

# Equity Trade Ticket

Use this guide to assist you in completing a B2B Bank Securities Services Inc (B2BBSSI) Equity Trade Ticket. This trade ticket is for use by licensed advisors to trade equities on a secondary market such as a listed exchange or OTC (Over the Counter).

## Trade Types Permitted:

- Buys of equities
- Sells of equities

## Equity Trade Ticket Restrictions:

- One ticket per trade.
- Cannot be used to trade equities on accounts held at B2B Bank Financial Services Inc. and B2B Bank Intermediary Services Inc.
- Cannot be used for trades that are executed at other Dealers and whose settlement is either a DAP (Delivery Against Payment) or RAP (Receipt Against Payment). For settlement purposes, a copy of the Dealer's contract is required.

Please complete the following steps:

1. Complete the B2BBSSI Equity Trade Ticket Form
2. Fax to B2B Bank Securities Services Inc.:  
Attn: Trading Desk  
Fax: 416-413-0733

OR

Mail or courier to:  
B2B Bank Securities Services Inc.  
Attn: Trading Desk  
199 Bay Street, Suite 610,  
PO Box 35 STN Commerce Court,  
Toronto ON M5L 0A3



The following process must be followed when filling out an Equity Trade Ticket. Equity Trade Tickets that are missing the required information may result in processing delays.

Section	Required Fields	Tips
<b>1. Call Backs</b>	Optional:  Select "Yes" if you would like a call back on complete fills, or orders that have expired.	Call backs are done on a best efforts basis. If you would like to check the status of your order please call the Trading Desk.
<b>2. The Trade</b>	<b>Required Fields:</b> (A) - (E), (G), (I), (J) and (L)  <b>Optional fields:</b> (F), (H) and (K)	<ol style="list-style-type: none"> <li>1. Contact the Trading Desk for symbol or exchange information as well as real time quotes and commission rates.</li> <li>2. All trades are "Any Part" orders unless indicated as an "All or None".</li> <li>3. <b>All or None Special Term Order</b> - Trader must buy/sell all the shares indicated or none. There are no "partial fills" under these types of orders.</li> <li>4. <b>Good Till Cancelled or Day</b> If no option is given the default will be "Day".</li> <li>5. CFO (Change Former Order) resubmit ticket with new price or terms.</li> </ol>
<b>3. Account Information</b>	All	
<b>4. Authorization</b>	All	<ol style="list-style-type: none"> <li>1. Only licensed Investment Dealers can authorize and complete the Equity Trade Ticket.</li> <li>2. Client signature is optional for accounts with an introducing Dealer, but required for Direct Trading accounts.</li> </ol>

For more information, please call the Trading Desk at **1-866-542-3403** or visit **[b2bbank.com/dealerservices](https://b2bbank.com/dealerservices)**.