

**Note:** The following notification template seeks to assist CDIC Member institutions in providing a standardized message to Nominee Broker 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.

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.

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

Broker ABC

Mr. John Q. Sample

[Title - Senior Officer]

88 Queens Quay West, 14th Floor

Toronto, ON M5J 0B8

As a member of the Canada Deposit Insurance Corporation, <Member Institution> is required to notify all nominee brokers with whom we hold agreements or arrangements respecting Nominee Broker Deposits of their obligation to provide CDIC with an updated attestation setting out whether they are capable of meeting key requirements set out in the CDIC Act and By-laws.

Nominee broker attestations must be submitted to CDIC via the Nominee Broker Portal **no later than May 31<sup>st</sup>** each year.

We strongly encourage you to review the informational material provided on [CDIC's website](#) to ensure you provide timely and comprehensive attestations. This includes guidance concerning the method of attestation and the provision of supporting materials including policies and procedures and action plans.

<Member Institution> would also ask that you review the contact information you have provided us with, and take steps to ensure it remains up-to-date.

Finally, if you hold certain deposits in trust at our institution that are not held in nominee-name (i.e., not a nominee broker deposit), we would further remind you to ensure that you have met, and continue to meet, the requirements related to your role as a regular or Professional Trustee. Information on these other trustee requirements can be found on CDIC website at the following links: [Trustees](#) and [Professional Trustees](#).

For questions concerning the Nominee Broker Deposits you hold with <Member Institution>, please contact us at:

[MI Contact Information]

For questions concerning CDIC, the Nominee Broker Deposit Insurance Framework and Nominee Broker Portal, please contact CDIC at:

[brokers@cdic.ca](mailto:brokers@cdic.ca)

Thank you,