

New Set-up  Maintenance  Closure

The undersigned employer (the "Company"), hereby designates the following employee(s) as a Scotiabank Visa Business Card Coordinator (the "Coordinator"). The Coordinator is authorized to give instructions, verifications and approvals under the Scotiabank Visa Business Card Agreement.

SVBC Corporate Account

(if available)

**Please Print.**

**Company Name\*** (maximum 21 characters - to appear on the card)  New  Replace  Update

**Company Address\***  New  Replace  Update

Street (maximum 30 characters)		
City (maximum 27 characters)	Province	Postal Code

**Primary Coordinator Information\***  New  Replace  Update

Title Last Name (maximum 24 characters)	First Name	Initial
Email Address (maximum 60 characters) <sup>1</sup>		
Business Phone Number	Business Fax Number	

**Secondary Coordinator Information**  New  Replace  Update

Title Last Name (maximum 24 characters)	First Name	Initial
Email Address (maximum 60 characters)		
Business Phone Number		

**Coordinator(s) Verification Password\*<sup>2</sup>, (8-10 characters - can be a word or alphanumeric)**

\_\_\_\_\_  
Customer Authorized Signing Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer Authorized Signing Officer

\_\_\_\_\_  
Date

**Note Section:****\* Mandatory Information**

1. Please make sure to adjust your company Spam filters and firewall setting to accept emails from Scotiabank <Scotiabank@xmr3.com>, otherwise your coordinator(s) may experience difficulties receiving their welcome email notifications.
2. Required for verification purposes when coordinator(s) contacts Scotiabank Visa Business Card Service Centre for support.

**For more information please refer to Visa Business Card Resource Centre at [www.scotiabank.com/svbcrc](http://www.scotiabank.com/svbcrc).**