

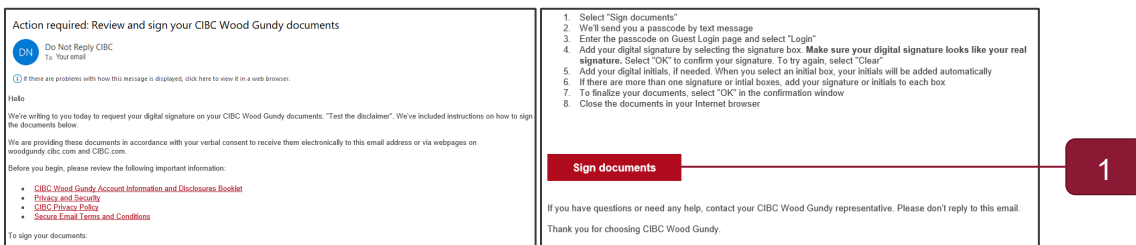
WOOD GUNDY

SIGNING YOUR CIBC WOOD GUNDY DOCUMENTS ELECTRONICALLY ON DESKTOP OR LAPTOP

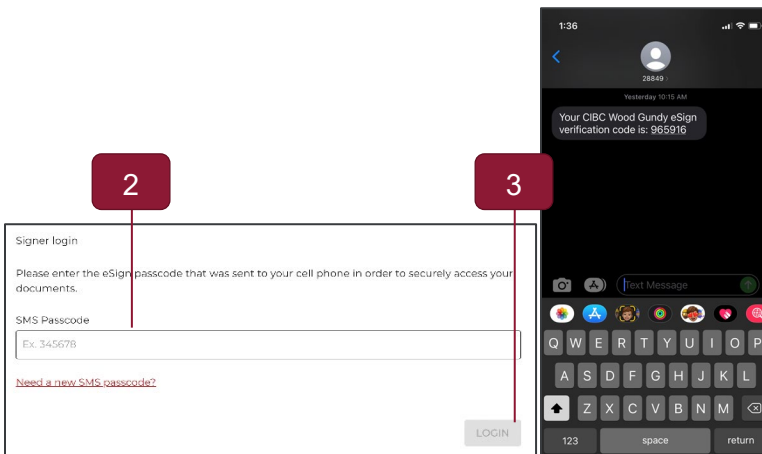
Once your account is opened, you will receive an email with the subject line *Action required: Review and sign your CIBC Wood Gundy documents*.

Follow the steps below to review and sign your CIBC Wood Gundy documents electronically when using your desktop or laptop.

Note: For security purposes, you will also need your mobile phone to receive a text message (SMS).

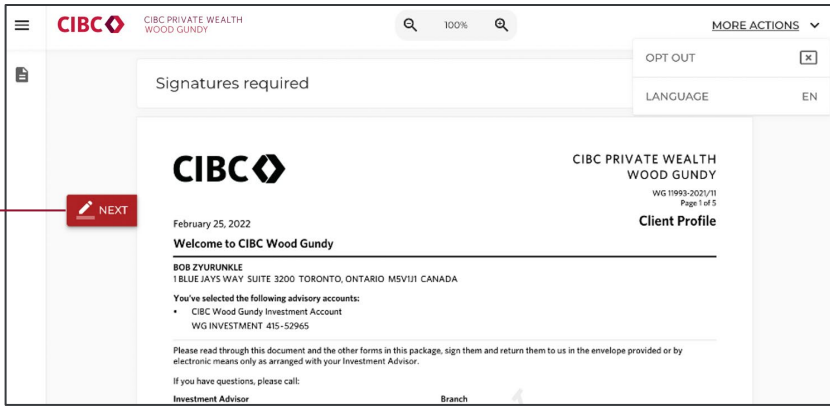


1. Click **Sign documents** located at the bottom of the email. The *Signer login* window appears and an SMS containing your 6-digit passcode is sent to your mobile device.



2. Enter the 6-digit passcode in the *SMS Passcode* field.
3. Click **LOGIN**. The *Documentation* window appears.

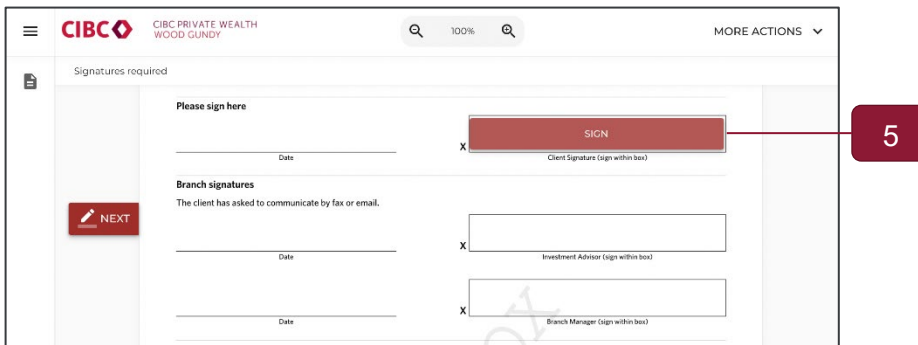
Note: Each passcode has a 5 minute time expiry. If your code has expired, click **Need a new SMS passcode?** to receive a new code.




4. Click **NEXT** to be directed to the next mandatory action item to be completed.

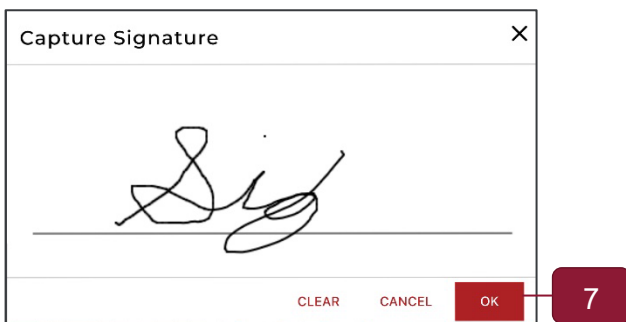
Note: Select **MORE ACTIONS** to find additional options for the document package, such as:

- **Opt Out:** Allows user to opt out of the signing ceremony, and provide a reason
- **Language:** Allows user to toggle between available languages.
- **Zoom In/Out:** Allows user to zoom in and out of the document package



5. Click **SIGN**. A *Capture Signature* window appears.

Note: Click the  at the top of the document package to view how many signatures are required, how many fields have been signed and how many are left. Ensure you read the document in full.



6. Use your mouse or stylus pen for touch screen to draw your signature in the pop-up window.

7. Click **OK** to accept your signature. A *Confirm* message appears.

or

Click **CLEAR** to re-do your signature.

Note: Click **CANCEL** to exit the pop-up window without signing.
The eSignature you provide must look like your true signature.

The screenshot shows a 'Ready to confirm' window with the following elements:

- Left sidebar:** A red button with a white checkmark and the word 'DONE'.
- Main content area:**
 - Text: 'charges or exchange rate losses or non-acceptance by your bank. If your bank refuses to accept the payment and returns it to us, we will issue you a cheque for the payment in the currency requested for the payment and mail it to you. If the currency chosen for your payment is not the same as the currency for your CIBC Wood Gundy account, we will convert the payment to the currency of your CIBC Wood Gundy account and you are responsible for any conversion charges or exchange rate losses.'
 - Bullet point: 'You've expressly requested that this Client Profile and any other documents relating to it be in English. Vous avez expressément demandé que ce contrat et tout document y afférent, y compris tout avis, soient rédigés en langue anglaise.'
 - Please sign here**
 - Date field: 'Feb 25, 2022 15:48:30 GMT' with a 'Date' label below it.
 - Signature box: 'Signed by BOB ZYURUNKLE' with a handwritten signature and a red 'X' to the left. Below the signature is the name 'BOB ZYURUNKLE'.
 - Branch signatures**
 - Text: 'The client has asked to communicate by fax or email.'
 - Two empty signature boxes, each with a 'Date' label and a red 'X' to the left. Below each box is the text 'Investment Advisor (sign within box)'.
- Bottom:** Text 'Please confirm to complete signing' and a red button labeled 'CONFIRM'.

A red circle with the number '8' is positioned to the right of the 'CONFIRM' button.

8. Click **CONFIRM**. If there are additional documents to review and sign, you are automatically directed to the following document in the package. Return to step 4.

Note: You may need to sign more than one document package. Your CIBC Wood Gundy Representative may send them to you one at a time. In these instances, you will receive emails with identical subject lines for each document package. Please ensure to open and action each email in the order that you receive them in your Inbox to avoid confusion.

Follow the instructions above to sign each set of documents before moving on to the next.

The screenshot shows a confirmation message from CIBC Private Wealth Wood Gundy with the following elements:

- Header:** CIBC logo and 'CIBC PRIVATE WEALTH WOOD GUNDY' on the left; 'MORE ACTIONS' with a dropdown arrow on the right.
- Body:**
 - Text: 'Thank you, ROBERT ZJURUNKLE'.
 - Text: 'You have completed signing all the documents required in this package.'
 - Section: 'What's Next?' with text: 'You may now close your browser window, or click on Exit to be directed to your CIBC Private Wealth Management website.'
 - Text: 'Thank you for choosing CIBC Wood Gundy!'.
- Buttons:** A button labeled 'DOWNLOAD DOCUMENTS' and a red button labeled 'EXIT'.

"CIBC Private Wealth" consists of services provided by CIBC and certain of its subsidiaries, through CIBC Private Banking; CIBC Private Investment Counsel, a division of CIBC Asset Management Inc. ("CAM"); CIBC Trust Corporation; and CIBC Wood Gundy, a division of CIBC World Markets Inc. ("WMI"). CIBC Private Banking provides solutions from CIBC Investor Services Inc. ("ISI"), CAM and credit products. CIBC World Markets Inc. and ISI are both Members of the Canadian Investor Protection Fund and Investment Industry Regulatory Organization of Canada. CIBC Private Wealth services are available to qualified individuals.

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