Real Estate Development – IRIS Submission Guide – No BCFSA File Number

How to submit a Disclosure Statement in IRIS if the Developer does not have an existing BCFSA file number for the development or has not previously created this development in IRIS.

Date: June 13, 2025

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Classification: **Protected A**

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INTRODUCTION

This document provides a step-by-step guide on how to make a submission in IRIS for a development that does not have an existing BCFSA file number (known as a 'Development Number') in IRIS. You will not have a BCFSA file number if you have not made any submission regarding your development in the past. **If you have previously submitted a filing to BCFSA for your development, you must use the "Disclosure Statement (Development Already in IRIS)" submission to file a new disclosure statement for that development**.

BACKGROUND INFORMATION

IRIS stands for Integrated Regulatory Information System and is the portal for regulated entities to provide regulatory information and submissions to BCFSA. IRIS lets you save your submissions as you go, make payments, and manage your submissions over time.

To learn how to create an account and navigate your IRIS submissions, review the following guides:

- [How to create an account in IRIS](#)

- [How to navigate in IRIS](#)

- [How to make payments in IRIS](#)

- [How to manage your submissions in IRIS](#)

- [Frequently asked questions about IRIS](#)

How to submit a disclosure statement in IRIS if the developer does <u>not</u> have an existing BCFSA file number for the development or has <u>not</u> previously created this development in IRIS.

Once you have created an account in IRIS and signed in, follow these steps to submit a Disclosure Statement in IRIS:

Step 1: Go to the IRIS portal: portal.bcfsa.ca

Step 2: Create an account or Sign in to your account

Step 3: Go to My Profile, set your default sector to be 'Development - Real Estate' and click 'Save'

Step 4: Click 'New Submission'

Step 5: Choose 'Disclosure Statement (New Development)'

TIP: You can also type 'Disclosure' in the search field and click 'Apply' to quickly find the 'Disclosure Statement (New Development)' submission.

Step 6: Select 'Start' to begin your submission process to create a service request number

A draft submission will be kept in the system for up to 90 days. After 90 days, any drafts that have not been edited or submitted will be automatically removed.

Disclosure Statement (New Development)

| Introduction | Development | Details | Policy Statement | Developers | Developer Address | Developer Contacts | Submitter |
| Requirements | Pay & Submit |

ℹ This is a draft submission. You can return to this draft for up to 90 days. After 90 days, any drafts that have not been edited or submitted will be removed.

Sector

Development - Real Estate

Type

Disclosure Statement

Description

This service request is used to submit a Disclosure Statement under the *Real Estate Development Marketing Act*. **Only use this if the Developer has not previously created this Development in IRIS.**

Please use Disclosure Statement (Development Already in IRIS) if the developer **has** previously created this Development in IRIS or has an existing BCFSA file number.

<div align="right">Start</div>

Step 7: Enter the 'Development' information then select 'Next'

TIP: If the development does not yet have a name, check 'Development is Unnamed'. If you leave the 'Development Name' field blank, you will get an error message.

Disclosure Statement (New Development) - SR085783

| Introduction ✔ | Development | Details | Policy Statement | Developers | Developer Address | Developer Contacts |
| Submitter | Requirements | Pay & Submit |

Development

Development Name *

Test Development

☐ **Development is Unnamed**

Submitter File Number

TIP: You must enter a 'Legal Description'. If you don't and click 'Next' to move to the next page, you will get an error message. To enter a legal description and/or PID, click 'Add Legal Descriptions & PIDs'.

Legal Descriptions & PIDs

[Add Legal Descriptions & PIDs]

Parcel Identifier	Legal Description

You have not entered any information yet. Click on the button to create.

✎ Create   ✕

Parcel Identifier

_____

Legal Description *

Test Development

[Submit]

TIP: When you have created an entry, it displays in the table in the section. You can edit or remove it by clicking the down arrow on the far-right side and selecting one of the options. Once you're done, click 'Next' to move to the next page.

Legal Descriptions & PIDs

[Add Legal Descriptions & PIDs]

Parcel Identifier	Legal Description	
	Test Development	⊙
		Edit
		Remove

Step 8: Enter the 'Details' section then select 'Next'

TIP: 'Total Number of Units in the Development' and 'Total Number Units Developer Currently Owns' should generally be the same, unless the Developer does not own all units in the Development.

| Introduction ✔ | Development ✔ | Details | Policy Statement | Developers | Developer Address | Developer Contacts |
| Submitter | Requirements | Pay & Submit | | | | |

Details

Development Type *

Select or search options ⌄

Use Type *

[🔍]

Total Number of Units in the Development *

[   ]

Total Number Units Developer Currently Owns *

[   ]

Total Number of Units Being Marketed by the Developer *

[   ]

Are you contemplating entering into a Deposit Protection Contact? *
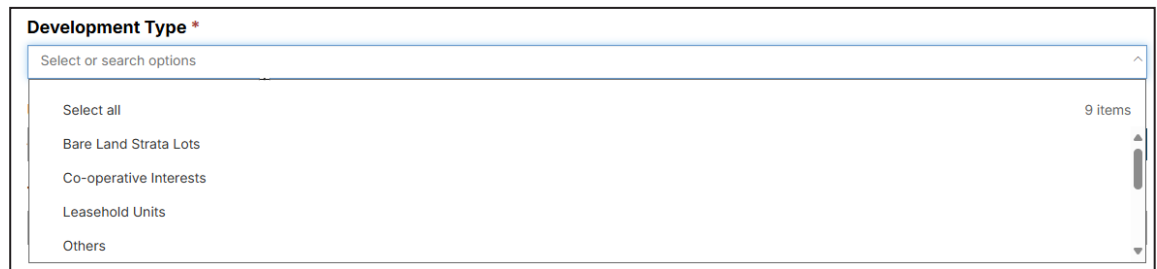
Select ⌄

Is the development a Phased Strata Development? *

Select ⌄
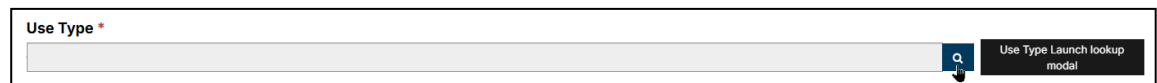
Previous   Next

TIP: In the 'Development Type' field, click on the down arrow to see the available options. You can choose more than one option.
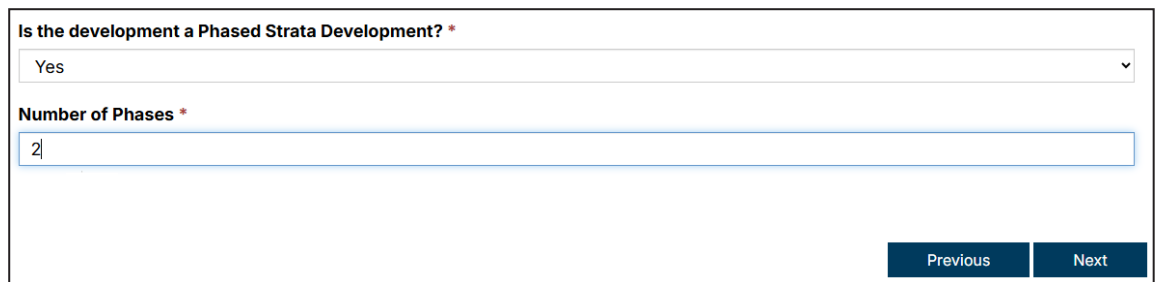
Development Type *

Select or search options

Select all	9 items
Bare Land Strata Lots	
Co-operative Interests	
Leasehold Units	
Others	

TIP: To see the list of options, click the magnifying glass on the right side. Only one option can be selected.

Use Type *

🔍 | Use Type Launch lookup modal

TIP: If the development is phased, select 'Yes'. When you've selected an option, the next field displays. Enter the number of phases and click 'Next' to go to the next page. If you select 'No', you can move directly to the next page.

Is the development a Phased Strata Development? *

Yes

Number of Phases *

2

Previous | Next

Step 9: Complete the 'Policy Statement' step then select 'Next'

TIP: For a non-phased development, complete the Policy Statement page before moving onto the next page. All fields are mandatory. For details on Policy Statements, please refer to Policy Statements | BCFSA.

Disclosure Statement (New Development) - SR085826

| Introduction ✔ | Development ✔ | Details ✔ | Policy Statement | Developers | Developer Address | Developer Contacts |

Submitter   Requirements   Pay & Submit

Policy Statement

Policy Statement 14 *
No

Policy Statement 16 *
No

Policy Statement 5 *
Yes

Policy Statement 6 *
Select

Select
Yes
No

Previous   Next

TIP: If the development is phased (i.e. you selected 'Yes' on the previous page), the 'Phases' section displays. You will need to enter information about each phase separately. Click 'Add Phase' button and a pop-up window displays.

Disclosure Statement (New Development) - SR085826

Introduction ✔	Development ✔	Details ✔	Policy Statement	Developers	Developer Address	Developer Contacts
Submitter	Requirements	Pay & Submit				

Policy Statement

Policy Statement 14 *
Select
Select
Yes
No

Phases

[Add Phase]

Phase Number ↑	Total Units in Phase	Units Owned in Phase	Units Marketing in Phase	Policy Statement 5	Policy Statement 6

You have not entered any information yet. Click on the button to create.

Total Number of Phases
3

Total Number of Units in the Development
100

Total Number of Units Being Marketed by the Developer
20

[Previous] [Next]

Disclosure Statement (New Development) - SR085...

Introduction ✔				Contacts
Submitter	Re...			

Policy S...

Policy Statement...
No

Policy Statement...
Yes

Phases

[Add Phase]

✎ Create   ✕

Phase Information

Phase Number *
[   ]

Total Units in Phase
[   ]

Units Owned in Phase
[   ]

Units Marketing in Phase
[   ]

Policy Statement 5
Select
Select
Yes
No

[Save]

Phase Numbe...		...ent 6

You have not entered any information yet. Click on the button to create.

Total Number of Phases
3

Total Number of Units in the Development
100

Total Number of Units Being Marketed by the Developer
20

TIP: Information about each phase displays in the table. To edit or remove an entry, click the down arrow on the far right and select the appropriate option. You'll see an error message when:

1. 'Total Number of Phases' does not match the number of entries in the table;

2. 'Total Number of Units in Phase' does not match the 'Total Number of Units in the Development'; and/or

3. 'Units Marketing in Phase' does not equal the 'Total Number of Units Being Marketed by the Developer'.

Phases

Add Phase

Phase Number ↑	Total Units in Phase	Units Owned in Phase	Units Marketing in Phase	Policy Statement 5	Policy Statement 6	
1	30	5	10	Yes	No	⊙
2	40	0	10	Yes	No	⊙
3	30	5	0	No	No	⊙

Edit
Remove

Total Number of Phases

Step 10: Fill in the 'Developers' information then select 'Next'

TIP: Click 'Add Developer' to add a developer. Select the type of organization. Only one option can be selected. Note that only 'Legal Name' and 'Type' are mandatory fields. More than one developer can be added on this page.

TIP: The information displays in the table once entered. Click on the down arrow on the far right to either edit or remove the entry.

Step 11: Complete the 'Developer's Address' section then select 'Next'

TIP: The 'Developer's Address' is inserted by opening "Manage Developer's Address" under the drop-down arrow. Please enter a Service Address in British Columbia.

Disclosure Statement (New Development) - SR085826

Introduction ✔	Development ✔	Details ✔	Policy Statement ✔	Developers ✔	Developer Address
Developer Contacts	Submitter	Requirements	Pay & Submit		

ℹ Please add an address for each developer. Please click the drop-down button below, then select Manage Developer's Address.

Developer's Address

Name	Type	Incorporation Number	Is Registered Owner	Is GP Account	
Test Development Ltd.	BC Company	BC1234856789	Yes	No	🔲
					Manage Developer's Address

Developer's Address

Account or Contact	Address Type ↑	Street Address	City	Province	Postal Code	Country

No information provided.

✎ Edit   ✕

Developer's Address

Add Address

Account or Contact	Address Type ↑	Street Address	City	Province	Postal Code	Country

There are no records to display.

Save

TIP: We use the Canada Post Postal Code look-up to auto-complete the address.

✎ Create   ✕

Street Address *

1200-555 West Hastings

1200-555 Hastings St W, Vancouver, BC, V6B 4N6

Province

Postal Code

Country

Canada

Submit

TIP: To edit or remove your address, click the down arrow again.

Disclosure Statement (New Development) - SR085826

Introduction ✔	Development ✔	Details ✔	Policy Statement ✔	Developers ✔	**Developer Address**
Developer Contacts	Submitter	Requirements	Pay & Submit		

ℹ Please add an address for each developer. Please click the drop-down button below, then select Manage Developer's Address.

Developer's Address

Name	Type	Incorporation Number	Is Registered Owner	Is GP Account	
Test Development Ltd.	BC Company	BC1234856789	Yes	No	⊙

Developer's Address

Account or Contact	Address Type ↑	Street Address	City	Province	Postal Code	Country
Test Development Ltd.	Service Address in BC	1200-555 Hastings St W	Vancouver	BC	V6B 4N6	Canada

Previous   Next

Step 12: Enter the 'Developer Contacts' information then select 'Next'

TIP: Each director of a company is considered a separate 'Developer Contact'. Click the drop-down arrow to add a 'Developer Contact'.

Disclosure Statement (New Development) - SR085826

Introduction ✔	Development ✔	Details ✔	Policy Statement ✔	Developers ✔	Developer Address ✔
Developer Contacts	Submitter	Requirements	Pay & Submit		

ⓘ Please add at least one contact for each developer. Please click the drop-down button below, then select 'Manage Developer Contacts'.

Developer Contacts

Name	Type	Incorporation Number	Is Registered Owner	
Test Development Ltd.	BC Company	BC1234856789	Yes	⊡ Manage Deve

Developer

Developer Account	First Name	Last Name	Email	Business Phone	Position

No information provided.

Previous   Next

✎ **Create**   ✕

First Name *

John

Middle Name

Last Name *

Smith

Email *

johnsmith@testdevelopment.com

Business Phone

Provide a telephone number

Role *

Director (Development - Real

Save

Disclosure Statement (New Development) - SR085826

Introduction ✔	Development ✔	Details ✔	Policy Statement ✔	Developers ✔	Developer Address ✔

Developer Contacts	Submitter	Requirements	Pay & Submit

ℹ Please add at least one contact for each developer. Please click the drop-down button below, then select 'Manage Developer Contacts'.

Developer Contacts

Name	Type	Incorporation Number	Is Registered Owner	
Test Development Ltd.	BC Company	BC1234856789	Yes	⊙

Developer

Developer Account	First Name	Last Name	Email	Business Phone	Position
Test Development Ltd.	John	Smith	johnsmith@testdevelopment.com		Director (Development - Real Estate)

Previous   Next

Step 13: Enter the 'Submitter' details

TIP: Your information should automatically populate. If you select 'No Organization', you can click 'Next' to go to the next page.

TIP: If you select 'Existing Organization', click the magnifying glass to search for an existing organization (in IRIS).

TIP: You can scroll down to find the organization name. Or you can search by name, either full or partial. Note that if you want to search by partial name, you must use '*' as a wildcard character. It can be either before or after the text.

Lookup records

Search: Pol*

Choose one record and click Select to continue

✔	Name ↑	Sector	Type	Status Reason	Primary Service Address	Development (Development Role)	Role Type (Development Role)	Street Address (Business Address)
☐		Development - Real Estate	BC Company	Confirmed				
☐		Development - Real Estate	BC Company	Confirmed				

< **1** 2 3 4 5 6 7 8 .. 500 >

Select   Cancel   Remove value

TIP: If you select 'Create Organization', enter the information in the 'Add Organization' fields that display below

Organization Option *

Create Organization

Add Organization

Organization Name

Account Type

Description

Street

City

Province

Postal Code

Country

Previous   Next

Step 14: Fill in the 'Requirements' section

TIP: All requirements need to be actioned on, whether they are optional or required. Click on each requirement name to complete each one.

Disclosure Statement (New Development) - SR085826

| Introduction ✔ | Development ✔ | Details ✔ | Policy Statement ✔ | Developers ✔ | Developer Address ✔ |

| Developer Contacts ✔ | Submitter ✔ | Requirements | Pay & Submit |

ⓘ This is a draft submission. You can return to this draft for up to 90 days. After 90 days, any drafts that have not been edited or submitted will be removed.

Name ↑	Notes	Files Attached	Status
Copy of Deposit Protection Contract		Optional	Incomplete
Cover Letter		Optional	Incomplete
Disclosure Statement		Required	Incomplete
Solicitor's Certificate		Required	Incomplete
Title Search		Optional	Incomplete

Please upload any additional documents here if needed.

Name ↑	Notes	Files Attached
Additional Documents		

Previous   Save & Next

TIP: When a requirement is marked as 'Optional' and it does not pertain to you, select 'This document does not apply to my situation' and click 'Save'. However, if the requirement does apply to your submission, select 'This document applies to my situation, see attached file' and click 'Add files' to add your file and then click 'Save'.

Edit Requirement ✕

Copy of Deposit Protection Contract

Does this document apply to my situation? *

This document applies to my situation, see attached file ▼

This document does not apply to my situation

This document applies to my situation, see attached file

Documents

⊕ Add files

Please add at least one file. Accepted formats: docx, xlsx, pdf, png, heic, jpg, txt, osfi, num, 10a, csv, xml

Save

Edit Requirement ✕

Add files ✕

Choose files

Choose Files | No file chosen

☑ Overwrite existing files

Add files   Cancel

Please add at least one file. Accepted formats: docx, xlsx, pdf, png, heic, jpg, txt, osfi, num, 10a, csv, xml

Save

Step 15: Click 'Save & Next'

Disclosure Statement (New Development) - SR085826

| Introduction ✔ | Development ✔ | Details ✔ | Policy Statement ✔ | Developers ✔ | Developer Address ✔ |
| Developer Contacts ✔ | Submitter ✔ | Requirements | Pay & Submit |

ℹ This is a draft submission. You can return to this draft for up to 90 days. After 90 days, any drafts that have not been edited or submitted will be removed.

Name ↑	Notes	Files Attached	Status
Copy of Deposit Protection Contract	Optional	0	Completed
Cover Letter	Optional	0	Completed
Disclosure Statement	Required	1	Completed
Solicitor's Certificate	Required	1	Completed
Title Search	Optional	0	Completed

Please upload any additional documents here if needed.

Name ↑	Notes	Files Attached
Additional Documents		

Previous   Save & Next

Step 16: Select your 'Payment Method' then 'Pay & Submit'

TIP: IRIS currently accepts payments up to $20,000 submitted in the portal using a credit card. For "out of portal" payments (i.e. any payment method other than credit card), we are currently accepting payments by EFT, wire transfer, or direct deposit. We are not able to accept Interac e-transfers.

Disclosure Statement (New Development) - SR085826

| Introduction ✔ | Development ✔ | Details ✔ | Policy Statement ✔ | Developers ✔ | Developer Address ✔ |
| Developer Contacts ✔ | Submitter ✔ | Requirements ✔ | **Pay & Submit** | | |

Payment Order Details

Payment Order:

ORD-0062025-M9R2J7

For:

Developer, Jenni

Type	Item	▲ Notes	Amount
Fee	Disclosure Statement Fee (New Development)		$13,500.00
		Total:	$13,500.00

Out of Portal Payment Information

Payment Method

EFT

EFT
Wire Transfer — ds to the BCFSA bank account:
Direct Deposit
Other — Services Authority
— Canada

Bank Name & Branch Address:	
Bank Number:	
Bank Transit:	
Bank Account Number:	

If you selected an "out of portal" payment method, then you will also need to submit the payment particulars by email to accounting@bcfsa.ca. **In your email, please include the submission reference number, the developer's name, your organization's name and a copy of payment confirmation (e.g. a deposit slip or EFT/wire transfer confirmation).**

> **Send payment to BCFSA.** If paying by EFT or wire then send an email to accounting@bcfsa.ca with details of your payment and reference SR087153 and your organization name. If paying by cheque then reference SR087153 and your organization name. Once we receive full payment, a payment receipt will be sent to your email address.

Step 17: You will receive an email notification once the Disclosure Statement has been submitted.