

CANADA SAVINGS BONDS PROGRAM

Key Activities Checklist for Financial Institutions

Audience: This checklist is intended for financial institution head offices to help them and other stakeholders execute the annual Canada Premium Bonds sales, processing and reporting activities.

Agreement	Ref #	Activity	Timeframe	Action(s) Required
	1	Sales Agent Agreement	January –April	<p>BoC: Send agreement/extension/waiver to sell and/or redeem CSBs/CPBs and perform other administrative activities.</p> <p>FI head office: Review, sign and return agreement/extension/waiver to BoC by 30 April.</p>
Communication	1	Six-Month Letter	February	<p>BoC: If system changes are required or major program changes are announced, an email is sent six months before the campaign begins.</p> <p>FI head office: Action required only if necessary (i.e., internal updates to systems).</p>
	2	CPB Contact List Update	May –June	<p>BoC: Send email requesting annual review/update of CPB contact information for correspondence, commission payments, etc.</p> <p>FI head office: Update contact list and return to BoC.</p>
	3	Three-Month Letter	June	<p>BoC: Send email three months before campaign launch to identify sales dates, upcoming new issues and maturities, highlights, changes, etc.</p> <p>FI head office: No Action required. FYI only.</p>
	4	Branch Administration Tool (BAT) Update	June –July	<p>BoC: Send email requesting that FIs update their respective branch coordinates to ensure CPB material (excludes bond delivery) gets delivered to the correct locations.</p> <p>FI head office: Log in to BAT and update branch info, as required.</p>
	5	CPB Advance Campaign Kit	August	<p>BoC: Send e-copy of CPB material, customer letters and new forms, if applicable.</p> <p>FI head office: No action required. FYI only.</p>
	6	CPB Campaign Material	September	<p>BoC: CPB material to be shipped to all destination locations listed in the BAT.</p> <p>FI head office: Receive and distribute, as required, material at start of campaign.</p>
	7	CPB Campaign	October –	<p>BoC: Send monthly email to all FIs identified as</p>

		Rate Communication	March	Code 10 on CPB Campaign Contact List. FI head office: No action required. FYI only.
Meetings	1	CPB Program Post-Campaign Debrief Report (November–December)	March	BoC: Send Post-Campaign Debrief Report and coordinate general meetings, if required. FI head office: Confirm attendance and attend conference call meetings.
	2	CPB Campaign Kick-off Meeting	September	BoC: Send email invitations to kick-off meetings with FIs to preview upcoming campaign. FI head office: Confirm attendance and attend conference call meetings.
Program Sales	1	CPB Campaign Sales	Beginning early October – 1 December	BoC: CPB is available for sale from the first business day in October until 1 December. FI head office: Display rate sheets and holder throughout the branches and place of business locations.
	2	Sales Remittances	1 November (for 1–31 October) and 2 November (for 1 November)	BoC: Send reminders 2–3 days before deadline to ASAs. FI head office: Remit funds to BoC, along with S7 Reports. (Cut-off is 15:00 ET).
	3	Sales Remittances	1 December (for 2–30 November), and 2 December (for 1 December)	BoC: Send reminder 2–3 days before deadline to ASAs. FI head office: Remit funds to BoC, along with S7 Reports. (Cut-off is 15:00 ET).
	4	End of Sales Cut-off	1 December, Close of sales (dependent on time zone)	BoC: Official announcement of end of new CPB sales (certificated and non-certificated) on website. FI head office: No action required. FYI only.
	5	Reminder for CPB Purchases	Early December	BoC: Sends reminder requesting that FIs submit any misfiled CPB applications and respective remittances/S7 reports. FI head office: Verifies with branches and submits any purchase, remittances and corresponding S7 reports.

Commissions	1	Non-CDS Commission Fees	June –July	<p>BoC: Pay applicable trailer fees on older CSB/CPB series to FIs for certificated bonds.</p> <p>FI head office: Ensure BoC has current email addresses for commission contacts.</p>
--------------------	---	-------------------------	------------	---

Purchase File Transmission	1	CPB Campaign Purchase File Testing	August – September	<p>BoC: CSB Program Office to send email to FIs and coordinate and provide feedback on test results.</p> <p>FI head office: Submit test files to ensure connectivity and correct processing parameters for purchase file submissions. Also send email to rpac-pft@csb.gc.ca at time of transmission.</p> <p>References: FTP Server User Guide Purchase File Specifications – Data Element Dictionary Purchase File Specifications – Logical Record Standards</p>
	2	CPB Purchase File Submission	November – December	<p>BoC: CSB Program Office monitors file submissions and responds to any issues, as required.</p> <p>FI head office: FIs to submit purchase file data for bond inscription. Also send email to rpac-pft@csb.gc.ca at time of transmission.</p>
	3	Last CPB Purchase File before year-end shut-down of bond delivery	Early December	<p>BoC: Sends notification to confirm cut-off date for purchase data for bond delivery before the year-end shut down period. (Bond printing resumes in early January.)</p> <p>FI head office: FIs to submit latest good purchase file data to ensure receipt of bonds before holiday shutdown.</p>

Bond Delivery	1	FI Bond Delivery Addresses (Attention Contact Name, Phone and Fax Number)	September – October (or whenever changes occur)	<p>BoC: No action required</p> <p>FI head office: Notify CSB Program Office (via e-mail to rpac-pft@csb.gc.ca) to ensure accurate bond delivery to FI Central Designations.</p>
		Bond Delivery	November -	BoC: Ship bonds to FI designated locations weekly

	2		January	<p>from early November to end of January. (Note: No bonds are shipped from mid-December to early January.)</p> <p>FI head office: No action required.</p>
	3	Bond Delivery	February - October	<p>BoC: Ship bonds to FI designated locations bi-weekly from early February to end of October.</p> <p>FI head office: No action required.</p>