

## Canada Premium Bonds Certificated Products (Form CPB-12)

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## General

The customer purchase information should be sent electronically through a point of sale system however, may be recorded manually on a purchase application Certificated Canada Premium Bonds Application ([Form CPB-12](#)) or an alternate application form approved by the Bank of Canada. This must be completed as a record of contract between the purchaser and the Government of Canada.

If the Authorized Sales Agent captures the purchase information directly on a point-of-sale system, a printout of this information, in a format approved by the Bank of Canada must be given to the purchaser as proof of purchase, along with a copy of the current Purchaser's Agreement and the Terms and Conditions.

## Preservation of Records

Application records must be kept in original hard copy for a period of one year and for six years thereafter, either in original hard copy or by means of an Electronic Image Management Program or such other form as may be agreed upon between the Bank of Canada and the Authorized Sales Agent. The reverse of the form must also be copied when it contains information pertinent to the purchase transaction, e.g., the reverse of the Certificated Canada Premium Bonds Application Form (CPB-12) contains product and purchase details.

Authorized Sales Agents are required to provide the Bank of Canada, upon request, with details of all bonds sold for cash through their offices. Information from all cash application forms, or forms which contain the name and address of the registered owner and the signature of the purchaser acknowledging receipt for delivery of the bonds, is to be preserved until the later of seven years or until such time as the owner would be prevented by law from commencing a legal action claiming relief for non-delivery of the purchased bonds. Such records must include any receipts for bonds delivered to purchasers.

Consistent with the provisions of the *Privacy Act*, the personal information collected by Authorized Sales Agents is to be used solely for matters related to Government of Canada debt instruments.

## Types of Purchase Applications

### Certificated Canada Premium Bonds Application Form (CPB-12)

The [Form CPB-12](#) is the application form provided by the Bank of Canada for use by Authorized Sales Agents to purchase Canada Premium Bonds.

Use this form to buy certificated Bonds in the name of an individual or two or more individuals with right of survivorship \*.

\* Province of Quebec: The term "with survivor" is not applicable under current law.

## Alternate Forms

Authorized Sales Agents may use their own application form, subject to prior approval by the Bank of Canada. The form must be submitted for approval by the end of August to:

**Assistant Director - Retail Debt Funds Management and Banking Department**  
**Bank of Canada**  
**234 Laurier Avenue West, Ottawa, ON K1A 0G9**

## Completion of Application Form

When completing application forms, the following points should be noted:

- Upper case format should be used.
- Particular attention should be paid to the accuracy of the spelling in all names.
- Both registration types must show the first (i.e., given) name first and the last (i.e., family) name last. Initials for other given name(s) may also be included as part of the registration although **initial(s) should not be used as a replacement for the given name**. When initials are provided, they are to be recorded in the appropriate location in the name. If the initial(s) precedes the given name, it is to be followed by a space; if the initial(s) follows the given name, it is to be preceded by a space.
- If the registration comprises only one name, it must be recorded in the “Last Name” field; in this case, leave the “First Name” field blank.
- All titles, designations of honour or merit, and prefixes are to be omitted (e.g., MR, MRS, MISS, DR, PHD).
- Nicknames or shortened names should not be used as a form of registration (e.g., CHUCK, WM, LIZ).
- Apostrophes and accents must be inserted in the proper place (e.g., O’CONNOR, L’ESPÉRANCE).
- Hyphenated names, whether given or family names, must show the hyphen in the proper place (e.g., JEAN-CLAUDE, SMITH-JONES).
- Extreme care should be taken on names which can be interpreted in different ways (e.g., VAN DER HOLT or VANDERHOLT, LE BRUN or LEBRUN).
- Remember that providing of a valid SIN number is mandatory for applicants aged 18 years and older as of the issue date of the series being purchased. If the applicant is less than 18 years old as of the issue date of the series being purchased, then their date of birth must be recorded. If the above SIN or date of birth information is not provided at the time of purchase, the application will be rejected and returned to the Authorized Sales Agent.

## Direct Deposit of Interest

### Enrollment Rules

The collection of banking information for the purpose of depositing interest payments directly into the Registered Owner's account is mandatory for R-bond interest type purchases. At the time of purchase, individuals purchasing R-bond must enroll for direct deposit by completing Part 2 of the application form Certificated Canada Premium Bonds Application Form ([CPB-12](#)).

- (a) Authorized Sales Agents authorizing the direct deposit enrollment may accept the signature of a parent or guardian who has custody and control of a minor unable to sign by reason of immaturity; and
- (b) The signatures of individuals holding power of attorney over the financial affairs of the registered owners are acceptable.

In both cases, it is the responsibility of the Sales Agent authorizing the direct deposit enrollment to satisfy itself of the signer's authority, and to indicate on the enrollment form the capacity in which individuals other than the registered owners are acting.

***All registered owners must be named in the designated deposit account***, although there may be other holders of the deposit account who are not included in the R Bond registration. If the registered owners want the interest to be deposited to an account in which they are not named, a separate transaction must be arranged with the Authorized Sales Agent to debit the direct deposit account that they own and credit another account.

Registered owners must provide direct deposit information for each new purchase of R bonds. Note that this account number will replace any previous payment instructions given to the Bank of Canada for regular interest R bonds of the same registration type. Registered owners must also re-enroll for direct deposit whenever new R bonds are issued as a result of a transfer or exchange transaction. The specific bond numbers of the newly issued bonds are to be included on the [Change of Address and Direct Deposit form \(COADD\)](#).

## Enrollment Procedures

Registered owners of R bonds must enroll for direct deposit:

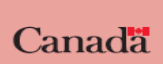
1. At the time of the original purchase, by completing the appropriate section on the Application Certificated Canada Premium Bonds Application Form ([CPB-12](#)).

The Authorized Sales Agent personnel fill in the Branch and Institution numbers and the appropriate deposit account number of the registered owners. This account number will replace any previous payment instructions the owner has given the Bank of Canada for previously purchased R bonds.

<p style="text-align: center;"><b>NOTE</b></p> <p>Direct deposit information must be supplied at the time of R-bond purchase even if the purchaser is not the registered owner. The direct deposit information must be that of the registered owner.</p>
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2. Subsequent to the original purchase, please refer to the Maintenance section for specific instructions.

## Example of Application Form CPB-12

<b>CANADA SAVINGS BONDS</b>	<b>OBLIGATIONS D'ÉPARGNE DU CANADA</b>	<b>CPB-12</b> Protected B (when completed) Protégé B (une fois rempli)	
<b>Certificated Canada Premium Bonds</b> <b>Obligations à prime du Canada avec certificat</b>			
<p><b>1. What type of Canada Premium Bonds and what amount would you like to purchase? / Quel type d'Obligations à prime du Canada désirez-vous acheter et pour quel montant?</b></p> <p>For detailed information about Canada Premium Bonds, please read the <i>Terms and Conditions</i> attached to this form. Pour obtenir plus de renseignements au sujet des Obligations à prime du Canada, veuillez lire les <i>Modalités</i> jointes au présent formulaire.</p>			
<b>Interest</b> Intérêt	<b>Series</b> Émissions	<b>Denominations</b> Coupures	<b>Total (\$)</b>
Compound Interest À intérêts composés		x \$100    x \$300    x \$500    x \$1,000    x \$5,000    x \$10,000	
Regular Interest À intérêt régulier		x \$300    x \$500    x \$1,000    x \$5,000    x \$10,000	
<b>Total (\$)</b>			
<p><b>2. Sign up for Direct Deposit / Adhésion au virement automatique</b></p> <p>If regular interest bonds are selected, interest payment will be received through Direct Deposit. The bond owner must provide the information below. These payment instructions will replace all payment instructions the owner has given the Bank of Canada for all previously purchased regular interest bonds.</p> <p>En cas de sélection d'obligations à intérêt régulier, le paiement de ces intérêts sera perçu par virement automatique. Le propriétaire d'obligations doit fournir les renseignements bancaires demandés ci-dessous. Ces instructions remplacent toute directive donnée par le détenteur des obligations à la Banque du Canada pour ce qui concerne ses obligations à intérêt régulier souscrites antérieurement.</p>			
Branch no. ■ N° de la succursale	Institution no. ■ N° de l'institution	Account no. ■ N° de compte	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<p><b>3. Registered owner information - are you purchasing the bonds for yourself, with a co-owner or for someone else? / Renseignements sur le propriétaire immatriculé - Achetez-vous les obligations pour vous-même, avec un copropriétaire ou pour une autre personne?</b></p> <p><input type="checkbox"/> Individual owner / Propriétaire individuel    <input type="checkbox"/> Co-owners with survivor / Copropriétaires avec survivant    <i>Province of Quebec: The term "with survivor" is not applicable under current law. / Province de Québec: la mention « avec survivant » ne s'applique pas conformément à la législation en vigueur.</i></p> <p>Name (first, last or first line of official registration) ■ Nom (prénom, nom de famille ou première ligne de l'immatriculation officielle)</p> <p>Name of co-owner, if any (first, last) ■ Nom du copropriétaire, s'il y a lieu (prénom, nom de famille)</p> <p>Social insurance number / Numéro d'assurance sociale    <i>The social insurance number of a registered owner is required by income tax legislation. / Les lois fiscales exigent que le numéro d'assurance sociale d'un propriétaire immatriculé soit fourni.</i>    Date of birth (yyyy/mm/dd) / Date de naissance (aaaa/mm/jj)</p> <p>If the registered owner is a minor (under 18 years old) and has not provided a Social Insurance Number (SIN), the date of birth is required. / Si le propriétaire immatriculé est mineur (âgé de moins de 18 ans) et n'a pas fourni de numéro d'assurance sociale (NAS), la date de naissance est exigée.</p> <p>Address ■ Adresse</p> <p>City ■ Ville    Province    Postal code ■ Code postal</p> <p>Telephone (primary) ■ Téléphone (principal)    Telephone (other) ■ Téléphone (autre)    Language of choice / Langue de correspondance  <input type="checkbox"/> English / Anglais    <input type="checkbox"/> French / Français</p>			
<p><b>4. Purchaser's information / Renseignements de l'acheteur</b></p> <p>Complete this section <u>only</u> if the purchaser is different than the registered owner(s) identified in section 3. / Remplir cette section <u>seulement</u> si la personne qui achète les obligations n'est pas le propriétaire immatriculé identifié à la section 3.</p> <p>Name (first, last) ■ Nom (prénom, nom de famille)</p> <p>Address ■ Adresse</p> <p>City ■ Ville    Province    Postal code ■ Code postal</p> <p>Telephone (primary) ■ Téléphone (principal)    Telephone (other) ■ Téléphone (autre)    Language of choice / Langue de correspondance  <input type="checkbox"/> English / Anglais    <input type="checkbox"/> French / Français</p>			
<p><b>5. Purchaser's signature ■ Signature de l'acheteur</b></p> <p>By signing here, you confirm that you have read and accept the agreement on the back of this form. En signant ici, vous confirmez que vous avez lu et que vous acceptez les modalités de la convention inscrites au verso de ce formulaire.</p> <p>Signature    Date you signed this form (yyyy/mm/dd) / Date de signature de ce formulaire (aaaa/mm/jj)</p> <p><small>In order to improve our service to you, we may share your name and contact information with a third party for the sole purpose of conducting market research such as surveys and focus groups. If you DO NOT want your name used for this purpose, please initial the box. If you DO NOT wish to continue participating in our market research efforts, you can contact us by phone at 1 800 575-5151 or by mail at P.O. Box 2770, Station D, Ottawa, ON K1P 1J7.</small></p> <p><small>Afin de vous offrir un meilleur service, nous pourrions transmettre vos nom et coordonnées à une tierce partie à seule fin de réaliser des études de marché telles que des enquêtes ou des groupes de discussion. Si vous NE VOULEZ PAS que votre nom serve à cette fin, veuillez apposer vos initiales dans la case. Si vous NE VOULEZ PLUS participer à nos études de marché, veuillez communiquer avec nous par téléphone au 1 800 575-5151 ou par la poste à : C.P. 2770, succursale D, Ottawa ON K1P 1J7.</small></p>			
<b>FOR OFFICE USE ONLY</b>			
<p><b>6. For sales agent and processing service provider ■ Réservé à l'agent vendeur et au fournisseur du service de traitement</b></p> <p>Sales agent institution no. / N° de l'établissement de l'agent vendeur    Sales agent branch no. / N° de succursale de l'agent vendeur    Processing service provider no. / N° du fourn. du serv. de trait.    Processing service provider branch no. / N° de succ. du fourn. du serv. de trait.</p>			
Part 1 / Partie 1	Part 2 / Partie 2	Part 3 / Partie 3	
Sales agent copy / Copie de l'agent vendeur	Sales agent copy / Copie de l'agent vendeur	Purchaser copy / Copie de l'acheteur	
			

The above form may be obtained through the Order CSB Material website at the following address: <http://www.csborders.ca/index.htm>.

## Example of Application Form CPB-12 / Purchaser's Agreement

### Purchaser's agreement

When you sign this form you confirm that:

- You will buy bonds according to the instructions you have correctly written on the front of this form.
- You have received, read and agree to the *Terms and Conditions* attached to this form and you have been made aware of and agree to the series number and interest rates of the bonds that have been determined by the Minister of Finance to be available for purchase on the date you sign and return this form. The series number and interest rates of these bonds may also be obtained from the sales agent, [csb.gc.ca](http://csb.gc.ca), and the *Canada Savings Bonds For Sale* document.
- You are aware that Canada Premium Bonds have a 3-year term to maturity, and that interest rates announced are guaranteed. However, if market conditions warrant, the rates can at any time be increased for a specified period.

The personal information provided on this form is protected under the provisions of the *Privacy Act* and will be used only for the purpose for which it was collected.

### Convention de l'acheteur

En apposant votre signature sur ce formulaire vous confirmez que :

- Vous achèterez des obligations selon les directives inscrites correctement au recto de ce formulaire.
- Vous avez reçu, lu et que vous acceptez les *Modalités* jointes à ce formulaire. Vous confirmez d'autre part que vous avez pris connaissance des obligations portant le numéro d'émission et les taux d'intérêt établis par le ministre des Finances, lesquelles obligations seront disponibles à l'achat à la date où vous aurez signé et retourné le formulaire. Le numéro d'émission et les taux d'intérêt en question sont également diffusés par l'entremise des agents vendeurs, du site [ocb.gc.ca](http://ocb.gc.ca) et du *Guide d'achat d'Obligations d'épargne du Canada*.
- Comme vous le savez Obligations à prime du Canada ont une échéance de trois ans et les taux d'intérêt annoncés sont garantis. Toutefois, si les conditions du marché le justifient ces taux peuvent être augmentés en tout temps pour une période d'ontée.

Les renseignements personnels fournis sur ce formulaire sont protégés en vertu de la *Loi sur la protection des renseignements personnels* et ne seront utilisés que dans le but pour lequel ils ont été recueillis.

<p><b>Purchase details</b> I hereby authorize the financial institution identified below to debit my account in the amount of \$_____ for the purpose of buying bonds according to the instructions correctly written on the front of this form.</p> <table border="1"> <tr> <td>Branch no.</td> <td>Account no.</td> </tr> <tr> <td colspan="2">Signature</td> </tr> </table>	Branch no.	Account no.	Signature		<p><b>Renseignements relatifs à la souscription</b> J'autorise par la présente l'institution financière désignée ci-contre à débiter mon compte de la somme de _____ \$ pour l'achat d'obligations selon les directives inscrites correctement au recto de ce formulaire.</p> <table border="1"> <tr> <td>N° de succursale</td> <td>N° de compte</td> </tr> <tr> <td colspan="2">Signature</td> </tr> </table>	N° de succursale	N° de compte	Signature			
Branch no.	Account no.										
Signature											
N° de succursale	N° de compte										
Signature											
<p>I acknowledge receipt of the following certificates</p> <table border="1"> <tr> <td>Serial numbers</td> </tr> <tr> <td> </td> </tr> <tr> <td> </td> </tr> <tr> <td>Purchaser's signature</td> <td>Date</td> </tr> </table>	Serial numbers			Purchaser's signature	Date	<p>J'accuse réception des obligations mentionnées ci-dessous</p> <table border="1"> <tr> <td>Numéros de série</td> </tr> <tr> <td> </td> </tr> <tr> <td> </td> </tr> <tr> <td>Signature de l'acheteur</td> <td>Date</td> </tr> </table>	Numéros de série			Signature de l'acheteur	Date
Serial numbers											
Purchaser's signature	Date										
Numéros de série											
Signature de l'acheteur	Date										

## Required Information on Application Form

Refer to the example provided on the previous pages to assist you with the completion procedures provided below.

### **1. What type of Canada Premium Bonds and what amount would you like to purchase?**

- The type of Canada Premium bonds, series, denominations and total purchase must be recorded.
- The selection of denominations and par value of purchase must be completed so that the number and value of bonds purchased in each denomination are equal to the total purchase value.
- If you are purchasing R-Bonds it is mandatory to include Direct Deposit information.

### **2. Sign up for Direct Deposit**

- Direct Deposit is mandatory for new R-Bond interest type accounts. Applications will be rejected if invalid or no Direct Deposit information is provided.
- If regular interest bonds are selected, interest payments will be received through Direct Deposit. The bond owner must provide the information below. These payment instructions will replace all payment instructions the bond owner has given the Bank of Canada for all previously purchased regular interest bonds.
- The branch number, the institution number and the account number must be entered in the boxes entitled “Branch”, “Institution” and “Account”. The registered owner’s deposit account number should be provided in accordance with any applicable institution validation rules. The number should be left-justified, with no extra leading zeros which are not part of the actual number.

### **3. Registered owner information – are you purchasing the bonds for yourself, with a co-owner, or for someone else?**

- The Registration Type Code **must** be indicated in the appropriate box. **There is to be only one Registration Type Code indicated on each Application Form.** Examples of both acceptable registration types are provided in this section.
- The first name, including other initial(s), and last name of the registered bond owner are to be printed in the spaces provided.

The name of the co-owner (if any) has to be entered in the area provided.

Use the third line of the registration for the **Care of** information in the following circumstances:

(a) in situations where the registered owner designates the address of a person or an institution, through which the registered owner can be located (e.g., “Maple Wood Home” or “ABC Trust Company”);



(b) if the street address is too lengthy to fit into the street address space provided, the address may be started on that line.

**The address information** is to be the current mailing address, including the postal code of the registered owner. This is required for the mailing of annual Direct Deposit statements, to advise customers as to where their funds will be deposited. It is also required for the mailing of T5 Tax Information Slips to registered owners of both C and R bonds.

In cases where the registered owners are employees of Canadian governments (federal or provincial) stationed outside of Canada, including members of the armed forces, and their immediate families, the registered owner's **foreign address** must be entered. The name of the country and the zip code are to be recorded in the "City" field, following the name of the city of residence; if additional space is required, all lines of the address section can be used.

The contact numbers, for both primary and other, of the registered owner should be provided.

The **date of birth** of the registered owner is to be entered in this area. This information is optional unless the registered owner is a minor (18 years of age or younger as of date of issue) and does not have a SIN number, then the birthdate is mandatory.

The *Income Tax Act* requires that registered owners provide their **Social Insurance Number (SIN)**. The SIN box on the application form is to be completed, as follows:

(a) for bonds registered in the name of one individual, enter the SIN of the registered owner;

(b) for bonds registered in the name of more than one individual with survivor\*, the SIN of any one registered owner is to be requested;

\* Province of Quebec: The term "with survivor" is not applicable under current law.

(c) leave the box blank if purchasing bonds for a minor (18 years of age or younger as of date of issue) who does not have his own SIN. **The SIN of the purchaser should not be used in these instances.** If the minor does not have a SIN, a valid date of birth is mandatory.

If a Social Insurance Number is not provided the application is to be rejected, unless the registered owner is 18 years of age or younger as of date of issue. If the registered owner is a minor and does not have a Social Insurance Number, a valid date of birth must be provided.

The preferred language of the registered owner should be indicated to ensure that the proper official language is used on all customized correspondence.

#### **4. Purchaser's Information?**

- In the case where the person buying the bonds is not the registered owner, this section must be filled in.

#### **5. Purchaser's signature**

- The purchaser must sign and date the application form as proof of purchase.

By initialling this box, the purchaser asks that details on this form not be used to receive additional information about Government of Canada investment products. This consent is optional.

#### **6. For Sales Agent and Processing Service Provider**

- This area must be filled in. It is required in order to assure the delivery of the bonds and the commission payment to the right Authorized Sales Agent. The Sales Agent CSB ID Number is 11 digits in length, i.e., five digits for the "Bank/Institution," and six digits for the "Branch" e.g., Bank/Institution (00678) Branch (012345). Both elements of the CSB ID Number are to be entered right-justified, with the remainder of the fields zero-filled, e.g., Institution (00678) Branch (012345).

The Processing Service Provider number is also completed by a Processing Service Provider when processing applications received from another Authorized Sales Agent.

The purchaser fills out the information on the **back of this form** in order to authorize the financial institution to debit the account.

The Authorized Sales Agent may use this box to record the serial numbers of the certificates upon delivery to the purchaser.

### **Examples of Acceptable Forms of Registration**

Purchase transactions requesting forms of registration other than those specified on the following pages will be rejected and will be returned to the Processing Service Provider for correction.

Transactions which do not pass validation may be corrected using RDMS Online Correction screens if sufficient data is available to a Canada Savings Bonds Registry Service Agent. In the case where the error is evident, the Registry Service Agent will try to make the correction automatically or may have to contact the Authorized Sales Agent for clarification. Otherwise, transactions will be rejected. The reason for rejection will be clearly indicated on the Rejected Application Details Report. You will find in the pages following the acceptable forms of registration.

## Individual Owner

Where there is only **one** individual identified as the registered owner:

- The first (i.e., given) name and initials for other given name(s) must be recorded in the “First Name” field; the surname(s) must be recorded in the “Last Name” field.
- If the registration comprises only one name, it must be recorded in the “Last Name” field; in this case, leave the “First Name” field blank
- A Social Insurance Number for the registered owner is mandatory. If the registered owner does not have a SIN number, then a valid date of birth is required to prove that the registered owner is 18 years or younger as of date of issue of the product.

**3. Registered owner information - are you purchasing the bonds for yourself, with a co-owner or for someone else? / Renseignements sur le propriétaire immatriculé – Achetez-vous les obligations pour vous-même, avec un copropriétaire ou pour une autre personne?**

Individual owner  
Propriétaire individuel
  Co-owners with survivor  
Copropropriétaires avec survivant
 Province of Quebec: The term "with survivor" is not applicable under current law.  
Province de Québec : la mention « avec survivant » ne s'applique pas conformément à la législation en vigueur.

Name (first, last or first line of official registration) ■ Nom (prénom, nom de famille ou première ligne de l'immatriculation officielle)

M A R Y   T   S M I T H

Name of co-owner, if any (first, last) ■ Nom du copropriétaire, s'il y a lieu (prénom, nom de famille)

Social insurance number  
Numéro d'assurance sociale
 The social insurance number of a registered owner is required by income tax legislation.  
Les lois fiscales exigent que le numéro d'assurance sociale d'un propriétaire immatriculé soit fourni.
 Date of birth (yyyy/mm/dd) / Date de naissance (aaaa/mm/jj)

If the registered owner is a minor (under 18 years old) and has not provided a Social Insurance Number (SIN), the date of birth is required. / Si le propriétaire immatriculé est mineur (âgé de moins de 18 ans) et n'a pas fourni de numéro d'assurance sociale (NAS), la date de naissance est exigée.

Address ■ Adresse

City ■ Ville

Province    Postal code ■ Code postal

Telephone (primary) ■ Téléphone (principal)    Telephone (other) ■ Téléphone (autre)    Language of choice. / Langue de correspondance

(    )    (    )     English / Français     French / Français

## Co-owners With Survivor \*

\* Province of Quebec: The term “with survivor” is not applicable under current law.

Where there are **two or more** individuals identified as the registered owners, **with right of survivorship** desired.

- The word “AND” is to be used to join two or more names in a registration; **the word “OR” must not be used.**
- Where a co-owner registration with the right of survivorship is desired, it must be indicated by the words “and survivor” or “& survivor” after the last name in the registration
- For bonds registered in the name of more than one individual with survivor, a Social Insurance Number of any one registered owner is required. If the registered owner is 18 years of age or younger as of date of issue with no Social Insurance Number, then a valid date of birth is required.

**3. Registered owner information - are you purchasing the bonds for yourself, with a co-owner or for someone else? / Renseignements sur le propriétaire immatriculé – Achetez-vous les obligations pour vous-même, avec un copropriétaire ou pour une autre personne?**

Individual owner  
Propriétaire individuel
  Co-owners with survivor  
Copropriétaires avec survivant

*Province of Quebec: The term "with survivor" is not applicable under current law.  
Province de Québec : la mention « avec survivant » ne s'applique pas conformément à la législation en vigueur.*

Name (first, last or first line of official registration) ■ Nom (prénom, nom de famille ou première ligne de l'immatriculation officielle)  
 MARY BROWN AND BUSTER BROWN AND

Name of co-owner, if any (first, last) ■ Nom du copropriétaire, s'il y a lieu (prénom, nom de famille)  
 SYLVIA TYLER AND SURVIVOR

Social insurance number  
Numéro d'assurance sociale

*The social insurance number of a registered owner is required by income tax legislation.  
Les lois fiscales exigent que le numéro d'assurance sociale d'un propriétaire immatriculé soit fourni.*

Date of birth (yyyy/mm/dd) / Date de naissance (aaaa/mm/jj)

If the registered owner is a minor (under 18 years old) and has not provided a Social Insurance Number (SIN), the date of birth is required. /  
Si le propriétaire immatriculé est mineur (âgé de moins de 18 ans) et n'a pas fourni de numéro d'assurance sociale (NAS), la date de naissance est exigée.

Address ■ Adresse

City ■ Ville

Province

Postal code ■ Code postal

Telephone (primary) ■ Téléphone (principal)

Telephone (other) ■ Téléphone (autre)

Language of choice. / Langue de correspondance

English  
Anglais
  French  
Français

## Transmission of Purchase Data

All purchase information is to be forwarded as soon as possible after purchase, according to the RDMS Purchase File Specifications.

Please refer to the FTPS Server User Guide available at <http://www.csb.gc.ca/wp-content/uploads/2009/01/ftps.pdf>

Processing Agents must provide advance notice prior to submitting a purchase file. This can be done by sending an e-mail with the file information to [rpac-pft@csb.gc.ca](mailto:rpac-pft@csb.gc.ca). When the file is received and processed, a reply will be sent to the submitting organization. This confirmation should be received within 24 hours of processing. If the confirmation is delayed, please e-mail [rpac-pft@csb.gc.ca](mailto:rpac-pft@csb.gc.ca) for follow-up.

On an exception basis, for a three month period from the issue date, paper applications will be accepted from the Central Branch only. Prior authorization must be given by the Bank of Canada before submitting paper applications. The Central Branch must contact:

**Assistant Director - Retail Debt -  
Funds Management and Banking Department,  
Bank of Canada/  
234 Laurier Avenue West Ottawa, ON K1A 0G9**

**OR**

the Sales Agent Support line at **1 888 646-2626**

### NOTE

Paper applications sent without prior authorization from the Bank of Canada and/or sent by a branch other than the Central Branch will be returned to the origination branch.

Authorized paper applications must be accompanied by a remittance payment at par value, and a printed copy of the [S7 Form](#).

Note: Sales commissions will not be paid on paper applications submitted to the CSB Office for processing. Therefore in order to avoid commissions from being calculated a blank copy of the electronic S7 Form must be printed and manually completed.

## Remittances

**All remittances must be submitted to the Bank of Canada at Par value less the relevant sales commissions.** All Processing Service Providers are to use the utmost diligence in remitting proceeds of bond sales to the Bank of Canada as per the Remittance Schedule, explained further in this section.

Central Branches should consult the instructions issued by their Head Office in addition to those outlined below.

Processing Service Providers, which are **Direct Clearers** must:

- remit through LVTS (Large Value Transfer System);
- on the day of the remittance, complete and send an electronic Form S7 by email to Banking Operations – Payment and Settlement Operations and Debt Accounting Group by clicking on the link in the To section of the electronic Form S7;
- send your LVTS payment to the Bank of Canada by SWIFT
  - Payment type MT100
  - Field 20 for CSB Remittance
  - Field 59 for Receiver General for Canadato the BIC address BCANCAW2 between 8 a.m. and 3 p.m. Eastern time, on any regular business day; and
- indicate that the remittance is to be deposited in the Receiver General for Canada account

For **Indirect Clearers** you must:

- fill-out electronic [Form S7](#);
- send LVTS Payments via an LVTS participant.

### NOTE

All funds must be received at the Bank of Canada by 3 p.m. (Eastern Time). Funds received after 3 p.m. will be returned the same day.

### ATTENTION

***LVTS Payments will be returned to the financial institution if Form S7 is not submitted with each payment.***

### Remittance Schedule

On each Issue Date, remit to the Bank of Canada all proceeds from all accumulated sales made during the sales period. On the next business day, remit to the Bank of Canada all remaining proceeds with settlement dated the same day. Remittance proceeds are to be submitted net of sales commissions.

Unless notified by the Bank of Canada, this procedure must be followed for every Issue.

## Settlement Procedures

1. Cash applications lodged with an Authorized Sales Agent up to and including the last day of sales of the series must be accompanied by payment dated as of the Issue Date.

If cash sales are terminated prior to the original closing date, applications must be in the hands of an Authorized Sales Agent by the date sales are terminated and must be accompanied by payment dated not later than the first business day immediately following the Issue Date.

If cash sales are extended past the original closing date, applications must be in the hands of an Authorized Sales Agent by the date sales are terminated and must be accompanied by payment dated not later than the first business day immediately following the close of the series.

2. Daily, from the start of cash sales, Central Branches of Processing Service Providers may remit to Bank of Canada, Ottawa, on an electronic [Form S7](#), the proceeds of cash sales received from other Branches and from their own sales. **All remittances must be submitted to the Bank of Canada at par value less the relevant sales commissions.**
3. Central Branches must remit the funds to the Bank of Canada by 3 p.m. (Eastern Time). Funds received after 3 p.m. will be returned the same day.
4. Institutions not able to remit all funds to the Bank of Canada as indicated in paragraph 3 above (due, for example, to the inability to handle the volume of transactions, system breakdowns or sales made during extended business hours), will not be penalized provided they have made best efforts to remit as much as possible. It is to be understood, however, that the bulk of remittances from all Processing Service Providers for sales made up to and including Issue Date is to be received by the Bank of Canada by the first business day following the Issue Date, with only minor amounts to be received the next business day.

The timing of all remittances will be closely monitored by the Bank of Canada. Follow-up action, including the charging of accrued interest, may be taken in cases of late remittances, including the following:

- (a) where the pattern of remittances received by the Bank of Canada is not acceptable, i.e., where the pattern of remittances does not conform to paragraphs (2) to (4); and
- (b) for all remittances received by the Bank of Canada outside of the Remittance Schedule.

Interest charges on late remittances will be calculated from the Issue Date.