

## Categories - Individuals

<b>Insurance of persons<sup>1</sup></b>	Representatives offer individual insurance and annuity products. Examples: life insurance, including segregated funds, accident and sickness insurance, disability insurance.
<b>Accident and sickness insurance</b>	Representatives offer insurance guaranteeing compensation in the event of sickness or accidental bodily injury. Examples: disability insurance, sickness insurance.

<b>Group insurance of persons</b>	Representatives offer group insurance and group annuities. Examples: group life insurance; may include segregated group annuities.
<b>Group insurance plans (advisor)</b>	Offers group insurance. Examples: group life insurance and group disability insurance.
<b>Group annuity plans (advisor)</b>	Offers group annuities and individual annuities to members of a group. Example: group RRSPs; may include segregated group annuities.

<b>Damage insurance (agent)</b>	Offers property and civil liability insurance products and advisory services directly to individuals and businesses. The agent acts on behalf of one insurer or is under exclusive contract to one damage insurer. Examples: home insurance, commercial property insurance, personal and commercial automobile insurance.
<b>Personal-lines</b>	Offers personal property and civil liability insurance products and advisory

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<sup>1</sup> Also called life and health insurance

<b>damage insurance (agent)</b>	services directly to individuals and independent workers at their residence. An agent may only offer such products and services in respect of residential buildings with not more than six dwellings. The agent acts on behalf of one insurer or is under exclusive contract to one damage insurer. Examples: home insurance, automobile insurance, personal property insurance.
<b>Commercial-lines damage insurance (agent)</b>	May only offer commercial property and civil liability insurance products and advisory services to businesses and independent workers. The agent acts on behalf of one insurer or is under exclusive contract to one damage insurer. Examples: commercial property insurance, commercial automobile insurance.
<b>Damage insurance<sup>2</sup> (broker)</b>	Offers property and civil liability insurance products and advisory services directly to individuals and businesses. A broker may offer damage insurance products of several insurers. Examples: home insurance, commercial property insurance, individual and commercial automobile insurance.
<b>Personal-lines damage insurance (broker)</b>	Offers personal property and civil liability insurance products and advisory services directly to individuals and independent workers at their residence. A broker may only offer such products and services in respect of buildings with not more than six dwellings. The broker offers damage insurance products of several insurers. Examples: home insurance, automobile insurance, personal property insurance.
<b>Commercial-lines damage insurance (broker)</b>	May only offer commercial property and civil liability insurance products and advisory services to businesses and independent workers. A broker offers damage insurance products of several insurers. Examples: commercial property insurance, commercial automobile insurance.

<sup>2</sup> Also called property and casualty (P&C) insurance

<b>Claims adjustment</b>	Claims adjusters investigate the cause and circumstances of a loss. They estimate damages and negotiate a satisfactory settlement between the insurer and the insured. Claims adjusters investigate individual and business losses.
<b>Claims adjustment in personal-lines damage insurance</b>	Claims adjusters investigate losses, estimate damages and negotiate a satisfactory settlement between the insurer and the insured. Services cover property and civil liability losses of individuals and independent workers at their residence. They are authorized to act in the claims adjustment sector in respect of residential buildings with not more than six dwellings.
<b>Claims adjustment in commercial-lines damage insurance</b>	Claims adjusters investigate losses, estimate damages and negotiate a satisfactory settlement between the insurer and the insured. Services cover property and civil liability loss claims of businesses and independent workers.

<b>Financial planning</b>	Financial planners assess an individual's financial situation and assets. They propose a financial plan based on the client's needs and goals. Financial planning deals with one or more of the following areas: finances, taxation, legal aspects, estate planning, insurance and risk management, investment and retirement planning. Examples: Analyze a client's current
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	financial situation in terms of family, taxation, retirement and situation at death. <sup>3</sup> Determine the cost of a client's future projects and whether they are feasible.
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<b>Dealing representative of an investment dealer</b>	Offers a full range of investment services, including securities analysis and research, as well as management and advisory services. Examples: common and preferred shares, fixed income securities (bonds, guaranteed investment certificates (GICs)), mutual funds.
<b>Dealing representative of a mutual fund dealer</b>	Offers mutual fund units. Mutual funds are funds made up of shares, bonds and other securities and are managed by seasoned portfolio managers.
<b>Dealing representative of a scholarship plan dealer</b>	Offers scholarship plan units. Scholarship plans are group plans that enable families to save for their children's post-secondary education.
<b>Dealing representative of an exempt market dealer</b>	Acts as a dealer by trading a security that is distributed under an exemption from the prospectus requirement. May receive buy or sell orders from clients for such securities, or may solicit clients in relation to these activities.
<b>Dealing representative of a restricted dealer</b>	Acts as a dealer in accordance with the terms, conditions, restrictions or requirements applied to his registration. <sup>4</sup> The AMF determines such terms, conditions, restrictions or requirements at the time of registration. Example:

<sup>3</sup> From the *Institut québécois de planification financière* (IQPF) website

<sup>4</sup> Regulation 31-103

	May be restricted to selling specific securities, such as Québec Business Investment Company (QBIC) shares, or investment contracts.
<b>Advising representative of a portfolio manager</b>	Acts as an adviser in respect of any security other than derivatives. <sup>5</sup> Advising representatives may provide discretionary management services for the portfolio of an investor, of a mutual fund or of a pension fund. Advising representatives may make investment decisions and trade on their clients' behalf.
<b>Advising representative of a restricted portfolio manager</b>	Acts as an adviser in respect of any security, other than derivatives, in accordance with the terms, conditions, restrictions or requirements applied to his registration. <sup>6</sup> Advising representatives manage the portfolio of an investor, of a mutual fund or of a pension fund. Example: May be restricted to a specific sector, such as mining.
<b>Associate advising representative of a restricted portfolio manager</b>	Acts as an adviser in the same way as an advising representative, but advice must be pre-approved by an advising representative. An associate advising representative may act as an adviser in respect of any security other than derivatives.
<b>Derivatives representative</b>	Offers derivatives such as options and futures.

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<sup>5</sup> Regulation 31-103

<sup>6</sup> Regulation 31-103

<b>Ultimate Designated Person</b>	Must be the chief executive officer or an individual acting in a similar capacity. Must promote compliance with securities legislation by the firm and individuals acting on its behalf.
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<b>Chief Compliance Officer</b>	Establishes procedures for assessing compliance with securities legislation by the firm and individuals acting on its behalf.
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<b>Officer</b>	May be the chief executive officer, chief financial officer or chief operating officer of a firm, or an individual who performs the functional equivalent of any of those positions. <sup>7</sup>
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<b>Director</b>	Individual appointed to the board of directors.
<b>Partner</b>	Owens units of a partnership.
<b>Shareholder</b>	Owens securities of a company.
<b>Branch manager (MFDA member<sup>8</sup>)</b>	Responsible for compliance by one or more branches.

## Categories - Firms

<b>Insurance of persons firm</b>	Offers individual insurance and annuity products through its representatives. Examples: life insurance, including segregated funds, accident and
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<sup>7</sup> Regulation 31-109

<sup>8</sup> Mutual Fund Dealers Association

	sickness insurance, disability insurance.
<b>Group insurance of persons firm</b>	Offers group insurance and group annuities through its representatives. Examples: group life insurance; may include segregated group annuities.
<b>Damage insurance firm</b>	<p>Offers individual and commercial property and civil liability insurance through its representatives. Examples: home insurance, commercial property insurance, individual and commercial automobile insurance. May pursue activities through agents or brokers:</p> <ul style="list-style-type: none"> <li>• Agents act for one insurer or are under exclusive contract to one damage insurer.</li> <li>• Brokers offer damage insurance products of several insurers.</li> </ul>
<b>Claims adjustment firm</b>	Investigates the cause and circumstances of losses through its representatives. Estimates damages and negotiates a satisfactory settlement between the insurer and the insured. Areas of expertise are loss claims of individuals and businesses.
<b>Financial planning firm</b>	Assesses a client's financial situation and assets through its representatives. Proposes a financial plan based on the client's needs and goals. Financial planning deals with one or more of the following areas: finances, taxation, legal aspects, estate planning, insurance and risk management, investment and retirement planning. Examples: Analyze a client's current financial situation in terms of family, taxation, retirement and

situation at death.<sup>9</sup> Determine the cost of a client's future projects and whether they are realizable.

<b>Investment dealer</b>	Offers a full range of investment services through its representatives. These include securities analysis and research, and management and advisory services. Examples: common and preferred shares, fixed income securities (bonds, guaranteed investment certificates (GICs)), mutual funds.
<b>Derivatives dealer</b>	Offers derivatives such as options and futures through its representatives.
<b>Mutual fund dealer</b>	Offers mutual fund units through its representatives. Mutual funds are funds made up of shares, bonds and other securities and are managed by seasoned portfolio managers.
<b>Scholarship plan dealer</b>	Offers scholarship plan units through its representatives. Scholarship plans are group plans that enable families to save for their children's post-secondary education.

  

<b>Exempt market dealer</b>	Acts, through its representatives, as a dealer by trading a security that is distributed under an exemption from the prospectus requirement. May receive buy or sell orders from clients for such securities, or may solicit clients in relation to these activities.
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<sup>9</sup> From the *Institut québécois de planification financière* (IQPF) website



<b>Restricted dealer</b>	Acts, through its representatives, as a dealer in accordance with the terms, conditions, restrictions or requirements applied to its registration. <sup>10</sup> The AMF determines such terms, conditions, restrictions or requirements at the time of registration. Example: May be restricted to selling specific securities, such as Québec Business Investment Company (QBIC) shares, or investment contracts.
<b>Portfolio manager</b>	Acts, through its representatives, as an adviser in respect of any security other than derivatives. <sup>11</sup> May provide discretionary management services for the portfolio of an investor, of a mutual fund or of a pension fund. Portfolio managers may make investment decisions and trade on their clients' behalf.
<b>Restricted portfolio manager</b>	Acts through its representatives as an adviser in respect of any security, other than derivatives, in accordance with the terms, conditions, restrictions or requirements applied to its registration. <sup>12</sup> Restricted portfolio managers manage the portfolio of an investor, of a mutual fund or of a pension fund. Example: May be restricted to a specific sector, such as mining.

<b>Derivatives portfolio manager</b>	Offers derivatives such as options and futures through its representatives.
<b>Investment fund manager</b>	Directs the business, operations and affairs of an investment fund. They create the investment fund and are responsible for its management and administration. A mutual fund is an investment fund; therefore, a firm that manages a mutual fund must be registered as an investment fund manager.

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<sup>10</sup> Regulation 31-103

<sup>11</sup> Regulation 31-103

<sup>12</sup> Regulation 31-103

