

Instructions to File Reports and Certifications through OTCIQ.com

OTC Markets requires companies trading on OTCQX, OTCQB and certain companies trading on the Pink market to verify, confirm and/or post certain information through OTCIQ.com on a periodic basis. Below are the instructions to address certain items after logging in.

Verified Company Profile:

Select "Manage Company Profile" from the left-hand navigation and you will have the opportunity to select the company you are linked to, and view and update all the profile information that is publicly displayed on www.otcmarkets.com for the company as well as its non-public contact details. Verify information under all 6 cards and hit "Submit Verified Profile" within the last Review and Submit card. 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 "Verified Company Profile" flag will appear on otcmarkets.com. (Note: the verified profile flag 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) Confirmation. See below.

12g3-2(b) Confirmations:

1. Click on "Add Financial Report" tab on the left-hand navigation.
2. Select "Immediate" as the Dissemination Date.
3. Select "12g3-2(b) Confirmation" 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 Submit.

OTCQB Certifications:

1. Ensure that your Company Profile has been verified within the previous 30 days.
2. Fill out [this template](#) 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 OTCQB Certification
5. Select "OTCQB 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

Attorney Letters:

1. Ensure that all required Annual and Quarterly reports are published before you submit an Attorney Letter
2. Click on the "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 Attorney Letter
4. Select "Attorney Letter with Respect to Current Information" as the Report Type.
5. Select the associated Annual Report. (Do not apply to Quarterly Reports.)
6. Select the file to upload.
7. Click on Preview.
8. Click on Submit

News:

1. Click "Add News Release" on the left-hand navigation
2. Choose a news distribution partner (Accesswire or PR Newswire) or OTC Markets' Websites, which is free with your Subscription.
3. If selecting "OTC Markets' Websites – Free with your Subscription:"
 - a. Select the desired release time/date, release type, type in your location 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 tier/reporting standard:

Rules and Guidelines for OTCQX and OTCQB:

- [OTCQX Rules for International Companies](#)
- [OTCQX Rules for U.S. Companies](#)
- [OTCQX Rules for U.S. Banks](#)
- [OTCQB Standards](#)
- [Alternative Reporting Standard Disclosure Guidelines for OTCQX and OTCQB](#)

Disclosure Guidelines for Pink Companies:

- [Pink Basic Disclosure Guidelines - ARS](#)
- [Pink Basic Disclosure Guidelines - Banks](#)
- [Pink Basic Disclosure Guidelines – International Reporting Companies](#)