



# Letter of Direction Distribution Alliance Program (DAP) change request

Advisor Name: \_\_\_\_\_  
Dealer Name: \_\_\_\_\_  
Client Name: \_\_\_\_\_

Advisor Number: \_\_\_\_\_  
Dealer Number: \_\_\_\_\_

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:

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

Please attach the following applicable required documentation:

**Fax Acceptable (fax to: 416.941.7714)**

- ☐ **This Letter of Direction:** Mandatory for all Distribution Alliance Program change requests
- ☐ **Client Information Change form:** All accounts requiring a change to Dealer and/or Advisor or any updates to the client account
- ☐ **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)
- ☐ **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)**

- ☐ **Segregated Fund Application; Assignment, Hypothecation, Acknowledgement and Direction form; and Trade Ticket** (if required): For all Segregated Fund purchases
- ☐ **Securities Control Agreement:** All accounts moving from B2B Bank pledged account to a B2B Bank Dealer Services pledged account

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.

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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).