



THE INVESTMENT
FUNDS INSTITUTE
OF CANADA

L'INSTITUT DES FONDS
D'INVESTISSEMENT
DU CANADA

**ELECTRONIC
RECORDS
&
SIGNATURES
UPDATE**

Electronic – Records & Signatures

Agenda

- Project Background
- Electronic Records
- Electronic Signatures
- Question & Answer

Electronic – Records & Signatures

History

- IFIC Document Record Retention and Destruction Guideline (Oct 2010)

Current project

Electronic Records & Signature Project(2011 -forward):

- Phase 1 - Electronic Records
- Phase 2- Electronic Signatures

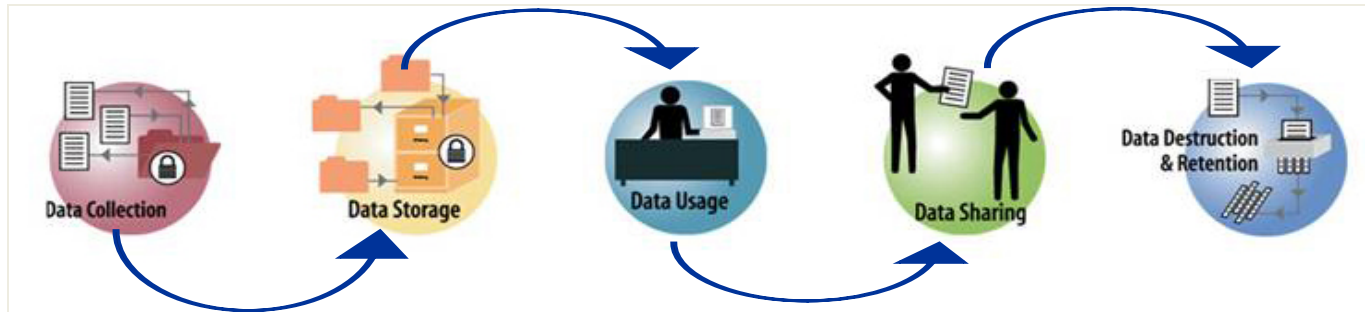
Electronic – Records & Signatures

Project Objective:

- Discussion Paper
- Legal, Technical and Process considerations
- Investment Fund Industry perspective

Electronic Records

Electronic Records



Document images may be created at the point of service or may be received direct from customers

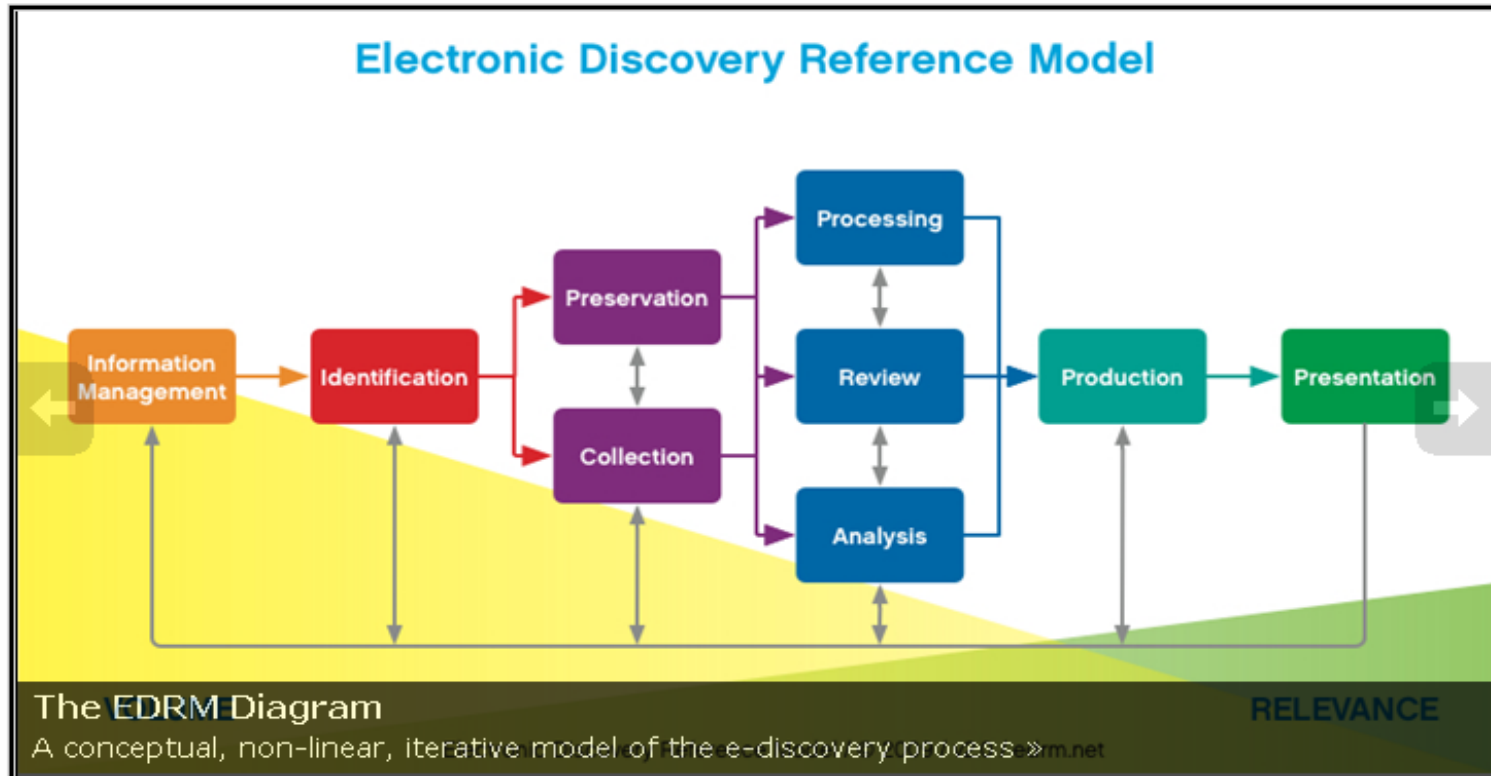
Paper or microfilm records may be converted to images to reduce costs and improve access

Current paper records may be imaged to enable automation of business processes

Electronic data sharing is driven by the need for timely availability, secure access and sustainability

Electronic records may be converted to secure, sustainable formats for long term preservation

Electronic Records



Electronic Records

Investment Industry Case Studies:

- Client Files
- Document Destruction
- Outsourcing / 3rd party
- Merger and Legacy records

Electronic Signatures

Electronic Signatures

*An **Electronic Signature** is "a signature that consists of one or more letters, characters, numbers or other symbols in digital form incorporated in, attached to or associated with an electronic document" (PIPEDA)*

Electronic Signatures

A Secure Electronic Signature is an electronic signature that:

- Unique to the person making the signature;
- The technology or process used to make the signature is under the sole control of the person making the signature;
- The technology or process can be used to identify the person using the technology or process; and
- The electronic signature can be linked with an electronic document in such a way that it can be used to determine whether the electronic document has been changed since the electronic signature was incorporated in, attached to or associated with the electronic document. (PIPEDA)

Electronic Signatures

Federal & Provincial legislation supports Electronic Records:

- Protection of Personal Information and Electronic Documents Act (PIPEDA) 2000
- Uniform Electronic Commerce Act, 2000
- Ontario Electronic Commerce Act, 2000

Electronic Signatures

Legal test:

- The electronic signature must be reliable for the purpose of identifying the person
- The association of the electronic signature with the relevant electronic document must be reliable
- The electronic signature must meet the prescribed requirements
- The electronic signature must meet any prescribed information technology standards

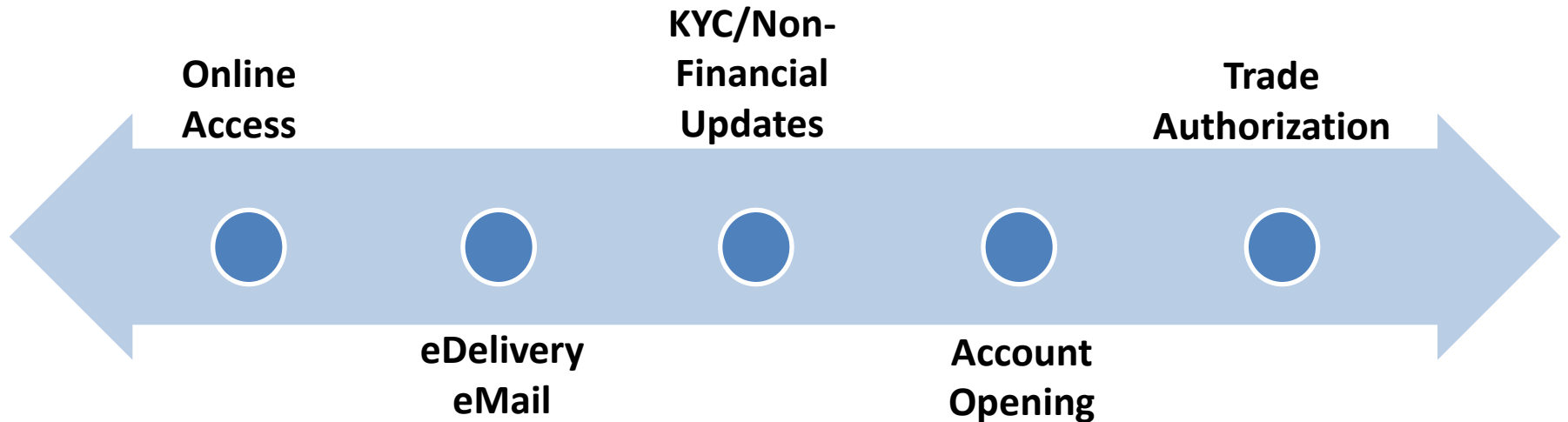
E- Signatures

- E-signatures allow the user to electronically sign the electronic document through a variety of methods
- Electronic representation of a signature
- Similar to a “wet” signature process

Digital Signatures

- Digital signatures employ enhanced security to protect the integrity of the records
- Provides reason to believe the message was sent by the claimed sender
- Signature ceremony is accomplished through a series steps

Consent Continuum



State of the Industry

Manual Process



Select Forms



Complete Forms



Gain Consent



Enter Transaction on System



Capture Signed Form



Store in System

Best Process with Wet Signature



Enter Transaction on System



Print Forms



Gain Consent



Capture Signed Form



Store in System

End-to-End Electronic Processing



Enter Transaction on System



Gain Consent



Store in System

End-to-End Electronic Processing

Prepare Document

Post Document

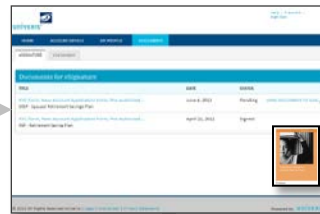
Client Consent

Store & Share Document

Completed Form Generated by System



Form Posted on Secure Client Portal



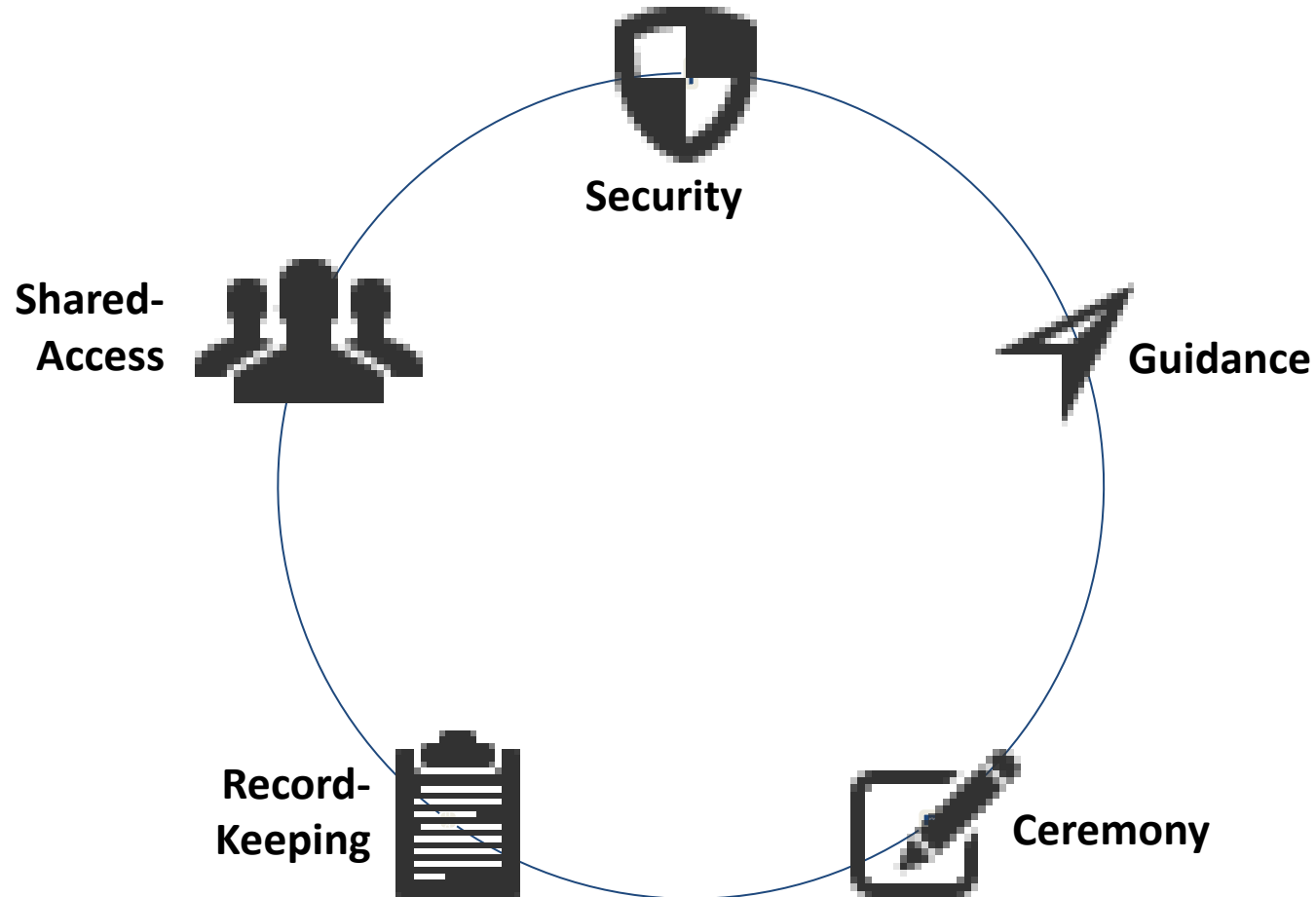
Client Accesses Portal to Sign Form



Signed Form is Locked and Stored for future Reference



Processing Requirements



Electronic Signature Players

Integrators

- Recombo
- Silanis

Retail

- DocuSign
- Right Signature

Platforms

- Adobe Lifecycle
- Digital Signature

Electronic Signatures

Next Steps:

- Finalize Legal Review
- Summarize Technical and Process Options
- Develop Industry Case Studies

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