# Issuer Portal User Guide

Version: 1.2

June 18, 2026

# Contents

# Revision History

| Date | Version | Changes |
|---|---|---|
| April 9, 2026 | 1.0 | First Version |
| April 20, 2026 | 1.1 | Updated the *Listing Status* definition in Appendix A. |
| June 18, 2026 | 1.2 | • Updated note in the *Edit Listed Issuer Information* section.<br>• Updated Appendix A. |

# Introduction

This guide provides instructions for using the Issuer Portal ("the portal") for Issuers listed on the Canadian Securities Exchange ("Listed Issuers") and their designated Posting Officers. It details the various actions that may be performed within the portal, including account management, updating Issuer and security details, managing contact information, and uploading filings and news releases.

# Login / Logout

To log into the Issuer portal, take the following steps:

1. Go to https://issuers.thecse.com/.
2. Enter your email and password[1].
3. Click **Get One-Time Passcode**.
   Result: The **Login** window updates to a have a **One-time Passcode** field, and a passcode is sent to the email associated with your account.
4. Enter the passcode sent to your email in the **One-time Passcode** field.
5. Click **Login**.

To log out of the Issuer portal, take the following step:

1. From the top navigation bar, expand the **Issuer** dropdown menu and click **Logout**.

[1] Prior to your initial login, you will receive an email with a link to create your password.

# Navigating the Portal

Upon Login, you are on the **Company Details** page, or, if you have more than one company associated with your account you are on the **Select Issuer** page (Figure 1). If the latter, select the Issuer profile you wish to access by clicking on the Issuer, after which you are on the **Company Details** page.

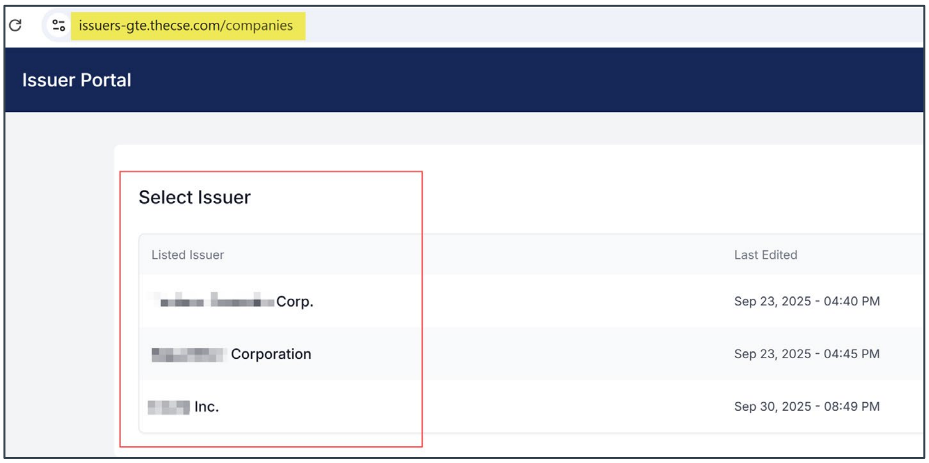


*Figure 1: List of Available Listed Issuer Profiles*

From the **Company Details** page, you can navigate using the numbered features as listed below and shown in Figure 2.

1. Navigation Bar Dropdown
    a. My Account
    b. Invoices[2]
    c. Logout
2. Left Navigation Bar
    a. View Listed Issuer Information
    b. Edit Listed Issuer Information
3. Filings
    a. View Filings
    b. Add a Filing
    c. Delete a Filing

[2] The Invoice page is only accessible to users with the correct permissions. If you do not have access to the Invoice page and believe this is in error, contact listings@thecse.com.

4. News Releases
    a. View News Releases
    b. Add a News Release
    c. Delete a News Release

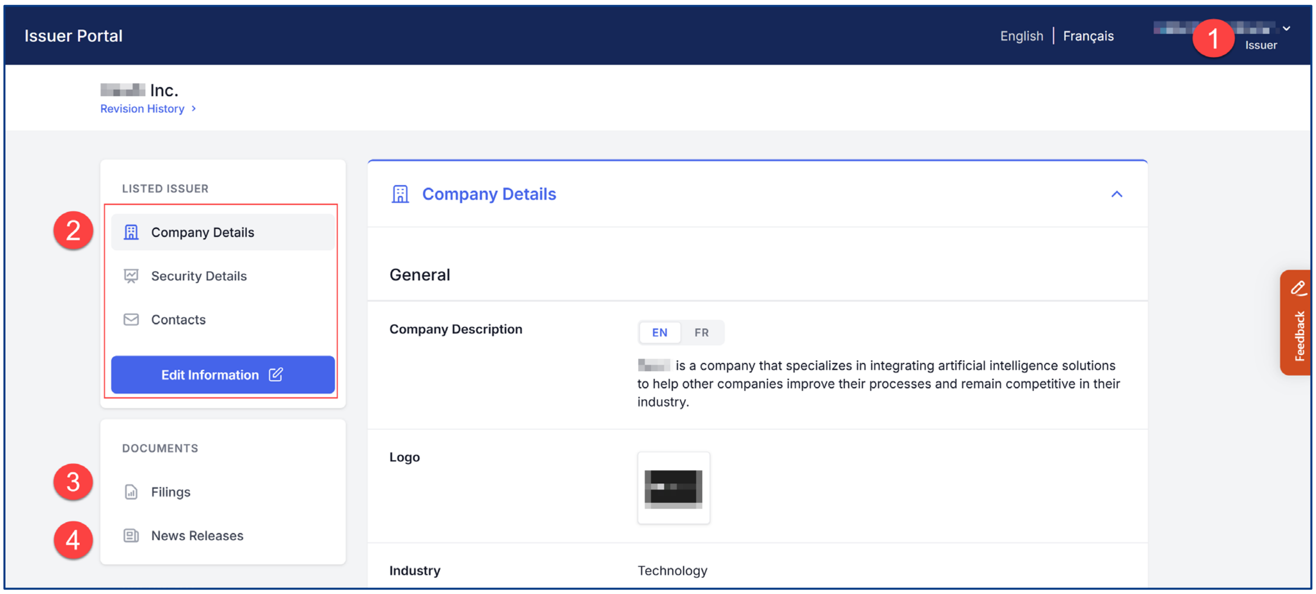


*Figure 2: Key Areas for Navigating the Issuer Portal*

# My Account

This section details how to perform the following account management actions:

- Change Listed Issuer
- Change Password

## Change Listed Issuer

If there is more than one Listed Issuer associated with your email/account on the portal, you can switch between the Issuer profiles to view their respective information on each portal page. Each page on the portal reflects the presently selected Issuer.

To change the Listed Issuer profile, take the following steps:

1. From the top navigation bar, expand the **Issuer** dropdown menu and click **Change Listed Issuer** (Figure 3).
   Result: you are on the **Select Issuer** page (Figure 4).
2. Click on the Issuer profile you wish to view.
   Result: you are on the **Company Details** page of the selected Issuer.

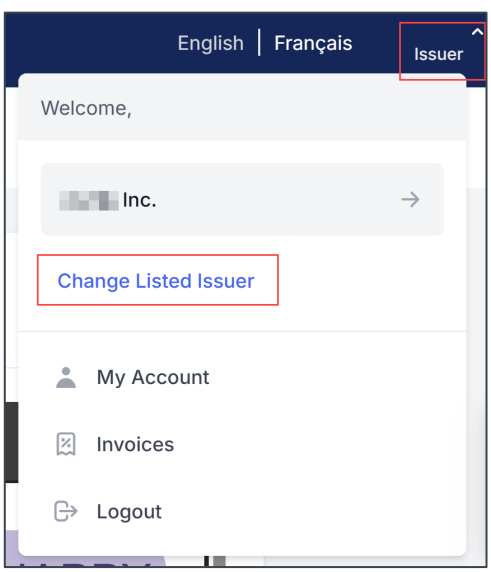


*Figure 3: Location of the Change Listed Issuer Link*

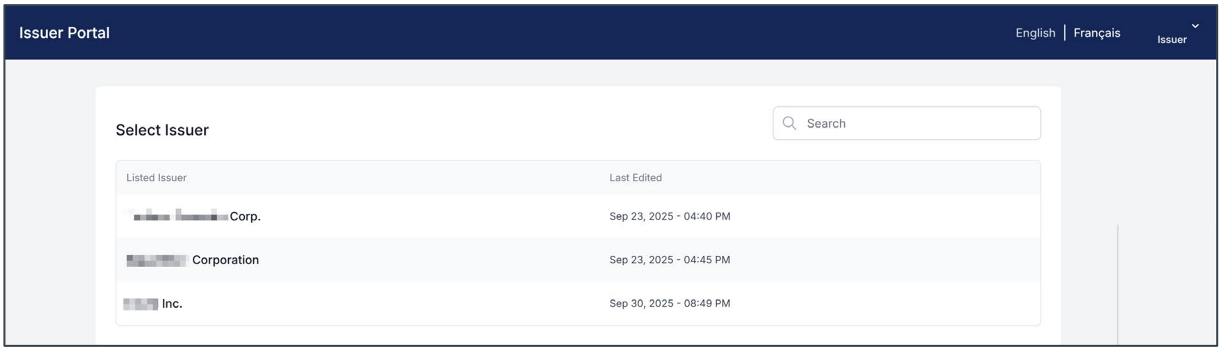


*Figure 4: The Select Issuer Page with List of Available Issuer Profiles*

## Change Password

To change your password, take the following steps:

1. From the top navigation bar, expand the **Issuer** dropdown menu and click **My Account**.

   Result: you are on the **Personal Information** page (Figure 5).
2. Click **Change Password**.

   Result: the password section expands (Figure 6).
3. Enter your current password in the **Current Password** field.
4. Enter your new password in the **Create New Password** and **Confirm New Password** fields.
5. Click **Save**.

   Result: your password is changed.

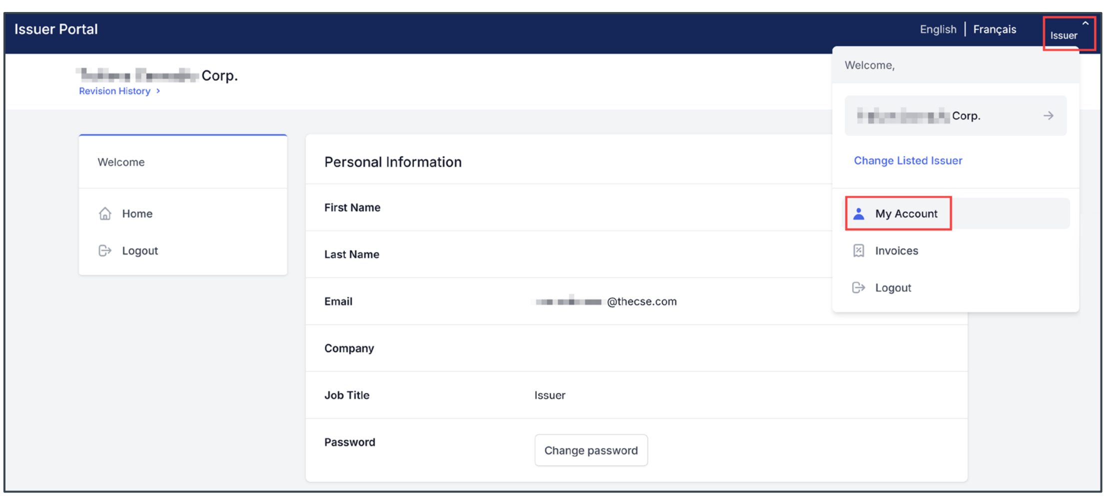


*Figure 5: Account Page with Option to Change Password*

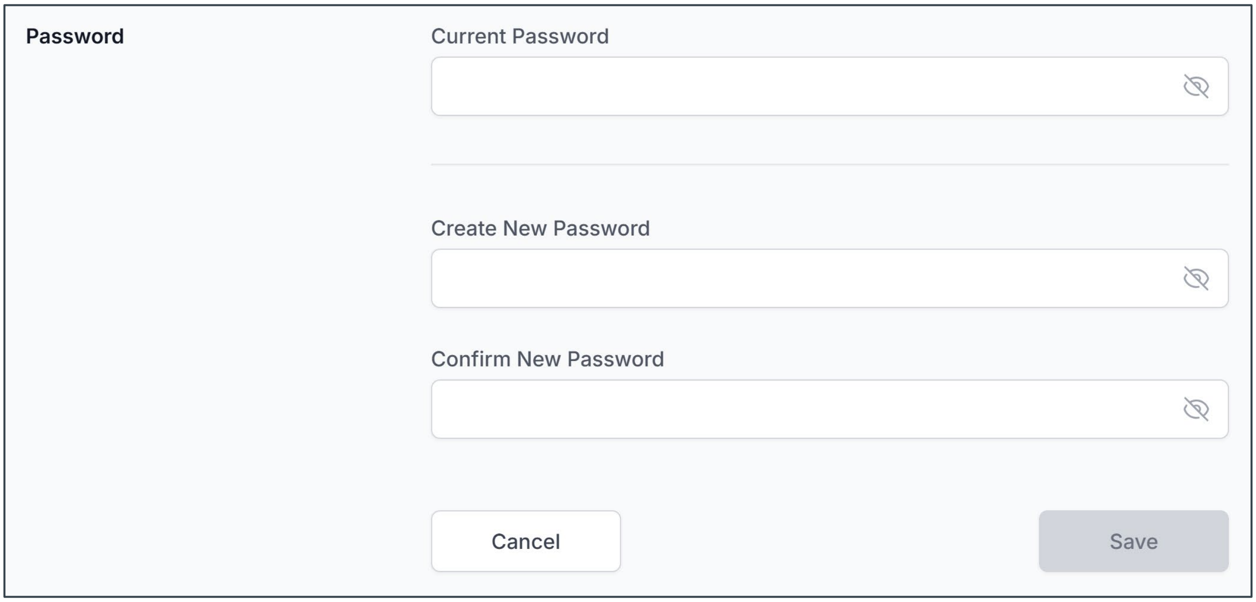


Figure 6: Fields to Change Password

# Invoices

The Invoice page[3] provides a list of invoices with the following columns (Figure 7):

a. **Date** – the date that the invoice was issued.
b. **Invoice Number** – identifying code for the invoice.
c. **Amount** – the total amount of the invoice.
d. **Amount Due** – the outstanding balance of the invoice.
e. **Download** – click to download a PDF copy of the invoice.
f. **Page Navigation** – click the page numbers or **Previous**/**Next** to navigate the list of invoices.

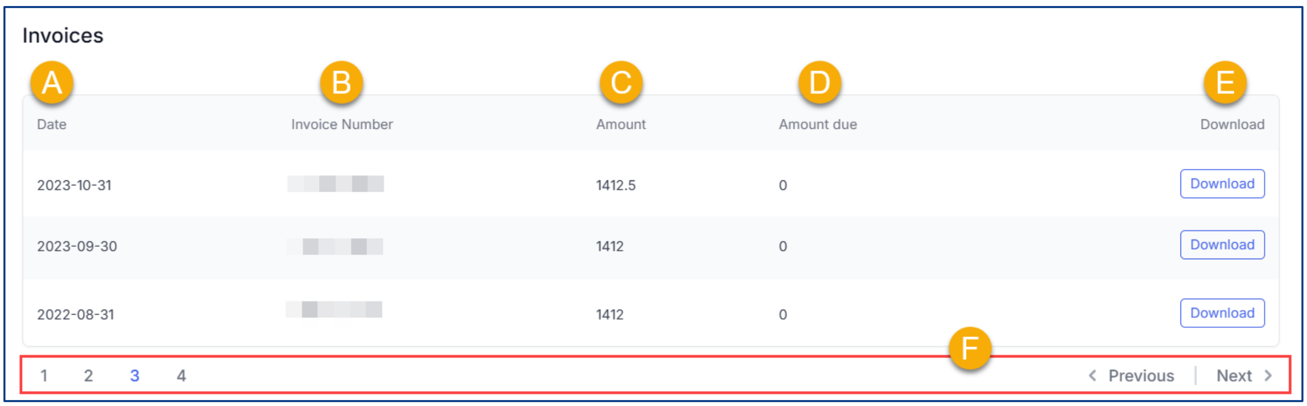


*Figure 7: Key Areas on the Invoice Page*

[3] The Invoice page is only accessible to users with the correct permissions. If you do not have access to the Invoice page and believe this is in error, contact [listings@thecse.com](mailto:listings@thecse.com).

# View Listed Issuer Information

From the homepage, you can view the Listed Issuer Information on the profile, as defined in Table 1.

*Table 1: Listed Issuer Information Categories*

| Section | Information |
|---|---|
| Company Details | • General<br>• Company Links<br>• Company Address<br>• Mailing Address<br>• Billing Address |
| Security Details | • Security Name, Symbol, Trading Status, and Listing Status<br>• Logo<br>• Listing Details<br>• Market Capitalization<br>• Bond Information (only displayed for the Bond security type) |
| Contacts | • Issuer Contacts<br>• Company Officers / Directors |

To view the information in one of these sections, click the section name in the left navigation panel or on the section header. For example, to view Company Details click on one of the two areas outlined in Figure 8. Once clicked, the tab expands and the information is displayed (Figure 9). See Appendix A for the definition of each field included in each category.

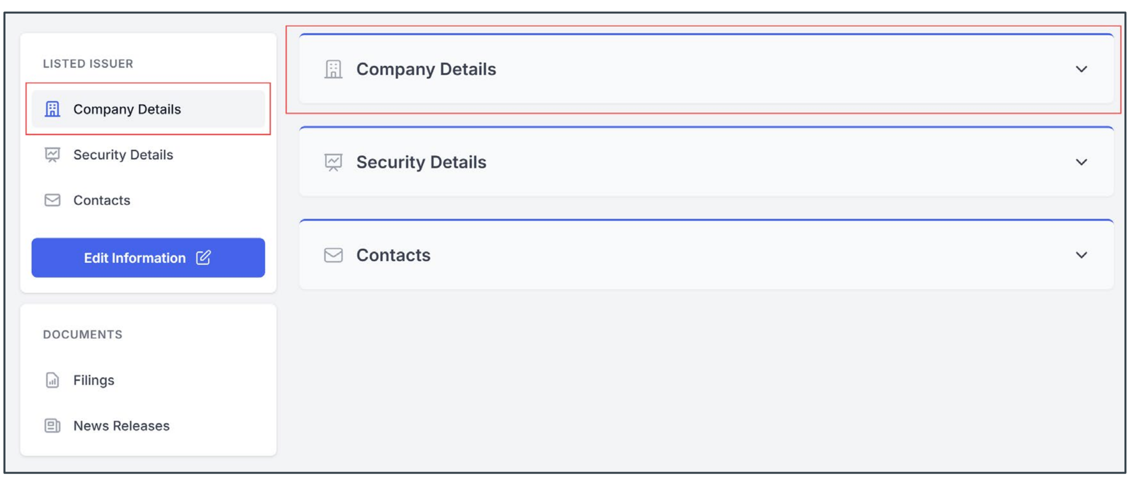


*Figure 8: Areas to Click to Expand Company Details Tab*

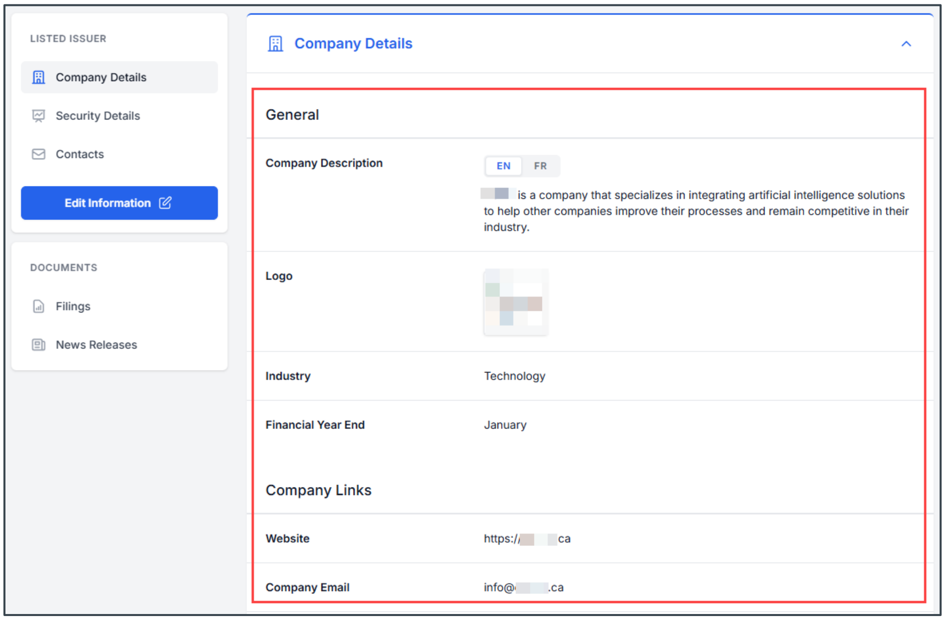


*Figure 9: Company Details Page*

# Edit Listed Issuer Information

**Tip**: Fields across *Company Details*, *Security Details*, and *Contacts* (Table 1; also see Appendix A for the definition of each field included in each section) can all be edited and submitted at the same time. Note that, until a submitted edit (an edit to one field, or to more than one field submitted at the same) is approved, rejected, or cancelled, no further edits can be submitted.

To edit Listed Issuer Information, take the following steps:

1. Click **Edit Information** in the left navigation panel (Figure 10).
2. Update each field as necessary.
3. Click **Review Edits**.
   Result: you are on the *Review Updates* page.
4. Review the updates, and either:
   a. Click **Back to Edit** to make changes; or,
   b. Continue to step 5.
5. Fill the **Note to the CSE** text box with any pertinent information.
6. Click **Submit for Review and Approval**.
   Result: your edits are queued for review by the CSE. Until the CSE approves or rejects the edits, you may revise or cancel the edit request; see the Revise an Edit Submission and Cancel an Edit Submission sections.

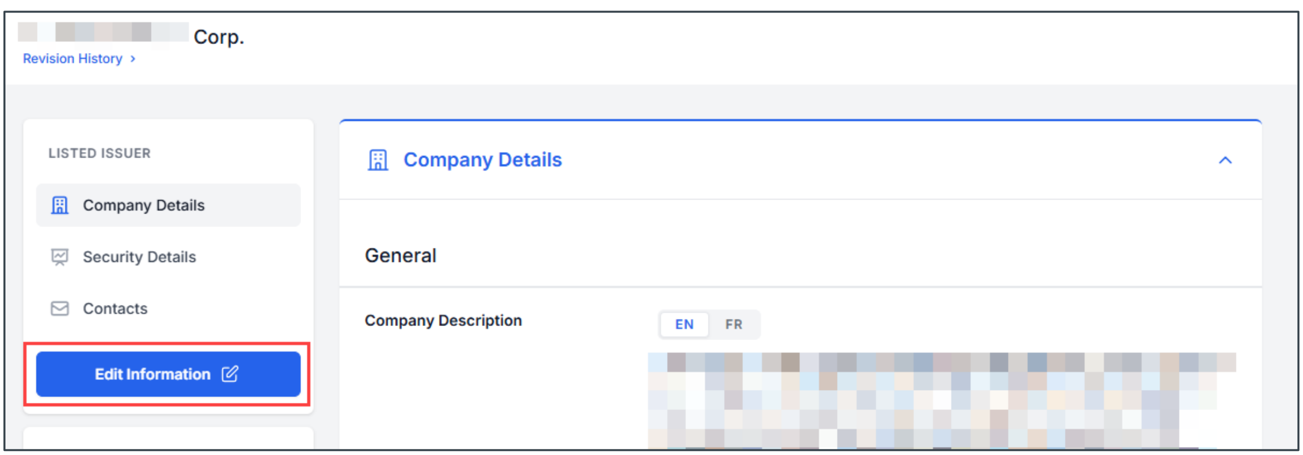


*Figure 10: Location of the Edit Information Button*

## Add an Issuer Contact

The following Issuer Contact types can be added:

- Auditor
- Corporate Secretary
- Investor Relations
- Issuer Administrator
- Lawyer
- Surveillance Contact

To add an Issuer contact, take the following steps:

1. Click **Edit Information** in the left navigation panel.
2. Click **Add Contact** (Figure 11).
   Result: the Issuer Contacts section expands with the fields to add a new contact.
3. Click the dropdown menu to select the type of contact (Figure 12).
4. Fill the mandatory fields, and, if desired, the optional fields.
5. Click the **Review Edits** button.
6. Review the updates, and either:
   a. Click **Back to Edit** to make changes; or,
   b. Continue to step 7.
7. Fill the **Note to the CSE** text box with any pertinent information.
8. Click **Submit for Review and Approval**.
   Result: your edits are queued for review by the CSE. Until the CSE approves or rejects the edits, you may revise or cancel the edit request; see the Revise an Edit Submission and Cancel an Edit Submission sections.

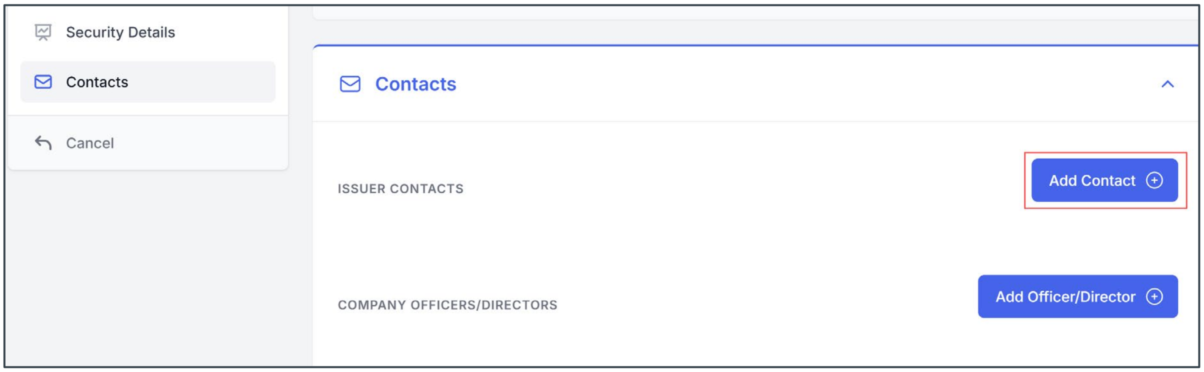


*Figure 11: Location of the Add Contact Button*

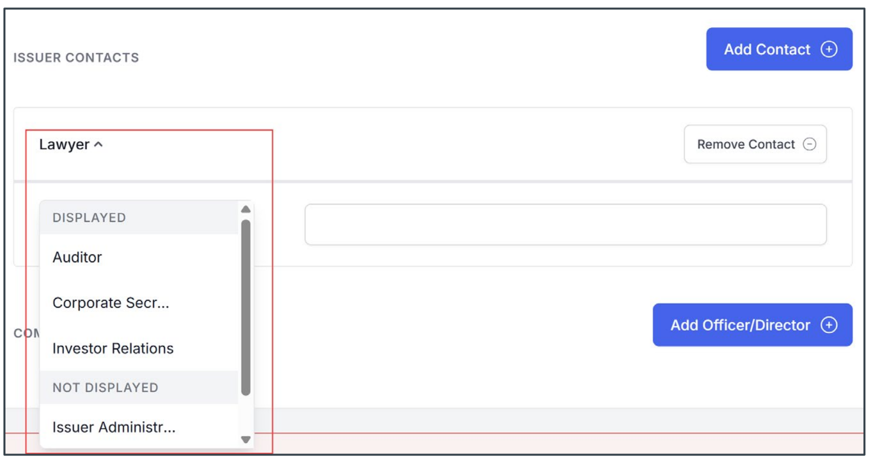


*Figure 12: Location of the Issuer Contact Type Dropdown*

# Add an Officer/Director

To add an Officer/Director, take the following steps:

1. Click **Edit Information** in the left navigation panel.
2. Click **Add Officer/Director** (Figure 13).
   Result: the Officer/Director section expands with the fields to add a new contact.
3. Fill the mandatory fields.
4. Click the **Review Edits** button.
5. Review the updates, and either:
   a. Click **Back to Edit** to make changes; or,
   b. Continue to step 6.
6. Fill the **Note to the CSE** text box with any pertinent information.

7. Click **Submit for Review and Approval**.
   Result: your edits are queued for review by the CSE. Until the CSE approves or rejects the edits, you may revise or cancel the edit request; see the Revise an Edit Submission and Cancel an Edit Submission sections.

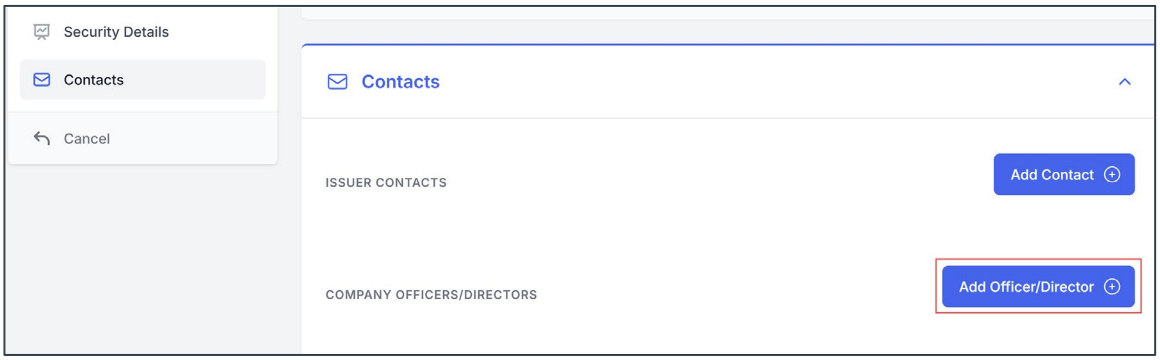


*Figure 13: Location of the Add Officer/Director Button*

## Delete a Contact

To delete a contact, take the following steps:

1. Click **Edit Information** in the left navigation panel.
2. Above the contact you wish to delete, click **Remove Contact**.
3. Click **Review Edits**.
4. Fill the **Note to the CSE** text box with any pertinent information.
5. Click **Submit for Review and Approval**.
   Result: your deletion request is queued for review by the CSE. Until the CSE approves or rejects the deletion, you may cancel the request; see the Cancel an Edit Submission section.

# Filings

The *Filings* page (Figure 14) allows you to do the following:

1. View and search for filings with optional filters;
2. Add a new filing; and,
3. Delete a filing.

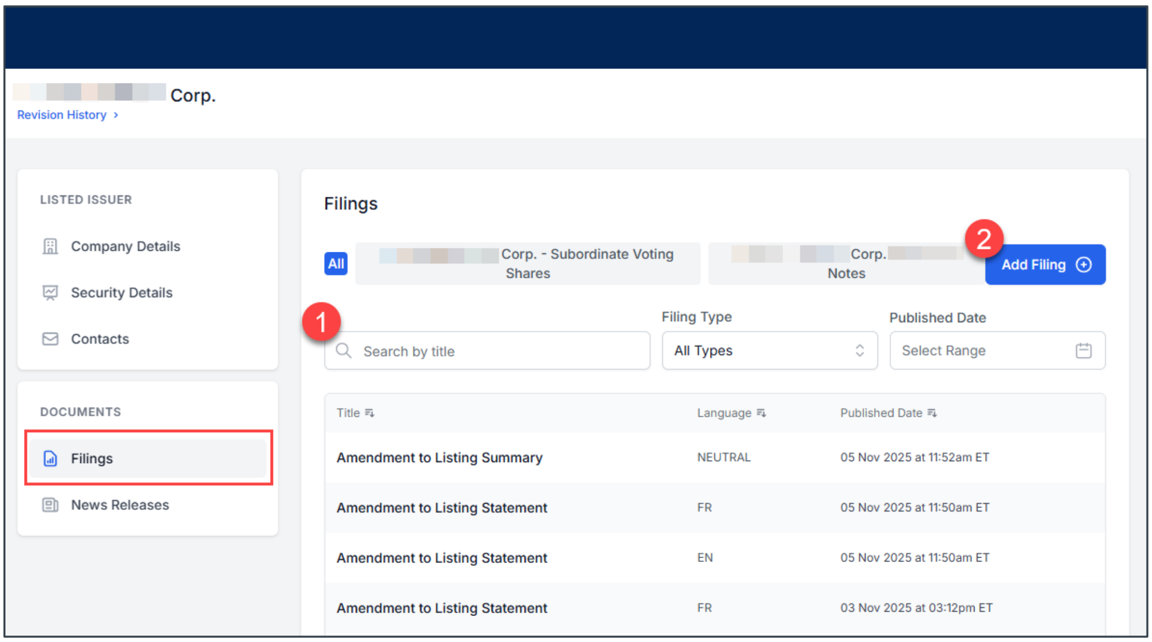


*Figure 14: Filings Page*

## View Filings

The *Filings* page has a list of filings that have been uploaded. To narrow the list, the filters depicted in Figure 15 are available, as follows:

1. Text box to enter key words;
2. Dropdown to select the filing type;
3. Calendar to specify a date range; and,
4. Clickable headers to sort the list by title, language, or date.

Click the row of a filing to view the file, with options to download and print.

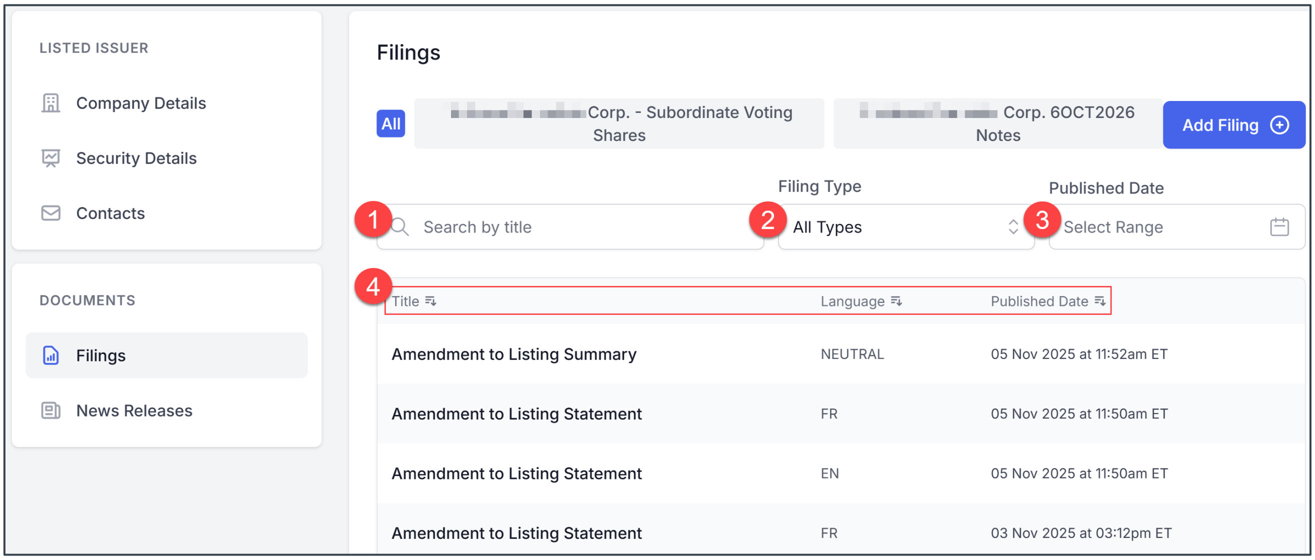


*Figure 15: Location of Filters to Narrow the Displayed Filings*

# Add a Filing

To add a filing, take the following steps:

1. On the *Filings* page, click **Add Filing** (Figure 16).
   Result: the *Add Filing* page opens.
2. Complete the fields (see definitions in Appendix A) identified in Figure 17, as follows:
   A. **Filing Type** – select the filing type from the dropdown menu.
   B. **Language** – select the language of the document from the dropdown menu.
   *Note: If you select Language Neutral, the uploaded file will be posted on both the English and French presentation of the CSE website. If you select either language, you must post a separate file for each language.*
   C. **Display Name** – enter a title for the document that is to be displayed in the filings list on the portal and on the CSE website.
   D. **Associated Securities** – use the checkboxes to select which securities the filing pertains to.
   E. **Upload File** – click **Choose file** to open your file explorer and select/open the file.
   *Note: after you upload a file, the "Choose file" button changes to "Change file"; click **Change file** to replace the file.*
3. Click **Add Filing**.
   Result: the filing is uploaded and displayed.

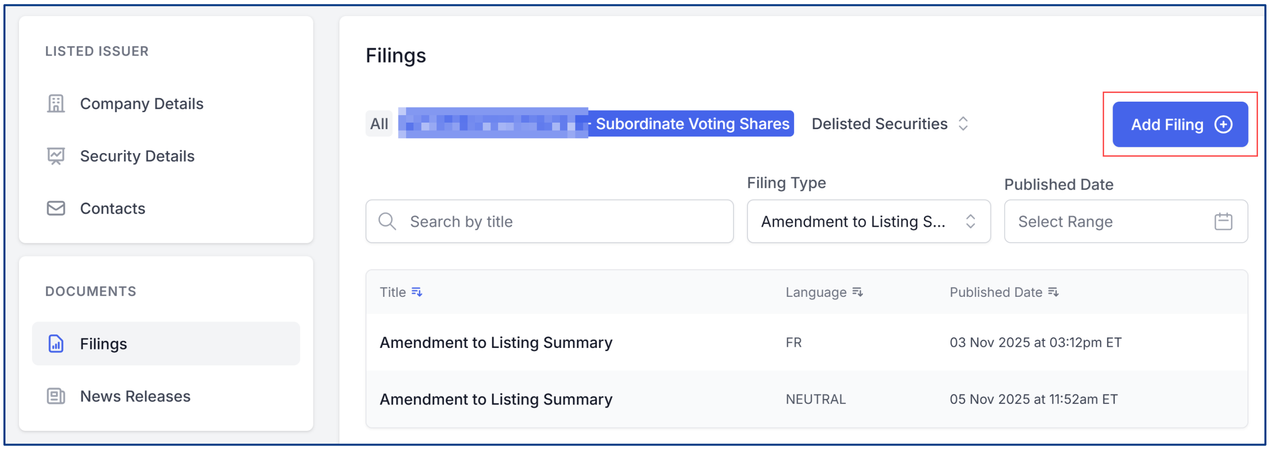


*Figure 16: Location of the Add Filing Button*

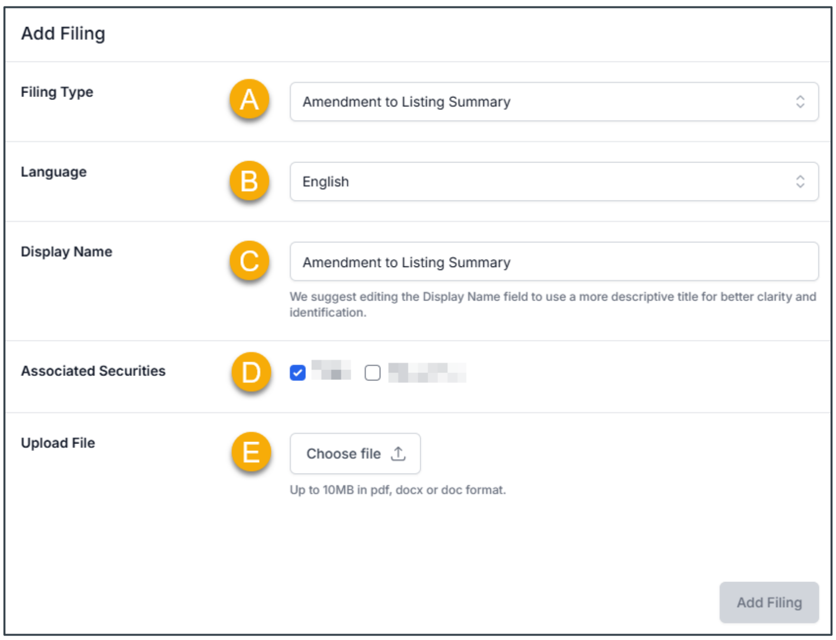


*Figure 17: Fields to Add a Filing*

# Delete a Filing

To delete a filing, take the following steps:

1. On the *Filings* page, click the filing you wish to delete.
   Result: the filing is displayed.
2. Click **Delete Filing** (Figure 18).
   Result: the *Request to Delete Filing* window opens (Figure 19).
3. Fill the **Note to the CSE** text box with any pertinent information.

4. Click **Submit Deletion Request**.
   Result: your deletion request is queued for review by the CSE. Until the CSE approves or rejects the deletion, you may cancel the request; see the Cancel an Edit Submission section.

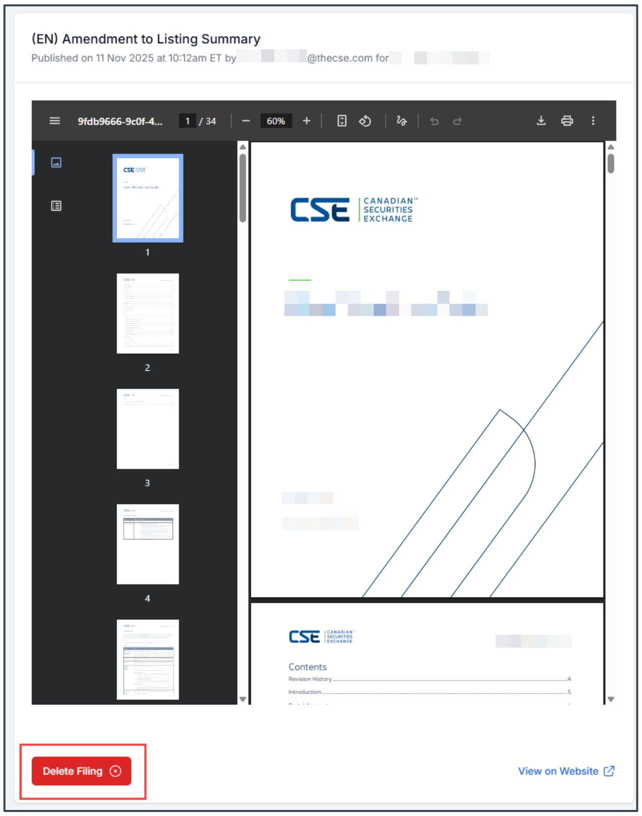


*Figure 18: Location of the Delete Filing Button*

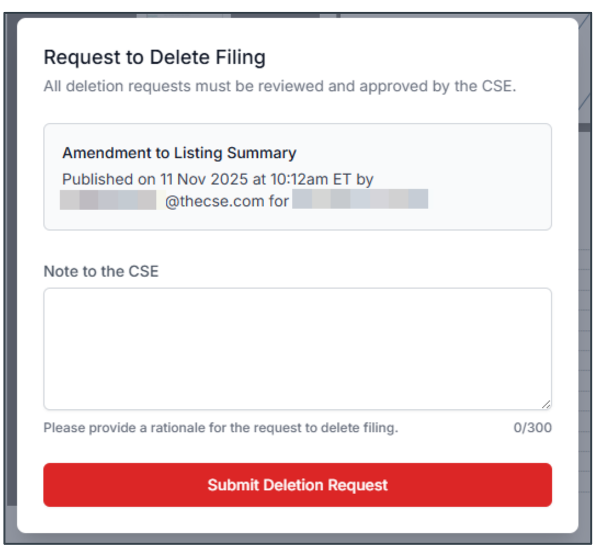


*Figure 19: Request to Delete Filing Window*

# News Releases

The *News Releases* page (Figure 20) allows you to do the following:

1. View and search for news releases with optional filters;
2. Add a news release; and,
3. Delete a news release.

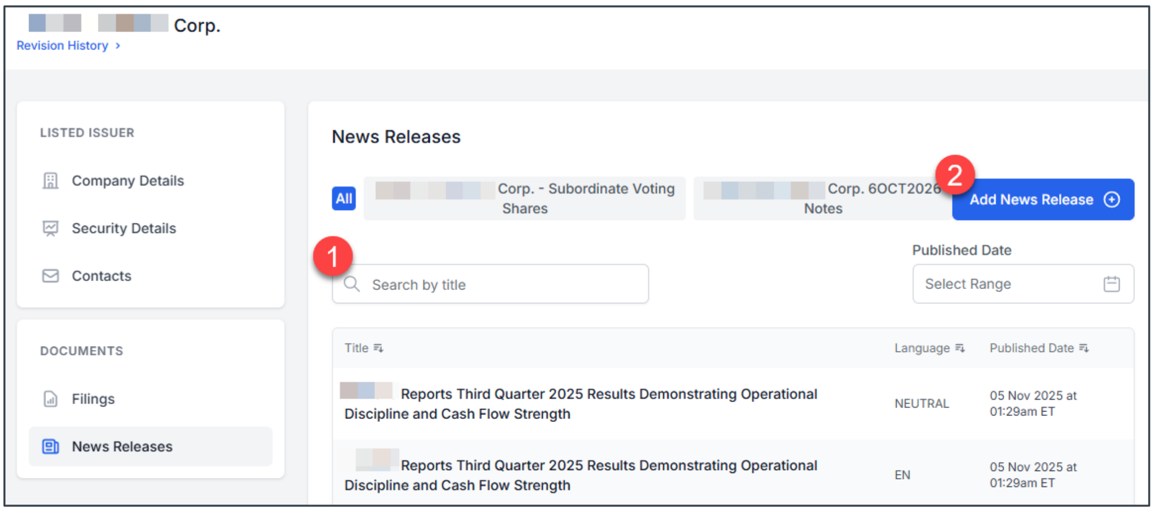


*Figure 20: News Releases Page*

## View News Releases

The *News Releases* page has a list of new releases that have been uploaded. To narrow the list, the filters depicted in Figure 21 are available, as follows:

1. Text box to enter key words;
2. Calendar to specify a date range; and,
3. Clickable headers to sort the list by title, language, or date.

Click the row of a news release to view the file, with options to download and print.

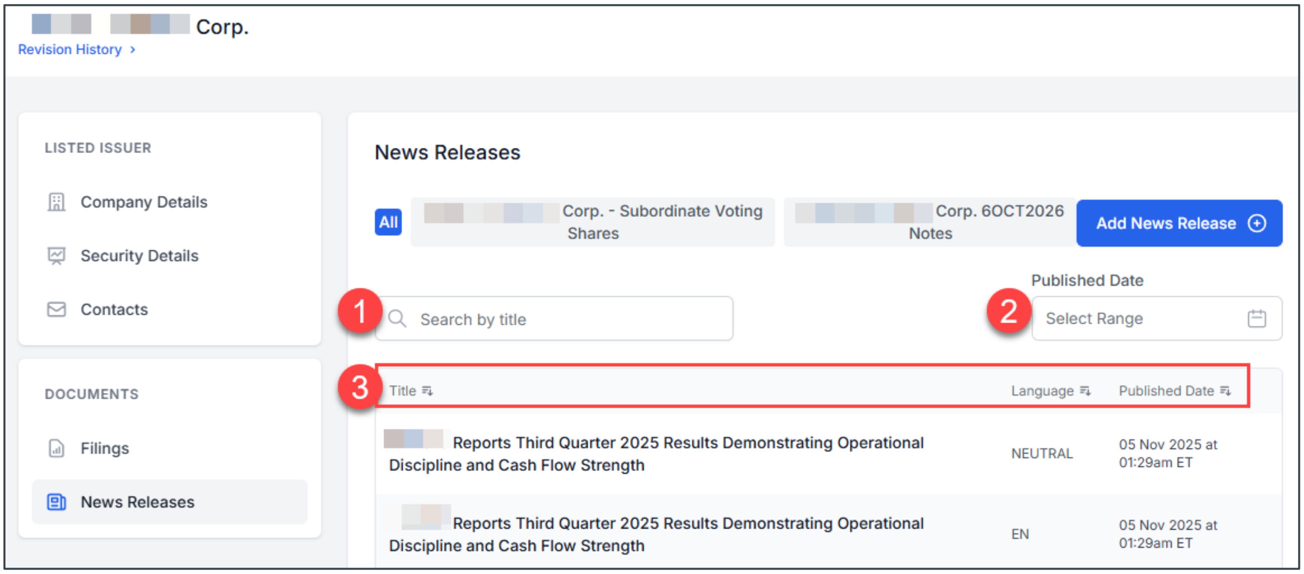


*Figure 21: Location of Filters to Narrow the Displayed News Releases*

## Add a News Release

To add a new release, take the following steps:

1. On the *News Releases* page, click **Add News Release** (Figure 22).
   Result: the *Add News Release* page opens.
2. Complete the fields (see definitions in Appendix A) identified in Figure 23, as follows:
   A. **Display Name** – enter a title for the document that is to be displayed in the news release list on the portal and on the CSE website.
   B. **Language** – select the language of the document from the dropdown menu.
   *Note: If you select Language Neutral, the uploaded file will be posted on both the English and French presentation of the CSE website. If you select either language, you must post a separate file for each language.*
   C. **Associated Securities** – Use the checkboxes to select which securities the news release pertains to.
   D. **Upload File** – click **Choose file** to open your file explorer and select/open the file.
   *Note: after you upload a file, the "Choose file" button changes to "Change file"; click **Change file** to replace the file.*
3. Click **Add New Release**.
   Result: the news release is uploaded and displayed.

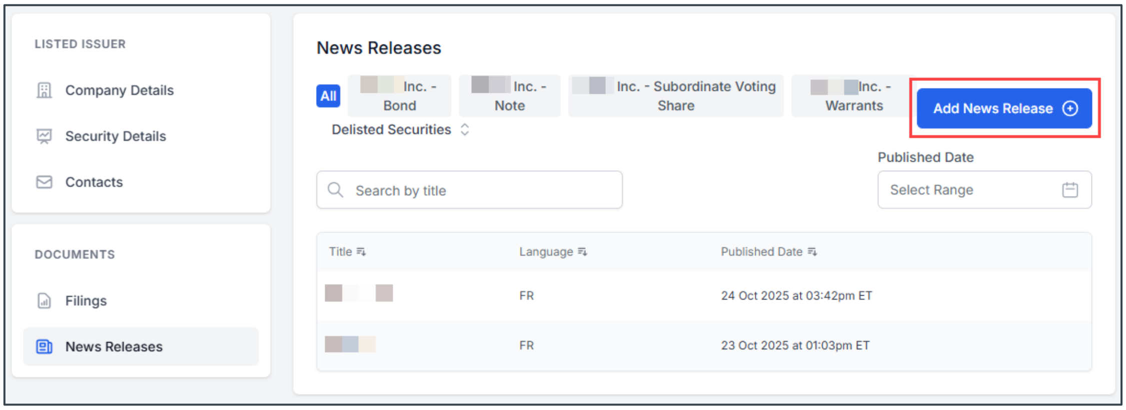


*Figure 22: Location of the Add News Release Button*

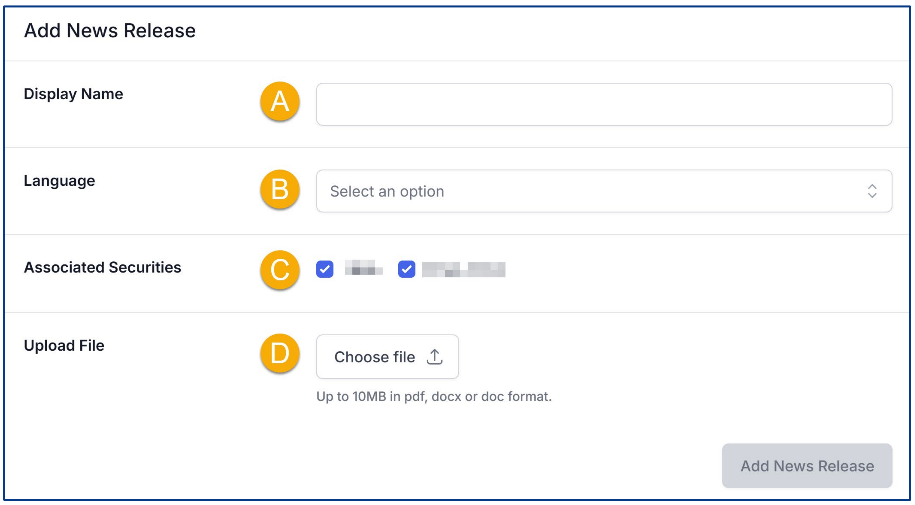


*Figure 23: Fields to Add a Add News Release*

## Delete a News Release

To delete a news release, take the following steps:

1. On the *News Releases* page, click the news release you wish to delete.
   Result: the news release is displayed.
2. Click **Delete News Release** (Figure 24).
   Result: the *Request to Delete News Release* window opens (Figure 25).
3. Fill the **Note to the CSE** text box with any pertinent information.
4. Click **Submit Deletion Request**.
   Result: your deletion request is queued for review by the CSE. Until the CSE approves or rejects the deletion, you may cancel the request; see the Cancel an Edit Submission sections.

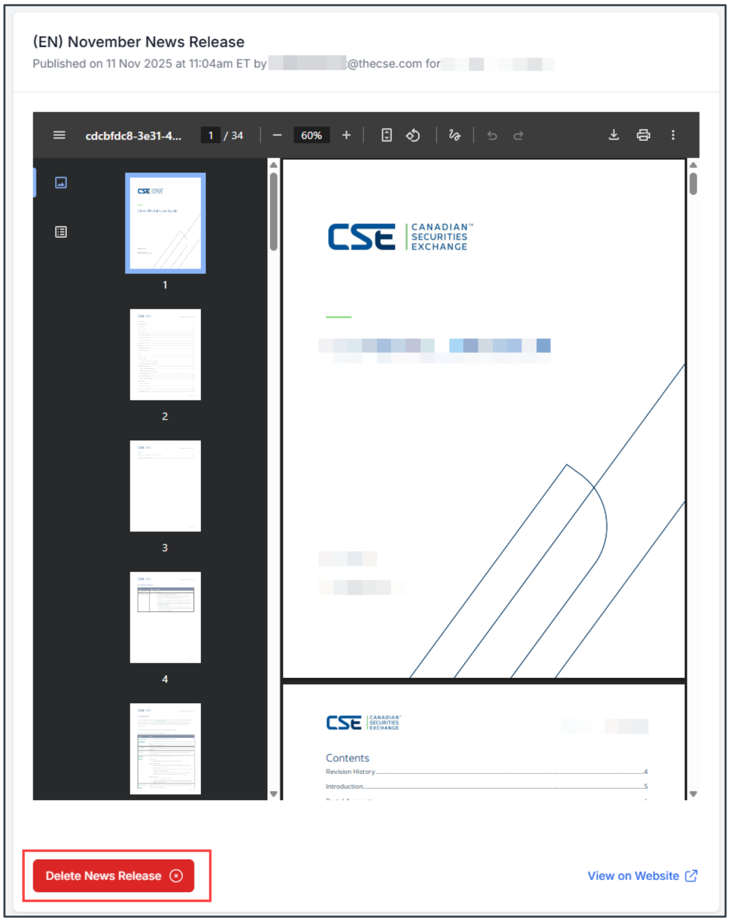


*Figure 24: Location of the Delete News Release Button*

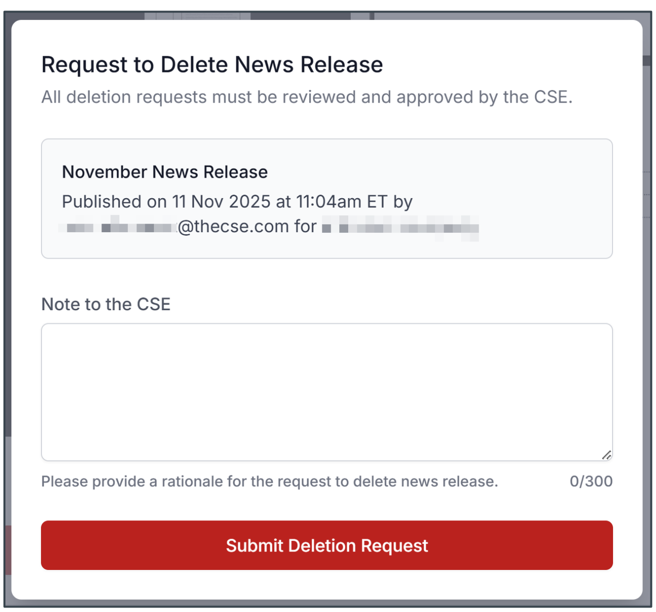


*Figure 25: Request to Delete News Release Window*

# Revise an Edit Submission

To revise an edit submission, take the following steps:

1. Click **Revision History** (Figure 26).
   Result: you are on the **Revision History** page.
2. Highlight the row of the pending edit and click **Open** (Figure 27).
3. Next to the edit you want to revise, click **Edit and Resubmit** (Figure 28).
   Result: a window opens to update your edits.
4. Update the edit and click **Save Changes**.
   Result: a message will appear indicating if your update was submitted successfully, or if it was not submitted successfully (i.e., if the CSE had already accepted or rejected the original edit submission prior to your update being submitted).
5. Repeat steps 3 to 4 as required.

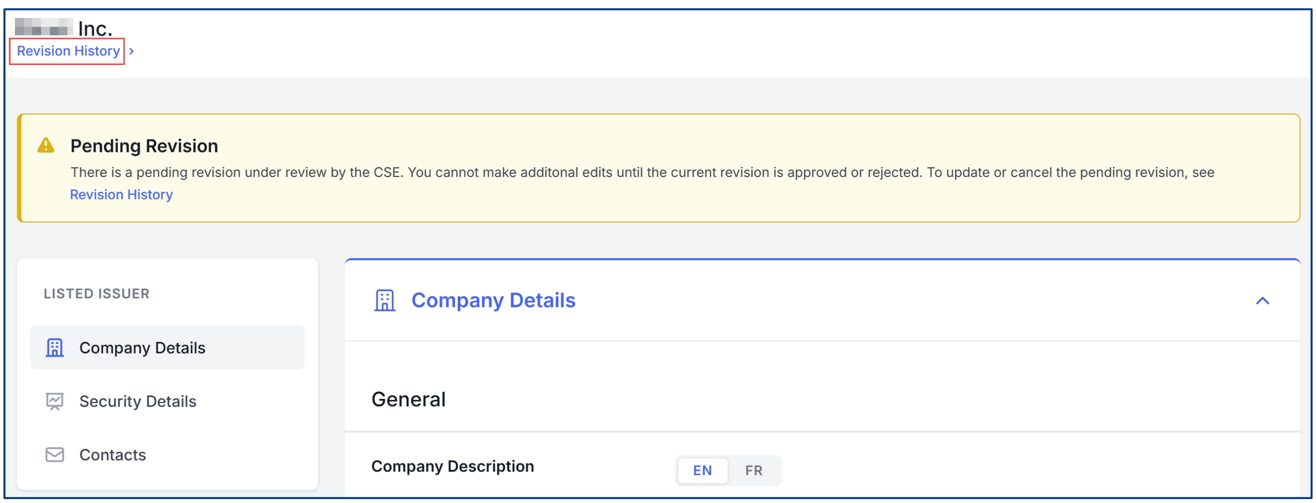


*Figure 26: Revision History Link*

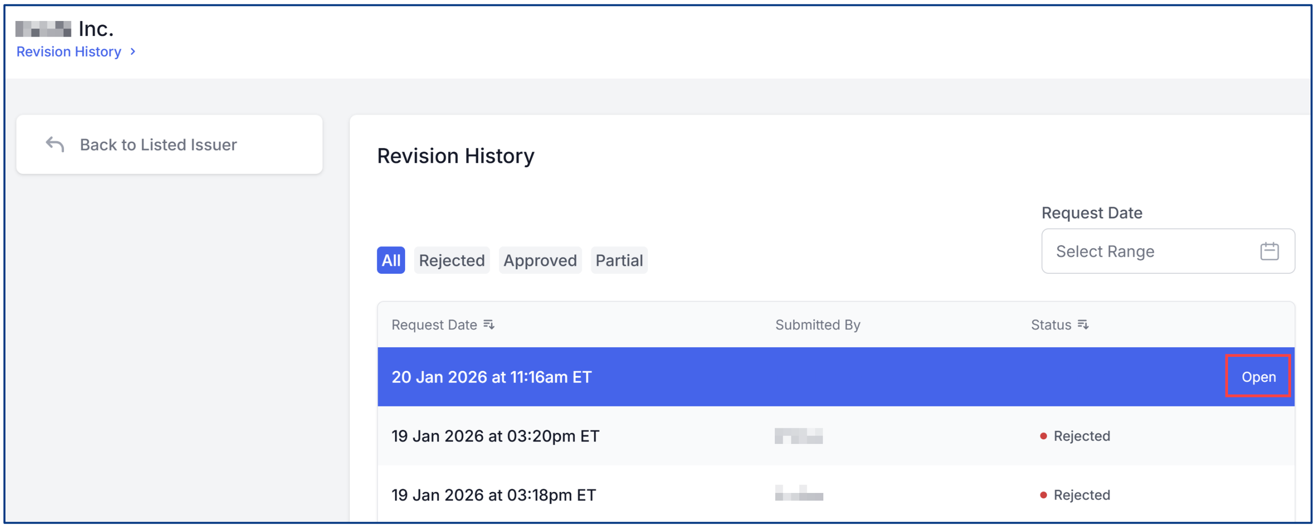


*Figure 27: Link to Revise an Edit*

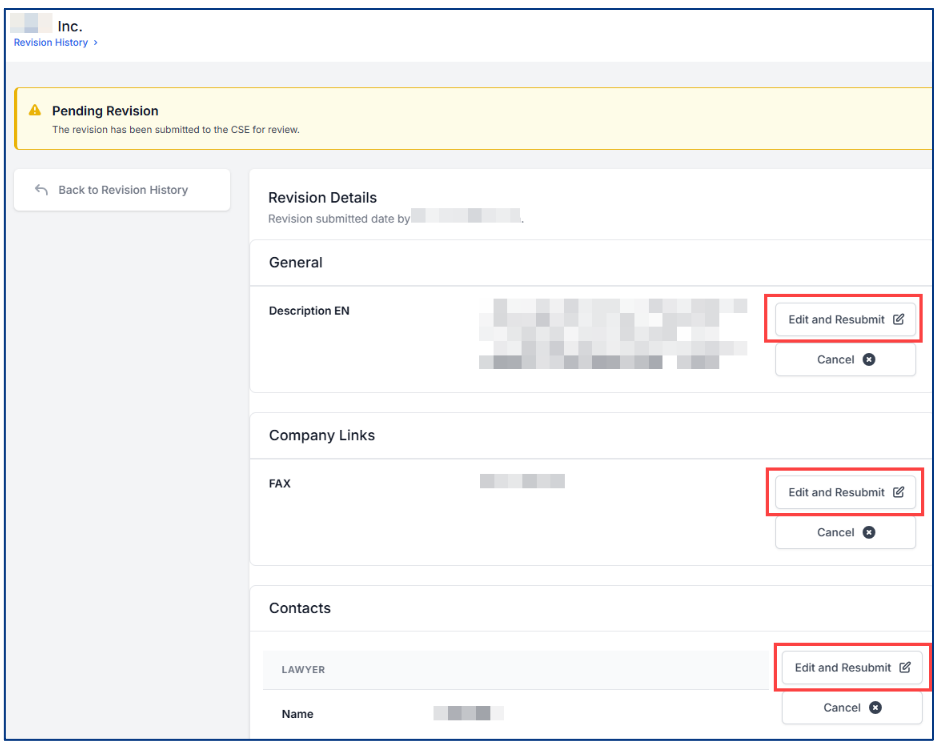


*Figure 28: Edit and Resubmit Button Location*

# Cancel an Edit Submission

To cancel an edit submission, take the following steps:

1. Click **Revision History** (Figure 29).
   Result: you are on the **Revision History** page.
2. Highlight the row of the pending edit and click **Open** (Figure 30).
3. Next to the edit you want to cancel, click **Cancel** (Figure 31).
   Result: a message will appear indicating if your cancellation was submitted successfully, or if it was not submitted successfully (i.e., if the CSE had already accepted or rejected the edit prior to your cancellation being submitted).
4. Repeat steps 2 to 3 as required.

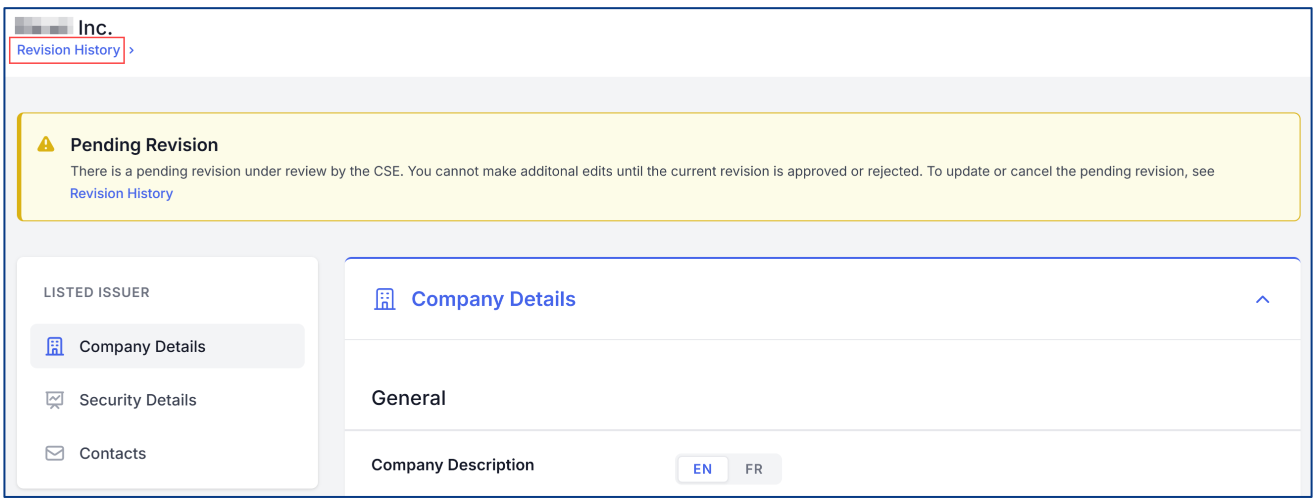


*Figure 29: Revision History Link*

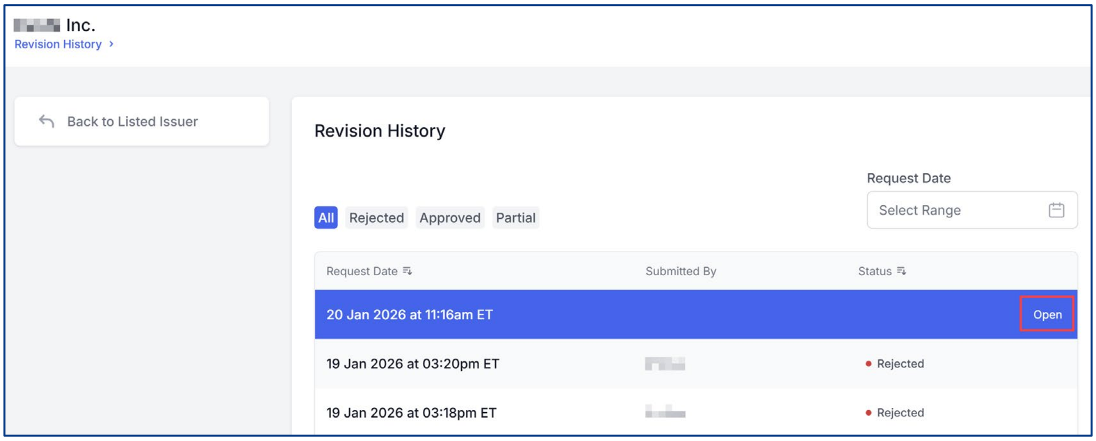


*Figure 30: Link to Cancel an Edit*

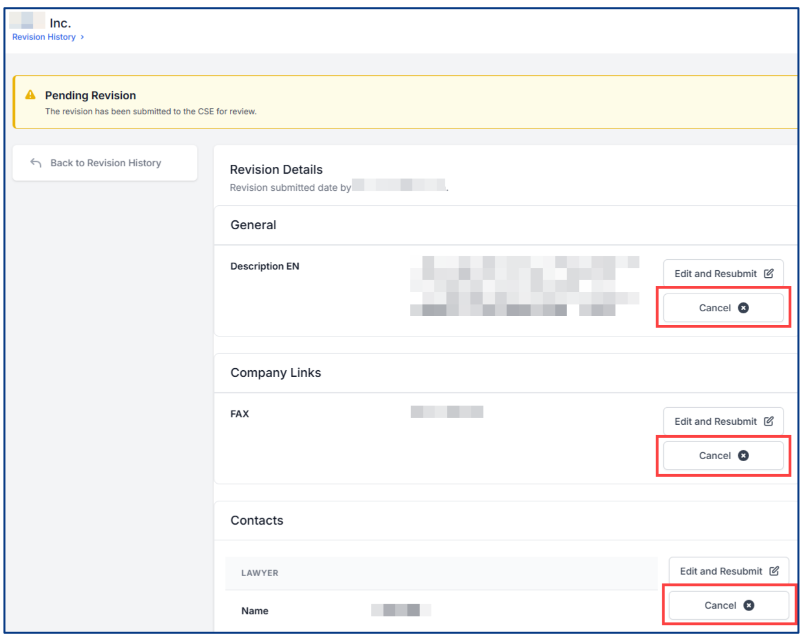


*Figure 31: Cancel Button Location*

# Appendix A: Information Field Definitions

The following table lists the fields of information available in the Issuer Portal. Note that the fields are editable, unless otherwise indicated in the *Description* column.

| Section | Sub-Section | Field Name (* = mandatory) | Definition |
|---|---|---|---|
| Company Details | General | Company Description* | A brief description of the Issuer's business. |
| | | Industry | Industry that the Issuer is in.<br>Read only (non-editable). |
| | | Financial Year End | The last month in the Issuer's annual accounting period. |
| | Company Links | Website | Issuer website. |
| | | Company Email* | Issuer email for general inquiries. |
| | | Phone* | Issuer phone number. |
| | | Fax | Issuer fax number. |
| | | LinkedIn | Link to the Issuer's LinkedIn page. |
| | | X | Link to the Issuer's X page. |
| | | Facebook | Link to the Issuer's Facebook page. |
| | | Instagram | Link to the Issuer's Instagram page. |
| | | Snapchat | Link to the Issuer's Snapchat page. |
| | | YouTube | Link to the Issuer's YouTube page. |
| | Company Address | Country* | Head office country. |
| | | Address* | Head office address. |
| | | City* | Head office city. |
| | | Postal Code/Zip* | Head office postal code or ZIP code. |
| | Mailing Address | Country* | Mailing address country. |
| | | Address* | Mailing address. |
| | | City* | Mailing address city. |

| Section | Sub-Section | Field Name (* = mandatory) | Definition |
|---|---|---|---|
| | | Postal Code/Zip* | Mailing address postal code or ZIP code. |
| | Billing Address | Country* | Billing address country. |
| | | Address* | Billing address. |
| | | City* | Billing address city. |
| | | Postal Code/Zip* | Billing address postal code or ZIP code. |
| Security Details | Header | Security Name | Full name of the security.<br>Read only (non-editable). |
| | | Symbol | Trading symbol for the security.<br>Read only (non-editable). |
| | | Trading Status | Displays one of the following Statuses: Active, Approved – Abandoned, Approved – Pending Listing, Approved – Withdrawn Conditionally Approved, Delisted, Halted, Halted Pending Delisting, Halted Pending Fundamental Change, Inactive, Opening Delay (Delayed), Suspended, Trading Halt (Halted or Frozen).<br>Updated in real time.<br>Read only (non-editable). |
| | | Listing Status | Displays one of the following Statuses: Active, Delisted, Halted Pending Delisting, Halted Pending Fundamental Change, Inactive, Suspended, Trading Halted.<br>Updated by the CSE Listings Team.<br>Read only (non-editable). |
| | Listing Details | Logo | Issuer logo (JPEG or PNG). |
| | | Security Details | Supplemental listing details (e.g., warrants, rights, etc.).<br>Read only (non-editable). |

| Section | Sub-Section | Field Name (* = mandatory) | Definition |
|---|---|---|---|
| | | Investor Note | This field is only used for *Subordinate Voting Shares* and describes a specific capital structure. |
| | | Listing Date | The initial listing date for the security.<br>Read only (non-editable). |
| | | Delisted Date | If the security is delisted, this field provides the date that it was delisted.<br>Read only (non-editable). |
| | | Dividend Declared* | Yes or No. |
| | | Transfer Agent* | A dropdown list of all possible Transfer Agents. |
| | | Options Traded* | Yes or No. |
| | Market Capitalization | Issued & Outstanding* | The number of Issued and Outstanding shares. |
| | | Reserved for Issuance* | Reserved number of shares (e.g., options, warrants etc.). |
| | | Total equity shares, as if converted* | This field is only used for *Subordinate Voting Shares* and provides the total equity shares when all available securities are converted. |
| | | Escrow Shares | The number of shares held in escrow. |
| | Bond Information (only displayed for the *Bond* security type) | Corporate Jurisdiction | Jurisdiction of incorporation of the issuer.<br>Read only (non-editable). |
| | | Bond Maturity | The maturity date of the bond.<br>Read only (non-editable). |
| | | Bond Dated | The date of the Bond Indenture.<br>Read only (non-editable). |
| | | Bond Redemption | If the bond is redeemable prior to maturity, the redemption date is listed here.<br>Read only (non-editable). |
| | | Bond Coupon | The annual interest rate.<br>Read only (non-editable). |

| Section | Sub-Section | Field Name (* = mandatory) | Definition |
|---|---|---|---|
| | | Bond Frequency | The frequency of the bond payments.<br>Read only (non-editable). |
| | | Bond Clearing and Settlement | Default is CDS.<br>Read only (non-editable). |
| | | Bond Board Lot | Board lot size.<br>Read only (non-editable). |
| | | Bond Trading Restrictions | Restrictions on trading. Excludes resale restrictions in securities law or Exchange Policies.<br>Read only (non-editable). |
| Contacts | Auditor | Name* | Firm name of the Issuer's auditor. |
| | Company Officers/Directors | First Name* | Officer/Director's first name. |
| | | Last Name* | Officer/Director's last name. |
| | | Title* | Officer/Director's title. |
| | Corporate Secretary | First Name* | Corporate Secretary's first name. |
| | | Last Name* | Corporate Secretary's last name. |
| | | Email* | Corporate Secretary's email. |
| | | Phone | Corporate Secretary's phone number. |
| | | Fax | Corporate Secretary's fax number. |
| | Investor Relations | First Name* | Investor Relations contact's first name. |
| | | Last Name* | Investor Relations contact's last name. |
| | | Email* | Investor Relations contact's email. |
| | | Phone | Investor Relations contact's phone number. |
| | | Fax | Investor Relations contact's fax number. |
| | Issuer Administrator | First Name* | Issuer Administrator's first name. |
| | | Last Name* | Issuer Administrator's last name. |
| | | Email* | Issuer Administrator's email. |
| | | Phone | Issuer Administrator's phone number. |
| | | Fax | Issuer Administrator's fax number. |
| | Lawyer | Name* | Firm name of the Issuer's Lawyer. |
| | | First Name* | Surveillance Contact's first name. |

| Section | Sub-Section | Field Name<br>(* = mandatory) | Definition |
|---|---|---|---|
| | Surveillance Contact | Last Name* | Surveillance Contact's last name. |
| | | Email* | Surveillance Contact's email. |
| | | Phone | Surveillance Contact's phone number. |
| | | Fax | Surveillance Contact's fax number. |
| Filings | Add Filing | Filing Type* | A dropdown list of all possible filing types. |
| | | Language* | A dropdown list of language options.<br>• English (i.e., displayed on the English presentation of the CSE website)<br>• French (i.e., displayed on the French presentation of the CSE website)<br>• Language Neutral (i.e., displayed on both the English and French presentation of the CSE website) |
| | | Display Name* | The filing title, which will appear on the portal and the CSE website. |
| | | Associated Securities* | The security/securities associated with the Filing.<br>*Note: by default, all securities are selected.* |
| News Releases | Add News Release | Language* | A dropdown list of language options.<br>• English (i.e., displayed on the English presentation of the CSE website)<br>• French (i.e., displayed on the French presentation of the CSE website)<br>• Language Neutral (i.e., displayed on both the English and French presentation of the CSE website) |
| | | Display Name* | The News Release title, which will appear on the portal and the CSE website. |
| | | Associated Securities* | The security/securities associated with the News Release.<br>*Note: by default, all securities are selected.* |