



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) |

SEE OVERLEAF



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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

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

Signing Officer 3

| | | | | |
|--|-----------------------|---|-------------|--|
| 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 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
- Passport issued by Canadian or Foreign Government
- Certificate of Indian Status - issued by the Government of Canada
- Canadian Permanent Residence Card
- Quebec Health Card (with photo ID and expiry date)
- Identification Card - issued by Province (not available in Quebec)
- Citizenship Card - issued prior to February 2012

[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 (that has no photo and/or expiration date)
- Birth Certificate - issued in Canada only (by the Government, Church issue not accepted)
- Social Insurance Card - issued by the Government of Canada
- Old Age Security Card issued prior to 2008 (contains the SIN of the individual)
- Major Credit Card (bearing the name of the individual and the individual's signature)
- College/University Student ID Card (bearing the individual's name, signature and photograph)
- Firearms Licence - issued federally with photo ID
- NEXUS Card (bearing the individual's name, photograph and passport number)
- CNIB Card
- 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.]