

CANADA SAVINGS BONDS PROGRAM

Key Activities Checklist for Dealers

Audience: This checklist is intended for dealers to help them and other stakeholders execute the annual Canada Savings Bonds Program 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>Dealer: 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>Dealer: Action required only if necessary (i.e., internal updates to systems).</p>
	2	CSB Contact List Update	May –June	<p>BoC: Send email requesting annual review/update of CSB contact information for correspondence, commission payments, etc.</p> <p>Dealer: 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>Dealer: No Action required. FYI only.</p>
	4	Branch Administration Tool (BAT) Update	June –July	<p>BoC: Send email requesting that dealers update their respective office coordinates to ensure CSB Program campaign material gets delivered to the correct locations.</p> <p>Dealer: Log in to BAT and update info, as required.</p>
	5	CSB Advance Campaign Kit	August	<p>BoC: Send e-copy of CSB material, customer letters and new forms, if applicable.</p> <p>Dealer: No action required. FYI only.</p>

	6	CSB Campaign Material	September	<p>BoC: CSB material to be shipped to all destination locations listed in the BAT.</p> <p>Dealer: Receive and distribute, as required, material at start of campaign.</p>
	7	CSB Campaign Rate Communication	October – March	<p>BoC: Send monthly email to all dealers identified as Code 10 on CSB Campaign Contact List.</p> <p>Dealer: No action required. FYI only.</p>

Meetings	1	CSB Program Post-Campaign Debrief Report (November–December)	March	<p>BoC: Send Post-Campaign Debrief Report and coordinate general meetings, if required.</p> <p>Dealer: Confirm attendance and attend conference call meetings.</p>
	2	CSB Campaign Kick-off Meeting	September	<p>BoC: Send email invitations to kick-off meetings with dealers to preview upcoming campaign.</p> <p>Dealer: Confirm attendance and attend conference call meetings.</p>

Program Sales	1	CPB Campaign Sales	Beginning early October – 1 December	<p>BoC: CPB is available for sale from the first business day in October until 1 December.</p> <p>Dealer: Display rate sheets and holder in business locations.</p>
	2	Sales Remittances	1 November (for 1–31 October) and 2 November (for 1 November)	<p>BoC: No action required.</p> <p>Dealer: Submit funds to the BoC via CDS. (Purchases must be entered into CDSX by noon ET).</p>
	3	Sales Remittances	1 December (for 2–30 November), and 2 December (for 1 December)	<p>BoC: No action required.</p> <p>Dealer: Submit funds to the BoC via CDS. (Purchases must be entered into CDSX by noon ET).</p>
	4	End of Sales Cut-off	1 December, Close of sales (dependent on time zone)	<p>BoC: Official announcement of end of new CPB sales (certificated and non-certificated) on website.</p> <p>Dealer: No action required. FYI only.</p>

Commissions	1	CDS Commissions – Trailer Fees November-April	April	<p>BoC: Pay applicable trailer fees on older CSB/CPB series to dealers for non-certificated bonds.</p> <p>Dealer: Ensure BoC has current email addresses for commission contacts.</p>
	2	Non-CDS Commission Fees	June –July	<p>BoC: Pay applicable trailer fees on older CSB/CPB series to dealers for certificated bonds.</p> <p>Dealer: Ensure BoC has current email addresses for commission contacts.</p>
	3	CDS Commission Payment–New Sales	November – December	<p>BoC: Pay applicable commissions on new CPB sales to dealers for non-certificated bonds.</p> <p>Dealer: Ensure BoC has current email addresses for commission contacts.</p>