

PART IV**MISCELLANEOUS PROVISIONS****7. Methods and times of delivery of documents**

- 7.1 A notice or document to be delivered for any purpose contemplated in these rules may be delivered in any of the methods set out in Table A.
- 7.2 A document delivered by a method listed in the second column of Table A will be deemed to have been delivered to the intended recipient on the date and at the time shown opposite that method, in the third column of the Table A.
- 7.3 If the date and time for the delivery of a document referred to in the Table A to the Regulatory Authority is outside of its office hours, as set out in rule 8.1, that document will be deemed to have been delivered on the next business day, subject to rule 8.2.
- 7.4 A document that is delivered by fax must include a cover page, and a document that is transmitted by electronic mail must be accompanied by a cover message, in either case setting out -
- 7.4.1 the name, address, and telephone number of the sender;
- 7.4.2 either -
- 7.4.2.1 the name of the person to whom it is addressed, and the name of that person's attorney, if applicable; or,
- 7.4.2.2 the name or description of the class of intended recipients, if the document is being delivered generally to all the members of a particular class of persons;
- 7.4.3 the date of the transmission; and
- 7.4.4 in the case of a fax transmission -
- 7.4.4.1 the total number of pages sent, including the cover page; and
- 7.4.4.2 the name and telephone number of the person to contact if the transmission is incomplete or otherwise unsuccessful.