



Signing Officer Identification Form

(for existing client business/entity accounts only)

Account Number: | BRANCH | | ACCOUNT NUMBER | | SUFFIX |

Please provide details of two (2) pieces of valid identification (including one with photo) for each new signing officer being given authority to transact on the account in the space provided below.

Please refer to the Personal Identification Requirements Checklist on page 4 for a list of acceptable identification documents. Identification must be viewed by the Advisor or viewed/signature guaranteed by one of the Guarantors listed below.

Section A: Business Information	
Business Legal name	
Operating as (Trade name)	

Section B: Designated Advisor			
Dealer number	Dealer or Company name	Email	
Advisor number	Advisor name	Phone number ()	Fax number ()

Signing Officer 1				
Last Name		First Name		Initial
Residential Address (street # and name, apt. #) (not only a P.O. Box number)				
City	Province	Postal code	Date of birth (mm/dd/yyyy)	Home phone number ()
Cell phone ()	Business phone ()	Fax number ()	Email	
Employer		Detailed Occupation (examples: actor, cook)		
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)		



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Signing Officer 1 (continued)

GUARANTOR'S CERTIFICATE OF SIGNATURE AND IDENTITY VERIFICATION (see list of acceptable Guarantors below)

I hereby certify that I have personally met with the individual identified as the new signing officer on this form, that I have seen the original identification records listed herein.

Signing Officer Signature Date (mm/dd/yyyy)

Print Name

Guarantor Signature Date (mm/dd/yyyy)

Affix stamp or seal in the space below (not applicable if Guarantor is a lawyer)

Acceptable Guarantors

- Lawyer
- Notary Public
- Commissioner of Oaths
- Medallion "Stamp" program member
- Financial institution (bank/trust/securities dealer) – must affix "Signature Guarantee" stamp
- Advisor

Signing Officer 2

Last Name		First Name		Initial	
Residential Address (street # and name, apt. #) (not only a P.O. Box number)					
City		Province	Postal code	Date of birth (mm/dd/yyyy)	Home phone number ()
Cell phone ()	Business phone ()	Fax number ()		Email	
Employer			Detailed Occupation (examples: actor, cook)		
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)	



Signing Officer Identification Form

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Signing Officer 2 (continued)

GUARANTOR'S CERTIFICATE OF SIGNATURE AND IDENTITY VERIFICATION (see list of acceptable Guarantors below)

I hereby certify that I have personally met with the individual identified as the new signing officer on this form, that I have seen the original identification records listed herein.

 Signing Officer Signature Date (mm/dd/yyyy)

 Print Name Guarantor Signature Date (mm/dd/yyyy)

Affix stamp or seal in the space below (not applicable if Guarantor is a lawyer)

Acceptable Guarantors

- | | |
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| <ul style="list-style-type: none"> • Lawyer • Notary Public • Commissioner of Oaths • Medallion "Stamp" program member | <ul style="list-style-type: none"> • Financial institution (bank/trust/securities dealer) – must affix "Signature Guarantee" stamp • Advisor |
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Signing Officer 3

Last Name	First Name	Initial
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Residential Address (street # and name, apt. #) (not only a P.O. Box number)

City	Province	Postal code	Date of birth (mm/dd/yyyy)	Home phone number ()
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Cell phone ()	Business phone ()	Fax number ()	Email
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Employer	Detailed Occupation (examples: actor, cook)
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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)



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Signing Officer 3 (continued)

GUARANTOR'S CERTIFICATE OF SIGNATURE AND IDENTITY VERIFICATION (see list of acceptable Guarantors below)

I hereby certify that I have personally met with the individual identified as the new signing officer on this form, that I have seen the original identification records listed herein.

Signing Officer Signature

Date (mm/dd/yyyy)

Print Name

Guarantor Signature

Date (mm/dd/yyyy)

Affix stamp or seal in the space below (not applicable if Guarantor is a lawyer)

Acceptable Guarantors

- Lawyer
- Notary Public
- Commissioner of Oaths
- Medallion "Stamp" program member
- Financial institution (bank/trust/securities dealer) – must affix "Signature Guarantee" stamp
- Advisor

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 a new account is being opened, details of the following are required :

- 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)

[NOTE: Health Cards are not acceptable identification for Manitoba, Ontario, Prince Edward Island or Nova Scotia.]