

Montreal, May 20, 2021

**Subject: Reminder about indexing your account number information and sending your Preliminary Report**

**Indexing of your account number:**

For better data quality and in order to be able to deposit the funds in your in trust account at the time of disbursement on the requested date, we would like to inform you of the elements that you need to ensure regarding the indexation of your account number.

Therefore, it is important to ensure that your account number is properly indicated:

- For Stewart Assyst, Do Process or The Conveyancer legal professional:
  - Please ensure that the account number is indexed in its entirety in the profile section of the platform
  - Account number must include all numbers indicated on the specimen cheque including the verification digit if applicable
  - Institution number must contain 3 digits (e.g. BNC 006)
  - Transit number must contain 5 digits
  
- For non-users of Stewart Assyst, Do Process or The Conveyancer:
  - Please ensure that the account number is indexed in its entirety in the Opinion, Undertaking and Request for Disbursement form (Preliminary Report)
  - Account number must include all numbers indicated on the specimen cheque including the verification digit if applicable
  - Institution number must contain 3 digits (e.g. BNC 006)
  - Transit number must contain 5 digits

**Sending your Preliminary Report:**

In order to meet the requested disbursement date, please send us your preliminary report within 72 hours before the disbursement date.

Feel free to send us your comments to help us offer an optimal experience to our clients, by calling the number dedicated to legal professional at 1 888 849-1422, Monday to Friday, between 8 a.m. and 6 p.m. (Eastern Time). We thank you for your valuable collaboration.

David Lamothe, Notary and Senior Advisor

National Bank, Legal Expertise