

Loan application process for Equitable Life of Canada

At B2B Bank, we offer two easy ways to apply for an RSP loan: online using our Electronic Application Submission Entry (EASE) system or on paper, by mail.

Apply online through EASE

The online loan application allows you to enter, save, print, and submit loan applications quickly and easily.

1. Log on to EquiNet, the Equitable Life advisor website at advisor.equitable.ca
2. Under "Savings & Retirement", select the "Loans" link
3. Click on the "B2B Bank" link, which will direct you to B2B Bank EASE online application process

Note: The first time you login to EASE through EquiNet you will be required to validate your Equitable Life advisor code.

1. Go to b2bbank.com/EASE and log in to EASE.
2. Click on **New loan** at the top of the page and select the **B2B Bank Distribution Alliance Loan** option.
3. Select **Equitable Life of Canada** in the program drop-down list and click on **Confirm**.

Complete all tabs of the application. Print and review for accuracy. Changes cannot be made after the application has been submitted for credit review. Ensure you and your client sign all documents.
Any changes made to the paper loan application must be initialed by both you and your client.

NOTE: The minimum loan amount is \$2,000.

Click on **Submit for credit review**. You will receive an email notification and/or a fax confirming the status of the application. If the status is:

Dealer review:
dealer will review and, if approved, forward to B2B Bank for adjudication¹.

Credit approved:
you will be contacted by email and/or fax. See the next step.

Under credit review:
you will be contacted with a decision by email and/or fax.

Credit declined:
you will be contacted by email, phone and/or fax.

If approved, **mail the application with all original signatures and the required documents to B2B Bank¹:**
B2B Bank, Investment Lending, 199 Bay Street, Suite 600 PO Box 279 STN Commerce Court, Toronto, ON M5L 0A2.

Please include the EASE transaction number on all mailed documentation.

The loan will be funded typically within one business day upon receipt and verification of the original loan documentation by B2B Bank. The RSP loan proceeds will be forwarded to Equitable Life of Canada for deposit into the borrower's registered account. A welcome letter, including the cost of borrowing disclosure, will be mailed to the borrower.

If a new Equitable Life RRSP application has been completed mail or fax the completed application to:

Courier: Equitable Life of Canada, 1 Westmount Rd. North, Waterloo, ON N2J 4C7
Canada Post: Equitable Life of Canada, 1 Westmount Rd. North, PO Box 1603 STN, Waterloo, ON N2J 4C7 Fax: 519-883-7404

For current RSP lending interest rates, please visit b2bbank.com.

Apply on paper by mail

To submit an application by mail, simply follow the steps outlined below.

1. Log on to **EquiNet**, the Equitable Life advisor website at advisor.equitable.ca.
2. Under "Savings & Retirement", select the "Loans" link.
3. Open the "B2B Bank RSP Loan Application" link.

Complete the application and required supporting documentation with your client. Ensure you and your client sign all documents. Any changes made to the paper loan application must be initialed by both you and your client.

Mail the B2B Bank loan application and the required documents to¹: B2B Bank, Investment Lending, 199 Bay Street, Suite 600 PO Box 279 STN Commerce Court, Toronto, ON M5L 0A2.

Note: The original application and supporting documents are required by B2B Bank in order to start the adjudication process.

If a new Equitable Life RRSP application has been completed,

mail or fax the completed application to:

Courier: Equitable Life of Canada, 1 Westmount Rd. North, Waterloo, ON N2J 4C7

Canada Post: Equitable Life of Canada, 1 Westmount Rd. North, PO Box 1603 STN Waterloo, Waterloo, ON N2J 4C7 Fax: 519-883-7404

B2B Bank will review the loan application and send a status by email and/or fax. If the status is:

Dealer review:
dealer will review and, if approved, forward to B2B Bank for adjudication².

Credit approved:
you will be contacted by email and/or fax, and the loan will be funded on a reasonable efforts basis.

Under credit review:
you will be contacted with a decision by email and/or fax.

Credit declined:
you will be contacted by email, phone and/or fax.

The RSP loan proceeds will be forwarded to Equitable Life of Canada for deposit into the borrower's registered account. A welcome letter, including the cost of borrowing disclosure, will be mailed to the borrower.

RSP loan documentation

Documentation	Required
Original, completed and signed <i>B2B Bank RSP Loan Application</i>	For all RSP loan applications.
Void cheque from the client's personal account	For all RSP loan applications.
Proof of assets	Upon request.
Proof of income ² Salaried income — <i>Recent pay stub or Notice of Assessment</i> Commissioned income — <i>Last two years' Notice of Assessment</i> Self-employed income — <i>Last two years' Notice of Assessment and Financial Statements</i>	Required for registered savings plan loan amounts greater than the maximum RRSP deduction limit for the current year, <u>or</u> loans with a term longer than 2 years.
Letter of Direction	If paying out another financial institution.

For more information, call **1.800.263.8349** or visit **b2bbank.com**.

¹Some dealers may request an initial review of all documentation. ²Additional documentation may be requested at the discretion of B2B Bank. All RSP loans are approved and funded solely by B2B Bank. All RSP loan documentation is entered into between your client and B2B Bank as a lender. The Equitable Life Insurance Company of Canada does not act as a lender. B2B Bank is not affiliated with The Equitable Life Insurance Company of Canada and does not endorse nor promote the investment products offered by The Equitable Life Insurance Company of Canada. B2B Bank does not provide investment advice to individuals or advisors. The dealer and advisor, not B2B Bank, are responsible for determining the suitability of investments for their clients and for informing them of the risks associated with borrowing to invest. B2B Bank acts solely in the capacity of lender and loan account administrator. Any loan approval from B2B Bank should not be construed as an endorsement of any investment choice, program or strategy. All loans are subject to credit approval and borrowed monies are due and payable regardless of the performance of the investments purchased. B2B Bank reserves the right to request additional information or documentation at its sole discretion. The B2B Bank RSP Loan Program is available exclusively through licensed financial advisors. Equitable Life, Equitable Life of Canada, The Lighthouse Design, and EquiNet are trademarks of The Equitable Life Insurance Company of Canada. ³B2B BANK is a registered trademark of B2B Bank.