

Introduction: This document is for existing Corporate Equitable Bank CSV MAX Line of Credit account holders who wish to apply for a credit limit increase.

In addition to a completed CSV MAX Corporate Credit Limit Increase Request document (the “document”), Equitable Bank will require the following to begin the adjudication process:

1. A recent policy summary (must be no more than 30 days old)
2. An inforce life insurance illustration of the relevant policy
3. Supporting income and net worth documents (as applicable and as further set out in Schedule A)

If your request is approved, an Equitable Bank CSV Underwriter will contact you directly to confirm the updated credit limit and any other new account information.

INFORMATION ON ACCOUNT AND CORPORATE ACCOUNT HOLDER		
EQUITABLE BANK ACCOUNT NUMBER	INSURANCE POLICY NUMBER	INSURER
LEGAL NAME OF BUSINESS		
BIN/NEQ/INCORPORATION NUMBER	JURISDICTION (CORPORATIONS)	
HEAD OFFICE ADDRESS		
CITY	PROVINCE	POSTAL CODE

GUARANTOR 1 INFORMATION <i>(if applicable)</i>		
GUARANTOR LAST NAME	GUARANTOR FIRST NAME	GUARANTOR MIDDLE INITIAL
DATE OF BIRTH	OCCUPATION ¹ (include title and industry)	
CURRENT HOME ADDRESS		MARITAL STATUS
CITY	PROVINCE	POSTAL CODE
DO YOU HAVE ANY OUTSTANDING INCOME TAX ARREARS? <input type="checkbox"/> Yes <input type="checkbox"/> No		IF INCOME TAXES ARE OUTSTANDING, WHAT IS THE AMOUNT OWED? \$ _____

¹ Vague description such as “Business-for-Self”, “self-employed”, “consultant”, “investor”, “business owner”, “businessman”, “entrepreneur” or “Signing Officer” is not acceptable. The occupation must clearly reflect the nature of the work and the industry in which it is performed.

GUARANTOR 2 INFORMATION *(if applicable)*

GUARANTOR LAST NAME	GUARANTOR FIRST NAME	GUARANTOR MIDDLE INITIAL
DATE OF BIRTH	OCCUPATION ¹ (include title and industry)	
CURRENT HOME ADDRESS		MARITAL STATUS
CITY	PROVINCE	POSTAL CODE
DO YOU HAVE ANY OUTSTANDING INCOME TAX ARREARS? <input type="checkbox"/> Yes <input type="checkbox"/> No		IF INCOME TAXES ARE OUTSTANDING, WHAT IS THE AMOUNT OWED? \$ _____

Information Consistency Attestation

I, the undersigned, attest that all corporate information provided at (or since) loan inception remains true and valid. This includes, but is not limited to, all information regarding:

- The corporate structure and beneficial ownership
- Corporate signing officers and directors
- All personal information provided in reference to the beneficial owners, signing officers, and directors
- Material deterioration in financial position such as net worth, income, or liquid assets

- ☐ **Yes**, all previously provided information remains true and valid
(if yes, please skip ahead to the Privacy section)
- ☐ **No**, some information has changed since the most recent update
(if no, please contact our underwriting team to confirm information update requirements)

ADDITIONAL INFORMATION

TOTAL COMBINED VALUE OF FINANCIAL SECURITIES \$ _____ See Schedule A for a list of supporting documents to include	TOTAL COMBINED GROSS ANNUAL INCOME (FROM ALL SOURCES) \$ _____ See Schedule A for a list of supporting documents to include
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SELF DECLARATION – CORPORATE ANNUAL STATEMENT OF INCOME:

(complete only if you answered "NO" in the Information Consistency Attestation; if "YES" skip ahead to the Privacy section)

Gross Business Revenue:	\$ _____
Other Income:	\$ _____
<i>(Less) Cost of Goods Sold</i>	\$ _____
Total Revenue:	\$ _____
Expenses	
Advertising and Promotion	\$ _____
Automotive/Equipment Expenses	\$ _____

Insurance Premiums	\$ _____
Lease Expense or Mortgage Payments	\$ _____
Meals & Entertainment	\$ _____
Salaries and Wages	\$ _____
Office and Administrative	\$ _____
Telecommunication & Utilities	\$ _____
Other (Specify)	\$ _____
Total Expenses	\$ _____
Net Operating Income	\$ _____

SELF DECLARATION – GUARANTOR 1 FINANCIAL INFORMATION
(complete only if you answered "NO" in the Information Consistency Attestation; if "YES" skip ahead to the Privacy section)

LIABILITY/PAYMENTS	DESCRIPTION (include lender name)	BALANCE	CREDIT LIMIT	MONTHLY PAYMENT	PAY OFF USING CSV FUNDS?
MORTGAGE/RENT					<input type="checkbox"/> Yes <input type="checkbox"/> No
LOAN					<input type="checkbox"/> Yes <input type="checkbox"/> No
LINE OF CREDIT					<input type="checkbox"/> Yes <input type="checkbox"/> No
CREDIT CARD					<input type="checkbox"/> Yes <input type="checkbox"/> No
PROPERTY TAXES					<input type="checkbox"/> Yes <input type="checkbox"/> No
PROPERTY TAX ARREARS					<input type="checkbox"/> Yes <input type="checkbox"/> No
INCOME TAX ARREARS					<input type="checkbox"/> Yes <input type="checkbox"/> No
SUPPORT PAYMENTS					<input type="checkbox"/> Yes <input type="checkbox"/> No
OTHER: _____					<input type="checkbox"/> Yes <input type="checkbox"/> No

SELF DECLARATION – GUARANTOR 2 FINANCIAL INFORMATION
(complete only if you answered "NO" in the Information Consistency Attestation; if "YES" skip ahead to the Privacy section)

LIABILITY/PAYMENTS	DESCRIPTION (include lender name)	BALANCE	CREDIT LIMIT	MONTHLY PAYMENT	PAY OFF USING CSV FUNDS?
MORTGAGE/RENT					<input type="checkbox"/> Yes <input type="checkbox"/> No
LOAN					<input type="checkbox"/> Yes <input type="checkbox"/> No
LINE OF CREDIT					<input type="checkbox"/> Yes <input type="checkbox"/> No
CREDIT CARD					<input type="checkbox"/> Yes <input type="checkbox"/> No
PROPERTY TAXES					<input type="checkbox"/> Yes <input type="checkbox"/> No
PROPERTY TAX ARREARS					<input type="checkbox"/> Yes <input type="checkbox"/> No
INCOME TAX ARREARS					<input type="checkbox"/> Yes <input type="checkbox"/> No
SUPPORT PAYMENTS					<input type="checkbox"/> Yes <input type="checkbox"/> No
OTHER: _____					<input type="checkbox"/> Yes <input type="checkbox"/> No

Privacy

By completing this Application, you agree that Equitable Bank may collect, use and disclose your information in accordance with the terms of its Privacy Agreement and federal legislation, which may include providing information to third parties. You acknowledge that providing your Social Insurance Number in this Application is optional. If you choose to provide it, Equitable Bank may use it in accordance with its Privacy Agreement. You further consent to Equitable Bank obtaining a credit report from any credit reporting agency in connection with this Agreement, on an annual or more frequent basis, as Equitable Bank deems necessary. A copy of the Privacy Agreement is included in the package you received with this application and is also available on Equitable Bank's website and in its offices. You may also request a copy of the Privacy Agreement by contacting Equitable Bank.

Consumer Complaint Handling Procedures

We are committed to delivering a high standard of service to our customers. If you have a concern or a complaint about the service we provide, we want to hear from you so that we can try to make things right as quickly and efficiently as possible. Our Customer Complaint Handling Procedures set out full details of Equitable Bank's process and are available on our website and in our offices. A copy of these procedures is included in the package you received with this application. You may also request a copy of these procedures by contacting Equitable Bank.

Authorization to Disclose Loan Information (Optional)

By signing below, the Applicant(s) consent to allow the authorized individual/entity(s) listed below to communicate with Equitable Bank regarding details of the lending product referred to in this Application. **Please include Broker/Advisor details, if applicable.** This consent allows Equitable Bank to communicate to the authorized individual/entity(s) information concerning the lending product, including information relating to credit limit increases and loan updates. This **does not provide authority** for the authorized individual(s) to act, transact, or instruct on the lending product in any way.

Authorized Individual/Entity(s)**Name/Firm Name (as applicable):** _____**Relationship to Borrower:** _____**Contact Information:**_____
Telephone_____
Email**Name/Firm Name (as applicable):** _____**Relationship to Borrower:** _____**Contact Information:**_____
Telephone_____
Email

This authorization becomes effective as of the date written below and remains valid until revoked by the Applicant(s) in writing. Equitable Bank may cease communicating with the authorized individual(s) at any time at its discretion.

Primary Applicant: _____ **Joint Applicant (if applicable):** _____**Signature**

By signing below, you certify that all information provided by you in this Request is true and accurate in all respects and that you will immediately notify Equitable Bank if any of this information changes. In the event that no new financial verification documents have been provided with this Request, you further certify that there have been no material changes to your financial standing since the initial approval of your CSV Line of Credit. Your signature further signifies the continued acceptance of the CSV Line of Credit terms and conditions and your acknowledgement that Equitable Bank is in no way obligated to approve your credit limit increase.

Signed this _____ **day of** _____, **20**_____.**Name of Entity:** _____**Name of Authorized Signatory:** _____ **Signature:** _____**Name of Authorized Signatory:** _____ **Signature:** _____
(if applicable)**Name of Guarantor 1:** _____ **Signature:** _____
(if applicable)**Name of Guarantor 2:** _____ **Signature:** _____
(if applicable)

Schedule A**Supporting Income and Net Worth Documents:**

In order for your Request to be considered complete, you must provide the following financial qualification documents together with this document:

1. Borrowers (and guarantors) who have provided Equitable Bank with financial statements within the previous 12 months:

Borrowers and/or guarantors who have provided Equitable Bank with financial statements within the previous 12 months are not required to submit new financial statements provided that there have been no material changes to their financial standing.

2. Borrowers (and guarantors) who have provided Equitable Bank with financial statements within the previous 24 months:

Borrowers and/or guarantors who have submitted financial statements to Equitable Bank within the previous 24 months are not required to provide updated financial statements, and instead may complete the financial self-declaration tables found above.

3. Borrowers (and guarantors) who have not provided Equitable Bank with financial statements within the previous 24 months:

Borrowers and/or guarantors who have not submitted financial statements to Equitable Bank within the previous 24 months must provide financial documentation in accordance with the below guidelines:

CSV less than \$110,000

All borrowers with CSV's less than \$110,000 may complete the self-declaration tables found above.

Financial verification documents:

Where the policy CSV is greater than or equal to \$110,000, please provide one of the following:

1. Accountant-prepared T1 General
2. Accountant prepared financial statements from within the last 12 months
3. Most recent T4A
4. Minimum 6 months' Commission statements from most recent year
5. Commission Income Letter from Employer from within 60 days (showing an accumulation of income earned)
6. Notice of Assessment from the most recent year
7. T2 Tax returns (for most recent 2 years)

If the documentation listed above is not available, please contact your advisor prior to submitting your request to discuss alternative options. In certain instances, Equitable Bank may also require that additional documents be submitted as part of the approval process.