

The Bank of Nova Scotia
Central Mortgage Unit - Montreal
1800 McGill College Ave, 10th Floor
Suite 1000
Montreal, QC H3A 3K9



Important Changes for Retail and Small Business Mortgage Payout Statement Requests*

Effective September 5, 2017, we are changing the discharge request process for Quebec solicitors as well as the way discharges are processed.

Upon receipt of funds, Scotiabank will pay out the balance and send the notary a copy of the resolution of the Bank's board of directors as well as a power of attorney authorizing the notary or any member of his/her firm to act as its attorney to cancel the existing hypothec with a discharge. The *Chambre des Notaires du Québec* [Quebec Notaries Association] will be sending a communication with further details.

Please forward all funds, all statements issued by Scotiabank, and any other supporting documentation to:

Scotiabank – Central Mortgage Unit
Attention: Payouts and Discharges
1800 McGill College Avenue, 10th floor
Suite 1000
Montreal, Quebec H3A 3K9

OR

Your local Scotiabank branch.

* Note: Statement and Payout activities for Commercial Mortgages and Bridge Loans are not impacted by these changes and should continue to be directed to the servicing branch.

If you have any questions, please contact our Support Desk at 514 846-7948.

Sincerely,

A handwritten signature in black ink, appearing to read "Silvie Ruel", written in a cursive style.

Silvie Ruel
Manager, Central Mortgage Unit Montreal