

## CIPF Decal Order Instructions and Form

**Purpose & Placement of the CIPF Decal** - Extracts from the CIPF Disclosure Policy and CIPF Supplemental Guide to the Disclosure Policy

**Display at premises** – The CIPF Member Identifier must be clearly visible to customers at each business location to which customers have access and must be displayed by use of the decal prescribed and made available by CIPF at the expense of the Member.

1. The prescribed decal:
  - (a) Shall contain the legal name of the IIROC-regulated firm
  - (b) May be attached to doors, windows, plaques on counters or other similar visible surfaces.
2. Premises at which the decal is to be displayed shall include premises of the Member (including branch, sub-branch and operations locations) if clients or potential clients have access to them and such access is utilized in the normal course of business.
3. If in any location the Member also displays a sign or symbol of membership or affiliation with any SRO, the CIPF decal will be displayed in the same manner and adjacent to such other sign or symbol.
4. Members should ensure that the use and placement of a decal shall not cause, or be reasonably expected to cause, clients of another financial intermediary or institution to believe that they are entitled to CIPF protection if they are not.

### How to Order the CIPF Decal

1. Members order decals from CIPF, by downloading and completing the order form on the CIPF website and submitting as instructed.
2. **CIPF will only accept orders from the Member's head office** which is responsible for ordering decals for each of its locations to which customers or potential customers have access.
3. Orders are batched for printing bi-monthly and the cut-off dates are the last day of February, April, June, August, October and December or the following business day if it falls on a weekend.
4. Standard layout and font are used on all decals. Inclusion of the Member's logo, trademark and non-standard font is not allowed.
5. Members must indicate the Member's preferred language version. CIPF offers decals exclusively in English and French, and a bilingual (French and English) decal. In addition, CIPF offers a bilingual decal that is compliant with the *Charter of the French Language*, legislation in Québec that requires that the French language be more prominent than other languages on "public signs and posters and commercial advertising". See the legislation for further information.
6. If this is an initial order, or the Member had a name change, a print proof of the decal will be e-mailed to the Member for approval via a return e-mail back to CIPF.
7. If the order is a repeat order, and the Member has not had a name change, the order form will be processed and no print proof will be sent for approval as the previous approved print proof is on file at CIPF.
8. Decals will be mailed within 3 weeks after the month that the order was processed (i.e. February, April, June, August, October, December).
9. CIPF's printer, Avant Imaging & Integrated Media Inc. (AIIM), will invoice the Member for the cost for the decals. Payment is due to AIIM 30 days after receipt of the invoice.
10. If rush shipment is required, request this on the order form. The additional charge will be notified in advance.





Canadian Investor Protection Fund

## CIPF DECAL ORDER FORM



Send order by e-mail: [decals@cipf.ca](mailto:decals@cipf.ca)

Tel: 416 643 7110 or 416 643 7104

### MEMBER INFORMATION

#### INVOICE TO:

Member Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal: \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

#### SHIP TO: (If different from INVOICE TO address)

Member Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal: \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

### PLEASE NOTE:

- Minimum quantity is 3 decals per language version (English/French/Bilingual).
- Print is scheduled bi-monthly; order cut-off date is the last day of February, April, June, August, October and December.
- The Member's head office is responsible for ordering the decals for all its branches and sub-branches.
- Cost per decal is \$7.00/each plus shipping and taxes.

English Company Name (Must be the legal name of the IIROC-regulated firm): (please print)

English Decal      Quantity

\_\_\_\_\_

French Decal      Quantity

\_\_\_\_\_

French Company Name (Must be the legal name of the IIROC-regulated firm): (please print)

Bilingual Decal      Quantity

\_\_\_\_\_

Bilingual Decal  
(Québec\*)      Quantity

\_\_\_\_\_

\*Compliant with the Charter of the French Language. See Decal order instructions for more information.

\*Applicable Taxes and Shipping Extra. Shipping will be arranged and charged at the most economical ground or air rate available.

**RUSH SHIPMENT REQUIRED.** Additional charges will be notified in advance. ☐ YES ☐ NO

#### Order placed by:

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_