

**NOTICE REGARDING AMENDMENTS TO THE CIPF DISCLOSURE POLICY
WITH RESPECT TO THE CIPF OFFICIAL BROCHURE
MAY 1, 2017**

CIPF has made amendments to the new CIPF Disclosure Policy and CIPF Supplemental Guide to the CIPF Disclosure Policy (the “Guide”). The amendments are effective as of May 1, 2017.

The amendments were made in response to concerns raised by Members, mainly with respect to the requirement that the electronic version of the CIPF Official Brochure (the “Brochure”) must be a secured PDF, which means that it cannot be printed. Members have observed that this restriction has made distribution of the Brochure more difficult and cumbersome, and in some cases, prevented Members from including the Brochure in their client application packages.

In summary, the amendments:

- 1) Allow Members to obtain and distribute an electronic version of the Brochure which is not a secured PDF (new subsection 4(a)(i) of the Guide).
- 2) Allow Members to print the PDF version of the Brochure, with the print-out considered to be an official hard copy version of the Brochure (new subsection 4(a)(ii) of the Guide).
- 3) Clarify CIPF’s requirements when the Brochure is incorporated into client application packages, whether generated internally or by a third party (new section 4(b) of the Guide).
- 4) Remove the blanket requirement for CIPF approval for Brochures incorporated into client application packages produced by third parties.
- 5) Clarify that Members must not change any aspect of the Brochure unless the changes have been approved by CIPF in advance (new section 4(c) of the Guide).

Members that previously purchased the secured PDF version of the Brochure before the amendments came into effect will receive an unsecured PDF version from CIPF’s designated printer, Avant Imaging & Integrated Media (AIIM), on a cost-free basis. An AIIM representative will be contacting these Members directly.

Additional guidance on these amendments are provided in the FAQs section of the CIPF website [here](#). The CIPF Disclosure Policy and Guide (both which came into effect on January 1, 2017, and are amended as of May 1, 2017) are available on the CIPF website [here](#). If you have any questions on the amendments, you can contact CIPF at 416.866.8366 or toll-free at 1.866.243.6981, or by email at info@cipf.ca.

