



Letter of Direction Distribution Alliance Program (DAP) change request

Advisor Name:

Advisor Number:

Dealer Name:

Dealer Number:

Client Name:

Investment Loan Account number and/or Pledged Account

My client(s) has/have an investment loan from B2B Bank, the proceeds of which were used to purchase investments that are pledged as collateral for the loan. My client(s) would like to redeem investments currently held as collateral for the loan and re-purchase investments in replacement thereof. All terms and conditions of their current loan agreement will remain in effect.

Redeeming From:

Re-purchasing into:

Please attach the following applicable required documentation:

Fax Acceptable (fax to: 416.941.7714)	
<input type="checkbox"/>	This Letter of Direction: Mandatory for all Distribution Alliance Program change requests
<input type="checkbox"/>	Client Information Change form: All accounts requiring a change to Dealer and/or Advisor or any updates to the client account
<input type="checkbox"/>	Internal Transfer form: All accounts which involve a Dealer change (excluding requests for MGA to MGA, AMF to MFDA, MFDA to AMF, MFDA to MFDA and AMF to AMF)
<input type="checkbox"/>	Investment Account Application: For opening of a new pledged account within B2B Bank Dealer Services, borrower must submit a completed Investment Account Application to their Advisor

Originals Required (mail to: B2B Bank, 199 Bay Street, Suite 600 PO Box 279 STN Commerce Court Toronto ON M5L 0A2)	
<input type="checkbox"/>	Segregated Fund Application; Assignment, Hypothecation, Acknowledgement and Direction form; and Trade Ticket (if required): For all Segregated Fund purchases
<input type="checkbox"/>	Securities Control Agreement: All accounts moving from B2B Bank pledged account to a B2B Bank Dealer Services pledged account

Please complete the mandatory AML information noted below:	
Employer telephone number	
Employment industry/type of business	

Please complete the mandatory ID 1 information noted below:	
Name (full name as it appears on the identification document)	
ID place of issue (jurisdiction)	
Issuing authority	
Issuing country	
ID Verification date (mm/dd/yyyy)	
Date of issue (mm/dd/yyyy)	

199 Bay Street, Suite 600, PO Box 279 STN Commerce Court Toronto ON M5L 0A2

Toll Free: 1.800.263.8349

b2bbank.com



Letter of Direction

Distribution Alliance Program (DAP) change request

Please complete the mandatory ID 2 information noted below:	
Name (full name as it appears on the identification document)	
ID place of issue (jurisdiction)	
Issuing authority	
Issuing country	
ID Verification date (mm/dd/yyyy)	
Date of issue (mm/dd/yyyy)	

Please complete the mandatory Declaration of tax residence requirements noted below:												
<input type="checkbox"/>	I am a tax resident of Canada											
<input type="checkbox"/>	I am a tax resident or a citizen of the United States. If you ticked this box, give your taxpayer identification number (TIN) from the United States	TIN from the United States <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 15px; height: 15px;"></td> <td style="border: 1px solid black; width: 15px; height: 15px;"></td> <td style="border: 1px solid black; width: 15px; height: 15px;"></td> <td style="border: 1px solid black; width: 15px; height: 15px;"></td> <td style="border: 1px solid black; width: 15px; height: 15px;"></td> <td style="border: 1px solid black; width: 15px; height: 15px;"></td> <td style="border: 1px solid black; width: 15px; height: 15px;"></td> <td style="border: 1px solid black; width: 15px; height: 15px;"></td> <td style="border: 1px solid black; width: 15px; height: 15px;"></td> <td style="border: 1px solid black; width: 15px; height: 15px;"></td> </tr> </table>										
	If you do not have a TIN from the United States, have you applied for one? Yes/No	<input type="checkbox"/> Yes <input type="checkbox"/> No										
<input type="checkbox"/>	I am a tax resident of a jurisdiction other than Canada or the United States. If you ticked this box provide your jurisdictions (i.e. countries) of tax residence and taxpayer identification numbers in the section below.											
If you do not have a TIN for a specific jurisdiction, give the reason using one of these choices:												
Reason 1: I will apply or have applied for a TIN but have not yet received it												
Reason 2: My jurisdiction of tax residence does not issue TINs to its residents												
Reason 3: Other reason :												

Jurisdiction of tax residence	Taxpayer identification number	If you do not have a TIN, choose reason 1,2 or 3.

Client's Signature

Date (mm/dd/yyyy)

As per the loan agreement, the applicable provincial registration fee is charged to register the Segregated Fund Insurance Policy under the Personal Property Security Act (PPSA), or equivalent, when segregated funds are purchased using an investment loan. This fee will be deducted from the client's account on the first payment due date and any future costs for renewal or discharge will be charged to the client at that time.

This facsimile transmission is intended solely for the individual or entity to whom it is addressed and is confidential in nature. Please be advised that any distribution, reproduction, reading, disclosure or other use of this document by anyone other than the addressee thereof is strictly prohibited. If you have received this communication in error, please notify us immediately. Thank you for your assistance.
 B2B Bank Dealer Services includes B2B Bank Financial Services Inc. (an MFDA member), B2B Bank Securities Services Inc. (an IIROC member, Member — Canadian Investor Protection Fund) and B2B Bank Intermediary Services Inc. (an AMF-regulated dealer operating in Quebec).