

CDIC Membership Sign Installation Guidelines



Pursuant to the *CDIC Deposit Insurance Information By-law* a member institution shall display a membership sign provided by the Corporation prominently at each entrance to each of its places of business in such a manner that the sign is clearly visible during business hours. Place of business means a location in Canada where a member institution carries on business and at which a person may make a deposit with the assistance of a representative of a member institution. Generally a branch is considered a place of business. When a place of business does not have a readily identifiable entrance, no membership sign is necessary.

The CDIC Membership Sign is a 28 cm x 13 cm double-sided vinyl decal that is provided by CDIC to its member institutions on request by the member. Members wishing to produce their own membership sign for display at each entrance may do so provided CDIC requirements are met for minimum size, clear space and colour reproduction. An electronic file is available for [download](#). As a general rule, acceptable display of the membership sign would include a display approximately 1.5 metres (between 1.35 and 1.65 metres) from the ground on any door that is used by the public to enter the place of business or at such height immediately next to any door that is used by the public to enter the place of business. The decal should remain visible and easily legible when the door is open. For example, the membership sign should not be located on a pocket door that is pushed into a wall during business hours. CDIC does not consider the display to be prominent if it appears near the floor or ceiling, or the visibility of the sign is impacted by other information or displays.

Membership sign decals must be **displayed prominently** at a member institution's entrance. Here we have provided you with guidelines to assist in the installation process.

CLEAR SPACE



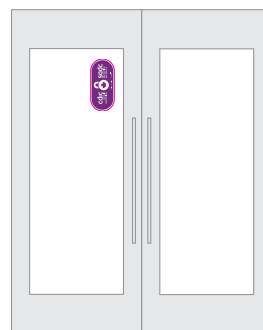
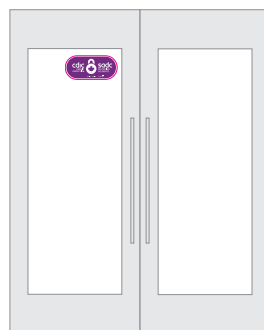
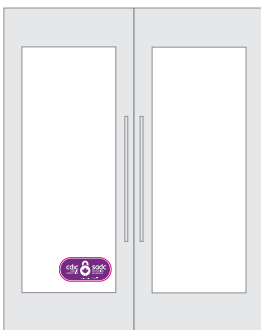
CDIC decals must have
2.5 cm clear space

CDIC Membership Sign Installation Guidelines

Applying the CDIC static cling decal to a door or window:

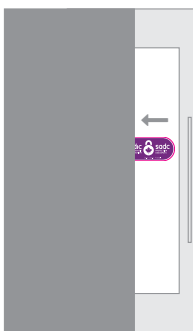
1. These decals are designed to go on the inside of the door/window, facing outwards.
2. Clean the surface of the door/window that you will be applying the decal to thoroughly.
Be sure to remove any grease or dust or the decal may not adhere to the surface properly.
3. Peel the decal away from the backing paper.
4. Position the decal and gently press onto the surface.
5. Once the decal is in position, you can push out any trapped air working from the centre to the edges.
6. If you're not happy with the position of the decal you can gently remove it and start again.

PLACEMENT



DO NOT place the decal near the bottom or top of the door

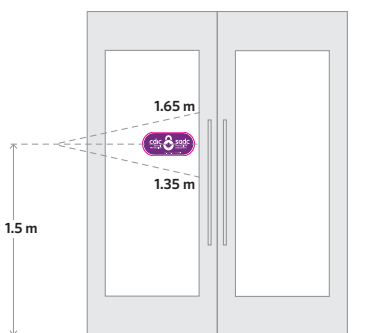
DO NOT rotate the decal



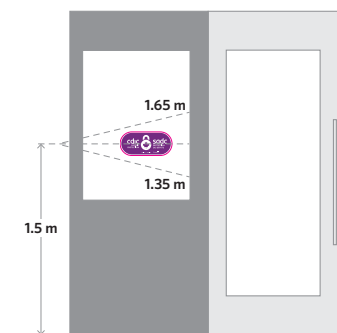
DO NOT place the decal on sliding doors



DO NOT block decal with plants or furniture



Where possible, the door decal should be placed close to the handle of the door approximately 1.5 metres from the floor



The decal may also be placed on a window near the entrance at a height of approximately 1.5 metres from the floor