



## Ida Kan, Paralegal

### Calgary

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### Overview

Ida Kan is an experienced securities paralegal with extensive knowledge in corporate matters. She has been with the firm since 1999.

Ida co-ordinates and follows-up with related parties and lawyers in organizing and completing a variety of securities-related transactions, including private placement, option grants, normal course issuer bid, exchange listings and shareholders' meeting materials (public and private companies). She assists lawyers in drafting minutes, resolutions, agreements, meeting materials, attendance at private company shareholders' meetings acting as scrutineer and preparing scrutineer's reports. She also involved in handling CUSIP/ISIN application, preparing and filing exempt distribution reports, insider reports, material change reports and early warning reports to ensure ongoing compliance with continuous disclosure requirements and regulatory filings for TSX and TSX Venture issuers. She is a SEDAR and SEDI filing agent.

Ida also provides a supportive role in assisting with corporate commercial transactions and restructuring of corporate entities including minute book reviews, conducting due diligence searches, drafting due diligence reports, lists of documents together with all resolutions and reorganization documents.

### Value to Clients

Ida provides services to clients in a timely fashion and responds to their questions with detailed explanation.

### Outside the Office

Ida enjoys reading and listening to music.

### Services

Business Entities  
Mergers, Acquisitions + Capital Markets  
Corporate Secretarial Services

### Languages

Chinese (Cantonese)