

1, 2, 3 Step Process – Paper Base Application

Reminder 2023 - 2024 RRSP Campaign

Campaign Dates: November 1st, 2023 to March 1st, 2024.

Future Funding Dates

- > Future funding option available from November 1st, 2023 to February 21st, 2024
- > Cut-off date to submit your RRSP application requesting a disbursement at a future date: February 12th, 2024
- > Offered only with variable rate loans

Simplified Process

- > RRSP loan amount between \$1,000 and \$25,000; **and**
- > maximum term 24 months; **and**
- > all questions in the “Additional Information Regarding the Applicants” section on the RRSP Loan Credit Application must be **answered “No”**.

Advisor’s Role

Step 1 – Complete the RRSP Credit Application with Applicants

1. Complete the RRSP Credit Application and the appendix to the credit application
2. Complete the Cost of borrowing disclosure statement
3. Authenticate a photo ID issued by a federal, provincial or territorial government (original and current). When the client cannot provide government issued photo ID, identification can be done through the dual process. For more details, please refer to the Advisor Guide.
4. Obtain Applicants’ signature on the RRSP Credit Application
5. Sign the Credit Application as a Witness
6. Provide the applicants with a copy of the Credit Application and the Cost of borrowing disclosure statement

Step 2 – Required documentation

You will find below the requested documentation in order to submit a Credit Application to the bank. For further information, please see the Advisor Guide.

Important: Advisors submitting personal applications or applications for family members residing at the same address can't identify themselves and can't record the identification on the application nor act as a witness. The application must be signed by another authorized person to confirm he or she saw the original documents and witnessed the applicant's signature on the application.

Type 1 – Simplified Process

1. RRSP Credit Application and the appendix to the credit application
2. Personalized void cheque

Type 2 – Regular Process

1. RRSP Credit Application and the appendix to the credit application
2. Personalized void cheque
3. Balance sheet (Page 2 of the Credit Application)
4. Proofs of incomes and assets

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Step 3 – Submit your file by fax

1. Fax all the required documents to the Bank at: **1-888-307-2997**
2. Send all originals (after receiving the credit decision and the confirmation that the documents are conform) to the following address:

**National Bank (transit 1000-1)
500 Place d'Armes, 22nd Floor, Montreal, Quebec H2Y 2W3**

Bank's Role

- > Verify the conformity of documents and proceed with the credit evaluation
- > Communicate the credit decision to the advisor
- > contact the client to make them sign a credit application and a cost of borrowing that will reflect the product that will be funded
- > Disburse the loan and transfer the funds to the Partner's trust account
- > Send a daily funding report to Partner's Head Office