

Real Estate Development – IRIS Submission Guide – Disclosure Statement Amendment

How to submit a Disclosure Statement Amendment

Date: June 24, 2025

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Bookmark not defined.	

INTRODUCTION

This document provides a step-by-step guide on how to make a submission in IRIS for a Disclosure Statement Amendment.

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 Amendment

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

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

Step 2: [Create an account](#) or [Sign in](#) to your account

Please take note that IRIS undergoes scheduled maintenance every Friday from 5:00 p.m. to Saturday at 2:00 a.m. PST the following morning. During these times, there may be brief periods when users may not be able to submit service requests.


HOMENEW SUBMISSIONPAYMENTSHELP

JENNI DEVELOPER ▾

MY PROFILESIGN OUT

Home

Welcome to the BCFSA portal. This is where you can see at a glance any submissions to be completed. It also gives you quick access to information about any organizations that you administer.

HOMENEW SUBMISSIONPAYMENTSHELPJENNI DEVELOPER ▾

My Profile

Legal First Name ?
Jenni

Legal Last Name ?
Developer

Email * ?
[bcfesa.iris.ca-jennifer@gmail.com](#)
[Click here to update your email address and username.](#)

Business Phone
e.g. 604-555-1234

Personal Phone
604-567-8901

Primary Sector ?

Development - Real Estate ▾


Select
Credit Union
Development - Real Estate
Insurance
Mortgage Brokers
Pensions
Real Estate
Trust

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 Amendment'

TIP: You can also type in 'disclosure' in the search field and click 'Apply' to quickly find the 'Disclosure Statement Amendment' submission.



[HOME](#) [NEW SUBMISSION](#) [PAYMENTS](#) [HELP](#) [JENNI DEVELOPER](#)

HOME / NEW SUBMISSION

New Submission

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:

All

Search:

disclosure

Clear Apply

Sector ↑	Type ↑	Name ↑
Development - Real Estate	Amendment	Disclosure Statement Amendment
Development - Real Estate	Disclosure Statement	Disclosure Statement (Development Already in IRIS)
Development - Real Estate	Disclosure Statement	Disclosure Statement (New Development)
Development - Real Estate	Disclosure Statement	Section 15.1 Phase Disclosure Statement (Development Already in IRIS)

Step 6: Click '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 Amendment

Introduction

Development

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

Amendment

Description

This service request is used to submit a Disclosure Statement Amendment under the *Real Estate Development Marketing Act*.

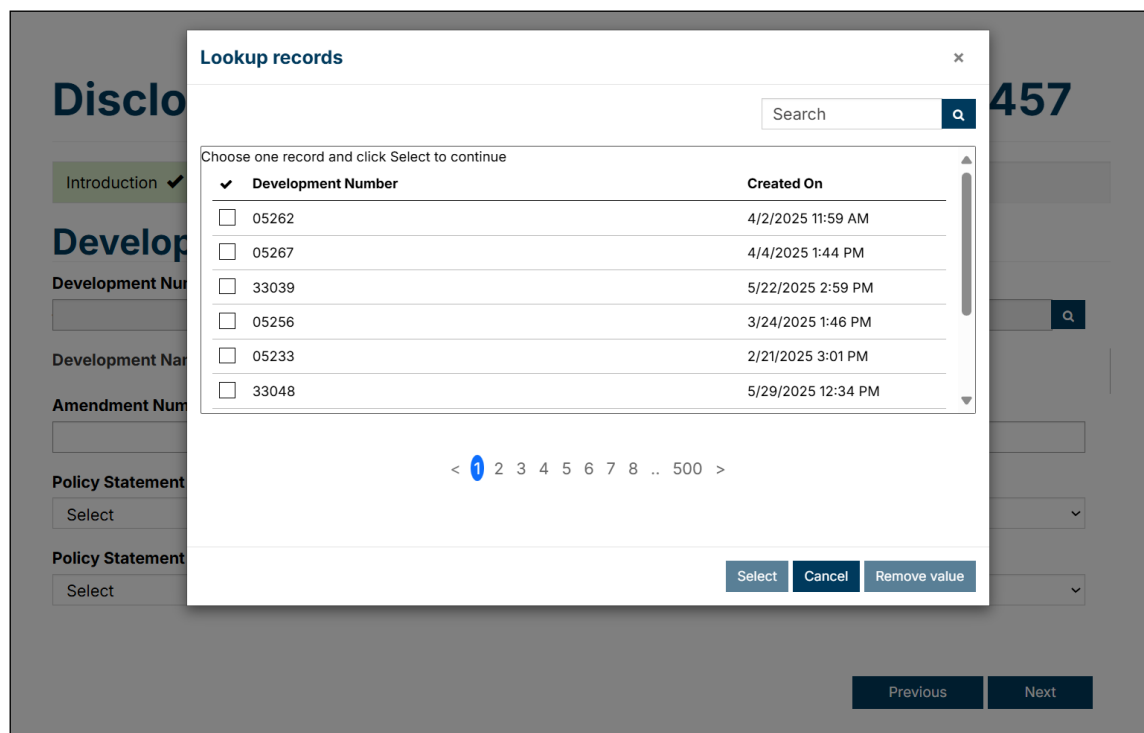
Fee

\$1,200.00

Start

Step 7: Choose the relevant 'Development' step

TIP: Click on the magnifying glass to search for the desired development. In the pop up window, you can either find the desired development by scrolling through the Development Number column or you can enter the development number in the Search field.



The screenshot shows a 'Lookup records' pop-up window with a search bar and a table of records. The table has two columns: 'Development Number' and 'Created On'. The records are as follows:

Development Number	Created On
<input type="checkbox"/> 05262	4/2/2025 11:59 AM
<input type="checkbox"/> 05267	4/4/2025 1:44 PM
<input type="checkbox"/> 33039	5/22/2025 2:59 PM
<input type="checkbox"/> 05256	3/24/2025 1:46 PM
<input type="checkbox"/> 05233	2/21/2025 3:01 PM
<input type="checkbox"/> 33048	5/29/2025 12:34 PM

Below the table is a pagination control showing page 1 of 500. At the bottom right of the pop-up are buttons for 'Select', 'Cancel', and 'Remove value'.

Step 8: Fill in the Amendment Number and/or satisfaction of Policy Statements 5/6 and click 'Next'

TIP: The Amendment Number is a mandatory field. If the Disclosure Statement Amendment is filed to disclose satisfaction of Policy Statements 5 and/or 6, please select "Yes" in the relevant tabs. If Policy Statement 5 and/or 6 are not being disclosed as satisfied in the Amendment being filed, or they were previously satisfied, select "No". For details on Policy Statements, please refer to [Policy Statements | BCFSA](#).

Disclosure Statement Amendment - SR086457

Introduction ✓

Development

Submitter

Requirements

Pay & Submit

Development

Development Number *

Development Name

Test Development

Amendment Number *

1

Policy Statement 5 Cleared?

Yes

Policy Statement 6 Cleared?

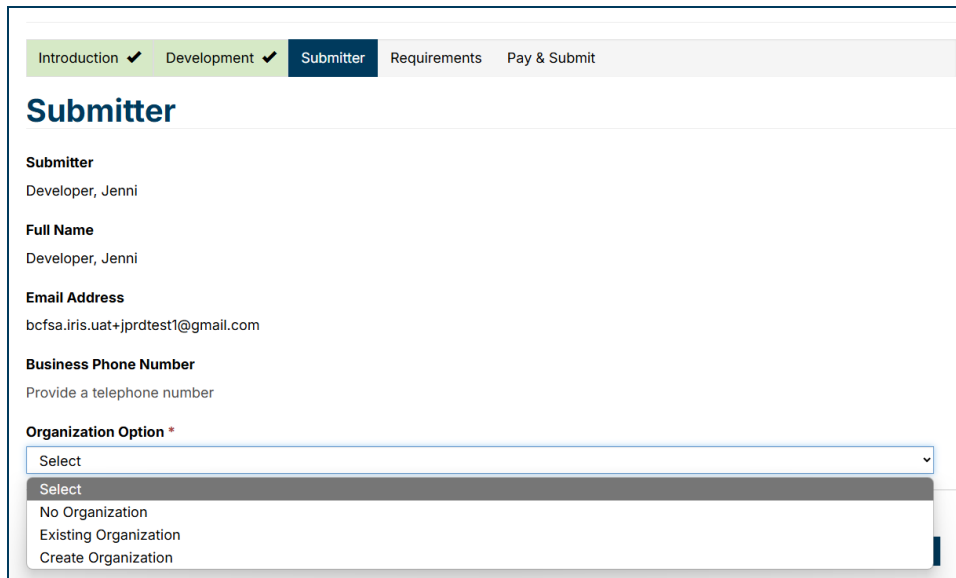
Select

Previous

Next

Step 9: Enter the 'Submitter' details

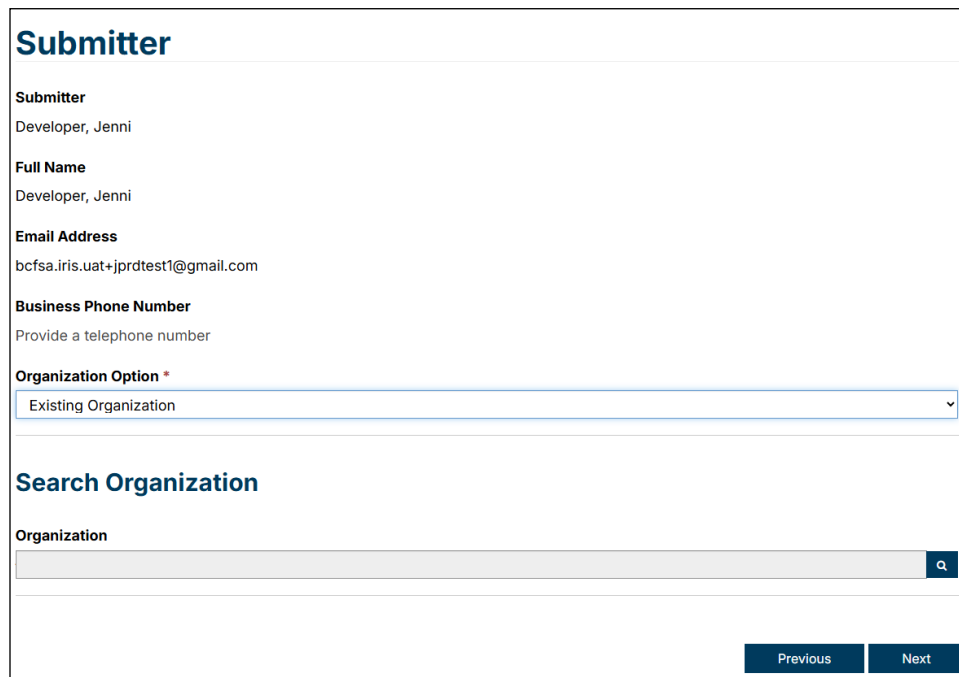
TIP: Your information should automatically populate. If you select 'No Organization', you can click 'Next' to go to the next page.



The screenshot shows the 'Submitter' form with the following fields and values:

- Submitter:** Developer, Jenni
- Full Name:** Developer, Jenni
- Email Address:** bcfsa.iris.uat+jprdttest1@gmail.com
- Business Phone Number:** Provide a telephone number
- Organization Option *:** A dropdown menu is open, showing options: 'Select', 'No Organization', 'Existing Organization', and 'Create Organization'.

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



The screenshot shows the 'Submitter' form with the following fields and values:

- Submitter:** Developer, Jenni
- Full Name:** Developer, Jenni
- Email Address:** bcfsa.iris.uat+jprdttest1@gmail.com
- Business Phone Number:** Provide a telephone number
- Organization Option *:** Existing Organization

Below the form, the 'Search Organization' section is visible, featuring a search bar with a magnifying glass icon and a 'Previous' button.

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 either be before or after the text.

Lookup records

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)
<input type="checkbox"/>		Development - Real Estate	BC Company	Confirmed				
<input type="checkbox"/>		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 10: 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 Amendment - SR086457

Introduction ✓ Development ✓ 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.

Please complete the following requirements.

You must click on each of the requirements below and indicate whether the requirement applies to you or not. If a requirement applies to you, you need to attach the required files or documents.

Name ↑	Notes	Files Attached	Status Reason
Consolidated Disclosure Statement		Optional	Incomplete
Copy of Deposit Protection Contract		Optional	Incomplete
Cover Letter		Optional	Incomplete
Disclosure Statement Amendment		Required	Incomplete
Solicitor Certificate		Optional	Incomplete

Please upload any additional documents here if needed.

Name ↑	Notes	Files Attached
Additional Documents		

Previous

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 11: Click 'Next'

Disclosure Statement Amendment - SR086457

Introduction ✓ Development ✓ 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 Reason
Consolidated Disclosure Statement		Optional 0	Completed
Copy of Deposit Protection Contract		Optional 0	Completed
Cover Letter		Optional 0	Completed
Disclosure Statement Amendment		Required 1	Completed
Solicitor Certificate		Optional 0	Completed

Please upload any additional documents here if needed.

Name ↗	Notes	Files Attached
Additional Documents		

Previous

Next

Step 12: 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 Amendment - SR086457

Introduction ✓

Development ✓

Submitter ✓

Requirements ✓

Pay & Submit

Payment Order Details

Payment Order:
ORD-0062300-D4B1N6

For:
Pang, Test Natalie

Type	Item	Notes	Amount
Fee	Disclosure Statement Amendment Fee		\$1,200.00
Total:			\$1,200.00

Payment Information

Choose... ▼

Choose...

Credit Card

Out of Portal

Previous

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 13: You will receive an email notification once the Amendment has been submitted.