



Small Business Products and Services

At CIBC, we offer Small Business a choice of business accounts

1. CIBC Advanced Business Operating Account™
2. CIBC Unlimited Business Operating Account®
3. CIBC Everyday Business Operating Account™
4. CIBC Basic Business Operating Account®
5. CIBC Not-for-Profit Operating Account
6. CIBC Business Investment Growth Account™
7. CIBC U.S. Dollar Current Account

A **CIBC Business Operating Account** is a Canadian dollar account designed to meet the day-to-day banking needs of businesses. CIBC small business clients will enjoy the flexibility of banking with full access to their account through CIBC bank machines, CIBC Telephone, Online or Branch Banking, Interac* Direct Payment or by wallet depository facility.

- **CIBC Advanced Business Operating Account™** offers superior value for businesses that maintain a consistent account balance and perform a high volume of transactions. This account features no monthly account fee when a minimum daily balance is maintained, a comprehensive transaction package including *Interac* e-Transfers, withdrawals and deposits, plus a cash, coin and cheque deposit package to support your growing business.
- **CIBC Unlimited Business Operating Account** offers businesses with a high number of monthly transactions the ability to simplify banking and enhance cash flow for one low monthly fee. With unlimited transactions such as withdrawals, deposit transactions, transfers and bill payments and a cash, coin and cheque deposit package¹, this account offers a consistent monthly fee even when your banking activity increases.
- **CIBC Everyday Business Operating Account** offers businesses with a consistent number of monthly transactions. With everyday banking benefits such as 30 transactions each month, a cash, coin and cheque deposit package¹, and the flexibility to reduce fees when you use only electronic channels to perform transactions in a month, this account not only helps you manage your cash flow, but also your bottom line.
- **CIBC Basic Business Operating Account** offers businesses with a low number of monthly transactions the flexibility to minimize monthly banking fees by paying only for what is used. This account provides the ability to perform all of your day-to-day banking, anytime and anywhere at CIBC for a low monthly account fee.

- **CIBC Not-for-Profit Operating Account** offers a cost-effective solution to meet the needs of local not-for-profit or community based organizations. This account includes a low monthly account fee and 10 transactions so you can put your organization's money to its best use.

A **CIBC Business Investment Growth Account (BIGA)** offers the opportunity to earn a competitive rate of return on surplus funds while maintaining full liquidity. It is the perfect complement to your business operating account and provides you with easy access to your funds when you need them.

A **U.S. Dollar Current Account** is an operating account that is designed for businesses that have U.S. Dollar banking transactions. It allows your business to save on foreign exchange charges, as your transactions are conducted in U.S. funds.

Small Business Overdraft

Would you like the security of knowing that you have funds available to cover items such as supplier cheques, (up to your qualified overdraft limit)? With a business account, you can apply for a Small Business Overdraft of up to \$10,000, which can provide you with quick access to cash for a minimal monthly charge.

Business Cheques

With your business account, you will receive an initial supply of cheques. Additional cheques can be ordered through your CIBC Representative.

Business Credit Card

A CIBC business credit card works to simplify and manage your daily company expenses. Ask your CIBC Representative for more details.

Selecting the right account for your business needs is important and CIBC makes it easy to choose what's best for you.

Ready to apply for your business account? Turn the page to get started.

Your CIBC Representative

Name _____

Telephone Number _____

Fax Number _____

CIBC Representative to complete or attach a business card

[™] Trade-mark of CIBC

[®] Registered trade-mark of CIBC

* Trade-mark of Interac Inc. CIBC authorized user of the trade-mark.

¹ Limits apply. Speak to a CIBC representative for details.

For Bank Use Only

Business Name _____

Telephone Number _____

Referred by _____

Today's date _____

Contact Name _____

Date to Contact Client _____

Transit Number _____



How to Apply for Your Business Account

At CIBC we are committed to serving your business needs.

Step 1

Please take a few moments to complete the Small Business Account Application and Agreement. Section 8 will be completed in your next branch visit.

We'll save you time by setting up your account number, starter cheques and Convenience Cards in advance.

- We ask for information about your principal(s). A Principal is a person with an equity (ownership) interest in your business. You are only required to provide the details of Principals with 25% or more equity ownership.
- For Partnerships, Corporations, and Unincorporated Associations, we ask you to provide the names and titles (if applicable) of Signing Officers or authorized signatories who will demonstrate Signing Authority on behalf of the Business.

An individual with signing authority is authorized by the company to perform certain functions such as withdrawals, transfers and payments on behalf of the company.

Signing Officers of Unincorporated Associations are asked to provide their title **along with their current occupation** in Section 2.

Step 2

Fax or return the application and your business name registration to your CIBC Representative.

Step 3

Come see us.

We'll review your fax and call you for an appointment (or call us to suggest a time). Please bring with you the items listed below. We need these items to identify you, for security, and to comply with Canadian law.

When you visit us:

All Principals and any persons to sign on the account are required to attend with two pieces of original personal identification (include one with photo).

Please bring the following:

- The original application

For sole proprietors using a business name (not incorporated, nor a partnership):

- Your original business name registration

For partnerships

- Your original partnership registration (or partnership agreement where provincial law does not require registration)

For corporations

- Your original articles of incorporation or certificate of incorporation
- Most recent filing with your incorporating jurisdiction, listing your directors
- Trade Name Registration, if applicable

If your corporation has been in existence for more than one year, you are also required to provide one of the following documents. The document must have been issued within the past year:

- Certificate of Corporate Status
- Certificate of Existence
- Company's Annual Report for past fiscal year
- Company's most recent Notice of Assessment
- Current business license or vendor permits
- Current health or safety certificates
- Current Liquor license

For unincorporated associations

- Your association's original constitution and by-laws

Your CIBC Representative may ask you to bring additional items.



Small Business Account Application and Agreement

Branch Information <i>(Branch Use Only)</i>	Transit	Date	
	Branch Location <i>(Address)</i>	City	Province

1. About Your Business

Business Legal Name *(referred to below as "you" or "the Business")*

Business Structure (e.g. Sole Proprietor, Corporation, etc.)

If Unincorporated Association, Incorporated Association or Corporation: Is this a Registered Charity? Yes No

If Yes: Registration No. _____ If No: Are you a Not for Profit Organization? Yes No

If you are a Not for Profit Organization: Do you solicit donations from the public? Yes No

Number of Owners/Partners	Number of Employees	BN - Federal Business Number <i>(if applicable)</i>
	Full-Time Part-Time	

Trade Name(s) *(if different from Business Legal Name)*

Business Address	City	Province	Postal Code
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Business Telephone Number	Business Fax Number
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Nature of Business (please be specific, e.g. Pet Food Retailer)

Business Start-up Date <i>(mm/dd/yyyy)</i>	Fiscal Year End <i>(mm/dd)</i>	Most Recent Annual Gross Sales/Revenue
		\$

2. About the Principal(s) of the Business *You are only required to provide the details of Principals with 25% or more equity ownership.*

First Principal

First Name	Last Name	Title <i>(if applicable)</i>
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Date of Birth <i>(mm/dd/yyyy)</i>	Owned Business Since <i>(mm/dd/yyyy)</i>	Percentage of Equity Ownership	Home Telephone Number
		%	

Home Address	City	Province	Postal Code
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Record two pieces of identification (e.g. Driver's License, Passport.) Include one photo I.D.

1. _____

2. _____

Second Principal

First Name	Last Name	Title <i>(if applicable)</i>
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Date of Birth <i>(mm/dd/yyyy)</i>	Owned Business Since <i>(mm/dd/yyyy)</i>	Percentage of Equity Ownership	Home Telephone Number
		%	

Small Business Account Application and Agreement

Home Address	City	Province	Postal Code
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Record two pieces of identification (e.g. Driver's License, Passport.) Include one photo I.D.

1. _____

2. _____

Third Principal

First Name	Last Name	Title (if applicable)	
Date of Birth (mm/dd/yyyy)	Owned Business Since (mm/dd/yyyy)	Percentage of Equity Ownership %	Home Telephone Number
Home Address	City	Province	Postal Code

Record two pieces of identification (e.g. Driver's License, Passport.) Include one photo I.D.

1. _____

2. _____

3. For Partnerships

List the names of the authorized signatories who will exercise signing authority for the Business:

First Name	Last Name	Title (if applicable)
First Name	Last Name	Title (if applicable)
First Name	Last Name	Title (if applicable)

How many signatures are required to transact on the account(s)? (eg. 1, 2, etc.)

4. For Corporations and Unincorporated Associations

List the names and titles of the officers and directors of the Business, and the signing officers who will exercise signing authority for the Business. Include the occupation for each Director. Select all choices that apply for each individual. The Business acknowledges and confirms that its banking resolution will designate signing officers by title only and not by name.

First Name	Last Name	Title (if applicable, e.g. President) and Occupation (if Director)	Officer	Signing Officer	Director
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How many signatures are required to transact on the account(s)? (eg. 1, 2, etc.)

For Corporations Only

Corporation Number	Jurisdiction of Incorporation (as applicable) <input type="checkbox"/> Provincial <input type="checkbox"/> State <input type="checkbox"/> Federal	Name of Jurisdiction (e.g. New Brunswick)
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5. CIBC Small Business Credit

Do you wish to apply for a Small Business Overdraft? Yes

Do you wish to apply for a Small Business Loan/Line of Credit? Yes

6. Certification and Consent of Principals and the Business

Tax Residency /Status Declaration:

As required by Canadian law, I declare that the Tax residency information and US Person status provided (including any Tax Identification Number) are, to the best of my knowledge and belief, correct and complete. If any of this information changes, I will provide CIBC with the updated information within 30 days. Failure to provide satisfactory self-certification of Tax residency or US Person status may result in my account information being reported to the relevant tax authority and I may be subject to a penalty under the Income Tax Act.

Each of the undersigned certifies both personally and on behalf of the Business that he and/or she is a principal of the Business and that the information contained in this Small Business Account Application and Agreement, including without limitation with respect to ownership, control and structure of the Business, is complete and accurate in all respects, and each of the undersigned agrees to notify CIBC immediately in writing of any change to such information. Each of the undersigned acknowledges and consents both personally and on behalf of the Business to the following:

CIBC may collect Information (as defined below) during the course of your relationship with CIBC from credit bureaus, other financial institutions, and references you provide CIBC. CIBC may also disclose Information to credit bureaus and financial institutions. (The word "Information" means financial and financially-related information about you, in a business or personal capacity, including information to identify you or qualify you and/or the Business for products and services, or information that CIBC needs for regulatory requirements.) CIBC may use Information to identify you, protect you and CIBC both from fraud and error, understand your needs and eligibility for services, recommend particular products and services to meet your needs, provide ongoing service, and comply with legal and regulatory requirements. This is explained in the CIBC privacy brochure, *Your Privacy Is Protected*, available at any branch or www.cibc.com, which describes how the CIBC group collects, uses, discloses, and retains information about you and the products and services you use.

Specific Consents.

Direct Marketing. CIBC may tell you about products and services through direct mail, telephone, and other direct means.

Disclosure within the CIBC group. CIBC may share Information within the CIBC group so that the CIBC group may tell you about products and services.

If you don't wish to consent to (a) or (b), you can contact CIBC at 1 800 465-CIBC (2422) at any time. You will not be refused credit or other services just because you withdraw your consent to (a) or (b). The CIBC group includes CIBC and its subsidiaries that currently offer deposits, loans, mutual funds, securities trading, mortgages, trust and insurance services.

Including your Social Insurance Number in this credit bureau request is the best way to make sure credit bureau information accurately refers to you. However, this is completely voluntary, and if you choose not to give us permission, this by itself will not prevent you from continuing the product application.

(First Principal) I give my consent to CIBC to include my SIN in the credit bureau request. Yes No

(Second Principal) I give my consent to CIBC to include my SIN in the credit bureau request. Yes No

(Third Principal) I give my consent to CIBC to include my SIN in the credit bureau request. Yes No

Quebec residents only. It is the express wish of the parties that this document and any related documents be drawn up in English. *Les parties aux présentes ont expressément demandé que ce document et tous les documents s'y rattachant soient rédigés en anglais.*

		X	
Date (mmm/dd/yyyy)	Name		Signature of First Principal
		X	
Date (mmm/dd/yyyy)	Name		Signature of Second Principal
		X	
Date (mmm/dd/yyyy)	Name		Signature of Third Principal

Small Business Account Application and Agreement

7. Request for Account(s) (for more information, visit www.cibc.com or contact your CIBC Small Business Representatives.)

Complete the following section for each account you are applying for.

*Account Types (Indicate the account type, using A, B, C, D, E, F, G or H for each account requested below)

- | | |
|--|---|
| A CIBC Unlimited Business Operating Account® | E CIBC Business Investment Growth Account™ (BIGA) |
| B CIBC Everyday Business Operating Account™ | F U.S. Dollar Current Account |
| C CIBC Basic Business Operating Account® | G CIBC Business Operating Account (Other) |
| D CIBC Not-for-Profit Operating Account | H CIBC Advanced Business Operating Account™ |

a) Request for Account Intended use of the account? _____ If Other, provide additional details: _____

Is the account to be used on behalf of or for another party? <input type="checkbox"/> Yes <input type="checkbox"/> No		Account Type*	For Bank Use Only Account Number	
Mailing Address (if different from Business Address)		City	Province	Postal Code
Estimated Average Deposit \$	Frequency of Deposits (Select one which applies) <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	Usual Type of Deposits (Select all that apply) <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Other		

b) Request for Account Intended use of the account? _____ If Other, provide additional details: _____

Is the account to be used on behalf of or for another party? <input type="checkbox"/> Yes <input type="checkbox"/> No		Account Type*	For Bank Use Only Account Number	
Mailing Address (if different from Business Address)		City	Province	Postal Code
Estimated Average Deposit \$	Frequency of Deposits (Select one which applies) <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	Usual Type of Deposits (Select all that apply) <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Other		

8. Agreement and Consent - Complete the following section in the presence of a CIBC employee.

In consideration of Canadian Imperial Bank of Commerce ("CIBC") dealing or continuing to deal with you in connection with your banking business with CIBC, you agree with CIBC as set out in this Agreement.

You acknowledge receipt of the CIBC Brochure "Business Account Operating Terms and Agreements"* (*Version 2016/04) and having read and understood it, and you agree to be bound by the Business Banking Agreement and Channel Services Agreement in it, and any amendments to or replacements of such agreements made by CIBC from time to time. You also acknowledge having received a copy of the CIBC business account service fees brochure (the "Business Account Service Fees Brochure") and having read and understood it, and you agree to be bound by the terms of such brochure and any changes to or replacements of it made by CIBC from time to time.

If you do not make arrangements with CIBC regarding overdrafts (in writing or otherwise) the following applies in addition to the Business Banking Agreement: CIBC may if it wishes allow an overdraft in your account. You agree to repay the overdraft amount immediately plus any applicable fees or charges and interest on the amount you owe CIBC at the rates and in the manner specified in the Business Account Service Fees Brochure as revised from time to time. You acknowledge Section 6 of this Small Business Account Application and Agreement applies to you as well as the Principals personally and you hereby confirm your consent to the provisions of such section.

Schedule 1 containing additional information in respect of this Account Application and Agreement is attached and consists of three pages. (check the box if applicable)

Quebec residents only. It is the express wish of the parties that this document and any related documents be drawn up in English.
Les parties aux présentes ont expressément demandé que document et tous les documents s'y rattachant soient rédigés en anglais.

Small Business Account Application and Agreement

Date (mmm/dd/yyyy)

Name and Title *(if applicable)*

X

Signature of Authorized Signing Authority

Date (mmm/dd/yyyy)

Name and Title *(if applicable)*

X

Signature of Authorized Signing Authority

Date (mmm/dd/yyyy)

Name and Title *(if applicable)*

X

Signature of Authorized Signing Authority

Authorized Branch Officer

Date (mmm/dd/yyyy)

Name

X

Signature of Branch Authorized