Instructions to File Reports and Certifications through OTCIQ.com

OTC Markets requires companies trading on OTCQX, OTCQB, OTCID and certain companies trading on the Pink Limited market to verify, confirm and/or post certain information through OTCIQ.com on a periodic basis. Below are the instructions to complete certain initial or ongoing eligibility requirements after logging in.

Verified Company Profile:

Select "Manage Company Profile" from the left-hand navigation and you will have the opportunity to view and update all the profile information that is publicly displayed on <u>www.otcmarkets.com</u> for your company as well as non-public contact details. At the end of the form, hit "Submit Profile". A staff member will review the information you submit and may contact you if necessary. Your changes should be processed within 2 business days and the "Company Verified Profile" badge will appear on otcmarkets.com. (Note: the verified profile badge will be removed if the profile has not been verified within 6 months.)

Annual Reports/Quarterly Reports/Interim Financial Reports:

- 1. Click on "Add Financial Report" tab on the left-hand navigation.
- 2. Select "Immediate" as the Dissemination Date or enter a future date/time to publish your report
- 3. Select "Quarterly Report" or "Interim Financial Report" or "Annual Report" * (depending on the document) as the Report Type.
- 4. Select the corresponding Period End Date from the drop-down menu. Contact us if the correct period end date is not available for your company.
- 5. Select the file to upload.
- 6. Click on Preview.
- 7. Click on Submit

*When posting an Annual Report, International Reporting companies may be prompted to complete the 12g3-2(b) Certification. See below.

12g3-2(b) Certification:

- 1. Click on "Add Financial Report" tab on the left-hand navigation.
- 2. Select "Immediate" as the Dissemination Date.
- 3. Select "12g3-2(b) Certification" as the Report Type.
- 4. Select the Period End Date that corresponds to the last fiscal year end date for which you have recently filed an Annual Report.
- 5. Respond to the 3 questions presented on the screen. You may wish to consult a securities attorney with respect to your Foreign Private Issuer designation and exemption status under Rule 12g3-2(b).
- 6. Sign your name.
- 7. Click on Preview.
- 8. Click on Submit.

Management Certification:

1. Ensure that your Company Profile has been verified within the previous 30 days.

- 2. Fill out <u>this template</u> and save it as a pdf. The information presented on the document should reflect the latest date practicable.
- 3. Click on the "Add Financial Report" tab on the left-hand navigation.
- 4. Select "Immediate" as the Dissemination Date or enter a future date/time to publish your Management Certification.
- 5. Select "Management Certification" as the Report Type.
- 6. Select the corresponding fiscal year end from the drop-down menu.
- 7. Select the file to upload.
- 8. Click on Preview.
- 9. Click on Submit

Notifications of Late Filing:

- 1. Fill out this template and save it as a pdf.
- 2. Click on "Add Financial Report" tab on the left-hand navigation.
- 3. Select "Immediate" as the Dissemination Date.
- 4. Select "Notification of Late Filing" as the Report Type.
- 5. Select the corresponding Period End Date from the drop-down menu.
- 6. Select the file to upload.
- 7. Click on Preview.
- 8. Click on Submit

Supplemental Reports – Catch-all Information:

- 1. Fill out this template and save it as a pdf.
- 2. Click on "Add Financial Report" tab on the left-hand navigation.
- 3. Select "Immediate" as the Dissemination Date or enter a future date/time to publish your report.
- 4. Select "Supplemental Information" as the Report Type.
- 5. Enter Subtitle, if applicable.
- 6. Select the corresponding Period End Date from the drop-down menu.
- 7. Select the file to upload.
- 8. Click on Preview.
- 9. Click on Submit.

News:

- 1. Click "Add News Release" on the left-hand navigation.
- 2. Choose a news distribution partner or OTC Markets' Websites, which is free with your Subscription).
- 3. If selecting "OTC Markets' Websites"
 - a. Select the desired release time/date, release type, and enter the title of your news release.
 - b. Select "Add Content" and type or upload your press release
 - c. Select "Review" and then "Confirm" to submit.
- 4. If selecting other newswires, follow the prompts displayed on the screen to proceed with your new release.



For a full list of the requirements, please see the rules and guidelines for your applicable market and reporting standard:

Market Rules:

- OTCQX Rules for U.S. Companies
- OTCQX Rules for International Companies
- OTCQB Rules
- OTCID Rules