



Please email this form to [info@fnfa.ca](mailto:info@fnfa.ca)

### General Information

- As with other financial institutions, the FNFA must be notified of any changes to your organization's signing list. This is to ensure your accounts are kept safe and to ensure no disruption of access to your Pooled Fund Account.
- The person responsible for the finance function in your organization must be one of your authorized signers.
- It is recommended that your organization have sufficient signers available and in place prior to holiday or vacation periods to avoid disruption of access to your Pooled Fund Account.
- Signing Authority structure is up to your organization; however, it must be in one of three formats. Please see signing schedule for options.
- Documents must be filled out electronically to ensure accurate information is provided to FNFA. Adobe Acrobat is free program available from [www.adobe.com](http://www.adobe.com).
- Documentation is emailed to [info@fnfa.ca](mailto:info@fnfa.ca). We do not require the originals, please retain for your records.

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### To Add One or More New Authorized Signer(S)

When you add one or more new signers.

- Complete all fields of **Schedule of Authorized Signers** listing all new and current authorized signers and their positions.
- Complete one signature card for each of your authorized signers ensuring each signature card is attested by your Corporate Officer. Where your Corporate Officer is also a signer, please provide a clear copy of a piece of photo ID to attest the signature of this individual.

### To Do a Full Signing List Update

When there are two or more updates to your signing list, authorized signers and/or their positions, or if the signing list hasn't been updated in more than two years.

- Complete all fields of the **Schedule of Authorized Signers** listing all new and current authorized signers and their positions.
- Complete one signature card for each of your authorized signers ensuring each signature card is attested by your Corporate Officer. Where your Corporate Officer is also a signer, please provide a clear copy of a piece of photo ID to attest the signature of this individual.
- Although not required, you may include a copy of your signing resolution, if needed.



CLIENT PROFILE

## SIGNING AUTHORITY UPDATE

### **To Remove a Signer/Signers**

Individuals who are no longer authorized as signers and/or are no longer employed by your organization must be removed from your list of authorized signers immediately.

- To remove a signer(s), please submit via email, a brief request on letterhead signed by the Chief Financial Officer (or the Chief Administrative Officer or Corporate Officer should the CFO be unavailable).

### **Name Change Support**

Please provide supporting documentation such as a resolution or other legal documents that support the name change.





CLIENT PROFILE

## SIGNING AUTHORITY UPDATE

Please email this form to [info@fnfa.ca](mailto:info@fnfa.ca)

### Member Information

Organization Legal Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Email: \_\_\_\_\_

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### Individual Signer Information

Please fill out one signing card for each authorized signer

First and Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature:  
This is how you will sign FNFA documents  
\_\_\_\_\_

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### Attestation Signature

Each signature must be attested by the Corporate Officer (CO) or equivalent. Where the Corporate Officer is also a signer, we ask that the CO also provide a clear photocopy piece of photo ID to accompany the attestation.

Print Attestation Name: \_\_\_\_\_

Print Attestation Title: \_\_\_\_\_

Attestation Signature: \_\_\_\_\_