

### Scotia Dealer Advantage Sign up procedure

#### Complete the Following

Dealer Profile  
 Dealer Agreement (including Schedule A's and Schedule C)  
 EFT Authorization Form  
 Facsimile Transmission Agreement

It is imperative that the proper dealership Legal Name be used on all Documents  
 (ie: Numbered company, Limited, Incorporated, etc)

**The person signing on all documents must be a registered Signing Authority within the Dealership  
 Proven via current Resolution of Directors or Articles of Incorporation.**

#### Schedule "A"

Schedule A for Dealer signing Authority's must be completed by the individual that signs the dealer agreement.

Schedule A for Business Manager must be completed with the Business Manager's information.  
 Please note that we will require a Schedule "A" for **every** Business Manager at your Dealership prime and non prime.

#### Schedule "C" Resolution of Directors

The person that is named on the "president line" must be the individual that signs all documents.  
 Please complete this mandatory document with proper Legal name of Dealership, dates and signed by a person that is a registered Signing Authority within the Dealership proven via the dealerships current Resolution of Directors or Articles of Incorporation.

#### What to also include

A copy of a VOID cheque  
 Business License (Independent stores only)  
 Motor Vehicle License (Independent stores only)  
 Articles of Incorporation/ Resolution of Directors

#### Where to send

**Original Dealer Agreement required by Scotia Dealer Advantage.**  
 Once completed, Please contact your local Area Manager for Pick up.  
*Or you may send directly to*  
 Scotia Dealer Advantage  
 Att: Sales Support  
 300-4190 Lougheed Highway  
 Burnaby, BC V5C 6A8  
 Transit # 32730