

## STANDARD TERMS AND CONDITIONS

This document contains the standard terms and conditions (“Terms”) for operating your Credit Union Business Accounts with \_\_\_\_\_ (“Credit Union”). Please take the time to read this document carefully.

### Definitions

#### Interpretation:

Any defined term used in this Agreement, defined in the singular, is deemed to include the plural and viceversa.

“**Account**” means each business deposit Account that you already have and each Account that you asked the Credit Union to open for you when you signed the Business Membership and Financial Services Agreement and each Account that you subsequently open under this membership or each Account which you asked to be added as a joint Account holder of an existing Account or Accounts.

“**Account Access Device**” means any device used to access any Account including without limitation an ATM, a computer, a telephone, a Mobile Device, and any other such device the Credit Union may from time to time permit you to use to access the Account.

“**Agreement**” means these Standard Terms and Conditions, along with the Business Membership and Financial Services Agreement.

“**ATM**” means an Automated Teller Machine.

“**Authorized Signatory**” means any person authorized by the Member to exercise any or all of the following powers (either alone or with another person or persons) on behalf of the Member: sign binding agreements to designate any Authorized User(s), establish a member relationship with, become and act as the Member with, and borrow funds from, the Credit Union, and for whom notice of any or all such authorization(s) has/have been given to the Credit Union.

“**Authorized User**” means any person authorized by the Member to exercise any or all of the following powers (either alone or with another person or persons) on behalf of the Member: sign Instruments, access the Account using Debit Card services or otherwise, provide instructions, to the Credit Union, and complete any and all other duties required with respect to the Account, and for whom notice of any or all such authorization(s) has/have been given to the Credit Union.

“**Contaminant**” means a computer virus, worm, lock, mole, time bomb, Trojan horse, rootkit, spyware, keystroke logger, or any other malicious code or instruction which may modify, delete, damage, disable, or disrupt the operation of any software or hardware on any Account Access Device.

“**Debit Card**” means a plastic card that provides the cardholder electronic access to an Account at the Credit Union.

“**Deposit Anywhere™**” means the remote deposit capture service provided by the Credit Union, and accessed through Online Banking that allows you, using a Mobile Device or any other means authorized by the Credit Union in its sole discretion from time to time, to create, transmit, and receive to the benefit of the Credit Union, an Official Image for deposit to the Account.

“**Deposit Insurance**” Deposits within the Credit Union are protected by the applicable Provincial Credit Union Deposit Insurance Corporation the Credit Union is located in.

“**Direct Services**” means the services offered by the Credit Union from time to time that let the Account holder access to the Account using an Account Access Device. However, Direct Services do not include card services such as Debit Cards or smart cards, including those provided by a Third Party.

“**Electronic Communication**” is any communication to or from any Account Access Device.

“**Eligible Item**” is a deposit item that is an Official Image of a paper-based Instrument, complete and immediately payable to you as payee, and is a cheque in Canadian Dollars and drawn on a Canadian branch of a financial institution operating in Canada. For the purposes of these Terms, stale-dated Instruments, post-dated

Instruments, third party Instruments (is a cheque that is made payable to someone other than the Account holder and is signed over to you), or any Instrument that has been altered after it has been completed shall not qualify as Eligible Items.

“**Instrument**” means, among other things, a cheque or other bill of exchange, promissory note, money order, order for payment, bill payment remittance, bankers’ acceptance, coupon, electronic debit or credit or other payment instrument, whether negotiable or non-negotiable.

“**Member**” means the member of the Credit Union who holds the Account with the Credit Union.

“**Mobile Device**” means any Account Access Device that is a portable hand-held device or tablet, mobile telephone and any other similar portable device that the Credit Union may permit to be used to access an Account.

“**Notification**” means a written notification generated by or on behalf of the Credit Union that provides, to you notice of a pending or completed transaction or a summary of the balance of the Account, including notifications issued by email or SMS text messages to any of your email addresses or cellular devices on record with the Credit Union.

“**Official Image**” means an electronic image of an Eligible Item, either created in accordance with the provisions of these Terms or otherwise complies with the requirements to permit negotiation and clearing of that Eligible Item in accordance with the by-laws, standards, or Rules of the Canadian Payments Association.

“**Online Banking**” means all of the services available from time to time made available online via the internet by the Credit Union or through the Credit Union’s mobile banking apps, using an Access Account Device through the use of a Password that let the Account holder access their Account.

“**Online Service Agreement**” means the agreement that governs the use of all Online Banking services including the terms and conditions that are contained in the Direct Services Agreement.

“**Password**” means the personal access code (PAC) or word used to access your Account.

“**PIN**” means personal identification number used to access your Account with a Debit Card.

“**Shares**” mean common shares issued by the Credit Union.

“**Signature**” means a manual or digital image of your signature, or another form of electronic acknowledgement.

“**SIN**” means Social Insurance Number.

“**Trade Name**” means the trade name(s) set out in the Business Membership and Financial Services Agreement.

“**Telephone Banking**” means banking services available from time to time by telephone;

“**Third Party**” means any person, firm, corporation, association, organization, or entity other than the Credit Union.

“**You**” and “**Your**” means each person, whether as an individual in the case of a sole proprietorship or as any other entity by its authorized representative or agent, who has signed the Business Membership and Financial Services Agreement and “all of you” means both or all such persons as applicable.

“**We**”, “**our**” and “**us**” means the Credit Union.

### 1. Application

These terms apply to all your Credit Union Accounts, whether existing or future, operated or to be operated by you (whether solely or with others) unless any specific terms and conditions applicable to an Account provide otherwise. These Terms replace the general terms which may have previously applied to your Accounts; however, they do not apply to any product offered by any related entity of the Credit Union.

**Acceptance:**

By operating any of your Accounts with the Credit Union you acknowledge that you accept these Terms.

**Account Access:**

The Credit Union may permit you to access an Account and conduct transactions through Account services, including services that require an Account Access Device or a Debit Card. These services may be subject to the terms of the relevant agreements governing such access, including the Online Service Agreement and the Debit Card/Personal Identification Number Agreement. The Credit Union does not represent or warranty that any particular Account feature, service or means of Account access is available or will be available or remain available at any time in the future.

The Credit Union may from time to time add or delete from types of use permitted by Account Access Devices or Debit Cards and any particular Account feature or service offered for the Account and shall not be liable to you for any loss or change in such services.

The Credit Union may from time to time set one or more limits that apply to your use of Account Access Devices or Debit Cards, Account transactions and services. The Credit Union may change these limits at any time, sometimes without notice.

These limits may include restrictions on amounts or types of transactions that may be conducted as the Credit Union may determine.

**Relationship with specific terms and conditions:**

These Terms are to be read in conjunction with the specific terms and conditions of any Account or service provided with an Account. If there is a conflict between any specific terms and conditions and these Terms, then the specific terms and conditions will prevail.

**Applicable law and jurisdiction:**

Any Accounts that you hold with the Credit Union; your membership with the Credit Union; and these Terms are governed by the laws of the Province in which the Credit Union is located and the laws of Canada, and the Courts in that province shall have jurisdiction to hear and determine disputes in respect of the above.

**2. Shares in the Credit****Union Share purchase:**

For your membership, you acknowledge that you are required to purchase and maintain the prescribed number of Shares in the Credit Union and to pay the purchase price in cash.

**Rules and By-laws:**

Your ownership of the Shares will be subject to the Rules and by-laws of the Credit Union and applicable provincial statute and regulations passed under it.

**3. Account Operating Verification of identity:**

The Credit Union may from time to time require proof, to its satisfaction, of your identity and that of any person authorized to operate your Account(s).

**Instructing the Credit Union:**

The Credit Union may in its sole discretion and subject to conditions allow you to give instructions in respect of any of your Accounts by cheque, telephone, facsimile, card or computer or by any other written, electronically communicated or verbal method acceptable to the Credit Union (each a "Service"). Except as otherwise required by law, the Credit Union, may give effect to operations on an Account authorized by a deceased person prior to his or her death. You are responsible for any loss or damage if money is paid or transferred to the wrong person, company or Account and the Credit Union is not required to retrieve or return the money to you. Once we have processed a transaction, you cannot cancel it. The Credit Union may require you to provide further written indemnities before making any such Service available to you.

**Written Instructions:**

Any person you wish to authorize to instruct the Credit Union in writing with respect of your Accounts must be listed on the Credit Union's form entitled Business Membership and Financial Services Agreement and must provide the Credit Union with a specimen

signature. You may be required to use the Credit Union's standard forms (which are available at Credit Union branches) when instructing it.

**Electronic Instructions and Signatures:**

When we receive any Electronic Communication from you or in your name, the Credit Union will assume that you allowed such communication and that you authorize us to rely on it, including any Signature. Although we may attempt to verify that a Signature or instructions are valid, we do not have to do so. We may also delay acting or refuse to act on those instructions.

You are required to maintain the originals of all Electronic Communications and produce them to us on request. You acknowledge that we will only be required to use reasonable efforts to determine if an Electronic Communication has been received by us.

We will be entitled to rely on any Signature that purports to be your Signature or that of your representative, and you acknowledge that we may store an image of your Signature (or that of your representative) in our database for identification purposes.

**Available transactions:**

Except as provided in the specific terms and conditions of any Account, an Account may be operated by deposits, withdrawals, transfers, direct credits, direct debits, automatic payments, or any other type of payment authority acceptable to the Credit Union. Specific terms and conditions may apply.

**Mistake:**

If the Credit Union makes a mistake in complying with your instructions or otherwise affecting your Account, the Credit Union will either return the amount including service charges or withdraw the amount from your Account including interest, whichever may apply in the circumstance(s).

**Fraud:**

If the Credit Union processes or has cause to have processed an Instrument with a forged, fraudulent or unauthorized signature, you must notify the Credit Union in writing within 30 days from the date on your statement and if you fail to do so then you agree that you are responsible for the amount of the Instrument and the Credit Union shall have no responsibility or liability to you whatsoever for any loss due to a fraudulent, forged or unauthorized signature regardless of any negligence, fault or wrong doing by the Credit Union or any person the Credit Union is responsible.

**4. Authority to the Credit****Union General:**

You agree that you have authorized the Credit Union to act in accordance with your instructions in respect of an Account. You acknowledge that the Credit Union may decline to so act where the Credit Union considers it has good reason, in its sole discretion, to do so, in particular, the Credit Union will not be obliged to act in accordance with your instructions where:

- to do so would result in an Account becoming overdrawn;
- we receive notice of a possible legal claim against or interest in your Accounts;
- a change or interruption in our Services;
- your instructions do not comply with the standards or rules of the Canadian Payments Association.

**Legal representatives:**

You agree that the Credit Union may accept and act according to the instructions of a legal representative demonstrating legal authority to act on your behalf where such authority may include by way of power of attorney or notarized copy of a will.

Any legal representative will have access to the previous Account history and transaction details for the Account and all joint Account holders (if applicable) agree to this access being provided.

**Set off and combination:**

You authorize the Credit Union at any time and without notice, to combine the balance of one of your Accounts with the balance of any other of your Accounts, so as to treat all of your Accounts with the Credit Union as a single balance; there will be no implied agreement to the contrary. If you owe any money to the Credit Union which is due but unpaid, whether it is owed alone or with others, you authorize the

Credit Union, without prior notice, to apply any credit balance in any Account, or any other amount the Credit Union owes to you howsoever that debt is noted, towards the unpaid amount. For this purpose, you authorize the Credit Union to transfer funds from one Account to another (including any joint Account that you can operate individually), to use funds in one currency to buy another currency and to break any term deposit. The Credit Union may do this without prior notice and in the order, and as often, as the Credit Union determines in its sole discretion.

**Recording Instructions:**

You authorize the Credit Union to record any telephone calls between you and the Credit Union and to retain such recordings.

**Limited Access:**

The Credit Union may agree that in certain circumstances you may authorize one or more persons individually to operate your Account(s) by completing the required documentation. You must ensure that any authorized person operates each Account in a proper manner and you agree that the Credit Union owes neither you nor any other beneficiary of the Account any fiduciary obligation or standard of care.

**5. Changes to Standard Terms and Conditions Ongoing**

**Effect:**

These Terms will continue to apply until the Credit Union gives you notice of any changes to them. Notice of any changes will be given to you a reasonable period before the changes become effective, either at your most recent address as shown on the Credit Union's records, by posting notice at the Credit Union's premises, by personal delivery, or by any other means the Credit Union, acting responsibly, considers appropriate to bring the change to your attention. You are responsible for regularly reviewing the Terms. If you use the Account after the effective date of an amendment of the Terms, it will mean that you agree to the amendment and adopt and are bound by the newer version of the Terms.

**6. General Terms and Conditions Liability:**

If the Member is a sole proprietorship or a corporation, the Account may be recorded in the name of the Member, and the Member is liable for all transactions entered into with the Credit Union under the name of the Member or the Trade Name, if applicable, whether the transactions were entered into by the Member or by any other person or persons acting under the Member's authority, whether that authority was expressed, implied, or apparent. All statements, notices, and other documents addressed to a Trade Name will

be deemed to be addressed to the Member.

**Joint and Several Liability:**

If the Account is opened for, or on behalf of, an unincorporated association, the Authorized Signatories are jointly and severally liable to the Credit Union for all transactions on the Account and for all obligations, debts, and liabilities of the Member under this Agreement. Each Authorized Signatory acknowledges and agrees that he or she is bound by all transactions conducted by the Authorized User(s) on the Account. This joint and several liability continues even if the Member is dissolved or any of the Authorized Signatories withdraws, retires, or dies.

**Liability Exclusion:**

The Credit Union is not liable to you or any person for any delay, loss, lost profit, lost business or any loss, damage or inconvenience claim relating to the Account or arising or resulting from the Credit Union's actions, activities or processes pursuant to this agreement regardless of any negligence, fault or wrongdoing by the Credit Union or any person the Credit Union is responsible.

**Deposit holds and verifications:**

You acknowledge and agree that the Credit Union has the right to place a "hold" on all or part of the proceeds of any Instrument deposited to the Account, and to defer your right to withdraw funds represented by such a deposit. All deposits are subject to verification and acceptance by the Credit Union and, if not accepted, or if accepted but subsequently determined to be in error, unauthorized, or worthless, the Credit Union may reverse them from the Account. Verification may take place at a date later than the date you authorized the deposit, which may affect the deposit date.

We have the option to send any negotiable item on collection rather than hold the proceeds.

**Adjustments:**

The Credit Union may adjust a deposit to an Account at any time (even if the adjustment creates an overdraft or results in an Account being overdrawn in excess of your Overdraft Protection limit) if an Instrument is dishonoured, not paid or paid but subsequently returned for any reason whatsoever. The Credit Union may also adjust an Account to correct amounts credited to an Account by mistake or that we suspect could be the result of any fraudulent, unlawful or improper activity or to correct amounts paid to you in cash for an item that was subsequently returned to us as unpaid. You waive presentment for payment, notice of dishonour, protest and notice of protest on all Instruments requiring such action.

**Provisional deposits:**

Deposits, other than notes and coins, will only be provisionally credited to an Account. You may not access these deposits until they are cleared and if not cleared they will be debited to your Account. Accordingly, the balance of an Account may be altered by reversal of any unpaid cheque or other non-cash payment included in a deposit.

**Ownership of funds:**

Unless you instruct the Credit Union otherwise in writing, you acknowledge that you are solely entitled to the funds in your Accounts, that they belong to you and do not belong to any other person and that no other person has any legal or beneficial interest in them.

**Stopping Payment:**

When you wish to stop a cheque or other payment you must notify the Credit Union which will advise you of any further requirements. The Credit Union will use its best efforts to honour your stop payment request; however, we can not stop payment if the amount has already been deducted from your Account. If the stop payment is not made, you are responsible for the full amount of the payment and the Credit Union is not liable to you.

**Deposits instructed to be applied for specific purposes:**

The Credit Union is not obliged to act on or verify compliance with an instruction to apply a deposit for a specific purpose or subject to any condition and the Credit Union will not be responsible for applying a deposit contrary to any instruction.

**Foreign Currency:**

Fees and interest calculated on a foreign currency Account will be charged or credited to that Account in that currency. Foreign currency cash withdrawals, transfers or point of sale transactions on a Canadian Account will be made using the exchange rate that is in effect on that day for that currency. Foreign currency Accounts do not qualify for deposit insurance.

**Fees and charges:**

You will pay the fees and charges that the Credit Union established for the Account. You authorize the Credit Union to debit your Account with all fees and charges that are payable in respect of your Account and any services provided to you by the Credit Union. You also authorize the Credit Union, to debit your Account with any governmental fees or charges, recovery costs and any other amount owed to the Credit Union by you. The Credit Union may from time to time modify the fees and charges for the Account or introduce new fees or charges and post notice of such changes in branches or on the Credit Union's website. The Credit Union may, on 30 days prior notice to you, change any of our fees and charges. If you use your Account or services after the change in the fees and charges, you are deemed to have agreed and consented to the change. Current fees and charges for the Account may be obtained by contacting the Credit Union.

You will pay the fees and charges imposed by a Third Party. You acknowledge that a Third Party, including but not limited to internet service providers, mobile phone companies, wireless carriers and other financial institutions may also charge fees for their services that you may use to access the Account and conduct transactions at the Credit Union. You agree that any such Third Party service fees must be paid by you and are in addition to any fees the Credit Union may charge to conduct transactions or perform any Account services under these Terms.

**Authorized Signatory(ies) and User(s):**

The Member will provide the Credit Union with:

- o a certified copy of the resolution(s) of the Entity setting forth the powers of the Authorized User(s), the number and combination of Authorized User(s) required to exercise the powers, the names or positions of the Authorized Signatory(ies), and, where applicable, the names of any other persons with whom the Credit Union may communicate in respect of the operation of the Account; and
- o a replacement certificate(s), or a certified copy of the resolution(s), as applicable, if the Authorized Signatory(ies) and/or Authorized User(s) or other authorized persons change(s).

The Credit Union will be entitled to rely on the information contained in the last certified resolution(s) and/or replacement certificate(s) of the Member delivered under this article.

**Trade Name**

In return for the Credit Union agreeing to deal with Instruments made payable to, or endorsed in favour of, the Trade Name as though such Instruments were made payable to, or endorsed in favour of, the Member in the Member's name, the Member agrees that the Member will be liable and responsible to the Credit Union for such Instruments as though the Instruments were made payable to or endorsed in favour of the Member in the Member's name.

The Member hereby agrees to indemnify and save the Credit Union harmless for all liability, costs, damages, and expenses incurred by the Credit Union by reason of the Credit Union dealing with Instruments made payable to, or endorsed in favour of, the Trade Name. This indemnity will enure to the benefit of the Credit Union and will be binding upon the Member and the Member's heirs, executors, successors and assigns.

**Certified Facsimile Signatures:**

The Member may, from time to time, provide the Credit Union with certified copies of the Facsimile Signatures of the Member, Authorized User(s) and/or Authorized Signatory(ies), as applicable. The Credit Union may treat each Certified Facsimile Signature on an Instrument as the original and genuine signature of the Member, Authorized User(s) and/or Authorized Signatory(ies). The Member will maintain appropriate security over all signature stamps, other devices, and computer programs used to apply or generate Facsimile Signatures on Instruments.

**Recovery:**

You must pay, on demand, amounts due and any costs associated with collection or attempted collection of amounts due whether in respect of an Account or the Credit Union's costs in enforcing its rights under this Agreement including collection agent's costs and actual out of pocket legal costs.

**Account operation – costs and legal fees:**

You agree to pay the Credit Union for any cost the Credit Union may incur relating to the administration or operation of the Account, including costs incurred:

- o in responding to any legal notice, seizure, demand or other court process governing the Account, or in responding to or complying with court orders, warrants, summons to witnesses, subpoenas, statutory demands, or investigations or responding to any investigation, proceeding, or requirement to provide information, including those in which copies of your financial information or records are sought or required from the Credit Union; or
- o in dealing with any dispute between Account holders or others claiming an interest in or relating to the operation of the Account.

The above costs include legal fees (on a solicitor and client basis), fees for administrative time, communication costs, transmission or delivery costs, and costs for retrieval and copying of documents. The Credit Union may charge these costs to any Account you hold with the Credit Union.

**Taxes:**

You agree that the Credit Union may debit from your Accounts any

amount authorized by law and that this deduction may be made at a rate specified by legal authority. For non-residents, the Credit Union may deduct a non-resident withholding tax.

**Use and return of forms:**

Cheque forms and other forms encoded by the Credit Union with an Account number must not be used to access or operate any other Account. Where you would be entitled to the return of any form, the Credit Union may at its discretion provide you with a copy instead of the actual form.

**Payment priority:**

The Credit Union may determine in its sole discretion the order of priority of payments from any Account.

**Interest:**

The Credit Union will pay interest on interest bearing Accounts at the rate and payment frequency that applies to that Account. This information will be posted on the Credit Union's website and in Credit Union branches; however, the Credit Union can change this information from time to time upon notice.

**Security interest:**

If the Credit Union receives or holds any property, items or documents for you for any purpose you agree and grant the Credit Union a security interest over the property, item or document as security for any amount you owe to the Credit Union (whether alone or with any other persons) under any Account.

**Rights to your Accounts:**

You may not assign, mortgage, charge or declare a trust of any rights to your Accounts, including any credit balances, without prior written consent of the Credit Union.

**Bill payments:**

Whether you use an Account Access Device, a Debit Card or an in-branch transaction to pay a bill, you acknowledge and agree that:

- o bill payments from the Account are not necessarily processed immediately and that the time period for processing depends upon a number of factors including, without limitation, the time between when the bill payment is initiated and the internal accounting processes of the bill payment recipient;
- o it is your responsibility to ensure that bill payments are authorized in sufficient time for the payment to be received by the bill payment recipient before its due date; and
- o the Credit Union will not be liable for any cost, expense, loss, damage, or inconvenience of any nature or kind whatsoever arising as a result of non-payment or a delay in the processing of bill payments.

**Service, Account and system disruption risk:**

You acknowledge that the availability of Account services, including services requiring an Account Access Device or a Debit Card depends on telecommunications systems, computer hardware and software, and other equipment, including equipment belonging to the Credit Union and Third Parties, and as a result the Credit Union cannot guarantee the provision of uninterrupted Account access and service. The Credit Union is not liable for any cost, loss, damage, injury, inconvenience, or delay of any nature or kind whatsoever, whether direct, indirect, special, or consequential, that you may suffer arising from non-continuous or interrupted Account service or the Credit Union providing or failing to provide any particular service, or from the malfunction or failure of telecommunication systems, computer hardware or software, or other equipment, or other technical malfunctions or disturbances for any reason whatsoever, nor is the Credit Union liable for any lost, incomplete, illegible, misdirected, intercepted, or stolen messages, or failed, incomplete, or delayed transmissions, or online failures (collectively, "Interruption Claims"), even if you have advised the Credit Union of such consequences. You release and agree to hold the Credit Union harmless from any and all Interruption Claims.

**Liabilities for Unauthorized Transactions – Online Banking Security Guarantee****Procedures for addressing unauthorized transactions:**

In the event of a problem with a Direct Services transaction or an unauthorized Direct Services transaction, you will report the issue immediately to the Credit Union. The Credit Union will investigate and



respond to the issue on a timely basis. The Credit Union will not unreasonably restrict you from the use of the Account subject to dispute, as long as it is reasonably evident that you did not cause or contribute to the problem or unauthorized transaction, has fully cooperated with the investigation, and has complied with these Terms and the Online Service Agreement. You agree and acknowledge that any and all expenses related to the investigation are your responsibility. The Credit Union will respond to reports of a problem or unauthorized transaction within 10 business days and will, within a reasonable period of time thereafter, indicate what reimbursement, if any, will be made for any loss incurred by you. Reimbursement will be made for losses from a problem or unauthorized transaction in this time frame provided that you have complied with these Terms and the Online Service Agreement and on the balance of probabilities it is shown that you took all reasonable and required steps to:

- o protect the confidentiality of the Password, PAC and/or as required by these Terms and the Online Service Agreement;
- o use security safeguards to protect against and detect loss, theft, and unauthorized access as required by these Terms and the Online Service Agreement; and
- o act immediately, upon receiving a Notification of, or becoming aware of, an unauthorized transaction, to mitigate against further loss and report the issue to the Credit Union.

**Your responsibility:**

We are not responsible for and we will not reimburse you for losses to your Account(s) if:

- o you do not comply with any of your obligations under these Terms and the Online Service Agreement or you do not comply with any instructions we may provide to you in connection with Online Banking;
- o you engage (either alone or with others) in any fraudulent, criminal or dishonest acts related to Online Banking;
- o you access Online Banking via an Account Access Device that you know or reasonably ought to know contains software that has the ability to reveal to anyone, or to otherwise compromise, any of your Passwords, Personal Verification Questions or an e-Transfer Question and Answer;
- o you carry out a transaction, including if the transaction is a result of any mistake, error, omission, inaccuracy or other inadequacy of, or contained in, any data or information, that you furnish to us;
- o you choose to share any of your Passwords, PACs or Personal Verification Questions;
- o or you consent to, contribute to or authorize a transaction in any way.

**Access Device Security:**

If Direct Services are made available through the internet or a telephone service provider, you acknowledge that, although the Credit Union uses security safeguards to protect against loss, theft, and unauthorized access, because of the nature of data transmission, security is not guaranteed and information is transmitted at your risk. You acknowledge and shall ensure that any private Account Access Device used to access Direct Services is auto-locked by a password to prevent unauthorized use of the Account Access Device, has a current anti-contaminant program, and a firewall, and that it is your personal responsibility to reduce the risk of contaminants or online attacks and to comply with this provision. You further acknowledge that to reduce the risk of unauthorized access to the Account through the Account Access Device, you will sign out of Direct Services and, where applicable, close the browser when finished using it. You further acknowledge that you will not use public or shared computers, Account Access Devices, open WiFi or shared Bluetooth portals to access Direct Services.

**Cheques and cheque imaging:**

You acknowledge that the Credit Union has implemented a cheque imaging program and that the physical cheques and other Instruments are not returned.

The Credit Union may provide in its discretion copies of images of cheques and other Instruments, with the statement of Account. In addition, Online Banking Services may permit the Member to view and print images of cheques and other Instruments drawn on your Account. You acknowledge that such copies or images may be made available before the Credit Union has determined whether the cheque or other instrument will be honoured or accepted. You acknowledge and agree that such copies or images are made available by the Credit Union as a service to you and the provision of such images does not mean the cheque or instrument has been processed or in any way oblige the Credit Union to honour or accept the cheque or instrument.

**Account statements:**

The Credit Union will provide you with an Account statement with or without copies of imaged cheques, notices and other items to your last known address which shows the value and activity on your Account for a given time period. The Credit Union may in its discretion, change the frequency or method of distribution of Account statements. If you do not notify the Credit Union of any irregularity, omission or error in your Account statements within the time periods specified in these Terms, then you agree that the entries, charges, Instruments paid on your Account are proper and correct as noted in the Account statement and you release and indemnify the Credit Union from any claims in respect of the Account.

You acknowledge that it is your responsibility to check your Account statements every 30 days to ensure their accuracy and advise the Credit Union within 30 days of the statement date of any error, omission or irregularities with respect to the entries posted to the Account.

If you have requested and receive an Account statement at a frequency other than monthly you acknowledge that it is your responsibility to verify, by use of Online Banking, or by other means available by the Credit Union, that there are no errors, omissions or irregularities with respect to the entries posted to the Account. You agree to conduct such verification on a regular (not less than monthly) basis.

**Records of Credit Union conclusive:**

The records of the Credit Union shall be conclusive for all purposes in respect of any instructions given by you in respect of the Account.

**Closure of Accounts:**

You may close an Account at any time, subject to any specific terms and conditions which apply to that Account including service charges. The Credit Union may close or suspend an Account, in the Credit Union's sole discretion at any time on reasonable notice being given if:

- o it learns of your death, cessation of Canadian residency, dissolution, wind-up, surrender of registration, termination of your legal status, bankruptcy or any other lack of legal capacity or that you have committed an act of bankruptcy, or that a petition has been presented for your bankruptcy;
- o you use the Account or services provided for under these Terms for illegal or fraudulent purposes;
- o there are insufficient funds to cover cheques or other payment instructions given;
- o you fail to repay an indebtedness which you owe or may owe the Credit Union;
- o any third party claims an interest in your Account, pending resolution of the matter;
- o it considers that there are reasonable grounds to do so (in which case all reasonable efforts will be made to notify you of the circumstances of closure or suspension):

in which case, you will be required to reimburse the Credit Union for any expenses which are incurred in connection with any of these matters. In either case, you will continue to be liable for any outstanding debts or obligations in respect of an Account up and until the date of suspension or closure of the Account and agree to repay any amount due or likely to be due immediately without further demand from the Credit Union, and such debt or obligation will continue until it has been satisfied. The Credit Union will not be liable for any consequences of the suspension or closure of any Account and you indemnify the Credit Union for all costs, damages and charges if it does in respect of suspending or closing an Account or not suspending or closing an Account when it could have done so.

## 7. DEPOSIT ANYWHERE™

Deposit Anywhere allows you to make deposits to Accounts by taking a picture of the front and back of cheques and certain other Instruments using a Mobile Device and delivering to the Credit Union an Official Image together with associated deposit information.

### Agency:

Solely for the Deposit Anywhere service, the Credit Union appoints you as its agent, to act on behalf of the Credit Union in the creation and transmission of an Official Image to the Credit Union. In addition, you agree, at the specific request of the Credit Union, to perform any other related duties that may be required by the Credit Union, under the rules of the Canadian Payments Association. As the Credit Union's agent, transmission to and actual receipt by the Credit Union of the Official Image will have the same effect as if the negotiable Instrument was delivered to a branch of the Credit Union for negotiation and clearing. You acknowledge and agree that this role as agent cannot be further delegated by you. On first use and on each subsequent use of Deposit Anywhere, you agree to the terms and conditions of use of Deposit Anywhere as set forth in these Terms and the Online Service Agreement as it may be amended from time to time.

### Eligible Items:

You agree to only image and seek to deposit items that qualify as Eligible Items. Specifically, you may image and seek to deposit only original paper cheques drawn on a financial institution located in Canada and payable in Canadian Dollars.

### Ineligible Items:

You agree not to image and seek to deposit:

- any Instrument that you suspect may not be honoured for payment when presented; any Instrument that you suspect may be tainted by fraud or illegality or where the Instrument may be forged, counterfeited, or unauthorized by the drawer;
- post-dated Instruments, or stale dated Instruments dated more than 6 months prior to the date of deposit;
- Instruments payable to any person or entity other than you (for example Instruments payable to other persons);
- any Instrument that has been altered in any way, or is in any way illegible;
- any Instrument that is not an original signed Instrument, (specifically, you will not seek to deposit photocopies, pdf's, scans or printouts of an Instrument);
- any Instrument payable jointly, unless deposited to an Account held in the name of all payees;
- any Instrument payable in a currency other than Canadian Dollars; and
- any Instrument that has already been sent through any mobile deposit service or remote deposit capture service, even if the initial deposit for the Instrument was previously reversed.

You agree to immediately after imaging and transmitting the Instrument using the Mobile Deposit Service, you will mark the front of the Instrument with the word "DEPOSITED" and will retain the cheque for at least 90 days, but no more than 120 days after the deposit.

## 8. Your Responsibility

### You must:

- maintain procedures and controls to detect and prevent thefts of Instruments or losses due to fraud or forgery involving Instruments;
- ensure that you have sufficient funds in an Account to enable the Credit Union to comply with your instructions relating to that Account;
- take all reasonable steps to protect your personal and financial information and keep it confidential;
- notify the Credit Union of any alteration to a payment authority and of any change of name or address;

- comply with the specific terms and conditions of any Account or facility provided with an Account; and
- provide further assurance(s) or security to the Credit Union upon request.

### Password or PIN:

Where you are able to access an Account by password or PIN, you will be responsible for keeping your password or PIN secure. In particular, you must:

- not keep a written record of your password or PIN;
- not keep your password or PIN in a form that can be readily identified as a password or PIN;
- not select a PIN that consists of any readily accessible personal data such as your birth date, telephone number, driver's licence, licence plate or passport nor must it be an obvious number or combination of numbers;
- not voluntarily disclose your password or PIN to any other person;
- not negligently or recklessly disclose your password or PIN;
- notify the Credit Union immediately if you become aware that your password or PIN has become known to someone else; and
- ensure authorized signatories and limited users who are able to access any of your Accounts by password or PIN keep their password or PIN secure as set out above.

## 9. The Credit Union's Position

### Instructions:

Subject to complying with its duty to exercise reasonable care and skill but otherwise irrespective of anything else stated in these Terms, the Credit Union:

- may decline to act or delay acting on any instructions given where it considers that it has good reason to do so; and
- may, where your Account can be accessed by telephone or by any electronic means, assume that any telephone or electronic instructions received using your password or PIN are authorized by you.

### The Credit Union will not be liable for:

- any claim that arises from acting reasonably in accordance with these Terms;
- any loss suffered by you or any third party due to matters outside the Credit Union's control (including, without limitation, machine failure, system failure, third party service failure or strikes);
- the loss or destruction of, or delay in processing, cheques or other instructions or documents;
- any delay in transferring funds to or from your Accounts except for interest for the period of the delay; and
- either refusing to act on contradictory instructions given in respect of any Account or for acting on any one only of such contradictory instructions.

## 10. Terms and Conditions Specific to joint Accounts

### Specific Term:

The additional specific terms and conditions in this clause apply to each Account held jointly.

### Deposits:

Where you are a party to a joint Account and the Credit Union receives a deposit (whether by cheque, draft, bill of exchange or other instrument or payment authority) in your favour, the Credit Union may credit it to your joint Account, unless instructed in writing to pay it into a separate Account in your name.

### Operating Joint Accounts:

Any one joint Account holder can operate and instruct the Credit Union to act in respect of the joint Account separately, unless all Account holders have given the Credit Union written instructions to the contrary. This means, without limiting the generality of the foregoing, that any one of the joint Account holders may withdraw all of the money credited to the joint Account or incur maximum debt allowed against the Account. The Credit Union may in its discretion require all joint Account holders to sign any instructions or other documents.

**Survivorship:**

If any joint Account holder dies, the remaining Account holder(s) automatically become(s) the owner(s) of all the funds in the joint Account and have full authority to operate the Account. The Credit Union will treat any credit balance in the joint Account as payable and belonging to the surviving joint Account holder(s) and the Credit Union will incur no liability in paying or delivering such funds to such person(s).

**Joint and Several Liability:**

Each joint Account holder is jointly and severally liable for the obligations of each joint Account holder under these Terms and the whole of the amount owing to the Credit Union in respect of a joint Account and for any losses, damages suffered by the Credit Union or claims, demands, or actions against the Credit Union in respect of the operation and use of the joint Account. This means, without limiting the generality of the foregoing, that the Credit Union can require each joint Account holder to pay either a part or all of such amount. If you or the other joint Account holder(s) die, any liability to the Credit Union will not be discharged as a result of that death. Notice given to one joint Account holder is deemed to be sufficient notice to all joint Account holders.

**Joint Account Information:**

If the Account is a Joint Account, each Account holder acknowledges and agrees that any joint Account holder is entitled to access all previous Account history.

**Suspension or closure of joint Account:**

The Credit Union may suspend the operation of or close a joint Account without prior notice if:

- o there is any dispute between any of the joint Account holders and this has not been resolved to the Credit Union's satisfaction;
- o one joint Account holder attempts to exit from or notifies the Credit Union of his or her intention to exit from the joint Account;
- o the Credit Union learns that any joint Account holder has committed an act of bankruptcy or been declared bankrupt or that a petition has been presented to declare any joint Account holder bankrupt;
- o any joint Account holder purports to assign or dispose of his or her interest in the joint Accounts; or
- o an Account holder, who is under the age of majority, intends or requests the withdrawal of all or substantially all of the funds in the joint Account without the prior consent of the joint Account holders who are the age of majority or older.

**Continuing and Limited Liability:**

Each joint Account holder will continue to be jointly and severally liable for any outstanding debt or obligations on the Account up and until the date of suspension or closure of the Account and such debt or obligation will continue until it has been satisfied; and the Credit Union will not be liable to any joint Account holder for any consequences of the suspension or closure of the joint Account and the Credit Union will also not be liable to any joint Account holder if it does not suspend or close a joint Account when it could have done so.

**Joint security:**

When jointly owned assets are provided as security for borrowing, independent legal advice may be required regarding individual liability for debts incurred now and in the future and the implications of this for the assets given as joint security.

**Closure of joint Accounts:**

Unless you have specified that two or more signatories are required to operate your joint Account, your joint Account may be closed by any one of you so instructing the Credit Union. In such a case, the Credit Union will not be liable to the other joint Account holder(s) for any consequences arising from the closure.

Notwithstanding the foregoing, if a joint Account holder, which includes a person under the age of majority, requests that the Credit Union remove another joint Account holder from the Account, the Credit Union shall have the sole discretion to refuse the request except with the consent of all the joint Account holders.

**11. Partnerships****Specific Term:**

The additional specific terms in this clause apply to each partnership Account.

**Warranty:**

There is an implied warranty that all partners in the partnership have authorized the Account to be opened and operated in accord with these Terms and the Account Agreement and all terms and conditions applicable to the Account and such opening complies with the relevant provisions of the partnership agreement.

**Accession:**

Every partner as at the date on which the partnership Account is opened, and every person who thereafter joins the partnership as a partner, agrees or on joining will be deemed to agree to be bound by these Terms and the Account Agreement.

**Deposits:**

Where the Credit Union receives a deposit (whether by cheque, draft, bill of exchange or other instrument or payment authority) in favour of any one or more of the partnership's partners, the Credit Union may credit it to the partnership Account, unless instructed in writing to pay it into another Account.

**Liability:**

All partners are jointly and severally liable to the Credit Union for all transactions on the Account and for all obligations, debts, and liabilities of the partnership under this Agreement or general law in relation to the partnership Account. Each partner acknowledges and agrees that it is bound by all transactions conducted by the Authorized User(s) on the Account. This joint and several liability continues even if the partnership is dissolved or any of the partners withdraws, retires, or dies.

**Operating Partnership Accounts:**

If the Credit Union receives contradictory instructions from any persons authorized to operate a partnership Account the Credit Union may refuse to act on any or all such instructions or may act on any one of such transactions.

**Alteration of partnership:**

The Credit Union must be immediately notified in writing should there be any alteration in the composition of the partnership. Until such notice is received the Credit Union may treat the partnership for all purposes as continuing unchanged. A former partner will remain jointly and individually liable in respect of the partnership Account until released by the Credit Union in writing.

**12. Terms and Condition Specific to Chequing****Accounts Specific Term:**

The additional specific terms and conditions in this clause apply to each Account with cheque access.

**Cheque books:**

The Credit Union may mail a cheque book to you at the most recent address noted on its records.

**Instructions as to special purpose:**

The Credit Union is not obliged to verify compliance with any notice or instruction to apply the proceeds of a cheque for a specific purpose or subject to any condition.

**Dishonoured cheques:**

The Credit Union may refuse to pay out on a cheque in its reasonable discretion (including without limitation where the cheque has been incorrectly completed, not signed in accord with these Terms or the Account Agreement or where there are, insufficient funds in the Account). A dishonour charge may apply.

**Post dated and stale cheques:**

Cheques presented before the date of the cheque or more than six months after the date of the cheque may be dishonoured.

**Stopped cheques:**

If you provide the Credit Union with a written request to stop payment on a cheque issued on your Account, the Credit Union will make reasonable efforts to stop payment on that cheque. It will, however,

not be liable if payment on a cheque is not prevented: charges may apply.

**Alteration of a cheque:**

Alteration increasing the amount payable on a cheque must have the drawer's full signature next to the alteration, in accordance with these Terms and the Account Agreement. All other alterations must be initialed by the drawer in accordance with these Terms and the Account Agreement.

**13. Overdraft Terms:**

The Credit Union may if it wishes allow an overdraft to be noted against your Account and each such overdraft is a loan payable upon demand and you authorize the Credit Union to charge your Account service fees and interest at the rate as revised from time to time in respect of overdrafts. If you have entered into an Overdraft Protection Agreement, this paragraph will be read subject to those terms.

**14. Indemnity**

You agree to indemnify, defend and hold the Credit Union and its directors, officers, employees, representative agents and all connected parties (collectively the "Indemnitees") harmless from and against any and all liabilities and costs, including without limitation reasonable legal fees and expenses, incurred by any of the Indemnitees in connection with any claim or demand arising out of or connected to your Accounts or your use of any service. This indemnity shall survive indefinitely after the closure of any Account or termination of this Agreement.

**15. Miscellaneous Operation:**

The operation of your Accounts and these Terms may be affected by over-riding laws of general application.

**Headings:**

Headings in these Terms do not affect interpretation.



# Debit Card/Personal Identification Number Agreement

## 1. Purpose of the Debit Card

I will use the Debit Card only for the purpose of obtaining services as agreed upon between me and my Credit Union. On thirty days written notice, my Credit Union may add or remove the uses that are permitted. The issuance of the Debit Card does not amount to a representation or a warranty that any particular type of service is available or shall be available at any time in the future. This Agreement, and the fact that I have the use of the Debit Card, does not give me any credit privileges or any entitlement to overdraw my Account, except as provided by separate agreement with my Credit Union. All references to "Debit Card" in this Agreement include virtual Debit Card(s) registered for use with the Mobile Payment Service.

## 2. Confidentiality and Personal Identification Number (PIN) and/or Passcode

My PIN is a secret and confidential personal identification number that enables my Debit Card to access my Account. I understand that my Credit Union has only disclosed the initial PIN to me and to no one else. I will not select an obvious combination of digits for my new PIN (e.g., address, card number, Account number, telephone number, birth date, or Social Insurance Number) and will protect and maintain the confidentiality of my PIN at all times. I will never, under any circumstances, disclose the PIN to any other person. I will not use my PIN as my telephone or online access code. I will not keep a written record of the PIN, unless the written record is not carried next to the Debit Card and is in a form indecipherable to others. I will always screen the entry of the PIN with my hand or body.

## 3. Contactless Debit Payments

I acknowledge that my Debit Card may include contactless payment functionality. This contactless payment service allows me to perform a Transaction using my Debit Card without entering my PIN. I understand that this service is optional and if I do not wish to have this functionality enabled on my Debit Card, I can contact my Credit Union and request to have the functionality disabled.

## 4. Withdrawals and Deposits

Unless I have made other arrangements with my Credit Union, amounts credited to my Account as a result of deposits using the Debit Card will not be available for withdrawal until the deposits are verified and negotiable items such as cheques are honoured. Withdrawals or transfers initiated using the Debit Card will be debited to my Account at the time they are made. I will not deposit any coins, worthless, counterfeit or fraudulent items to my Account into any automated teller machine or through mobile deposit, and will pay to my Credit Union any damages, costs or losses suffered by my Credit Union as a result of any such deposit.

## 5. Liability for Losses

Once I have requested and first used the Debit Card, except as expressly provided in this Agreement, I will be liable for all authorized and unauthorized uses of the Debit Card by any person up to my established withdrawal limit (including funds accessible through a line of credit or overdraft privilege), prior to the expiry or cancellation of the Debit Card. However, in the event of alteration of my Account balance due to technical problems, card issuer errors and system malfunctions, I will be liable only to the extent of any benefit I have received and will be entitled to recover from the Credit Union any direct losses I may have suffered. I acknowledge that I will co-operate with my Credit Union in any investigation. I will not be held responsible for losses that occur due to circumstances beyond my control, such as (a) technical problems, Credit Union errors and other system malfunctions; (b) unauthorized use of the Debit Card where the Credit Union is responsible for preventing such use after: (i) I have reported the Debit Card lost or stolen; (ii) the Debit Card is cancelled or expired; or (iii) I have reported that the PIN may be known to someone other than myself; or (c) unauthorized use, where I have unintentionally contributed to such use, provided I co-operate in any subsequent investigation. In all other cases, where I have contributed to unauthorized use, I will be liable for the resulting loss. My Credit Union will not be liable to me for any action or failure to act of a Merchant or refusal by a Merchant to honour the Debit Card, whether or not such failure or refusal is the result of any error or malfunction of a device used to effect or authorize the use of

the Debit Card for a Point-of-Sale or eCommerce transaction (purchase using mobile device or computer). I understand that I must not use my Debit Card, for any unlawful purpose, including the purchase of goods and services, prohibited by local law applicable in my jurisdiction.

## 6. Lost or Stolen Card or Mobile Device, or Compromised PIN

If I become aware that the Debit Card or my mobile device used in conjunction with the Mobile Payment Service is lost or stolen, or that the PIN has been made accessible to another person, I will notify my Credit Union or its agent immediately, whereupon the Debit Card will be cancelled, the Mobile Payment Service suspended or the PIN changed. The instant such notice is received or when my Credit Union is satisfied that I became the victim of fraud, theft, or coercion by trickery, force or intimidation, my liability for further use of the Debit Card or Mobile Payment Service will terminate, and I will be entitled to recover from my Credit Union any further losses suffered by me by using the Debit Card or Mobile Payment Service.

## 7. Procedures for Addressing Unauthorized Transactions and other Transaction Problems

In the event of a problem with a Debit Card transaction, or unauthorized Debit Card transaction, other than a matter related to goods or services provided by Merchants, I will report the issue promptly to my Credit Union and the Credit Union will investigate and respond to the issue on a timely basis. My Credit Union will not unreasonably restrict me from the use of any funds subject to dispute, if it is reasonably evident that I did not contribute to the problem or unauthorized transaction. My Credit Union will respond to my report of a problem or unauthorized transaction within 10 business days and will indicate what reimbursement, if any, will be made for any loss incurred by me. Reimbursement will be made for losses from a problem or unauthorized use in this time frame if it is evident that I did not contribute knowingly to the problem or unauthorized transaction and that I took reasonable steps to protect the confidentiality of my PIN or Passcode. An extension of the 10-day limit may be necessary if my Credit Union requires me to provide a written statement or affidavit to aid its investigation.

## 8. Dispute Resolution

If I am not satisfied with my Credit Union's response, my Credit Union will provide me, upon request, with the reasons for its findings. If I am still not satisfied, the issue will be referred to either a Credit Union system dispute resolution service or external mediator, as agreed upon between me and my Credit Union. Neither my Credit Union nor I will have the right to start court action until 30 days have passed since the issue was first raised with my Credit Union. Any dispute related to goods or services supplied in a Point-of-Sale transaction is strictly between me and the Merchant, and I will raise no defense or claim against my Credit Union.

## 9. Service Fees

I acknowledge that I have been advised of, and will pay, the applicable service fees disclosed by my Credit Union and in effect for services available under this Agreement. New or amended fees will only become effective 30 days after publication by my Credit Union. I will pay the service charges of any other financial institution that are imposed as a result of any services available under this Agreement that I may use.

## 10. Foreign Currency Transactions

I acknowledge and understand that when I conduct transactions using the Debit Card in person or online, or using a mobile device in a foreign currency, my debit instruction may be processed through one or more international electronic networks that participate in the international payments system. The instruction my Credit Union receives may ask my Credit Union to pay a stipulated amount in U.S. dollars ("USD"), regardless of the original currency of my transaction. The transaction amount between my Credit Union and me will be the amount of my transaction, plus fees charged by the owner of the automated teller machine or point-of-sale system, converted into USD (or another currency) by one or more parties other than my Credit Union (each, a "Third Party"). Foreign currency conversions completed by Third Parties occur at rates that my Credit Union

# Debit Card/Personal Identification Number Agreement

does not set, and which may include revenue, commissions or fees of those Third Parties. As a result, the cost of currency conversion may not be known to me or to my Credit Union or precisely determinable in advance or until the amount of the transaction is charged to my Account. More than one currency conversion may be completed by Third Parties before my transaction is processed by my Credit Union. The amount charged to my Account will be the USD value of the instruction received by my Credit Union. If the transaction is conducted on an Account denominated in Canadian dollars, the amount charged to my Account will be the amount of the USD instruction received by my Credit Union, converted to Canadian dollars at my Credit Union's sell rate for purchase of USD in effect at the time of the conversion. Currency conversions will be completed when and at rates in effect when the transaction is processed by my Credit Union, which may not be the same rate in effect when I conduct the transaction or when it is completed. Any fees or markup charged by my Credit Union in addition to the conversion rate and fees charged by Third Parties must be disclosed by my Credit Union as per the 'Fees' section of this Agreement.

## 11. Evidence of Transactions

A paper transaction record dispensed mechanically by using the Debit Card constitutes a record of my instructions. Whether such a transaction record is issued or not, it is my responsibility to verify that the transaction has been properly executed by checking my Account activity on a regular basis. In the absence of evidence to the contrary, the records of my Credit Union are conclusive for all purposes, including litigation, in respect of any instructions given by me to my Credit Union through the use of the Debit Card; the items deposited by me into an automated teller machine; the making of a withdrawal, deposit or transfer through the use of the Debit Card; and any other matter or thing relating to the state of Accounts between me and my Credit Union in respect of any electronic transaction.

## 12. Statements

My Credit Union will provide either statements or a passbook with information to enable me to check Account entries. For Accounts without a passbook, my Credit Union will provide me with periodic statements containing information on all Debit Card transactions since the previous statement, including: the transaction amount, date, type (deposit, withdrawal, purchase or refund); including where possible, the identity of the terminal and name under which the machine operates, the transaction number and the identity, trade name and local address of the Debit Card acceptor. For Accounts with a passbook, my Credit Union will print the transaction amount, date and type (deposit, withdrawal, purchase or refund) in my passbook when I present the passbook to be updated.

## 13. Scope of Agreement

This Agreement replaces any prior agreement governing the use of the Debit Card and the PIN but does not replace or supersede any agreement or provision of any agreement relating to any loan, credit facility or the operation of any Account. This Agreement applies to any Account specified herein and, as well, to any other Account designated by me from time to time for use in connection with the Debit Card or Mobile Payment Service.

## 14. Termination of Agreement

My Credit Union remains the owner of the Debit Card. It may restrict the use of the Debit Card or may terminate this Agreement and my right to use the Debit Card, at any time without notice. I will return the Debit Card to my Credit Union and remove any Debit Card token(s) associated with the Mobile Payment Service upon request.

## 15. Cardholder Privacy

I acknowledge that my Credit Union has policies to protect my privacy and that I may obtain those policies upon request. I hereby consent to use of my personal information by my Credit Union and its affiliates to monitor use of financial services, to detect fraud, develop needed products and services, and offer members needed services. However, if I have given or hereafter give express consent to the collection, use and further disclosure of my Personal Information by the Credit Union in a form and content that is more permissive than the consent provided herein, the other form of consent shall govern our relationship. I may withdraw my consent at any time by contacting the Credit Union's Privacy Officer.

## 16. Canadian Code of Practice for Consumer Debit Card Services and Code of Conduct for Credit and Debit Card Industry in Canada

I understand that the Credit Union system endorses and supports the voluntary Canadian Code of Practice for Consumer Debit Card Services as well as the Code of Conduct for the Credit and Debit Card Industry in Canada and that Credit Unions are guided by the principles of these Codes in administering the operation of Debit Card services. A copy of these Codes is available from my Credit Union upon request.

## 17. Interpretation and Definitions

This Agreement is intended to be interpreted in accordance with its plain English meaning. For the purposes of this Agreement, Point-of-Sale transaction means the use of the Debit Card to conduct a contact transaction with its associated PIN or a contactless transaction without the cards associated PIN or using a mobile device for purposes permitted by my Credit Union, including but not limited to: (a) the transfer of funds from my Account to purchase or lease goods or services from a seller, lessor or service provider (a Merchant); (b) the transfer of funds from my Account to obtain a voucher, chit, scrip, token or other thing that may be exchanged for goods, services or money, or (c) the transfer of funds into my Account from an Account of a Merchant (e.g. a refund).

For the purposes of this Agreement, eCommerce transaction means, the use of the Debit Card or mobile device to conduct a transaction through the internet or telephone, without limiting the generality of the foregoing by any other means that is not a Point-of-Sale transaction and is conducted without the physical presentation of the Debit Card, by providing the Debit Card number, and where applicable, Card expiry date and/or CVV or CVC (three-digit code on the back of the Card, if applicable) to a merchant or other third party to complete the eCommerce transaction.

## 18. Mobile Payment Service

The Mobile Payment Service allows Credit Union Debit Card holders to perform Point-of-Sale transactions using a mobile device ("Mobile Payment Service").

### a. Mobile Device Security

I further acknowledge that I will properly maintain the security of my mobile device used in conjunction with the Mobile Payment Service by protecting it with a secure access code or biometric, by knowing its location at all times, and by keeping it up to date with the latest operating system software, security patches and anti-virus and anti-spyware programs.

### b. User Licensing Terms

I agree that I will not copy, modify, adapt, enhance, translate or create a derivative work of the Mobile Payment Service or any part of the Service. I will not license, sublicense, market or distribute the Mobile Payment Service, or provide any copies to a third party. I will not attempt to reverse engineer, decompile, disassemble or make error corrections to any part of the Mobile Payment Service, and I will not use any part of the Mobile Payment Service to gain access to interconnecting software applications to do the same.

### c. Jurisdiction

I acknowledge that this Agreement is subject to the laws and jurisdictions as defined by my Credit Union. I understand that my Credit Union may monitor and enforce compliance with these terms.

### d. Acknowledgments

I understand that I should keep my physical Debit Card with me to use in the event the Mobile Payment Service is unavailable for whatever reason. I acknowledge and confirm ownership of the respective intellectual property rights by my Credit Union, its partners and associated service providers.

# Debit Card/Personal Identification Number Agreement

## **19. Recurring Pre-Authorized Payment Transaction**

I acknowledge and understand that if I want to set up a Recurring Pre-Authorized Payment Transaction with a Merchant, I must make those arrangements directly with the Merchant. I am responsible for giving the Merchant all information necessary to conduct Recurring Pre-Authorized Payment Transactions including advising Merchants as soon as practicable whenever my Debit Card details change. I agree that if I have set up a Recurring Pre-Authorized Payment Transaction with a Merchant and my Debit Card number and/or expiry date changes, it is my responsibility to provide the Merchant with my updated Debit Card information. Without limiting the generality of the foregoing and notwithstanding anything to the contrary contained in this Agreement, excepting only the liability of my Credit Union for any direct losses suffered as a result of an alteration of my Account balance due to technical problems, card issuer errors and system malfunctions, my Credit Union is not liable if any Recurring Pre-Authorized Payment Transaction cannot be posted to my Account. If I want to stop any Recurring Pre-Authorized Payment Transaction, it is solely my responsibility to contact the Merchant to ensure it has been discontinued, and my Credit Union is in no way liable for any Recurring Pre-Authorized Payment Transaction or losses suffered in connection therewith that has been posted to my Account in circumstances where either I have or the Merchant has failed to act in a timely manner, or at all, to discontinue such Recurring Pre-Authorized Payment Transaction

## **20. Receipt of Copy of Agreement**

I acknowledge the receipt of a true copy of this Agreement, or a previous version signed by me upon initiation of the PIN based Debit Card service or Mobile Payment Service and that this Agreement does not require signature by my Credit Union. This Agreement may be amended unilaterally by my Credit Union upon thirty (30) days' notice and until the Agreement is terminated, the use or continued use of the Debit Card or Mobile Payment Service by me shall be conclusively deemed to be the acceptance of any amendments to this Agreement. I acknowledge that notice will be given to me in writing either by mail to my most recent address as shown on the Credit Union's records, by the Credit Union posting notice at its premises or on its website, by personal delivery, or by any other means the Credit Union, acting responsibly, considers appropriate to bring the change to my attention. I also agree to keep this copy of this Agreement for my own records. I understand I may obtain a copy of any changes to the Agreement or the revised Agreement from any branch of my Credit Union.

## TERMS & CONDITIONS

This agreement (the “**Agreement**”) outlines the terms and conditions governing Your use of Direct Services for Small Business (defined below) and Mobile Payment Services for Small Business (defined below). The Financial Institution does not offer Direct Services for Small Business or Mobile Payment Services for Small Business other than in accordance with these terms and conditions. By requesting and using Direct Services for Small Business or Mobile Payment Services for Small Business, You acknowledge Your acceptance of these terms and conditions.

In consideration of the Financial Institution providing access to any of Your Accounts using Direct Services for Small Business or Mobile Payment Services for Small Business, You agree as follows:

**1. DEFINITIONS AND INTERPRETATION** – This Agreement is intended to be interpreted in accordance with its plain English meaning. Except where otherwise indicated, capitalized terms are used in accordance with the definitions set out in the Canadian Code of Practice for Consumer Debit Card Services. Any defined term used in this Agreement, defined in the singular, is deemed to include the plural and vice versa.

“**Access Terminal**” means any device used to access any of Your Accounts, including without limitation an ATM, a computer, a portable hand-held device, or a telephone, including any form of mobile telephone or Mobile Device.

“**Account**” means any of Your accounts or subaccounts (if applicable) that You may have now or in the future at the Financial Institution.

“**Account Agreement**” means the agreements for the operation of the Account.

“**ATM**” means an automated teller machine.

“**Biller**” means a person who uses the EDP Services to deliver bills and invoices to their customers electronically.

“**Central 1**” means Central 1 Credit Union.

“**Contaminant**” means a computer virus, worm, lock, mole, time bomb, Trojan horse, rootkit, spyware, keystroke logger, or any other malicious code or instruction that may modify, delete, damage, disable, or disrupt the operation of any computer software or hardware.

“**Debit Card**” means a card issued by Us that allows the holder of the card to deposit cash and Instruments or withdraw cash from the Account through an ATM, authorize Transactions on the Account through an ATM, and that operates like an Instrument to purchase goods and services from Merchants or that can be used with Mobile Payment Services for Small Business. A virtual Debit Card is the electronic equivalent of a Debit Card when used with Mobile Payment Services for Small Business. All references to “Debit Card” in this Agreement include a virtual Debit Card registered for use with the Mobile Payment Services for Small Business.

“**Delegate**” means an Initiator Delegate or a Read Only Delegate, as applicable.

“**Depositor**” or “**You**” or “**Your**” means the customer or member of the Financial Institution who holds the Account with the Financial Institution authorized by Us for Direct Services for Small Business or Mobile Payment Services for Small Business.

“**Direct Services for Small Business**” means the services offered by Us from time to time that let a Signing Officer access the Account using an Access Terminal; that let any Read Only Delegate view the Account using an Access Terminal; and that let any Initiator Delegate or Non Signer view the Account and start Transactions on the Account using an Access Terminal. Direct Services for Small Business include Invoicing Services. However, Direct Services for Small Business do not include card services such as Debit Cards, including those provided by a Third Party.

“**EDP Services**” means an electronic mail service provided by EPO Inc. (doing business as epost™) that facilitates the delivery of bills and invoices from Billers to their customers using Direct Services for Small Business.

“**Eligible Bill**” means a bill that is of a class specified by a by-law, a Rule, or a standard made under the *Canadian Payments Act*, and defined therein as an ‘eligible bill’. For greater certainty, under this Agreement, an Eligible Bill supporting an Official Image, must be a paper-based Instrument, complete and regular on its face, immediately payable to You as payee, and be either

a cheque, bank draft, or credit union official cheque, denominated in Canadian Dollars or US Dollars and drawn on a financial institution domiciled in Canada, as and if applicable. For the purposes of this Agreement, third party Instruments that were either delivered to You with the payee in blank or endorsed over to You and post-dated Instruments shall not qualify as Eligible Bills. Further, any Instrument that has been in any way transferred to You from anyone other than the drawer, endorsed over to You, or altered after being drawn shall not qualify as an Eligible Bill.

“**External Account**” means an Account held at another Canadian financial institution; an Investment Industry Regulatory Organization of Canada registrant; a card issuer; or an entity eligible for membership with Payments Canada, being an account in Your name or on which You have the authority to independently authorize Transactions.

“**Financial Institution**” or “**We**” or “**Us**” or “**Our**” means the financial institution holding Your Account set out in the Account Agreement.

“**Initiator Delegate**” means a person authorized by a Signing Officer through Direct Services for Small Business to start Transactions on the Account and to view the Account using an Access Terminal. An Initiator Delegate does not include a Read Only Delegate, a Non Signer, or a Signing Officer.

“**Instrument**” means a cheque, promissory note, bill of exchange, order for payment, securities, cash, coupon, note, clearing item, credit card slip for processing, other negotiable instrument, or item of deposit or withdrawal of a similar nature and its electronic equivalent, including electronic debit instructions.

“**Interac e-Transfer Answer**” means the word or phrase created by the sender of a money transfer and used by the recipient to claim the money transfer using *Interac* e-Transfer Services.

“**Interac e-Transfer Contact Information**” means the electronic contact information, including without limitation an account number, payment identifier, email address or telephone number, used in sending and receiving of a money transfer using *Interac* e-Transfer Services.

“**Interac e-Transfer Notice**” means the electronic notice sent to the recipient of a money transfer, when such money transfer is sent using *Interac* e-Transfer Services. The *Interac* e-Transfer Notice may be read by using an Access Terminal.

“**Interac e-Transfer Services**” means the money transfer service provided by Interac Corp. that facilitates the sending, requesting, and receiving of money transfers (using including without limitation account number, payment identifier, email or telephone number) through Direct Services for Small Business to and from Participating Financial Institutions, and the Interac Corp. payment service.

“**Invoicing Services**” means the Invoicing Services feature of the Direct Services for Small Business that enables the Depositor, through any Signing Officer, Read Only Delegate, Initiator Delegate, or Non Signer to generate invoices for the Depositor’s customers, send invoices to the Depositor’s customers, update and track the status of invoices and otherwise manage the Depositor’s invoices.

“**Merchant**” means a person that sells goods or services to You and who receives payment through either Direct Services for Small Business or Mobile Payment Services for Small Business.

“**Mobile Device**” means a mobile device such as and including a computer, a portable hand-held device, or a telephone, including any form of mobile telephone that is capable of being used in connection with Mobile Payment Services for Small Business.

“**Mobile Payment Services for Small Business**” means those electronic payment services that can be performed with a Debit Card and PIN or a virtual Debit Card and Passcode using a Mobile Device that allows You to perform Point of Sale Transactions using a Mobile Device.

“**Mobile Payment Transaction**” means a Transaction made using Mobile Payment Services for Small Business.

“**Non Signer**” means a person authorized by You through any other channel except through Direct Services for Small Business to start Transactions on

the Account and to view the Account using an Access Terminal. A Non Signer does not include an Initiator Delegate, a Read Only Delegate, or a Signing Officer.

**"Notification"** means a written notice generated by or on behalf of the Financial Institution that provides, to You notice of a pending or completed Transaction or a summary of the balance of the Account, including notices issued by email or SMS text messages to any of Your Contact Info.

**"Official Image"** means an electronic image of an Eligible Bill, either created in accordance with the provisions of this Agreement or that otherwise complies with the requirements to permit negotiation and clearing of that Eligible Bill in accordance with the by-laws, standards, and Rules of the Canadian Payments Association.

**"Online Payment Service"** means the online payment service provided by Interac Corp. (doing business as INTERAC Online) that facilitates the sending and receiving of money through Direct Services for Small Business and Interac Corp. to Participating Financial Institutions for the purchase of goods and services from Participating Merchants.

**"PAC"** means the personal access code or word used with Direct Services for Small Business to access an Account.

**"PAD"** means a Preauthorized Debit.

**"Participating Financial Institution"** means a financial institution participating in *Interac* e-Transfer<sup>®</sup> Services or Online Payment Services, as the case may be.

**"Participating Merchant"** means a Merchant that offers the Online Payment Service as an online payment option on the Merchant's website.

**"Passcode"** means the numerical code selected by the Debit Card holder to authorize certain Mobile Payment Transactions.

**"Payroll Solution Service"** means the online payroll solution service for businesses provided by a Third Party Payroll Solution Service provider, PaymentEvolution Corporation, which may be accessed through Direct Services for Small Business, which may include payroll onboarding, administration, accounting, calculation, payment processing, validation, reporting, analytics, and employee self-service.

**"PIN"** means a secret code intended for the sole use of a cardholder. The PIN is used in conjunction with a Debit Card to confirm the identity of the cardholder and to authorize Debit Card Transactions. If any Access Terminal or Mobile Device is accessible with a biometric substitute for a PIN (such as a fingerprint or iris scan), then in this Agreement, PIN includes such biometric.

**"PIW"** means the personal identification word used in connection with Remote Instructions.

**"POS"** means Point of Sale, being an electronic terminal used by cardholders to pay for goods or services at a retail or service outlet.

**"POS Transaction"** means the use of the Debit Card to conduct a contact Transaction with its associated PIN or a contactless Transaction without the Debit Card's associated PIN or using a Mobile Device for purposes permitted by Us, including but not limited to: a) the transfer of funds from Your Account to purchase or lease goods or services from a Merchant; b) the transfer of funds from Your Account to obtain a voucher, chit, scrip, token or other thing that may be exchanged for goods, services or money; or c) the transfer of funds into Your Account from an account of a Merchant (e.g., a refund).

**"Preauthorized Debit"** means a Transaction debiting the Account that is processed electronically by a financial institution in accordance with Your written request.

**"Read Only Delegate"** means a person authorized by a Signing Officer through Direct Services for Small Business to view the Account using an Access Terminal. A Read Only Delegate does not include an Initiator Delegate, a Non Signer, or a Signing Officer.

**"Remote Deposit Service"** means the remote deposit capture service provided by Us and Central 1, and accessed through Direct Services for Small Business, that allows You or a Signing Officer, Delegate, or Non Signer, using an Access Terminal and any other means authorized by Us in Our sole discretion from time to time, to create, transmit, and receive to the benefit of the Financial Institution an Official Image for deposit to the Account.

**"Remote Instructions"** means instructions given to the Financial Institution with respect to the operation of the Account from a remote location, using a

computer, a Mobile Device, fax, via the Financial Institution's online banking system, email, SMS text message transmission, or other remote communication acceptable to the Financial Institution to operate the Account or authorize Transactions and make arrangements with the Financial Institution.

**"Retail Direct Services"** means the services offered by Us from time to time that let You access the Account using an Access Terminal. However, Retail Direct Services do not include card services such as Debit Cards and debit cards provided by a Third Party.

**"Rules"** means the regulations, by-laws, rules, and standards of the Canadian Payments Association, also referred to as Payments Canada, or any successor organization thereof, in effect from time to time.

**"The Services"** means, when used in this Agreement, Direct Services for Small Business and Mobile Payment Services for Small Business, without differentiation.

**"Signing Officer"** means any person authorized by You (or in the case of an unincorporated association, by the association) through any other channel except through Direct Services for Small Business, to sign Instruments or provide other orders for payments of money (either alone or with another person) on the Account, or to provide Remote Instructions or authorize other Transactions on the Account and for whom notice of such authorization has been given to the Financial Institution. A Signing Officer does not include an Initiator Delegate, a Read Only Delegate, or a Non Signer.

**"Small Business"** means any customer or member of the Financial Institution carrying on commercial activity through their Account with the Financial Institution, including, but not limited to, a sole proprietorship, partnership, corporation, society, holding corporation, joint venture, association, or other business organization.

**"Third Party"** means any person, firm, corporation, association, organization, government agency, regulatory body, or entity other than the Financial Institution or Central 1.

**"Transaction"** means any transaction processed to or from the Account.

**"Transaction Record"** means a paper Transaction record dispensed mechanically, or written notification generated by or on behalf of Us, or notice of a pending or completed Transaction or a summary of the balance of Your Account, including notifications issued by email or SMS text message to You or available as an Account Statement or balance of Account when You use a Mobile Device or other Access Terminal.

**"Upgrade"** means the process whereby You as a customer of the Financial Institution, are irrevocably transitioned from Retail Direct Services to Direct Services for Small Business as set out in article 3, Upgrading, of this Agreement.

**"Wrongful Activity"** means any use or attempted use of the *Interac* e-Transfer Services by You, a Signing Officer or a Third Party, acting alone or in concert, that is fraudulent, unauthorized, made in bad faith or otherwise improper, whether for financial gain or otherwise.

**"Your Contact Info"** means any of the contact information, including, without limitation, postal address, email address, fax number, or telephone number provided by You and accepted by Us, through which the Financial Institution can give You written notice.

- PERSONAL INFORMATION** – You agree that We may collect, use, and disclose Your and each Signing Officer's, Delegate's, and Non Signer's personal information in order to provide financial services and products to You, to verify or determine Your identity and each Signing Officer's, Delegate's, or Non Signer's identity, and to comply with legal and regulatory requirements, all in accordance with this Agreement and the privacy policies of the Financial Institution. We may obtain, collect, use, and release confidential Depositor information as permitted or required by law or in a court proceeding or with Your consent or as necessary to process Transactions.
- UPGRADING** – You may request an Upgrade. For purposes of an Upgrade request, each individual who constitutes the Depositor under the agreement for Retail Direct Services is considered a required Signing Officer for purposes of acceptance of the Upgrade, and You agree to ensure that each such individual agrees to the Upgrade and accepts the terms of this Agreement before initiating the Upgrade request. Implementation of an Upgrade is subject to the approval of the Financial Institution.



We may rely on Your Upgrade request when evidenced by a single Signing Officer and treat such Upgrade request as binding on You. If We then implement the Upgrade, this Agreement is deemed to be accepted by and binding on You. If multiple individuals constitute the Depositor, this Agreement will be deemed provisionally accepted until all individuals who constitute the Depositor under the agreement for Retail Direct Services provide evidence of their acceptance of this Agreement to the Financial Institution ("**Provisionally Accepted**"). You agree to ensure that all such individuals provide timely evidence of their acceptance of this Agreement to Us.

While this Agreement is Provisionally Accepted, one of the following states will apply:

- a) if Transactions under Direct Services for Small Business require two Signing Officers to authorize, a Signing Officer who has provided evidence of acceptance of this Agreement can view the Account using an Access Terminal, but cannot use Direct Services for Small Business as set out in this Agreement until at least one other required Signing Officer has evidenced their acceptance of this Agreement to Us; or
- b) if Transactions under Direct Services for Small Business require one Signing Officer to authorize, a Signing Officer who has provided evidence of acceptance of this Agreement can use Direct Services for Small Business as set out in this Agreement.

When evidence of this Agreement being accepted by the required number of Signing Officers has been provided to Us, this Agreement will no longer be Provisionally Accepted, the Upgrade will be complete, and this article 3, Upgrading, will no longer apply. We may, in Our sole discretion, revert to the pre-Upgrade status if evidence of acceptance of this Agreement by all required Signing Officers is not provided in a timely manner as required.

4. **USE OF SERVICES** – You may use or authorize the use of The Services to access any permitted Account and to authorize such Transactions as may be permitted by Us from time to time, commencing upon the day this Agreement is accepted by You and Your request for The Services is approved by Us. You may authorize the use of The Services for a Non Signer to access the Account and to start such Transactions as may be permitted by Us from time to time. We may, from time to time, add to or delete from the types of use permitted and services offered.

In connection with The Services, You agree, and shall ensure that each Signing Officer agrees, to provide true, accurate, current, and complete information about You, the Account, and any External Account when required by Us. Further, You agree, and shall ensure that each Signing Officer agrees, to notify Us of any changes to such information within a reasonable period of time.

5. **DELEGATES AND NON SIGNERS** – In this Agreement, Your responsibilities to Us are to be performed by a Signing Officer and his or her Delegates. You authorize each Signing Officer to use The Services and to appoint Delegates. A Signing Officer can authorize a person to act as his or her Delegate on the Account through The Services only. If appointed, the Delegate must be specifically authorized as either a Read Only Delegate or an Initiator Delegate.

You acknowledge that We disclaim liability and are not responsible for the actions or omissions of Signing Officers, Non Signers, and Delegates, or for determining the adequacy of their authority, and that it is Your exclusive obligation to verify the identity of each such person at the time of his or her appointment by You.

Further, You acknowledge that We disclaim liability and are not responsible to maintain in Our records any identifying information on each Delegate and that You are solely responsible for ensuring that each Delegate has access to the Account.

You acknowledge that Delegates and Non Signers have no rights to authorize Transactions on the Account.

A Delegate or a Non Signer can request through The Services that We cease printing or mailing statements of the Account to You.

All Transactions started by an Initiator Delegate must have the authorization of a Signing Officer before being completed.

All Transactions started by a Non Signer must have the authorization of a Signing Officer before being completed.

At Our request, You must provide full and current particulars of the identities of any and all Signing Officers, Delegates, and Non Signers who have any rights of access to any Accounts pursuant to The Services.

6. **SERVICE CHARGES AND FEES** – You will pay fees incurred on the Account, including, without limitation, fees imposed by a Third Party through Your initiation of a Transaction. You will pay the service charges that We establish from time to time for The Services, including, without limitation, service charges for providing records regarding You that We are legally required to provide. You acknowledge receipt of a schedule of Our charges for The Services in effect at the time of acceptance of this Agreement. We may, from time to time, increase or decrease the service charges for The Services and provide notice of such changes by sending a notice to Your Contact Info, by posting notice at Our premises or on the Financial Institution's website, by personal delivery, or by any other means We, acting reasonably, consider appropriate to bring the change to Your attention. Current service charges for The Services may be obtained by contacting Us or through the Financial Institution's website. You are responsible for determining the then-current service charges for The Services You request, in advance of using The Services. By requesting The Services, You acknowledge Your agreement to pay service charges for The Services as requested as then in effect. The Financial Institution can deduct such obligations from Your Account (or other Accounts belonging to You with Us) when The Services are requested or performed. New or amended service charges and fees will become effective on the stated effective date following publication, when The Services are requested or performed, or when incurred, and in any event, no later than 30 days after publication by Us.

7. **AVAILABILITY OF THE SERVICES** – You acknowledge that the availability of The Services depends on telecommunications systems, computer hardware and software, and other equipment, including equipment belonging to the Financial Institution, Central 1, and Third Parties and that there is no guarantee or obligation to provide continuous or uninterrupted service. The Financial Institution and Central 1 are not liable for any cost, loss, damage, injury, inconvenience, or delay of any nature or kind whatsoever, whether direct, indirect, special, or consequential, that You may suffer in any way arising from non-continuous or interrupted service or the Financial Institution or Central 1 providing or failing to provide The Services, or from the malfunction or failure of telecommunication systems, computer hardware or software, or other equipment, or other technical malfunctions or disturbances for any reason whatsoever, nor are the Financial Institution or Central 1 liable for any lost, incomplete, illegible, misdirected, intercepted, or stolen messages, or failed, incomplete, garbled, or delayed transmissions, or online failures (collectively, "**Interruption Claims**"), even if You have advised Us of such consequences. You release and agree to hold Us and Central 1 harmless from any and all Interruption Claims.

8. **AUTHORIZATION FOR TRANSACTIONS** – You acknowledge and agree that:

- a) using the PAC, PIW, PIN, or Passcode to authorize a Transaction constitutes authorization of that Transaction in the same manner as if authorization was given by You or a Signing Officer in person or as otherwise contemplated or permitted by the Account Agreement;
- b) You will be bound by each such Transaction; and
- c) once the PAC, PIW, PIN, or Passcode has been used to authorize a Transaction, the Transaction cannot be revoked or countermanded.

You irrevocably authorize and direct Us to debit or credit, as the case may be, the amount of any Transaction to the Account, together with any service charges or fees, authorized using the PAC, PIW, PIN, or Passcode, in person by You or a Signing Officer, or as otherwise contemplated or permitted by the Account Agreement, in accordance with the normal practices of the Financial Institution, which may be amended from time to time without notice.

9. **CONFIDENTIALITY** – We can assign or require You or a Signing Officer to select and use a PAC, PIW, PIN, or Passcode in connection with this Agreement.

You agree, and shall ensure that each Signing Officer agrees, to keep the PIW confidential and will only reveal it to authorized Financial Institution agents or officers when required by Us. You agree, and shall ensure that each Signing Officer agrees, not to record the PIW in any format or medium. You and each Signing Officer can change the PIW at any time. You agree, and shall ensure that each Signing Officer agrees, to change the PIW if and when required by Us. You acknowledge, and shall ensure that each Signing Officer

acknowledges, that the PIW must be changed if there is a change in the persons authorized to provide Remote Instructions on the Account.

You agree, and shall ensure that each Delegate, Non Signer, and Signing Officer agrees, to keep the PAC, PIN, and Passcode confidential. You agree, and shall ensure that each Delegate, Non Signer, and Signing Officer agrees, not to record the PAC, PIN, and Passcode in any format or medium. You and each Delegate, Non Signer and Signing Officer may change the PAC, PIN, and Passcode at any time. You agree, and shall ensure that each Delegate, Non Signer, and Signing Officer agrees, to change the PAC, PIN, and Passcode if and when required by Us. You acknowledge, and shall ensure that each Delegate, Non Signer and Signing Officer acknowledges, that the PAC, PIN, and Passcode must be changed if there is a change in the persons authorized to access the Account.

You are responsible for all use of the PAC, PIW, PIN, and Passcode and for all Transactions on the Account authorized using The Services.

You acknowledge that We may, from time to time, implement additional security measures, and You will comply, and shall ensure that each Delegate, Non Signer and Signing Officer complies, with all instructions and procedures issued by Us in respect of such security measures. You are aware, and shall ensure that each Delegate, Non Signer, and Signing Officer is aware, of the risks of unsolicited email, telephone calls, and SMS text message transmissions from persons purporting to be representatives of the Financial Institution. You agree, and shall ensure that each Delegate, Non Signer, and Signing Officer agrees, not to respond to such unsolicited communications and will only initiate communications with the Financial Institution either through Our banking website or banking app or through Our published contact information as shown on the Financial Institution's website.

If You or a Signing Officer discloses the PAC, PIW, PIN, or Passcode to a Third Party, and if We become aware of such disclosure, We may, in Our sole discretion, waive the confidentiality requirements described in this article 9, Confidentiality. Notwithstanding any such waiver, You acknowledge and agree, and shall ensure that each Signing Officer acknowledges and agrees, that You remain responsible for all use of the PAC, PIW, PIN, or Passcode by the Third Party.

You will not select an obvious combination of digits for Your PIN (e.g., address, card number, account number, telephone number, birth date or Social Insurance Number). You understand that the Financial Institution has only disclosed the PIN to You and to no one else, and You will never, under any circumstances, disclose the PIN to any other person. You will not use Your PIN as Your Mobile Device or online access code. You will not keep a written record of the PIN, unless the written record is NOT carried next to the Debit Card and NOT stored on Your Mobile Device and is in a form indecipherable to others. You will ensure that the entry of the PIN is always screened with a hand or body.

You must treat the Passcode used to authorize any Transactions within Mobile Payment Services for Small Business with the same standard of care and confidentiality as Your PIN.

- 10. REMOTE INSTRUCTIONS** – You or a Signing Officer may provide Remote Instructions to any branch of the Financial Institution as permitted by Us, online through the Direct Services for Small Business web portal, or through Our telephone banking service, if any. The Remote Instructions may concern the Account maintained at that branch, or concern other Transactions and arrangements conducted at or with that branch.

The Financial Institution may, but will not be obliged to, act on Remote Instructions received in Your name along with any requisite PAC and PIW, if any, to the same extent as if the Remote Instructions were written instructions delivered to Us by mail and signed by a Signing Officer authorized to operate the Account. Any such Remote Instructions are deemed genuine.

The Financial Institution may, in its sole discretion, acting reasonably, delay acting on or refuse to act on any Remote Instruction.

A Remote Instruction is deemed received by Us only when actually received and brought to the attention of an authorized officer, agent or processor of the Financial Institution capable of acting upon and implementing the Remote Instruction.

Remote Instructions can be transmitted to the Financial Institution at the telephone or fax number or email address provided by Us, or at such other telephone or fax number or email address as We may advise You by notice in writing, or online through the Direct Services for Small Business web portal.

**Any one Signing Officer may act alone and provide Remote Instructions to the Financial Institution, even if two or more signatures are otherwise required to operate the Account.** The Financial Institution, acting reasonably, is entitled to assume that any person identifying himself or herself as a Signing Officer is in fact a Signing Officer, and can rely upon such, and We may act on the Remote Instructions provided by any such person. All Remote Instructions given to the Financial Institution in Your name will bind You.

- 11. VERIFICATION AND ACCEPTANCE OF TRANSACTIONS BY US** – All Transactions are subject to verification and acceptance by Us and, if not accepted, or if accepted but subsequently determined to be in error or otherwise improper or unauthorized, the Financial Institution may, but is not obliged to, reverse them from the Account. Verification may take place at a date later than the date You authorized the Transaction, which may affect the Transaction date. Notwithstanding any other provision herein, if at any time the Financial Institution, acting reasonably, ever determines that a credit made to or traced to the Account was made in error or based upon a mistake of fact, or induced through or in any way tainted by fraud or unlawful conduct, We may place a hold on the credit and reverse the credit and any applicable interest.

- 12. FINANCIAL INSTITUTION RECORDS** – Whether a Transaction Record is issued or not, it is Your responsibility to verify that all Transactions have been properly executed by checking the periodic statement or passbook entries itemizing Transactions and reviewing Your Transaction Records. In the absence of evidence to the contrary, Our records are conclusive for all purposes, including litigation, in respect of any instructions given by You to Us through the use of the Debit Card; the contents of any envelope deposited into Your Account at an ATM; the making of a withdrawal, deposit or transfer through the use of the Debit Card; and any other matter or thing relating to the state of accounts between You and Us. Our records of all Transactions will be deemed to be correct and will be conclusive and binding on You. All Transactions will appear on the regular statements of account for the Account.

If You believe or suspect that the records of the Financial Institution contain an error or omission, or reflect unauthorized Account activity, You must give immediate written notice to Us, and in any event, must do so within the shorter of the time provided in the Account Agreement or 45 days from the date of the Transaction.

A copy of any fax or email message or other Remote Instructions or the Financial Institution's notes of any Remote Instructions given by telephone may be entered into evidence in any court proceedings as if it were an original document signed by or on behalf of You. You will not object to the admission of the Financial Institution's or Central 1's records as evidence in any legal proceeding on the grounds that such records are not originals, are not in writing, are hearsay, or are documents containing information extracted from a computer, and all such records will be conclusive evidence of the Remote Instructions in the absence of documentary recorded evidence to the contrary.

- 13. LIABILITY FOR ERRORS AND OMISSIONS** – If the Financial Institution makes an error or omission in recording or processing any Transaction, the Financial Institution is only liable for the amount of the error or omission if You have not caused or contributed to the error or omission in any way, have complied with this Agreement and the Account Agreement, and have given written notice to Us within the time provided in the Account Agreement, and to the extent the liability is not otherwise excluded by this Agreement or the Account Agreement.

If You have given such notice, the Financial Institution's maximum liability is limited to the amount of the error or omission. In no event will We be liable for any delay, inconvenience, cost, loss, or damage (whether direct, indirect, special, exemplary, or consequential) whatsoever caused by, or arising from, any such error or omission.

- 14. EXCLUSION OF FINANCIAL INSTITUTION RESPONSIBILITY** – We are not responsible for any loss or damage suffered or incurred by You except to the extent caused by the gross negligence or intentional or wilful misconduct of the Financial Institution, and in any such case We will not be liable for any indirect, special, consequential, or exemplary damages (including, but not limited to, loss of profits) regardless of the cause of action and even if We have been advised of the possibility of such damages. In no event will We be liable for any cost, loss, or damage (whether direct, indirect, special, or consequential) suffered by You that is caused by:

## TERMS & CONDITIONS (CONTINUED)

- a) the actions of, or any failure to act by, You, a Signing Officer, or any Third Party (and no Third Party will be considered to be acting as an agent for Us unless expressly authorized to do so for that purpose);
- b) the inaccuracies in, or inadequacies of, any information furnished by You to Us, including, but not limited to any failed, duplicative, or erroneous transmission of Remote Instructions;
- c) the failure by Us to perform or fulfill any of Our obligations to You due to any cause beyond Our control; or
- d) forged, unauthorized, or fraudulent use of services, or forged, unauthorized, or fraudulent instructions or Instruments, or material alteration to an instruction, including Remote Instructions.

**15. RISKS AND DUTIES** – Except for loss caused exclusively by Our gross negligence or intentional or wilful misconduct, and subject to the limitations of liability in this Agreement or the Account Agreement, You assume all risk of loss due to the use of The Services, including, without limitation, the risk of Third Party fraud and internal fraud of the Depositor. You further agree that You will notify Us immediately:

- a) of any suspected or actual misuse or unauthorized use of the PAC, PIW, PIN, or Passcode;
- b) if the PAC, PIW, PIN, or Passcode becomes known to anyone other than You; or
- c) if You receive Notification of any Transaction affecting the Account that alerts You of Account activity that was not authorized by You.

You will change the PAC, PIW, PIN, or Passcode if either of the notification requirements above in a) or b) arises.

You acknowledge that You are responsible for all use made of the PAC, PIW, PIN, or Passcode and that We are not liable for Your failure to comply with any part of this Agreement. You are liable for all authorized and unauthorized use, including all Transactions. You are also liable for all fraudulent or worthless deposits made into the Account. Without limiting the generality of the foregoing, You expressly acknowledge and agree that You shall be bound by and liable for any use of the PAC, PIW, PIN, or Passcode by a member of Your or a Signing Officer's, Delegate's, or Non Signer's household whether authorized by You or not.

You acknowledge that You are liable for all transfers authorized by any Signing Officer to linked accounts. You bear all risk for all such Transactions.

Where You know of facts that give rise or ought to give rise to suspicion that any Transactions, instructions in respect of the Account, or Instruments deposited to the Account are fraudulent, unauthorized, counterfeit, or induced through or in any way tainted by fraud or unlawful conduct, or otherwise likely to be returned to Us or found invalid for any reason, You have a duty to make reasonable inquiries of proper parties into such Transactions, instructions, or Instruments, as the case may be, to determine whether they are valid authorized Transactions, instructions, or Instruments, as the case may be, before negotiating or, alternatively, accessing any funds derived from such Transactions, instructions, or Instruments, and to disclose to the Financial Institution Your suspicion and the facts upon which Your suspicion is based ("**Suspicious Circumstances**").

The Financial Institution may, in its sole discretion, investigate any Suspicious Circumstances disclosed by You, but We do not owe You any obligation to undertake Our own investigation of Suspicious Circumstances. The Financial Institution may place a hold on all or some of Your Accounts pending investigation of any improper use of any Account. Any hold imposed by Us pursuant to any of the terms of this Agreement, or investigation undertaken by Us, is imposed or undertaken by Us at Our sole discretion and for the Financial Institution's sole benefit.

Release of a hold by Us is not a confirmation that a Transaction, instruction, or Instrument is in fact good or cleared or not subject to chargeback and may not be relied upon as such by You. If to Our satisfaction any improper use is established, We can withdraw or suspend The Services and operation of the Account without notice.

**16. RIGHTS FOR INNOCENT BREACH** – Subject to the provisions of this Agreement and the Account Agreement:

- a) if You and each Signing Officer did not reveal the PAC, PIW, PIN, or Passcode to any other person, other than authorized Financial Institution agents or officers when required by Us, or write it down or otherwise

record it, and changed the PAC, PIW, PIN, or Passcode when required by this Agreement. You will not be liable for any unauthorized use that occurs after We have received written notice from You that the PAC, PIW, PIN, or Passcode may have become known to someone other than You or the Signing Officers. We will not be considered to have received written notice until the Financial Institution gives You written acknowledgement of receipt of such notice;

- b) if You and each of the Delegates, Non Signers and Signing Officers did not reveal the PAC, PIW, PIN, or Passcode to any other person, other than authorized Financial Institution agents or officers when required by Us, or write it down or otherwise record it, and changed the PAC, PIW, PIN, or Passcode when required by this Agreement, You shall not be liable for any unauthorized use that occurs after We have received written notice from You that the PAC, PIW, PIN, or Passcode may have become known to someone other than You or a Delegate, Non Signer, or Signing Officer. We shall not be considered to have received written notice until We give You written acknowledgement of receipt of such notice; and
- c) We will not otherwise be liable for any damages or other liabilities that You may incur by reason of the Financial Institution acting, or failing to act, on Remote Instructions given in Your name whether or not You or a Signing Officer actually gave the Remote Instructions. We will not be liable for any damages or other liabilities that You may incur by reason of the Financial Institution acting, or failing to act, on no statement requests made by You or a Non Signer through Direct Services for Small Business whether or not You, the Delegate, or the Non Signer actually gave the Remote Instructions.

**17. DISPUTE RESOLUTION – PROCEDURES FOR ADDRESSING UNAUTHORIZED TRANSACTIONS AND OTHER TRANSACTION PROBLEMS** – In the event of a problem with a Transaction or an unauthorized Transaction in relation to The Services, You will report the issue immediately to the Financial Institution. We will investigate and respond to the issue in a timely way. We will not unreasonably restrict You from the use of the Account subject to dispute, as long as it is reasonably evident that You or a Signing Officer did not cause or contribute to the problem or unauthorized Transaction, have fully cooperated with the investigation, and have complied with this Agreement and the Account Agreement. We will respond to reports of a problem or unauthorized Transaction within ten business days and will, within a reasonable period of time thereafter, indicate what reimbursement, if any, will be made for any loss incurred by You. Reimbursement will be made for losses from a problem or unauthorized Transaction in this time frame provided that You have complied with this Agreement and the Account Agreement and on the balance of probabilities it is shown that You and each Signing Officer took all reasonable and required steps to:

- a) protect the confidentiality of the PAC, PIW, PIN, or Passcode as required by this Agreement and the Account Agreement;
- b) use security safeguards to protect against and detect loss, theft, and unauthorized access as required by this Agreement and the Account Agreement; and
- c) act immediately, upon receiving a Notification of, or becoming aware of, an unauthorized Transaction, to mitigate against further loss and report the issue to the Financial Institution.

**18. ACCESS TERMINAL/MOBILE DEVICE SECURITY** – If The Services are made available through the Internet or a telephone service provider, You acknowledge that, although the Financial Institution uses security safeguards to protect against loss, theft, and unauthorized access, because of the nature of data transmission, security is not guaranteed and information is transmitted at Your risk. You acknowledge and shall ensure that any private Access Terminal used by You to access The Services is auto-locked by a password or biometric to prevent unauthorized use of that Access Terminal, has a current anti-contaminant program and a firewall, and that each Delegate, Non Signer, and Signing Officer acknowledges that it is Your personal responsibility to reduce the risk of Contaminants or online attacks and to comply with this provision. You further acknowledge, and shall ensure that each Delegate, Non Signer, and Signing Officer acknowledges, that to reduce the risk of unauthorized access to the Account through the Access Terminal, You will sign out of The Services and, where applicable, close the browser or banking app when finished using it. You further acknowledge, and shall ensure that each Delegate, Non Signer, and Signing Officer acknowledges, that using public or shared computers and certain other Access Terminals, or



## TERMS & CONDITIONS (CONTINUED)

through an open WiFi or shared Bluetooth portal, to access The Services increases the risk of unauthorized access to the Account, and will take all reasonable precautions to avoid such use or inadvertent disclosure of the PAC, PIW, PIN, or Passcode.

- 19. FRAUD PREVENTION AND DETECTION** – You agree to maintain appropriate security controls and procedures to prevent and detect thefts of Instruments, or losses due to fraud or forgery involving Instruments, or fraudulent or unauthorized Transactions.

You agree to diligently supervise and monitor the conduct and work of all agents and employees having any role in the preparation of Your Instruments or conduct of Transactions, Your reconciliation of the statement of account for the Account, or other banking functions.

- 20. LINKS** – If The Services are made available through the Internet, the Financial Institution's website may provide links to other websites, including those of Third Parties who may also provide services to You. You acknowledge that all those other websites and Third Party services are independent from the Financial Institution's and may be subject to separate agreements that govern their use. The Financial Institution and Central 1 have no liability for those other websites or their contents or the use of Third Party services. Links are provided for convenience only, and You assume all risk resulting from accessing or using such other websites or Third Party services.

- 21. THIRD PARTY SERVICES** – The Financial Institution and Central 1 may, from time to time, make services provided by Third Parties available through Direct Services for Small Business or the Financial Institution's website. You acknowledge and agree, and shall ensure that each Signing Officer acknowledges and agrees, that:

- a) the Financial Institution and Central 1 make the services of Third Parties available through Direct Services for Small Business or Our website for Your convenience. The services are provided by the Third Party and not Us or Central 1. Your relationship with the Third Party shall be a separate relationship, independent of the relationship between You, Us, and Central 1, and such a relationship is outside the control of the Financial Institution and Central 1;
- b) We and Central 1 make no representation or warranty to You with respect to any services provided by a Third Party even though those services may be accessed by You or a Signing Officer, Delegate, or Non Signer through Direct Services for Small Business or Our website;
- c) You assume all risks associated with accessing or using the services of Third Parties;
- d) We and Central 1 have no responsibility or liability to You in respect of services provided by a Third Party;
- e) any dispute that relates to services provided by a Third Party is strictly between You and the Third Party, and You will raise no defence or claim against Us and Central 1; and
- f) the *Proceeds of Crime (Money Laundering) and Terrorist Financing Act* and *Regulations* may apply to the services provided by Third Parties and that the Third Parties may, from time to time, adopt policies and procedures to address the reporting, record-keeping, client identification, and ongoing monitoring requirements of that legislation.

- 22. INDEMNITY** – You agree to indemnify and hold Us and Our service providers and Central 1 and all of Our and Central 1's connected parties, including, without limitation, Our and Central 1's respective agents, directors, officers, employees, affiliates, and licensees (collectively, the "**Indemnified Parties**") harmless from and against any and all liabilities and costs, including, without limitation, reasonable legal fees and expenses incurred by the Indemnified Parties in connection with any claim or demand arising out of or connected to Your use of The Services. You must assist and cooperate as fully as reasonably required by the Indemnified Parties in the defence of any such claim or demand. The disclaimers, liability exclusions, liability limitations, and indemnity provisions in this Agreement survive indefinitely after the termination of this Agreement and apply to the extent permitted by law. Without limiting the foregoing, You will indemnify and save the Indemnified Parties harmless from and against all liability, costs, loss, expenses, and damages, including direct, indirect, and consequential, incurred by the Indemnified Parties as a result of:

- a) any of the Indemnified Parties making The Services available to You;

- b) any of the Indemnified Parties acting upon, or refusing to act upon, Remote Instructions;
- c) any of the Indemnified Parties acting upon, or refusing to act upon, no statement requests made by You and the Non Signer through Direct Services for Small Business;
- d) any Transaction that results in a negative balance in the Account; or
- e) the consequences of any Transaction authorized by You or a Signing Officer.

This indemnity shall enure to the benefit of the Indemnified Parties and shall be binding upon You and Your successors and assigns and shall survive the termination of this Agreement for any act or omission prior to termination as gives rise to an indemnified claim, even if notice is received after termination.

- 23. SERVICES ACKNOWLEDGEMENT** – You acknowledge and agree that:

- a) when transfers and bill payments are authorized through Direct Services for Small Business, funds are deemed irrevocably transferred out of the Account and the Transaction cannot be revoked or countermanded by You;
- b) anyone with access to the PAC, PIW, PIN, or Passcode may be able to access The Services and may use the PAC, PIW, PIN, or Passcode to transfer money out of an Account, set up bill payment arrangements, make bill payments, and authorize any other Transaction;
- c) We will not be liable in any way to You or any other person for processing or accepting on the Account any Transaction that results in the transfer of money out of the Account or in the payment of bills, even if the money is used for the benefit of a person other than You, or if bills owed by a person other than You are paid;
- d) You will be liable for all Transactions conducted using The Services, including Transactions that benefit a person other than You or that result in the payment of bills owed by a person other than You; and
- e) a copy of an electronic communication is admissible in legal proceedings and constitutes the same authority as would an original document in writing.

- 24. NO STATEMENT REQUEST AND ONGOING VERIFICATION OBLIGATIONS** – If, at Your request (through You or a Signing Officer, Delegate or Non Signer), We agree to cease printing and mailing statements of account for the Account to You, You acknowledge and agree that:

- a) You will be responsible to obtain (whether from Us or using The Services) and review, after the end of each calendar month, a statement of the activity in the Account, and will, by no later than the end of the following calendar month (the "**Notification Date**"), notify Us of any errors, irregularities, omissions, or unauthorized Transactions of any type in that account record or in any Instrument or other items, or of any forgeries, fraudulent or unauthorized Transactions of any type, and any debits wrongly made to the Account;
- b) notwithstanding any other provision of this Agreement, after the Notification Date (except as to any errors, irregularities, omissions, or unauthorized Transactions of any type of which You have notified Us in writing on or before the Notification Date), You agree that:
  - i) the amount of the balances shown on the last day of the calendar month is correct and binding on You subject to Our right to make reversals in accordance with this Agreement and the Account Agreement;
  - ii) all amounts charged to the Account are valid;
  - iii) You are not entitled to be credited with any amount not shown on the statement of account for the Account for that calendar month;
  - iv) You have verified the validity of any Instruments and instructions; and
  - v) the use of any service shown is correct.

You acknowledge that:

- vi) notwithstanding that an Instrument may be provisionally posted to the Account, it is not considered processed until it has been honoured and irrevocably collected by Us and the time for return by any process of law has expired. The credit represented by an Instrument that is not honoured and collected, or is charged back,

made in error, or tainted by fraud, may be reversed from the Account notwithstanding any provisional posting. The statement of account for the Account will be modified accordingly; and

- vii) notwithstanding that a deposit or other credit may be provisionally posted to the Account, it is not considered processed until it has been verified and accepted by Us. A deposit or other credit that is not verified and accepted may be reversed from the Account notwithstanding any provisional posting. The statement of account for the Account will be modified accordingly.
- c) Despite subsection b) above, if You have authorized PADs to be issued against any of the Accounts, You acknowledge that the Rules provide that, under specified conditions, claims for reimbursement of PADs may be made and:
  - i) where the purpose of the PAD was for payment of consumer goods and services, the time period for making such a claim is 90 calendar days from the date of debiting; and
  - ii) where the purpose of the PAD was for payment of goods and services related to Your commercial activities, the time period for making such a claim is ten business days from the date of debiting.

Claims must be made in writing to Us within the specified time period and in compliance with the Rules, as amended from time to time.

**25. BILL PAYMENTS MADE THROUGH DIRECT SERVICES FOR SMALL BUSINESS** – You acknowledge and agree that:

- a) bill payments made through Direct Services for Small Business are not processed immediately and that the time period for processing depends upon a number of factors, including, without limitation, the time when the bill payment is authorized and the internal accounting processes of the bill payment recipient;
- b) it is Your responsibility to ensure that bill payments are authorized in sufficient time for the payment to be received by the bill payment recipient before its due date;
- c) We and Central 1 will not be liable for any cost, expense, loss, damage, or inconvenience of any nature or kind whatsoever arising as a result of any error, non-payment, or a delay in the processing of bill payments;
- d) if You have made or received a bill payment in error, We may, but are not obliged to, assist You by initiating or processing a “**Bill Payment Error Correction Debit**”, as defined under the Rules, and if so initiated, You agree to indemnify Us for any direct loss, costs, or damages incurred, and will pay to Us any reasonable service charges or fees related to the provision of the service; and
- e) if We initiate or process a Bill Payment Error Correction Debit affecting Your Accounts or affairs, and if We did so without gross negligence or intent to cause loss or harm, We shall be held harmless for any and all loss, costs, or damages suffered or incurred by You, howsoever caused, relating to the bill payment or the Bill Payment Error Correction Debit process.

**26. SERVICES AND THIRD PARTIES** – In respect of all The Services and any Third Party services made available by Us, You shall not, and shall ensure that each Delegate, Non Signer, and Signing Officer does not:

- a) use The Services for an illegal, fraudulent, or defamatory purpose; and
- b) take steps, or cause, or permit anything to be done that could undermine the security or integrity of The Services (including activities that threaten to harm or cause harm to any other participant in the provision, utilization, or support of The Services or Third Party services).

If You or the Delegate, Non Signer or Signing Officer breach these provisions, Your participation in The Services or any service provided by Us or a Third Party may be suspended or terminated.

**27. EDP SERVICES** – If the Financial Institution through Direct Services for Small Business makes EDP Services available and You use the EDP Services:

- a) You consent to epost™ preparing, using, and disclosing reports relative to the performance and operation of the EDP Services, including statistical or performance reports and other analysis, compilation, and information about the EDP Services or You, and reports that pertain to Your involvement in and use of the EDP Services. You further consent to epost™ disclosing to Central 1 Depositor-specific data that consists

of the total number of Billers for which You have registered, without identifying those Billers apart from the Financial Institution and its affiliates, and without identifying detailed data of Your viewing activities;

- b) You acknowledge that epost™ will not respond directly to You with respect to any inquiries, requests, questions, complaints, or other issues relating to the EDP Services in any way, other than to direct You to the Financial Institution or the Biller; and
- c) You acknowledge that the consents contained in a) above are requirements of the EDP Services and that if such consents are withdrawn, Your participation in the EDP Services may be suspended or terminated and any or all documents may not be presented via the EDP Services.

**28. TRANSFERS WITH EXTERNAL ACCOUNTS** – If the Financial Institution through The Services enables You or a Signing Officer to authorize the transfer of funds between the Account and an External Account where You are also the account holder, then:

- a) You agree to inform Us in writing of the External Accounts You wish to link to the Account in a form acceptable to Us;
- b) We reserve the right to refuse to accept the External Account;
- c) You agree to provide Us with the financial institution number, branch address or number, and the account number of the External Account You wish to link to the Account. We reserve the right to verify the External Account. You acknowledge that such verification may require the exchange of personal information of You and any Signing Officer, and You consent, and shall ensure that each Signing Officer consents, to such use and disclosure of personal information;
- d) You and the External Account holder must provide authorization to establish the link between the Account and the External Account;
- e) You agree to not link the Account to an account that is not owned by You;
- f) You acknowledge and agree, and shall ensure that each Signing Officer, Delegate, and Non Signer agrees, that We, at Our discretion, may limit the type of transfers that can be conducted between the Account and the External Account; specifically, whether Transactions will be in the form of credits to the External Account, debits from the External Account, or both credits to and debits from the External Account;
- g) You may only link an Account denominated in Canadian dollars to an External Account denominated in Canadian dollars, or an Account denominated in U.S. dollars to an External Account denominated in U.S. dollars, and only if the External Account is with a financial institution domiciled in Canada;
- h) We reserve the right to limit: the number of External Accounts that can be linked to the Account; the dollar amount of Transactions to or from the External Account; and the number of Transactions to or from the External Account;
- i) We reserve the right to hold funds on the Transaction amount;
- j) You consent, and shall ensure that each Signing Officer, Delegate, and Non Signer consents, to the disclosure to the financial institution that holds the External Account of any personal information provided to Us with respect to Transactions to or from the External Account. You also consent, and shall ensure that each Signing Officer, Delegate, and Non Signer consents, to the disclosure to Us by the financial institution holding the External Account of any personal information provided to such financial institution with respect to Transactions to or from the External Account;
- k) funds usually arrive in Your External Account or Account within three to five business days from the day the Transaction is authorized. We cannot guarantee the date of deposit to the Account or External Account. We and Central 1 will not be liable for any cost, expense, loss, damage, or inconvenience of any nature or kind whatsoever arising as a result of a delay in the processing of Transactions;
- l) all deposits or withdrawals will be reversed if the Transaction cannot be delivered or if it is returned for any reason; and



## TERMS & CONDITIONS (CONTINUED)

- m) You agree that for security or risk management purposes and at Our discretion, a nominal sum may be credited to the External Account once per year.

**29. TRANSFERS WITH LINKED ACCOUNTS** – If the Financial Institution through Direct Services for Small Business enables You or a Signing Officer or Non Signer to link multiple Accounts to a single user name to allow You or a Signing Officer or Non Signer to access the Accounts from a single user name, it will not constitute merging the Accounts. If the Accounts are linked through Direct Services for Small Business, then:

- a) We reserve the right to refuse to accept any Account;
- b) You agree, and shall ensure that each Signing Officer and Non Signer agrees, that We, at Our discretion, may limit the type of Transactions that can be authorized between the Accounts, specifically whether Transactions will be in the form of credits to an Account, debits from an Account, or both credits to and debits from an Account;
- c) We reserve the right to limit: the number of Accounts that can be linked; the dollar amount of Transactions made to or from a linked Account; and the number of Transactions made to or from a linked Account;
- d) the Financial Institution reserves the right to apply a hold on the Transaction amount to a linked Account for a period of time to be determined by Us, during which time the Transaction or portion thereof will not be accessible to You;
- e) You agree, and shall ensure that each Signing Officer and Non Signer agrees, that the Financial Institution cannot guarantee the date of a Transaction to and from a linked Account. The Financial Institution and Central 1 will not be held liable for any cost, expense, loss, damage, or inconvenience of any nature arising as a result of a delay in the processing of Transactions; and
- f) a Transaction will be reversed if the Transaction cannot be delivered or if it is returned for any reason.

**30. INTERAC E-TRANSFER® SERVICES** – If the Financial Institution through Direct Services for Small Business makes *Interac* e-Transfer Services available and You or a Signing Officer authorizes the use of *Interac* e-Transfer Services, You acknowledge and agree, and shall ensure that each Signing Officer, Delegate, and Non Signer agrees, that:

- a) the *Interac* e-Transfer Services are only available in Canadian dollars;
- b) the Account will be debited as soon as You or a Signing Officer initiates a Transaction, and We may hold the Transaction amount until the recipient successfully claims the Transaction or the Transaction is cancelled. We have no obligation to and will not pay interest on the Transaction amount. To the extent permitted at law, We are deemed to have a security interest in the Transaction amount from the time the Account is debited until the recipient successfully claims the Transaction or the Transaction is cancelled;
- c) Transactions sent and received through the *Interac* e-Transfer Services are subject to number and dollar limits that may change from time to time without prior notice to You;
- d) We will not be responsible or liable for any losses or damages incurred as a result of funds held and limits set by Us, Interac Corp., or a Participating Financial Institution;
- e) an *Interac* e-Transfer Notice advising the recipient of the Transaction may be generated within approximately 30 minutes after You or a Signing Officer originates the Transaction;
- f) as the sender or authorizer, You or a Signing Officer will keep the *Interac* e-Transfer Answer confidential and will not disclose it or share it with anyone but the intended recipient;
- g) You or a Signing Officer will select an *Interac* e-Transfer Answer that is known only to the recipient and that cannot be easily determined via social media or other means; You or a Signing Officer will not disclose the *Interac* e-Transfer Answer in the applicable security question, hint or Transaction details; and You or a Signing Officer will not provide the recipient the *Interac* e-Transfer Answer via the email or phone number that was used to send the *Interac* e-Transfer Notice;
- h) if applicable, the recipient must correctly provide the *Interac* e-Transfer Answer to claim the Transaction;

- i) We, the other Participating Financial Institution, and Interac Corp. or Interac Corp.'s agents are entitled to pay the Transaction amount to anyone who, using the *Interac* e-Transfer Services, claims to be the recipient and successfully provides the *Interac* e-Transfer Answer;
- j) We will not be liable for any cost, expense, loss, damage or inconvenience of any nature or kind whatsoever incurred as a result of a Third Party, other than the intended recipient to the Transaction, guessing or obtaining the *Interac* e-Transfer Answer through any means other than in the event of a Wrongful Activity, however notwithstanding the foregoing, in the event of an intercepted Transaction from Your Account where the funds did not reach the intended recipient, We may provide reimbursement to You provided that You or a Signing Officer did not participate in the Wrongful Activity, You fully cooperate in the investigation of such event, and that You have satisfied and remain in compliance with all of the applicable terms and conditions in this Agreement;
- k) as the recipient, You or a Signing Officer will not disclose the *Interac* e-Transfer Answer except as required to claim the transfer;
- l) the recipient may claim a Transaction using Our online banking services or another Participating Financial Institution; Transactions sent via account number, payment identifier, Autodeposit or Request Money feature may be automatically deposited into the account of the recipient/requestor;
- m) if the recipient declines a Transaction that You initiated, the Transaction will be returned to You;
- n) while the *Interac* e-Transfer Notice is usually delivered to the recipient within 30 minutes, We do not guarantee the time of deposit;
- o) as the sender, the Transaction will be returned to You if the recipient does not claim the Transaction within 30 days of the date the Transaction is initiated, if the Transaction cannot be successfully sent to the recipient's *Interac* e-Transfer Contact Information as provided by You, or if the recipient declines the Transaction;
- p) as the sender, You or a Signing Officer is responsible for providing the recipient's correct *Interac* e-Transfer Contact Information and further agree that the recipient has consented to such notice in compliance with any applicable requirements of Canada's Anti-Spam Legislation (CASL) and to Your use of the *Interac* e-Transfer Contact Information for *Interac* e-Transfer Services purposes, including its provision to Us, the other Participating Financial Institution, and Interac Corp.;
- q) We may cancel a Transaction if We have reason to believe that a mistake has occurred or if We believe that the Transaction is a product of unlawful or fraudulent activity;
- r) You are responsible for providing the recipient's correct *Interac* e-Transfer Contact Information and will immediately update it via Direct Services for Small Business if there are any changes to the *Interac* e-Transfer Contact Information;
- s) as the sender, You or a Signing Officer may cancel a Transaction before the recipient successfully claims the Transaction. As the recipient, You or a Signing Officer acknowledges that a Transaction may be cancelled up to the time You or a Signing Officer successfully claims the Transaction;
- t) all disputes will be handled directly between the sender and the recipient without the participation of the Financial Institution or any other party;
- u) We may refuse to provide *Interac* e-Transfer® Services for You;
- v) We will not be liable for any cost, expense, loss, damage, or inconvenience of any nature or kind whatsoever arising as a result of a delay in processing a Transaction;
- w) You are responsible for charges, if any, or data rates that Your applicable service provider may apply for transmitting and receiving data (including but not limited to data roaming charges);
- x) as the recipient, if You have activated the Autodeposit feature for the email address used by the sender to send You funds, or by other means that may become available, such as mobile number, then the money You receive via *Interac* e-Transfer Services is automatically deposited into Your account and You will not have to provide the *Interac* e-Transfer

Answer, notwithstanding that the Autodeposit feature is subject to support by the sender's respective financial institution;

- y) if You or a Signing Officer is the requestor of funds through *Interac e-Transfer Services*, You or a Signing Officer must provide the email address or mobile number of the recipient of Your request, You further agree such request is in compliance with any applicable requirements of Canada's Anti-Spam Legislation (CASL) and that the recipient of such request has consented to Your use of the *Interac e-Transfer Contact Information for Interac e-Transfer Services* purposes, including its provision to Us, the other Participating Financial Institution, and *Interac Corp.*; and You or a Signing Officer must provide the eligible account You want Us to use to deposit the money You receive, if Your recipient accepts Your request; and
- z) You agree that it is Your responsibility, as sender, to provide complete and accurate information about the recipient and, as the recipient to any request for transfer, to respond only to requests that You are expecting and have consented, to such requestor of funds, to receiving.
- aa) You agree and acknowledge that any personal information sent through *Interac e-Transfer Services* by You or a Signing Officer, whether through the transfer of funds or a request for funds, shall be Your responsibility, and the Financial Institution shall not be liable for any cost, expense, loss, damage, or inconvenience for any violation of applicable privacy laws or regulations, as the case may be, and for certainty, You further agree that any transfer of personal information through *Interac e-Transfer Services* shall be subject to the privacy policies of the Financial Institution.

**31. PAYROLL SOLUTION SERVICE** – If the Financial Institution, through *Direct Services for Small Business*, makes the Payroll Solution Service available, You agree, and shall ensure that before permitting each Signing Officer or Delegate to access and use Payroll Solution Service, each Signing Officer or Delegate agrees, that the terms and conditions in this article 31, Payroll Solution Service, govern Your use and each Signing Officer's and Delegate's use of the Payroll Solution Service, and are binding upon You and each Signing Officer and Delegate. If there is any conflict between this article 31, Payroll Solution Service, and the terms and conditions in the rest of this Agreement, then this article 31, Payroll Solution Service, will apply in respect of the Payroll Solution Service. In addition, if You subscribe for the Payroll Solution Service, special terms and conditions will also apply, as more particularly set forth in the Payroll Solution Special Terms attached to and forming part of this Agreement. If there is any conflict between the Payroll Solution Special Terms and the terms and conditions in the rest of this Agreement or in respect of this article 31, then the Payroll Solution Special Terms will apply for the Payroll Solution Service. Further:

- a) in connection with the Payroll Solution Service, You agree, and shall ensure that each Signing Officer and Delegate agrees, to provide true, accurate, current, and complete information about You and Your Account(s). Further, You agree, and shall ensure that each Signing Officer agrees, to notify Us of any changes to such information within a reasonable period of time;
- b) We, Central 1, and the Payroll Solution Service Provider each, individually, have the right, in Our, Central 1's and the Payroll Solution Service provider's sole discretion, to refuse to carry out any payroll transaction or discontinue all or any part of the Payroll Solution Service for any reason, including, but not limited to, inability, cost, or inconvenience of completing a transaction;
- c) You agree, and shall ensure that each Signing Officer and Delegate agrees, to only use content delivered through the Payroll Solution Service on the Payroll Solution Service. You and each Signing Officer and Delegate must not copy, reproduce, distribute, or create derivative works from this content. Further, You agree, and shall ensure that each Signing Officer and Delegate agrees, not to reverse engineer or reverse compile any of the Payroll Solution Service technology, including, but not limited to, any Java applets associated with the Payroll Solution Service;
- d) You agree, and shall ensure that each Signing Officer and Delegate agrees, to license to Central 1, its service providers, and the Payroll Solution Service provider, any information, data, passwords, materials, or other content (collectively, "**Content**") that You, a Signing Officer, or a Delegate provides through or to the Payroll Solution Service. Central 1

and the Payroll Solution Service provider may use, modify, display, distribute, and create new material using such Content to provide the Payroll Solution Service to You, a Signing Officer, or a Delegate. By submitting Content, You agree, or promise that the owner of such Content, which may include personal information, has expressly agreed that, without any particular time limit, and without the payment of any fees, Central 1 and the Payroll Solution Service provider may use the Content for the purposes set out above. Where a Signing Officer or Delegate submits Content, You will ensure that Signing Officer or Delegate agrees, or promises that the owner of such Content has expressly agreed that, without any particular time limit and without the payment of any fees, Central 1 and the Payroll Solution Service provider may use the Content for the purposes set out above. As between Central 1 and the Payroll Solution Service provider, Central 1 owns Your and each Signing Officer and Delegate's confidential account information;

- e) You represent and warrant, and shall ensure that each Signing Officer and Delegate agrees to represent and warrant, that You and each Signing Officer and Delegate have obtained all consents and authorizations required by law in respect of any Third Party's personal information that You, a Signing Officer, or a Delegate, disclose or provide to the Financial Institution, Central 1, or the Payroll Solution Service provider in using the Payroll Solution Service, and that such Third Parties have consented to the disclosure, collection, and use of their personal information to enable the Financial Institution, Central 1, and the Payroll Solution Service provider to carry out the Payroll Solution Service requested by You;
- f) For the purposes of the Payroll Solution Service, You hereby grant, and shall ensure that each Signing Officer and Delegate grants, Central 1 and the Payroll Solution Service provider a limited power of attorney, and appoint Central 1 and the Payroll Solution Service provider as Your and each Signing Officer and Delegate's true and lawful attorney-in-fact and agent, with full power of substitution and re-substitution, for You and each Signing Officer and Delegate, in Your and each Signing Officer and Delegate's name, place, and stead, in any and all capacities, to access Third Party Internet sites, servers, or documents, retrieve information, and use Your and each Signing Officer and Delegate's information, all as described above, with the full power and authority to do and perform each and every act and thing requisite and necessary to be done in connection with carrying out the Payroll Solution Service, as fully to all intents and purposes as You, a Signing Officer, or a Delegate might or could do in person. **You further acknowledge and agree, and shall ensure that each Signing Officer and Delegate further acknowledges and agrees, that when Central 1 or the Payroll Solution Service provider accesses and retrieves or submits information from or to Third Party websites, Central 1 and the Payroll Solution Service provider are acting as Your or the Signing Officer or Delegate's agent, and not the agent of or on behalf of the Third Party.** You further agree, and shall ensure that each Signing Officer and Delegate further agrees, that such Third Parties will be entitled to rely on the foregoing authorization, agency, and limited power of attorney granted by You, a Signing Officer, or a Delegate, as the case may be. You further acknowledge and agree, and shall ensure that each Signing Officer and Delegate further acknowledges and agrees, that the Payroll Solution Service is not endorsed or sponsored by any Third Party accessible through the Payroll Solution Service. Notwithstanding the foregoing, this provision will not be deemed to in any way diminish Your duties and responsibilities to comply with the agreements in place with Third Parties, nor will any right of access to information You granted pursuant to this Agreement create any obligation on the part of the Financial Institution, Central 1, or the Payroll Solution Service provider to monitor or warn You of any unusual or unauthorized account activity on any Account;
- g) You acknowledge and agree, and shall ensure that each Signing Officer and Delegate acknowledges and agrees, that use of the Payroll Solution Service and all information, products, and other content (including that of Third Parties) included in or accessible from the Payroll Solution Service is at Your, the Signing Officer's, or Delegate's sole risk, as the case may be. The Payroll Solution Service is provided on an "as is" and "as available" basis. The Financial Institution, Central 1, and the Payroll Solution Service provider expressly disclaim all warranties of any kind

as to the Payroll Solution Service and all information, products, and other content (including that of Third Parties) included in or accessible from the Payroll Solution Service, whether express or implied, including, but not limited to, the implied warranties of merchantability, fitness for a particular purpose, and non-infringement;

- h) You acknowledge and agree, and shall ensure that each Signing Officer and Delegate acknowledges and agrees, that the Financial Institution, Central 1, and the Payroll Solution Service provider make no warranty that:
  - i) the Payroll Solution Service will meet Your, the Signing Officer's, or the Delegate's requirements;
  - ii) the Payroll Solution Service will be uninterrupted, timely, secure, or error-free;
  - iii) the results that may be obtained from the use of the Payroll Solution Service will be accurate or reliable;
  - iv) the quality of any products, services, information, or other material purchased or obtained by You, a Signing Officer, or a Delegate through the Payroll Solution Service will meet Your, the Signing Officer's, or the Delegate's expectations; or
  - v) any errors in the technology will be corrected;
- i) You acknowledge and agree, and shall ensure that each Signing Officer and Delegate acknowledges and agrees, that any material downloaded or otherwise obtained through the use of the Payroll Solution Service is done at Your, the Signing Officer's, or the Delegate's own discretion and risk and that You, the Signing Officer, or the Delegate, as the case may be, is solely responsible for any damage to Your, the Signing Officer's, or the Delegate's computer system or loss of data that results from the download of any such material. No advice or information, whether oral or written, obtained by You, a Signing Officer, or a Delegate from the Financial Institution, Central 1, or the Payroll Solution Service provider through or from the Payroll Solution Service will create any warranty not expressly stated in this Agreement;
- j) You agree, and shall ensure that each Signing Officer and Delegate agrees, that none of the Financial Institution, Central 1, or the Payroll Solution Service provider, nor any of their affiliates, account providers, or any of their affiliates will be liable for any harms, whether direct, indirect, incidental, special, consequential, or exemplary damages, including, but not limited to, damages for loss of profits, goodwill, use, data, or other intangible losses, even if the Financial Institution, Central 1, or the Payroll Solution Service provider has been advised of the possibility of such damages, resulting from:
  - i) the use or the inability to use the Payroll Solution Service;
  - ii) the cost of getting substitute goods and services;
  - iii) any products, data, information, or services purchased or obtained, or messages received or transactions entered into, through or from the Payroll Solution Service;
  - iv) unauthorized access to or alteration of Your or the Signing Officer's transmissions of data;
  - v) statements or conduct of anyone on the Payroll Solution Service;
  - vi) the use, inability to use, unauthorized use, performance or non-performance of any Third Party site, even if the Third Party has been advised previously of the possibility of such damages; or
  - vii) any other matter relating to the Payroll Solution Service;
- k) You agree, and shall ensure that each Signing Officer and Delegate agrees, not to use or access the Payroll Solution Service if You or any Signing Officer or Delegate is a direct competitor of PaymentEvolution, and You and each Signing Officer or Delegate will not access the Payroll Solution Service for the purposes of monitoring its availability, performance or functionality, or for any other benchmarking or competitive purposes;
- l) You agree to protect and fully compensate the Financial Institution, Central 1, and the Payroll Solution Service provider and their affiliates from any and all Third Party claims, liability, damages, expenses, and costs (including, but not limited to, reasonable attorney fees) caused by or arising from Your or the Signing Officer's use of the Payroll Solution

Service, violation of this article 31, Payroll Solution Services, or infringement, or infringement by any other user of the Account, of any intellectual property or other right of anyone; and

- m) You agree, and shall ensure that each Signing Officer agrees, that the Central 1 and Payroll Solution Service provider is a Third Party beneficiary of the terms and conditions in this article 31, Payroll Solution Service, with all rights to enforce such provisions as if the Payroll Solution Service provider were a party to the agreements that You have provided in this article 31, Payroll Solution Service.

**32. REMOTE DEPOSIT** – If the Financial Institution, through Direct Services for Small Business makes the Remote Deposit Service available and You or a Signing Officer, Delegate or Non Signer use the Remote Deposit Service, You acknowledge and agree, and shall ensure that each Signing Officer, Delegate, and Non Signer agrees, that:

- a) solely for the Remote Deposit Service, the Financial Institution appoints You as its agent, to act on Our behalf in the creation and transmission of an Official Image to Us, and any other related duties that may be required by Us, all in accordance with the Rules and applicable legislation governing Instruments. In this context, transmission to and receipt by Us of the Official Image will have the same effect as if the Instrument was delivered to a branch of the Financial Institution for negotiation and clearing. You acknowledge and agree, and shall ensure that each Signing Officer and Delegate acknowledges and agrees, that You cannot further delegate this role as agent. Further, You acknowledge and agree, and shall ensure that each Signing Officer and Delegate acknowledges and agrees, that You and each Signing Officer and Delegate will be personally responsible and liable for:
  - i) compliance with this Agreement,
  - ii) maintaining adequate security over any Access Terminal used, the location of use of the Access Terminal, and any passwords so as to prevent use by others or interception of data transmitted,
  - iii) ensuring that all Official Images created and transmitted are of good quality and fully and accurately capture all material details of the Eligible Bill,
  - iv) maintaining adequate safeguards and procedures for the preservation of originals of all Eligible Bills transmitted as Official Images, and
  - v) verifying that deposits expected to be made to the Account reconcile with dates and amounts applicable to transmissions made using the Remote Deposit Service and for providing immediate notice to Us of any errors, omissions, irregularities, or concerns about suspicions of fraudulent Instruments or compromise of the security applicable to the use of the Remote Deposit Service;
- b) We may, upon receipt of what reasonably appears to qualify as an Official Image, treat such as an Official Image and, as if it were an original of an Instrument received at a branch of the Financial Institution, subject to the Account Agreement and any of Our policies governing Instruments;
- c) the creation of an Official Image will be done using a method authorized by Us, in Our sole discretion, from time to time. Further, You agree to take all proper and necessary precautions to prevent any other person from purporting to create or transmit an Official Image to the credit of Your Account;
- d) nothing in this Agreement obliges Us to accept for deposit any item whether it is or purports to be an Official Image. You shall not purport to create or transmit an Official Image of any item that does not qualify as an Eligible Bill or any item that is post-dated, stale-dated, received by You from anyone other than the drawer of that item, or that is in any way altered. If You, a Signing Officer or a Delegate has any suspicions or concerns about the authenticity, validity, negotiability, or chain of title to any item purporting to be an Eligible Bill, then You, the Signing Officer or the Delegate, as the case may be, shall not seek to use the Remote Deposit Service for negotiation or collection of that item, but You or a Signing Officer, as the case may be, will instead bring the original of that item to the counter of the branch of Account, identify the specific concerns to Us, and fully disclose all material facts known by You, the



## TERMS & CONDITIONS (CONTINUED)

Signing Officer or the Delegate, as the case may be, relating to that item and fully cooperate with any inquiry or investigation of the concerns;

- e) under the Remote Deposit Service, Eligible Bills are restricted to those Instruments in Canadian dollars or United States dollars, drawn on a financial institution domiciled in Canada or the United States, as and if applicable, in Our sole discretion, from time to time. You shall not seek to use the Remote Deposit Service to deposit any Instrument into an Account different than the currency denominated on the Instrument. Canadian dollar Instruments shall only be deposited to a Canadian dollar Account. United States dollar Instruments shall only be deposited to a United States dollar Account. If You use the Remote Deposit Service with an Instrument that does not qualify for this Service, We, at Our discretion, may refuse to negotiate that Instrument or seek to collect on the Instrument on Your behalf, as though it was a qualifying Instrument but without any liability on Our part for any delay, inability to collect or any issue arising that inhibits or prevents Us from collecting funds on the Instrument;
- f) Official Images received through the Remote Deposit Service are subject to number and dollar limits that may change from time to time without prior notice to You;
- g) any Transaction made on any day or at any time during which We are not open for business may be credited to the Account on Our next business day;
- h) once an Official Image of an Eligible Bill has been transmitted to Us through the Remote Deposit Service, no further Official Images of that Eligible Bill will be created or transmitted through the Remote Deposit Service (or any other similar service) unless You are requested to do so by Us in writing. Further, You agree to make no further use of the original of an imaged Eligible Bill, and shall safely retain possession of the original of the Eligible Bill without further negotiation, transfer, or delivery to any other person or holder. In addition to all obligations and responsibilities either set forth in this Agreement or elsewhere, You agree to indemnify and hold Us and Our service providers and Central 1 and all of their connected parties, including, without limitation, their respective agents, directors, officers, employees, affiliates, and licensees (collectively, the "**Indemnified Parties**") harmless from and against any and all liabilities and costs, including, without limitation, reasonable legal fees and expenses incurred by the Indemnified Parties in connection with any claim or demand arising out of or connected to Your use of the Remote Deposit Service or duplicate negotiation of items that were at any time presented as Official Images of Eligible Bills. You must assist and cooperate as fully as reasonably required by the Indemnified Parties in the defence of any such claim or demand. The disclaimers, liability exclusions, liability limitations, and indemnity provisions in this Agreement survive indefinitely after the termination of this Agreement and apply to the extent permitted by law. Without limiting the foregoing, You will indemnify and save the Indemnified Parties harmless from and against all liability, costs, loss, expenses, and damages, including direct, indirect, and consequential incurred by the Indemnified Parties as a result of any breach of this Agreement, or any claims arising from or relating to misuse of Official Images or items purporting to be Official Images, or negotiation of Eligible Bills where an Official Image has also been transmitted for collection;
- i) on transmission of an Official Image of an Eligible Bill to Us, You are responsible for immediately marking the face of the Eligible Bill with a blatant notation or mark that prevents renegotiation of the Eligible Bill and indicates that the Eligible Bill has been imaged and transmitted, taking care not to obliterate any material particulars of that Eligible Bill. (For example: This can be done by writing "void" or "paid" or placing a diagonal stroke across the face of the item with a pen or brightly coloured highlighter.) For a period of 120 days after transmission of the Official Image to Us, or such shorter period as stipulated by Us in writing, You shall retain and produce to Us immediately on written request the original of all imaged Eligible Bills. If You receive a written request to retain or produce, You shall comply with the written request, and shall, if requested, produce, by delivering to Us, the original of all specified Eligible Bills within five business days of such request. If You fail to comply with the written request made pursuant to this provision, then We can place or continue a hold on or reverse any credit made to the Account in relation to those specified Eligible Bills, even if such creates

an overdraft on the Account. If no written request is received within that time, then 120 calendar days after an Official Image has been transmitted to Us through the Remote Deposit Service or such shorter period as stipulated by Us in writing, and provided that You have verified a credit to the Account that reconciles to the Official Image transmitted, **You agree and shall ensure that each Signing Officer, Delegate, and Non Signer agrees, to immediately proceed with destruction of the original of the Eligible Bill.** Destruction methods include shredding, pulping, burning, or any other means that ensures that the original Instrument cannot be reused;

- j) You are responsible for any and all costs associated with obtaining a replacement Instrument in the event that We request that You re-transmit an Official Image in accordance with h) above, and the original Instrument was destroyed in accordance with i) above, or otherwise lost;
  - k) in Our sole discretion, electronic notices for purposes related to the Remote Deposit Service may be generated and sent to You at Your Contact Info after You use the Remote Deposit Service to transmit an Official Image, including to advise You of the receipt by Us of an Official Image. To receive such electronic notices, You must provide Your Contact Info required by Us;
  - l) an electronic notice, if any, sent in connection with the Remote Deposit Service is for information purposes only and is no guarantee that the Official Image will be accepted by Us or that the Account will be credited; and
  - m) We will not be liable for any cost, expense, loss, damage, or inconvenience of any nature or kind whatsoever arising as a result of use of the Remote Deposit Service, including, but not limited to, a delay in processing a Transaction or if We require You to obtain another Instrument.
- 33. ONLINE PAYMENT** – If the Financial Institution, through The Services, makes the Online Payment Service available and You authorize or a Signing Officer authorizes the use of the Online Payment Service, You acknowledge and agree, and shall ensure that each Signing Officer agrees, that:
- a) if You have previously provided notice to Us that Transactions through The Services require the authorization of more than one Signing Officer, We will not allow You to use the Online Payment Service. For further certainty, You or any Signing Officer, acting alone, can authorize a Transaction through the Online Payment Service;
  - b) the Online Payment Service is only available in Canadian dollars from Participating Merchants;
  - c) Transactions for the Online Payment Service must be initiated by You or a Signing Officer through the appropriate online payment option available on the website of a Participating Merchant. For further certainty, an Initiator Delegate, Read Only Delegate, or Non Signer cannot use the Online Payment Service;
  - d) as soon as You or a Signing Officer authorizes a Transaction through the Online Payment Service, and provided that there are available funds or credit, the amount of the Transaction will be withdrawn from the Account or a hold will be placed in the amount of the Transaction. We will hold the Transaction amount until the Participating Merchant successfully claims the Transaction or 30 minutes have elapsed, whichever comes first. We have no obligation to and will not pay interest on the Transaction amount. To the extent permitted at law, We are deemed to have a security interest in the Transaction amount from the time the Account is held until the Participating Merchant successfully claims the Transaction or the hold is removed;
  - e) Transactions sent and received through the Online Payment Service are subject to number and dollar limits that may change from time to time without prior notice to You;
  - f) We will not be responsible or liable for any losses or damages incurred as a result of funds held and limits set by Us, Interac Corp., a Participating Merchant, or a Participating Financial Institution;
  - g) the Financial Institution, the Participating Financial Institution, and Central 1 are entitled to pay the Transaction amount to anyone who claims to be the Participating Merchant and provides the payment

## TERMS & CONDITIONS (CONTINUED)

authorization details within 30 minutes of the Transaction being authorized by You or a Signing Officer;

- h) We will not be liable for losses or damages incurred as a result of a person other than the intended Participating Merchant receiving the Transaction amount;
- i) if the Participating Merchant cancels, declines, or fails to claim a Transaction that You or a Signing Officer authorized, the Transaction amount will be reinstated after 30 minutes have elapsed since the Transaction was authorized. However, We cannot guarantee the date or time that the hold on the Transaction amount will be removed;
- j) We, Central 1, or Interac Corp. may cancel a Transaction once it is authorized but before payment authorization details are sent to the Participating Merchant, if there is reason to believe that a mistake has occurred or that the Transaction is a product of unlawful or fraudulent activity;
- k) once payment authorization details have been sent to the Participating Merchant, a Transaction cannot be cancelled. Payment authorization details are sent immediately after a Transaction is authorized by You or a Signing Officer;
- l) all disputes, including requests for refunds, will be handled directly between You or a Signing Officer and the Participating Merchant without Our participation or the participation of any other party. A refund, if any, may be received through Direct Services and Central 1 for credit to the Account, or through such other method the Participating Merchant deems appropriate;
- m) We may refuse, in Our sole discretion, to provide the Online Payment Service for You;
- n) in Our sole discretion, electronic Notifications for purposes related to the Online Payment Service may be generated and sent to You at Your Contact Info after You or a Signing Officer authorizes a Transaction, including to advise You that the Account has been debited. To receive an electronic Notification, You must provide Your Contact Info required by Us;
- o) an electronic Notification, if any, sent in connection with the Online Payment Service is for information purposes only and is no guarantee that the Participating Merchant will successfully claim the Transaction or that You have successfully purchased the product or service from the Participating Merchant; and
- p) We will not be liable for any cost, expense, loss, damage, or inconvenience of any nature or kind whatsoever arising as a result of using the Online Payment Services, including, but not limited to, a delay in processing a Transaction or a Participating Merchant failing to claim a Transaction.

### 34. INVOICING SERVICES – If the Financial Institution through Direct Services for Small Business makes Invoicing Services available and the Depositor uses the Invoicing Services:

- a) the Depositor consents to the Financial Institution disclosing to Central 1 Depositor-specific data relating to the Depositor's use of the Invoicing Services, including data about the Depositor's customers and the timeliness of their payments;
- b) the Depositor acknowledges that the consents contained in a) above are requirements of the Invoicing Services and that if such consents are withdrawn, the Depositor's participation in the Invoicing Services may be suspended or terminated;
- c) the Depositor is solely responsible for all data and all documents it creates using the Invoicing Services, including the accuracy of data relating to each of the Depositor's customers, and the accuracy of invoices it sends to its customers;
- d) the Depositor agrees that the Financial Institution, although it has no obligation to do so, has the absolute discretion to remove, screen, or edit without notice any invoice posted or stored using the Invoicing Services, and the Financial Institution may do this at any time if it deems an invoice or the Depositor's business related to the invoice to be unlawful or inappropriate;
- e) the Depositor is solely responsible for maintaining copies of its invoices;

- f) the Depositor may only use the Invoicing Services for the intended purpose of facilitating the generation, delivery, and tracking of invoices; and
- g) the Depositor agrees that the Invoicing Services are provided on an "as is" basis without warranties of any kind, either express or implied, and the Financial Institution expressly disclaims all other warranties, including implied warranties of merchantability, fitness for a particular purpose, title, and non-infringement. The Financial Institution does not represent or warrant that:
  - i) the Invoice Services will be reliable, uninterrupted, timely, secure, or error-free;
  - ii) the Invoice Services will meet the Depositor's or Signing Officer's requirements; or
  - iii) any errors in the Invoice Services technology will be corrected.

**35. VIEWING CHEQUE IMAGING** – The Financial Institution may, in connection with Direct Services for Small Business, permit You, the Non Signer, or a Signing Officer to view and print images of Instruments drawn on the Account and such images may be made available before We have determined whether the Instrument will be honoured or accepted. You acknowledge and agree that such images are made available by Us as a service to You and the provision of such images does not mean that the Transaction has been processed, nor does it in any way oblige Us to honour or accept the Instrument.

**36. VIEWING DOCUMENTS** – We may, in connection with Direct Services for Small Business, permit the Delegate, Non Signer, or Signing Officer to view and print images of documents. You acknowledge and agree that such images are made available by Us as a service to You and the provision of such images does not in any way oblige Us to permit the Delegate, Non Signer, and Signing Officer to view and print images of documents.

**37. MOBILE PAYMENT SERVICES FOR SMALL BUSINESS** – The Financial Institution may, in connection with Mobile Payment Services for Small Business, permit You to perform electronic payments at a POS or ATM using a Mobile Device in conjunction with a Debit Card and PIN, or a virtual Debit Card and Passcode.

**38. NATURE AND PURPOSE OF THE DEBIT CARD** – You will use the Debit Card only for the purpose of obtaining services as agreed upon between You and Us. On 30 days' written notice, We may add or remove from the types of uses that are permitted. The issuance of the Debit Card does not amount to a representation or a warranty that any particular type of service is available or shall be available at any time in the future. This Agreement, and the fact that You have the use of the Debit Card, does not give You any credit privileges or any entitlement to overdraw Your Account, except as may be provided by separate agreement with Us.

**39. WITHDRAWALS AND DEPOSITS** – Unless You have made other arrangements with Us, amounts credited to Your Account as a result of deposits using the Debit Card will not be available for withdrawal until the deposits are verified and negotiable items such as cheques are paid. Withdrawals or transfers effected by the use of the Debit Card will be debited to Your Account at the time they are made. You will not deposit any coins or worthless, counterfeit or fraudulent items to Your Account, into any ATM, or using Your Mobile Device, and will pay to Us any damages, costs or losses suffered by Us as a result of any such deposit.

**40. LIABILITY – CONSEQUENCES OF BREACH OF DEBIT CARD SECURITY** – Once You have first used the Debit Card, or virtual Debit Card as part of the Mobile Payment Services for Small Business, You will be liable for all authorized and unauthorized uses of the Debit Card by any person up to Your established daily withdrawal limit (including funds accessible through a line of credit or overdraft privilege), for each day through until the expiry or cancellation of the Debit Card. However, in the event of alteration of Your Account balance due to technical problems, card issuer errors and system malfunctions, You will be liable only to the extent of any benefit You have received, and will be entitled to recover from Central 1 any direct losses You may have suffered. The Financial Institution will have the discretion to relieve You from liability for unauthorized use of Your Debit Card either through no fault of Your own or in a case where You have inadvertently contributed to the unauthorized use of Your Debit Card. You will cooperate in any investigation. We will not be liable to You for any action or failure to act of a Merchant or



refusal by a Merchant to honour the Debit Card, whether or not such failure or refusal is the result of any error or malfunction of a device used to effect or authorize the use of the Debit Card for a POS Transaction. You understand that You must not use Your Debit Card, for any unlawful purpose, including the purchase of goods and services prohibited by local law applicable in Your jurisdiction.

- 41. LOST OR STOLEN DEBIT CARD – COMPROMISE OF PIN OR MOBILE DEVICE** – If You become aware that the Debit Card or Your Mobile Device used in conjunction with Mobile Payment Services for Small Business is lost or stolen, or that the PIN or Passcode has been made accessible to another person, or if any other person's biometric gets stored on Your Mobile Device, You will notify Us or Our agent immediately, whereupon the Debit Card will be cancelled, Mobile Payment Services for Small Business suspended or the PIN or Passcode changed. The instant such notice is actually received by Us or when We are satisfied that You became the victim of fraud, theft, or coercion by trickery, force or intimidation, Your liability for further use of the Debit Card or Mobile Payment Services for Small Business will terminate, and You will be entitled to recover from Us any subsequent losses suffered by You through the use of the Debit Card or Mobile Payment Services for Small Business.
- 42. PROCEDURES FOR ADDRESSING UNAUTHORIZED TRANSACTIONS AND OTHER TRANSACTION PROBLEMS** – In the event of a problem with a Debit Card Transaction, or unauthorized Debit Card Transaction, other than a matter related to goods or services provided by Merchants, You will report the issue promptly to Us and We will investigate and respond to the issue on a timely basis. We will not unreasonably restrict You from the use of any funds subject to dispute, provided that it is reasonably evident that You did not contribute to the problem or unauthorized Transaction. We will respond to Your report of a problem or unauthorized Transaction within ten business days and will indicate what reimbursement, if any, will be made for any loss incurred by You. Reimbursement will be made for losses from a problem or unauthorized use in this time frame provided that on the balance of probabilities it is shown that You did not knowingly contribute to the problem or unauthorized Transaction and that You took reasonable steps to protect the confidentiality of Your PIN or Passcode. An extension of the ten day limit may be necessary if We require You to provide a written statement or affidavit to aid Our investigation.
- 43. DISPUTE RESOLUTION** – If You are not satisfied with Our response, We will provide You, upon request, a written account of Our investigation and the reasons for Our findings. If You are still not satisfied, the issue will be referred to either a dispute resolution service or external mediator, as agreed between You and Us. Neither We nor You will have the right to start court action until 30 days have passed since the issue was first raised with Us. Any dispute related to goods or services supplied in a POS Transaction is strictly between You and the Merchant, and You will raise no defense or claim against Us.
- 44. FEES** – You acknowledge having been advised of, and will pay, the applicable fees now in effect for services available under this Agreement. New or amended fees for Mobile Payment Services for Small Business will only become effective 30 days after publication by Us.
- 45. FOREIGN CURRENCY TRANSACTION** – If You provide Instructions to conduct a Transaction that is denominated in a currency other than the currency of Your Account, and We accept the Instructions or Transaction, a conversion of currency is required. When a conversion of currency is made We may act as principal with You in converting the currency at rates established or determined by Us, affiliated parties, or through parties with whom We contract for foreign exchange services. In addition to applicable service charges, We and Our affiliates and contractors may earn revenue, commissions, or fees on currency conversions. You agree that such revenue, commissions or fees may be included in and charged as part of the exchange rate charged to You. The cost of currency conversion may not be known to You or precisely determinable in advance or until the amount of the Transaction is charged to Your Account. If currency conversions on this basis are not acceptable to You, You agree that You will not transact in foreign currency on Your Account, including withdrawing foreign currency from ATMs, POS Transactions in foreign currency, by use of Direct Services or Mobile Payment Services for Small Business or delivering any Instrument or processing any Transaction to Us for deposit in a currency other than the currency of Your Account. We agree to convert currency at commercially reasonable rates, including revenue, commissions, and fees charged in respect of the conversion.

When You purchase foreign currency from Us, in branch, the rate of exchange We charge You and any service charges You must pay will be disclosed or, alternatively, made available to You on request, at the time of the Transaction.

If You deposit Instruments or process a Transaction denominated in a currency other than the currency of Your Account, and We accept the Instrument or Transaction for deposit, You agree that We may convert the amount of the Instrument or Transaction to the currency of the Account using Our sell rate for the currency of the Instrument or Transaction in effect at the time the conversion is processed. If We have not established a sell rate for the currency of the Instrument or Transaction in the currency of Your Account, You agree that We may:

- a) convert the funds for provisional credit to the currency of the Account using a commercially reasonable rate of exchange available from Third Parties to purchase the currency of the Account using the currency of the Instrument accepted for deposit, or to purchase a currency for which We have a sell rate and then to convert that amount to the currency of the Account at Our sell rate for that currency; and
- b) for such Transactions, charge You a conversion fee, up to a maximum of 5% of the value of the Transaction, in addition to any other service charges You must pay.

You also agree that if any Instrument or Transaction in a currency other than the currency of Your Account is accepted for deposit, such deposit is provisional and subject to reversal. If any such Transaction must be reversed, the process outlined above for conversion of Your deposits, will apply to conversions undertaken for return of funds, and that You may be charged additional fees, commissions and service charges, as part of that conversion. The amount charged to Your Account for return of funds may be different than the amount of the deposit. The risk of loss on such Transactions shall be borne by You without any right of recourse against Us, and without any right to recover any fees charged to You in respect of the original deposit.

When You conduct Transactions with a Mobile Device or at an ATM, or through a POS, in a foreign currency We receive a debit instruction initiated by You and which may be received by Us after processing through one or more international electronic networks that participate in the international payments system (the "Instruction"). The Instruction We receive may ask Us to pay a stipulated amount that may either be denominated in Canadian Dollars or in U.S. Dollars, regardless of the currency of Your Transaction with the Mobile Device, ATM or POS. The Transaction amount between You and Us will be the amount of Your Transaction, plus any fees by the owner of the ATM or POS, plus any revenue, commissions or fees of Third Parties that processed the Transaction or converted the foreign currency before it is received as a debit Instruction by Us. Foreign currency conversion completed by Third Parties occurs at rates that We do not set, and which may include revenue, commissions or fees of those Third Parties. More than one currency conversion may be completed by Third Parties before Your Instruction is received by Us. The amount ultimately charged to Your Account will at a minimum be the amount of the Instruction either in the currency of Your Account or U.S. Dollar value of the Instruction received by Us through the electronic network. If the Transaction is conducted on an Account denominated in Canadian Dollars and the Instruction is received in U.S. Dollars, the amount charged to Your Account will be the amount of the U.S. Dollar Instruction received by Us, converted to Canadian Dollars at Our sell rate for purchase of U.S. Dollars in effect at the time of the conversion. Our services charges and fees for Transactions on Your Account may be added to the Transaction in accordance with Our published service and fee brochure.

Currency conversions will be completed when and at rates in effect when the Transaction is processed by Us which may not be the same rate in effect when We complete Your Transaction.

- 46. TERMINATION OF AGREEMENT** – The Financial Institution remains the owner of the Debit Card and may restrict the use of the Debit Card, or may terminate this Agreement and Your right to use the Debit Card, at any time without notice. You will return the Debit Card to Us or disable the Mobile Payment Services for Small Business on Your Mobile Device upon request.
- 47. CARDHOLDER PRIVACY** – You acknowledge that We have policies to protect Your privacy and that You may obtain particulars upon request. You hereby consent to the collection and use of Your personal information by Us and Our affiliates to monitor use of financial services, in order to detect fraud, develop needed products and services, and offer members needed services. However, if You have given or hereafter give express consent to the

## TERMS & CONDITIONS (CONTINUED)

collection, use and further disclosure of Your Personal Information by the Financial Institution in form and content that is more permissive than the consent provided herein, the other form of consent shall govern Our relationship. You may withdraw Your consent at any time by contacting the Financial Institution's Privacy Officer.

- 48. CODE OF PRACTICE** – You understand that the Financial Institution has endorsed the voluntary Canadian Code of Practice for Consumer Debit Card Services, a copy of which is available from Us on request or at [www.fcac-acfc.gc.ca](http://www.fcac-acfc.gc.ca). We will be guided in the exercise of Our discretion by the principles of the Canadian Code of Practice for Consumer Debit Card Services in administering the operation of Debit Card Services, although both You and We acknowledge and agree that it is not binding for purposes of this Agreement.
- 49. ELIGIBILITY REQUIREMENTS** – In order to use Mobile Payment Services for Small Business, You must: a) be an Authorized User on an Account in good standing with Us; b) have a Mobile Device; and c) meet any other requirements for the access and use of Mobile Payment Services for Small Business that are specified by Us.
- 50. SOLD OR DISPOSED MOBILE DEVICE** – If You intend to sell, give away or dispose of Your Mobile Device, You must first delete the Financial Institution's banking app from Your Mobile Device.
- 51. TERMINATION OR SUSPENSION OF MOBILE PAYMENT SERVICES FOR SMALL BUSINESS** – You may terminate Your use of Mobile Payment Services for Small Business at any time by contacting Us. The Financial Institution may terminate or suspend Your use of Mobile Payment Services for Small Business for any reason at any time without notifying You in advance.
- 52. MOBILE DEVICE SECURITY** – You are prohibited from using Mobile Payment Services for Small Business on a Mobile Device that You know or suspect has had its security or integrity compromised (e.g., where the Mobile Device has been "rooted" or had its security mechanisms bypassed). You will be solely liable for any losses, damages and expenses incurred as a result of Your use of Mobile Payment Services for Small Business on a compromised Mobile Device. You further acknowledge that You will properly maintain the security of Your Mobile Device used in conjunction with Mobile Payment Services for Small Business by protecting it with a secure access code or biometric, by knowing its location at all times, and by keeping it up to date with the latest operating system software, security patches and anti-virus and anti-spyware programs. You will not allow other persons to store their biometrics on Your Mobile Device. If You lose Your Mobile Device, You will act promptly to prevent unauthorized use.
- 53. WARRANTIES AND LIABILITIES** – You acknowledge and agree that: a) We do not warrant the operability or functionality of Mobile Payment Services for Small Business or that it will be available to complete a Transaction; b) We do not warrant that any particular merchant will offer the payment method accessed through Mobile Payment Services for Small Business; and c) We do not guarantee the availability or operability of any wireless networks or of any Mobile Device. You understand that You should keep Your physical Debit Card with You to use in the event Mobile Payment Services for Small Business are unavailable for whatever reason. Furthermore, You explicitly exclude Us, all partners and associated service providers from all liability whatsoever in relation to Mobile Payments Services for Small Business, and by extension their respective directors, officers and employees, including, without limitation, any liability in relation to the sale, distribution, use or the performance or non-performance of Mobile Payments Services for Small Business. You acknowledge and confirm ownership of the respective intellectual property rights by the Financial Institution and its partners and associated service providers.
- 54. LOCATION-BASED SERVICES (ONLY APPLICABLE IF MOBILE APP IS USED IN CONJUNCTION WITH LOCATION-BASED SERVICES)** – You acknowledge that Mobile Payment Services for Small Business may be used in conjunction with location-based services, and agree that We may collect, transmit, process, display, disclose, maintain or use location-based data.
- 55. USER LICENSING TERMS** – You agree that You will not copy, modify, adapt, enhance, translate or create a derivative work of Mobile Payment Services for Small Business or any part of The Services. You will not license, sublicense, market or distribute Mobile Payment Services for Small Business, or provide any copies to a Third Party. You will not attempt to reverse engineer, decompile, disassemble or make error corrections to any part of Mobile

Payment Services for Small Business, and You will not use any part of Mobile Payment Services for Small Business to gain access to interconnecting software applications to do the same.

- 56. JURISDICTION** – You acknowledge that this Agreement is subject to the laws and jurisdictions as defined by Us, irrespective of where You downloaded or enabled Mobile Payment Services for Small Business. You understand that We may monitor and enforce compliance with these terms.
- 57. RECEIPT OF COPY OF AGREEMENT** – You acknowledge the receipt of a true copy of this Agreement or a previous version signed by You upon initiation of the PIN-based Debit Card service or Mobile Payment Services for Small Business and that this Agreement does not require signature by Us. You acknowledge that this Agreement may be amended unilaterally by Us upon 30 days' notice being published on the Financial Institution's Website or on Our banking app or by posting notice of the changes to this Agreement in branch and until this Agreement is terminated, the use or continued use of the Debit Card or Mobile Payment Services for Small Business by You shall be conclusively deemed to be the acceptance by You of any amendments to this Agreement. You also agree to keep this copy of this Agreement for Your own records. You understand You may obtain from any branch of the Financial Institution a copy of any changes to this Agreement or the revised agreement.
- 58. MODIFICATION OF AGREEMENT** – The Financial Institution may, in its sole discretion, amend the terms and conditions of this Agreement as it relates to Your future use of The Services from time to time, for any reason, without any liability to You or any other person. The Financial Institution may provide notice of a change to this Agreement by mailing notice to Your last known address, by posting notice at the Financial Institution's premises, by personal delivery, or by any other means the Financial Institution, acting reasonably, considers appropriate to bring the modification to Your attention. You are responsible for regularly reviewing the terms and conditions of this Agreement. If You use The Services after the effective date of an amendment to this Agreement, it will mean that You agree to the amendment and adopt and are bound by the newer version of this Agreement. You must not change, supplement, or amend this Agreement by any means.
- 59. OTHER AGREEMENTS – SCOPE OF AGREEMENT** – This Agreement supplements any prior agreement governing the use of the Debit Card and the PIN or virtual Debit Card and the Passcode, but does not replace or supersede any agreement or provision of any agreement relating to any loan, credit facility or the operation of any Account. This Agreement applies to any Account specified herein, as well, to any other account designated by You from time to time for use in connection with the Debit Card or Mobile Payment Services for Small Business.

In addition to this Agreement, the terms and conditions of the Account Agreement between You and the Financial Institution will apply to The Services and to Transactions made under this Agreement, except as expressly provided otherwise in this Agreement. If there is a conflict between the terms and conditions of the Account Agreement or any other agreements between You and the Financial Institution and the terms and conditions of this Agreement, then the terms and conditions of this Agreement will supersede and apply in respect of The Services. There are no representations or warranties made by Us to You concerning The Services except for the representations, warranties, and obligations of the Financial Institution as expressly set out in this Agreement. Any advice, information, or statements provided by Us, Central 1, or Our or Central 1's service providers, agents, or their representatives, whether oral or written, will not create any representation, warranty, or condition, or vary or amend this Agreement, including the above liability exclusions, liability limitations, release and indemnity provisions, and You may not rely upon any such advice or information.

- 60. NOTICES** – Any notice required or permitted to be given to the Financial Institution in connection with this Agreement must be in writing and must be addressed and delivered to the Financial Institution at the address or fax number set forth on the Account Agreement. Any notice required or permitted to be given to You in connection with this Agreement may be given to You by delivering a written notice to Your Contact Info, or, except as to confidential financial information specific to You, by posting notice at the Financial Institution's premises or on the Financial Institution's website or banking app, or by any other means We, acting reasonably, consider appropriate to bring the notice to Your attention. You are deemed to have received any notice sent by Us to Your Contact Info on the earlier of the time and date that You actually

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## TERMS & CONDITIONS (CONTINUED)

receive the notice or 24 hours after We send it, if sent by email, SMS text message or facsimile and five days if sent by mail.

61. **TERMINATION** – This Agreement may be terminated by either the Financial Institution or You on not less than one business day's prior written notice. Any notice of termination shall not release You from any obligations under this Agreement.
62. **ELECTRONIC EXECUTION** – This Agreement may be executed electronically. Use of The Services shall be deemed to be acceptance of these terms and conditions as of the date of first use, or in the case of a modification of this Agreement, acceptance of the modified terms and conditions.
63. **APPLICABLE LAW** – This Agreement is governed by the laws of the province of the Account, or if more than one Account, then the jurisdiction of incorporation of the Financial Institution and the federal laws of Canada applicable therein, excluding any rules of private international law or the conflict of laws which would lead to the application of any other laws.
64. **ENUREMENT** – This Agreement will take effect and continue for the benefit of and be binding upon each of the Financial Institution and You and Your successors and assigns.
65. **PROCEEDS OF CRIME LEGISLATION** – You acknowledge that the *Proceeds of Crime (Money Laundering) and Terrorist Financing Act* and *Regulations* apply to the operation of the Account and that We will, from time to time, adopt policies and procedures to address the reporting, record-keeping, client identification, and ongoing monitoring requirements of that legislation. You agree, and shall ensure that any Signing Officer, Delegate or Non Signer agrees, to abide by and comply with all such laws and procedures.
66. **SEVERABILITY** – This Agreement will be enforced to the fullest extent permitted by applicable law. If for any reason any provision of this Agreement is held to be invalid or unenforceable to any extent, then:
  - a) the offending portion of the provision shall be expunged and the remainder of such provision will be interpreted, construed, or reformed to the extent reasonably required to render the same valid, enforceable, and consistent with the original intent underlying such provision; and
  - b) such invalidity or unenforceability will not affect any other provision of this Agreement.
67. **NO WAIVER** – No waiver by Us of any breach of or default under this Agreement shall be deemed to be a waiver of any preceding or subsequent breach or default. We may, without notice, require strict adherence to the terms and conditions of this Agreement, despite any prior indulgence granted to or acquiesced in by Us.
68. **CHOICE OF LANGUAGE** – It is the express wish of the parties that this Agreement and any related documents be drawn up and if execution is required, to be executed in English. Les parties conviennent que la présente convention et tous les documents s'y rattachant soient rédigés et signés en anglais.

## PAYROLL SOLUTION SCHEDULE — SPECIAL TERMS (“PAYROLL SOLUTION SPECIAL TERMS”)

- 1. ACCEPTANCE OF PAYROLL SOLUTION SPECIAL TERMS** – These Payroll Solution Special Terms govern Your use of the Payroll Solution Service, as defined in this Agreement. By subscribing for, using, or continuing to use the Payroll Solution Service, You agree that You accept these Payroll Solution Special Terms and that they form and are part of the Agreement. The Financial Institution does not offer Direct Services for Small Business Accounts other than in accordance with these terms and conditions.
- 2. PAYROLL SOLUTION SERVICE** – You understand that the Payroll Solution Service is being offered through Your Financial Institution in coordination with Central 1 Credit Union (“Central 1”) and PaymentEvolution Corporation (“PaymentEvolution”) and that it is an express requirement of PaymentEvolution that if You wish to subscribe, access, or use the Payroll Solution Service that You must consent to the incorporation of certain terms to the Agreement with the Financial Institution as more particularly set forth in the Mandatory Provisions for Payroll Solution as set forth in the Schedule I below, (the “Payroll Solution Mandatory Provisions”) in addition to PaymentEvolution’s terms of service in effect from time to time. At the time publication of this document, PaymentEvolution’s terms of service are available at <https://paymentevolution.com/TermsFI>.
- 3. DISCLOSURE OF CONFIDENTIAL INFORMATION** – You understand that subscription to the Payroll Solution Service by linking Your Account(s) at the Financial Institution will require that You share certain otherwise confidential and personal information to engage the Payroll Solution Service. You authorize the Financial Institution, Central 1, and their respective agents, representatives, and service providers, (collectively referred to solely for purposes of these Payroll Solution Special Terms as the “F.I. Affiliates”) as well as PaymentEvolution, to collect, use, and disclose Your personal information in order to enable access to the Payroll Solution Services through Your Account with the Financial Institution. Notwithstanding the foregoing, this provision shall not create any obligation on the part of the F.I. Affiliates and PaymentEvolution, to monitor or warn You of any unusual or unauthorized account activity on any Account.
- 4. PAYROLL SOLUTION SERVICE DISCLAIMER** – You agree to accept all risk associated with Your use of the Payroll Solution Service, including all risk associated with disclosure of Your personal access codes, personal information, and any confidential or personal information that You may submit through the Payroll Solution Service. You agree and acknowledge that, to the extent permitted by law, neither the Financial Institution nor any F.I. Affiliate, nor PaymentEvolution will be responsible or liable for any loss, harm, or damage, of any kind, related to or arising from disclosure of Your personal access codes, Your personal information, or Your confidential information for purposes of enabling Your access to and use of the Payroll Solution Service, subject to the Financial Institution, F.I. Affiliate, or PaymentEvolution being liable for the consequences of their own acts and that of their representatives.
- 5. MARKETING CONSENT FOR PAYROLL SOLUTION SERVICE** – You agree that if You have previously provided to the Financial Institution a marketing consent to receive promotional offers, then the Financial Institution, and its agents, representatives, and service providers may use the information from Your Account(s) to provide promotional and marketing information to You.
- 6. WITHDRAWAL OF CONSENT** – You can withdraw Your consent for the collection, use, and disclosure of Your personal information at any time by contacting the Financial Institution. If You withdraw Your consent, the Financial Institution may no longer be able to provide certain services, including, but not necessarily limited to Payroll Solution Service. You understand that certain additional integrated services offered by the Financial Institution may no longer be available.

## SCHEDULE I — MANDATORY PROVISIONS FOR PAYROLL SOLUTION (“PAYROLL SOLUTION MANDATORY PROVISIONS”)

- 1. CONTENT YOU PROVIDE** – You hereby grant to the Financial Institution and F.I. Affiliates, including Central 1 and PaymentEvolution (collectively, the “Service Providers”), a license to use any information, data, passwords, materials, or other content (collectively, “Your Content”) that You provide through or to the Payroll Solution Service for the following purposes:
  - a) to make available the Payroll Solution Service to You; and
  - b) to provide each other with information generated from Your Content so that they may use the information to provide or offer additional or complementary services to You,(collectively, the “Permitted Purposes”).

The Financial Institution and Service Providers may use, modify, display, distribute, and create new material using Your Content for the Permitted Purposes. By submitting Your Content, You agree, or promise that the owner of Your Content has expressly agreed that, without any particular time limit and without the payment of any fees, the Financial Institution and Service Providers may use Your Content for the Permitted Purposes. As between the Financial Institution and Service Providers, the Financial Institution owns Your confidential account information.
- 2. THIRD PARTY PERSONAL INFORMATION** – You represent and warrant that You have obtained all consents and authorizations required by law in respect of any Third Party’s personal information that You disclose or provide to the Financial Institution or the Service Providers in using the Payroll Solution Service, and that such Third Parties have consented to the disclosure, collection, and use of their personal information to enable the Financial Institution and the Service Providers to carry out the Payroll Solution Service requested by You.
- 3. YOUR RESPONSIBILITIES** – You shall:
  - a) be responsible for Your and Your Users’ compliance with the terms of these Payroll Solution Mandatory Provisions and the terms of PaymentEvolution’s terms of service in effect from time to time. At the time publication of this document, PaymentEvolution’s terms of service are available at <https://paymentevolution.com/TermsFI>;
  - b) be responsible for the accuracy, quality, integrity, and legality of and for the means by which You acquired, Your Content;
  - c) use commercially reasonable efforts to prevent unauthorized access to, or use of, the Payroll Solution Service, and promptly notify the Service Providers of any such unauthorized access or use; and
  - d) provide current and complete information at all times when using the Payroll Solution Service. Neither the Financial Institution, nor the Service Providers, will be liable for any cost, loss, damage, injury, inconvenience, or delay of any nature or kind whatsoever, whether direct, indirect, special, or consequential, that You may suffer in any way arising from any information provided by You that is untrue, inaccurate, out of date, or incomplete.
- 4. STATUTORY REMITTANCES AND OTHER DEDUCTIONS** – You acknowledge that the Payroll Solution Service includes features which enable You to direct statutory deductions and other deductions from payroll to be remitted to Third Parties, including, without limitation, the Canada Revenue Agency. You authorize the Financial Institution and Service Providers to make these remittances on Your behalf. You hereby grant to the Financial Institution and Service Providers a limited power of attorney, and You hereby appoint each of the Financial Institution and Service Providers as Your true and lawful attorney-in-fact and agent, with full power of substitution and re-substitution for You and in Your name, place, and stead, in any and all capacities, to access Third Party sites, servers, or documents, retrieve information, and use Your information, all as described above, with the full power and authority to do and perform each and every act and thing requisite and necessary to be done in connection with such activities, as fully to all intents and purposes as You might or could do in person. YOU ACKNOWLEDGE AND AGREE THAT WHEN THE FINANCIAL INSTITUTION OR SERVICE PROVIDERS ACCESS AND RETRIEVE INFORMATION FROM A THIRD PARTY SITE, THE FINANCIAL INSTITUTION AND SERVICE

## PAYROLL SOLUTION SCHEDULE — SPECIAL TERMS (“PAYROLL SOLUTION SPECIAL TERMS”)

PROVIDERS ARE ACTING AS YOUR AGENT, AND NOT THE AGENT OR ON BEHALF OF THE THIRD PARTY THAT OWNS OR OPERATES THE THIRD PARTY SITE. You agree that Third Party account providers and site operators will be entitled to rely on the foregoing authorization, agency, and power of attorney granted by You. You understand and agree that the Payroll Solution Service is not endorsed or sponsored by any Third Party account providers accessible through the Payroll Solution Service.

**5. DISCLAIMER OF WARRANTIES – YOU EXPRESSLY UNDERSTAND AND AGREE THAT:**

- YOUR USE OF THE PAYROLL SOLUTION SERVICE AND ALL INFORMATION, PRODUCTS, AND OTHER CONTENT (INCLUDING THAT OF THIRD PARTIES) INCLUDED IN OR ACCESSIBLE FROM THE PAYROLL SOLUTION SERVICE IS AT YOUR SOLE RISK. THE PAYROLL SOLUTION SERVICE IS PROVIDED ON AN “AS IS” AND “AS AVAILABLE” BASIS. THE FINANCIAL INSTITUTION AND SERVICE PROVIDERS EACH EXPRESSLY DISCLAIM ALL WARRANTIES OF ANY KIND AS TO THE PAYROLL SOLUTION SERVICE AND ALL INFORMATION, PRODUCTS, AND OTHER CONTENT (INCLUDING THAT OF THIRD PARTIES) INCLUDED IN OR ACCESSIBLE FROM THE PAYROLL SOLUTION SERVICE, WHETHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT.
- THE FINANCIAL INSTITUTION AND SERVICE PROVIDERS MAKE NO WARRANTY THAT:
  - i) THE PAYROLL SOLUTION SERVICE WILL MEET YOUR REQUIREMENTS;
  - ii) THE PAYROLL SOLUTION SERVICE WILL BE UNINTERRUPTED, TIMELY, SECURE, OR ERROR-FREE;
  - iii) THE RESULTS THAT MAY BE OBTAINED FROM THE USE OF THE PAYROLL SOLUTION SERVICE WILL BE ACCURATE OR RELIABLE;
  - iv) THE QUALITY OF ANY PRODUCTS, SERVICES, INFORMATION, OR OTHER MATERIAL PURCHASED OR OBTAINED BY YOU THROUGH THE PAYROLL SOLUTION SERVICE WILL MEET YOUR EXPECTATIONS; OR
  - v) ANY ERRORS IN THE TECHNOLOGY WILL BE CORRECTED.
- ANY MATERIAL DOWNLOADED OR OTHERWISE OBTAINED THROUGH THE USE OF THE PAYROLL SOLUTION SERVICE IS DONE AT YOUR OWN DISCRETION AND RISK AND YOU ARE SOLELY RESPONSIBLE FOR ANY DAMAGE TO YOUR COMPUTER SYSTEM OR LOSS OF DATA THAT RESULTS FROM THE DOWNLOAD OF ANY SUCH MATERIAL. NO ADVICE OR INFORMATION, WHETHER ORAL OR WRITTEN, OBTAINED BY YOU FROM THE FINANCIAL INSTITUTION OR A SERVICE PROVIDER THROUGH OR FROM THE PAYROLL SOLUTION SERVICE WILL CREATE ANY WARRANTY NOT EXPRESSLY STATED IN THESE TERMS.

**6. LIMITATION OF LIABILITY – YOU AGREE THAT NEITHER THE FINANCIAL INSTITUTION NOR ANY SERVICE PROVIDER NOR ANY OF THEIR AFFILIATES, ACCOUNT PROVIDERS, OR ANY OF THEIR AFFILIATES WILL BE LIABLE FOR ANY LOSS, DAMAGE, OR OTHER HARMS, WHICH LAWYERS AND COURTS OFTEN REFER TO AS DIRECT, INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, OR EXEMPLARY DAMAGES, INCLUDING, BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS, GOODWILL, USE, DATA, OR OTHER INTANGIBLE LOSSES, EVEN IF THE FINANCIAL INSTITUTION OR THE SERVICE PROVIDER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, RESULTING FROM:**

- a) THE USE OR THE INABILITY TO USE THE PAYROLL SOLUTION SERVICE;
- b) THE COST OF GETTING SUBSTITUTE GOODS AND SERVICES;
- d) UNAUTHORIZED ACCESS TO OR ALTERATION OF YOUR TRANSMISSIONS OR DATA;
- e) STATEMENTS OR CONDUCT OF ANYONE ON THE PAYROLL SOLUTION SERVICE;
- f) THE USE, INABILITY TO USE, UNAUTHORIZED USE, PERFORMANCE, OR NON-PERFORMANCE OF ANY THIRD PARTY SITE, EVEN IF THE FINANCIAL INSTITUTION OR THE SERVICE PROVIDER HAS BEEN ADVISED PREVIOUSLY OF THE POSSIBILITY OF SUCH DAMAGES; OR
- g) ANY OTHER MATTER RELATING TO THE PAYROLL SOLUTION SERVICE.

**7. PROHIBITED ACTIVITIES – You may not use or access the Payroll Solution Service if You are a direct competitor of PaymentEvolution, and You may not access the Payroll Solution Service for the purposes of monitoring its availability, performance, or functionality, or for any other benchmarking or competitive purposes.**

**8. INDEMNIFICATION – You agree to protect and fully compensate the Financial Institution and each Service Provider and their affiliates from any and all Third Party claims, liability, damages, expenses, and costs (including, but not limited to, reasonable attorney’s fees) caused by or arising from Your use of the Payroll Solution Service, Your violation of these terms or any infringement, by You or any other user of Your Account, of any intellectual property or other right of anyone.**

**9. THIRD PARTY BENEFICIARIES – You agree that each Service Provider is a third party beneficiary of the above provisions, with all rights to enforce such provisions as if the Service Provider were a party to this Agreement.**