<01 0 0000001> <PKGSEQ> <RPRTGRP> <Insert Date>

**Note**: The following template is an updated version of a notification template prepared by CDIC in consultation with the Professional Trustee Committee, chaired by the Canadian Bankers Association, in anticipation of changes to the CDIC Act and the introduction of the Co-Owned and Trust Deposit Disclosure By-law on April 30, 2022. This notification template seeks to assist CDIC Member institutions in providing a standardized message to Professional Trustee depositors on an ongoing basis as required per the CDIC Act and Bylaws.

It is expected that CDIC Member institutions seeking to use the following template will review and amend its contents as appropriate to meet their own needs and to ensure compliance with CDIC requirements. Member institutions must ensure the recipients of the notification template understand that: i) the notification is coming directly from them and not CDIC and ii) any responses to the notification must be made to the member institution and not CDIC.

This template is provided for information purposes only and does not constitute legal advice or guidance. CDIC does not warrant or guarantee the quality, accuracy or completeness of this template or its fitness for any particular purpose.

Mr. John Q. Sample

PCTBAG01 April 2021 - 103083-P01-E>

88 Queens Quay West, 14th Floor

Dear <Mr. John Q. Sample>,

<Member Institution>’s records indicate that you have designated one or more trust accounts you hold with us as Professional Trustee Accounts (PTAs). To ensure your PTAs retain their designation, you are required to provide us with an annual attestation which indicates that you continue to qualify as a Professional Trustee and includes any updates to your contact information.

To assist you in maintaining your account designation(s), we have enclosed a **Professional Trustee Attestation Form**, which we ask you to complete and return to us by **April 30.** If you do not provide us with a completed attestation by this date, your PTAs will lose their designation.

[each MI to clearly indicate the manner in which the trustee can provide the information directly to their institution]

To advise us whether your status as a Professional Trustee has changed, or if you have questions about how your deposits are held and the attached forms, please contact us at:

[MI Contact Information. It is expected that MIs will include, among other things, relevant MI phone number; email address to which trustees can direct their MI-specific queries]

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Reason for Notification

<Member Institution> is a member of Canada Deposit Insurance Corporation (CDIC) and as such is required to annually [https://www.cdic.ca/financial-community/for-trustees/for-professional-trustees/timeline/] remind Professional Trustee depositors to provide us with attestations in order to maintain Professional Trustee Account (PTA) designations.

This is a legal requirement set out in the Canada Deposit Insurance Corporation (CDIC) Act. CDIC requires that we maintain up to date information about your PTAs on our records to ensure that these deposits remain well protected by deposit insurance.

Please note that if you do not provide us with a completed attestation by April 30th, you will lose the PTA designation for your trust account. For trust accounts not designated as PTAs you will need to provide us, on an ongoing basis, up-to-date trustee and beneficiary information related to each of these accounts. CDIC will rely on the latest information on our records to determine deposit insurance protection.

For more information on CDIC and their requirements, please refer to the following sections of their website:

Professional Trustees

<https://www.cdic.ca/financial-community/for-trustees/for-professional-trustees>

General Trustees

<https://www.cdic.ca/financial-community/for-trustees/>