

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.

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>

Mr. John Q. Sample
PCTBAG01 April 2021 - 103083-P01-E->
88 Queens Quay West, 14th Floor
Toronto, ON M5J 0B8

Dear <Mr. John Q. Sample>,

<Member Institution> is a proud 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/) [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.

Our records indicate that you have designated one or more trust accounts you hold with us as 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, 20##.

[each MI to indicate the manner in which the trustee can provide the information]

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

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]

To learn more about the Professional Trustee framework, please visit <https://www.cdic.ca/financial-community/for-trustees/for-professional-trustees>

To learn about the requirements for general trustee accounts, please visit: <https://www.cdic.ca/financial-community/for-trustees/>