



# Entity GIC Account Authorization

Please refer to the Business account documentation requirements checklist on page 8 of the B2B Bank Non-Registered GIC Application

## Section A: Authorized Representative personal information (Required for all entities)

Business Legal name			
Business address	City	Province	Postal code
Incorporation, Registration, Entity or File number	Place of registration	Registration expiry date (mm/dd/yyyy)	
Description of business			

### PERSON 1

Last name		First name		Initial
Residential Address (street # and name, apt. #) (not only a P.O. Box number)				Since
City	Province	Postal code	Country of residence	Marital status
Citizenship	Social Insurance Number (required for sole proprietor)		Date of birth (mm/dd/yyyy)	Home phone ( )
Cell phone ( )	Business phone ( )	Email		
Name of employer		Employer telephone number ( )	Employer fax number ( )	
Employer Address		City	Province	Postal code
Detailed Occupation (examples: actor, cook)		Status (examples: employed, unemployed, retired, student)		
Industry/Type of Business (examples: entertainment, food service)		Employer email		

Please provide details of **two** of the following original pieces of identification (including one with photo). Refer to the Personal identification requirements checklist on page 4 for examples of acceptable pieces of identification.

1. Full name as it appears on ID	Issuing authority	Date of issue (if applicable) (mm/dd/yyyy)
ID Type	ID number	ID Expiry date (mm/dd/yyyy)
ID Place of issue (jurisdiction)	Issuing Country	ID Verification date (mm/dd/yyyy)
2. Full name as it appears on ID	Issuing authority	Date of issue (if applicable) (mm/dd/yyyy)
ID Type	ID number	ID Expiry date (mm/dd/yyyy)
ID Place of issue (jurisdiction)	Issuing Country	ID Verification date (mm/dd/yyyy)

### PERSON 2

Last name		First name		Initial
Residential Address (street # and name, apt. #) (not only a P.O. Box number)				Since
City	Province	Postal code	Country of residence	Marital status
Citizenship	Social Insurance Number (optional)		Date of birth (mm/dd/yyyy)	Home phone ( )
Cell phone ( )	Business phone ( )	Email		

<b>PERSON 2 (continued)</b>			
Name of employer		Employer telephone number ( )	Employer fax number ( )
Employer Address		City	Province Postal code
Detailed Occupation (examples: actor, cook)		Status (examples: employed, unemployed, retired, student)	
Industry/Type of Business (examples: entertainment, food service)		Employer email	
Please provide details of <b>two</b> of the following original pieces of identification (including one with photo). Refer to the Personal identification requirements checklist on page 4 for examples of acceptable pieces of identification.			
1. Full name as it appears on ID		Issuing authority	Date of issue (if applicable) (mm/dd/yyyy)
ID Type		ID number	ID Expiry date (mm/dd/yyyy)
ID Place of issue (jurisdiction)		Issuing Country	ID Verification date (mm/dd/yyyy)
2. Full name as it appears on ID		Issuing authority	Date of issue (if applicable) (mm/dd/yyyy)
ID Type		ID number	ID Expiry date (mm/dd/yyyy)
ID Place of issue (jurisdiction)		Issuing Country	ID Verification date (mm/dd/yyyy)

<b>PERSON 3</b>			
Last name		First name	Initial
Residential Address (street # and name, apt. #) (not only a P.O. Box number)			Since
City	Province	Postal code	Country of residence Marital status
Citizenship	Social Insurance Number (optional)		Date of birth (mm/dd/yyyy) Home phone ( )
Cell phone ( )	Business phone ( )	Email	
Name of employer		Employer telephone number ( )	Employer fax number ( )
Employer Address		City	Province Postal code
Detailed Occupation (examples: actor, cook)		Status (examples: employed, unemployed, retired, student)	
Industry/Type of Business (examples: entertainment, food service)		Employer email	
Please provide details of <b>two</b> of the following original pieces of identification (including one with photo). Refer to the Personal identification requirements checklist on page 4 for examples of acceptable pieces of identification.			
1. Full name as it appears on ID		Issuing authority	Date of issue (if applicable) (mm/dd/yyyy)
ID Type		ID number	ID Expiry date (mm/dd/yyyy)
ID Place of issue (jurisdiction)		Issuing Country	ID Verification date (mm/dd/yyyy)
2. Full name as it appears on ID		Issuing authority	Date of issue (if applicable) (mm/dd/yyyy)
ID Type		ID number	ID Expiry date (mm/dd/yyyy)
ID Place of issue (jurisdiction)		Issuing Country	ID Verification date (mm/dd/yyyy)

**Section B: Deposit Agent and Dealer Advisor information**

Agent number	Agent name	Agent email	
Dealer/Advisor number (if applicable)	Dealer name (if applicable)	Agent telephone number (     )	Agent fax number (     )

**Section C: Resolution and Declaration concerning purchases and redemptions of GICs**  
*(Required for Corporations without a corporate resolution)*

Extracts from the minutes of the meeting of the board of directors of:

\_\_\_\_\_ (Name of the legal entity)

It has been resolved that the representation of the legal entity for any account pertaining to GICs held, or to be held, at B2B Bank or the Laurentian Bank of Canada (the "Financial Institution") are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_  
(Enter titles rather than names)

These Representatives shall exercise, on behalf of the legal entity, all powers related to the management of the legal entity and, without limiting the generality of the foregoing, in particular:

- a) to purchase or redeem GICs and provide maturity instructions to the Financial Institution in respect of the GICs and otherwise deal with the GICs, all in accordance with the terms and conditions of the GICs;
- b) to bind and oblige the legal entity to and for the carrying out of any contract, arrangement or transaction in respect of GICs which may be entered into by the Representative(s) with or through the Financial Institution;
- c) to pay from the funds of the legal entity such sums as may be necessary in connection with the GICs;
- d) to consent to and to sign, on behalf of the legal entity, any instruments of purchase or redemption, any contract, agreement or document pertaining to the GICs or any other documents, whenever necessary or desirable to effectuate the same;
- e) to prepare, sign and execute any document required to give full effect to this resolution.

**To consent and sign with the Financial Institution to any contract:**  Each one alone; or  
 All together jointly.

**The powers mentioned in the foregoing resolution are in addition to those that the Representatives, administrators or authorized officers may otherwise hold.**

**Certification and Declaration concerning the Representative**

I, the undersigned, duly authorized senior officer of the legal person/entity, hereby certify that:

- a) the foregoing resolution was adopted by the board of directors in accordance with the letter patent, instrument of incorporation, by-laws, and any other document governing the legal person entity;
- b) all instruments of purchase or redemption of GICs or any other related documents signed and executed on behalf of the legal entity in accordance with the authority set out in this authorization resolution are hereby ratified and confirmed;
- c) the foregoing resolution is still in effect and no provision not disclosed in writing to the Financial Institution either restricts or limits it.

Signed at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Name in full letters and title of authorized officer

\_\_\_\_\_  
Signature of authorized senior officer

## Section D: Declaration and Consent concerning Personal Information (Required for all entities)

I/We represent and warrant that all the information set out herein or provided to the Financial Institution is true and complete. Personal Information that the Financial Institution holds regarding me/us will be used only in activities generally carried on by the Financial Institution and its affiliates, and only the employees or authorized representatives of the Financial Institution and its affiliates may have knowledge thereof provided that such information is useful or necessary to carry out their duties or to perform their mandate. Any file concerning me/us will be kept at the appropriate department at the Financial Institution's head office. At my/our written request, the Financial Institution will allow me/us to consult the information it holds about me/us which may be accessed by law, and I/we may also obtain a copy of such information provided I/we pay the fees charged by the Financial Institution for this purpose. I/We authorize the Financial Institution to use my/our social insurance number(s) for identification and data consolidation, and in the case of sole proprietor, use it also for tax reporting purposes.

\_\_\_\_\_  
Name of Person 1

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)

\_\_\_\_\_  
Name of Person 2

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)

\_\_\_\_\_  
Name of Person 3

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)

### Deposit Agent to complete this section

I hereby certify that:

- 1) I have personally met with the persons listed above;
- 2) I have seen the original identification records listed above;
- 3) I have witnessed the persons listed above sign this document.
- 4) I have provided to the persons listed above a copy of the B2B Bank fee schedule (available at [b2bbank.com](http://b2bbank.com)) which lists the charges applicable to this account.

\_\_\_\_\_  
Name of Deposit Agent

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)

## Personal identification requirements checklist

For all new **non-registered** accounts, details of **two** pieces of **valid** identification are required for each applicant for **personal** accounts and for each authorized person for **business** accounts (i.e., individuals with transaction authorization such as business owners and signing officers). Each application must clearly indicate the Full name as provided on the ID, ID type, unique ID number, ID Place of issue (jurisdiction), Issuing authority, Issuing country, ID Verification date, Date of issue of the document (if applicable) and the ID Expiration date.

When opening a new non-registered account, we require details of:

- One piece of Type 1 Documentation and one piece of Type 2 Documentation

**OR**

- Two pieces of Type 1 Documentation

B2B Bank will **not** accept applications with only two pieces of Type 2 Documentation.

### Type 1 Documentation

- Driver's Licence issued in Canada (DND 404 Driver's Licence is acceptable)
- Passport issued by Canadian or Foreign Government
- Certificate of Indian Status - issued by the Government of Canada
- Canadian Permanent Residence Card
- Quebec Health Card
- BC Services Card
- Identification Card - issued by Province (not available in Quebec)
- Citizenship Card - issued prior to February 2012
- NEXUS Card

**[NOTE: Health Cards in Quebec must be offered by clients - they cannot be requested.]**

### Type 2 Documentation

- Certificate of Canadian Citizenship or Naturalization
- Provincial Health Card without photo issued by a province or territory — excluding Ontario, Prince Edward Island, Manitoba and Yukon
- Birth Certificate - issued in Canada only (by the Government, Church issued not accepted)
- Employee Identification Card issued by a recognized employer (bearing the individual's name and photograph)
- Old Age Security Card issued prior to 2008 (with cardholder's name and Social Insurance Number (SIN) embossed on card)
- Credit card or Bank Card issued by an institutional member of Payments Canada (bearing the individual's name and signature)
- Canadian Firearms Licence (bearing the individual's name, photograph, date of birth and expiry date)
- Canadian National Institute for the Blind Card (bearing the individual's signature and photograph)
- CANPASS Air membership card issued by Canada Border Services Agency (bearing the individual's name, date of birth, a client's ID number and photograph)
- Veteran Service Card (bearing the individual's name, service number and photograph)
- Canadian Forces Identification Card (bearing the name of the individual, photograph and expiry date)