports

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Payment Confirmation

The payment has been resubmitted

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These payments will appear on the Submission History of the appropriate submission.