

How to Update Signing Officers for Business Advantage Accounts

Completed Simplified Business Advantage Account Change is required when you are making any type of change to your signing officers (add, update, remove) and when you are **only providing identification of existing signing officers without making any changes**. Additional forms may be needed based on business type and change type.

Important note – completing Simplified Business Advantage Account Change form

- **Section 3 'Type of change':** If you are only providing signing officer identification information and not making any changes to your signing officers, please select '**No change**'.
- **Section 3 Signing officer details:** Regardless of change, complete the Name, Date of birth, Address, Occupation and Industry fields for each of your signing officers. If you have multiple accounts and more than 3 signing officers, please fill in additional form(s) as needed.
- **Section 4 'Select ID Documents':** For each signing officer, select two identification documents from two different categories. Make copies of the front and back of each of the documents and attach them to the form. If the back of the document is blank or not applicable, for example when using Canadian passport in category B, you do not need to attach a photocopy of the back of such document. Check page 2 of the form for reference of which documents are accepted under each document category.
- **Section 5 'Signatures':** All signing officers must sign this section.

Refer to the chart below for a summary of all forms and documents that are required depending on the type of change and business type.

Business Type	Forms and documents
Corporations	All types of changes • Simplified Business Advantage Account Change form (AB0937) • Photocopies of two pieces of ID for each signing officer • A new Banking Resolution form (AB0649)
Partnerships	All types of changes • Simplified Business Advantage Account Change form (AB0937) • Photocopies of two pieces of ID for each signing officer Additionally • If replacing a partner, a new Partnership Agreement is required.
Condo Corporations	All types of changes • Simplified Business Advantage Account Change form (AB0937) • Photocopies of two pieces of ID for each signing officer Additionally • A new Banking Resolution form (AB0649) or Meeting Minutes (if managed by the Condo Board) is required if changing a signing officer
Charities / Non-Profits	All types of changes • Simplified Business Advantage Account Change form (AB0937) • Photocopies of two pieces of ID for each signing officer Additionally • To add a signing officer: Meeting Minutes showing agreement to the change • To remove a signing officer: Meeting Minutes + Letter of Direction signed by existing officers
Sole Ownerships	• For all types of changes a new Business Deposit Account Application is required. Please connect with your advisor to submit a new application or use the Find an advisor feature on our website