

Frequently Asked Questions

Commercial Banking – Professional Trustees

Am I considered a professional trustee?

A professional trustee is one of the following entities:

- The public trustee of a province or a similar public official whose duties involve holding monies in trust for others
- A federal, provincial or municipal government, or a department or agency thereof
- A solicitor or partnership of solicitors, a law corporation, or a notary or partnership of notaries in the province of Quebec, when they act in that capacity as a trustee of monies for others
- An entity which is acting as a trustee of monies for others in the course of business and is required by law to hold the deposit in trust, for instance a travel agency in Quebec
- An entity which is acting as a trustee of monies for others in the course of business and is required to hold the deposit in trust by the rules of a securities commission, stock exchange or other regulatory or self-regulating organization that audits compliance with those rules
- A regulated federal or provincial trust company acting on behalf of the depositor

To determine if you qualify as a professional trustee under the CDIC Act, please refer to the decision tree on the CDIC website.

CDIC ref.: cdic.ca > Financial professionals > For trustees > Professional trustees > Interactive decision tree

What will happen if I don't declare my status as a professional trustee?

Your trust accounts will be considered regular trust accounts (not professional trust accounts), which means you must confirm to us the information about the trustees and the beneficiaries of each of your accounts before the April 30 deadline. If you do not give us your confirmation, the deposit protection insurance could be reduced effective April 30.

Can you help me determine if I should declare my status as a professional trustee?

Please contact your professional association or CDIC. Either one can help you make this determination.

Why are the rules applicable to professional trustees important?

They are important because they affect the deposit insurance coverage on deposits held by professional trustees as well as CDIC's treatment of these deposits in the event of the failure of a CDIC member institution.

Under these rules, if you are a professional trustee, you can designate some of your accounts as professional trustee accounts (PTAs). This attestation means that you will be exempted from providing us with the information that is normally required about the beneficiaries of these accounts. Instead, you will maintain your own up-to-date beneficiary records and be required to provide this information to CDIC *upon request only*.

How do I designate myself as a professional trustee?

You have to complete and sign the [*Professional Trustee Account Attestation*](#) and mail it back to us before April 30 in the postage-paid return envelope included with the letter. If you no longer have this envelope, you can use another envelope to return it to us at the address indicated at the top of the form.

As long as you renew this attestation by April 30 of each year, you will be exempted from providing us with the information that is normally required about the beneficiaries of your accounts. Instead, you will maintain your own up-to-date beneficiary records and be required to provide this information to CDIC *upon request only*.

Can I email the form to my advisor?

No. The form must be signed and returned by mail before April 30 in the postage-paid return envelope included with the letter because the information about the beneficiaries will be recorded by a specialized department. If you no longer have this envelope, you can use another envelope to return it to us at the address indicated at the top of the form.

I have to meet with my advisor at the branch. Can I give the information directly to them?

No. The form must be signed and returned by mail before April 30 in the postage-paid return envelope included with the letter because the information about the beneficiaries will be recorded by a specialized department. If you no longer have this envelope, you can use another envelope to return it to us at the address indicated at the top of the form.

Will I be able to obtain the professional trust account attestation later?

You will need to designate yourself as a professional trustee every year. If you have designated yourself as a professional trustee before April 30 of a given year, we will contact you the following year to remind you of your annual obligation to designate yourself as a professional trustee again.

If you can no longer designate yourself as a professional trustee under the CDIC Act, or you choose not to do so even though you meet the CDIC criteria*, you must complete the [*Information Regarding the Beneficiaries*](#) form FOR EACH account held in trust. You can obtain copies of the form at nbc.ca/cdic > Trustees other than professional trustees. You must return the duly completed forms before April 30 in the postage-paid return envelope included with the letter. If you no longer have this envelope, you can use another envelope to return them to us at the address indicated at the top of the form. Note that any requests received by email will not be processed.

* The CDIC eligibility criteria are available at cdic.ca > Financial professionals > For trustees > Professional trustees > Interactive decision tree.