

# Cheque Holding Policy

We may at any time advise you that we are placing a full or partial hold on a particular cheque or other instrument presented by you. That decision will depend on the amount and the issuer of the cheque or other instrument, the institution on which the cheque or other instrument has been drawn, the characteristics of the cheque or other instrument being presented, as well as the amount of funds presently available in your account.

We may also accept cheques or other instruments from you on a "collection" basis only, which means that the funds will be credited to your account only if and when we receive payment from the other financial institution.

For a Canadian dollar cheque drawn on a financial institution branch located in Canada the maximum length of time we hold funds is 4 business days for cheques not exceeding \$1,500 and 7 business days for cheques greater than \$1,500. We will provide immediate access to the first \$100 deposited by cheque in person at one of our offices.

For a non-Canadian dollar cheque drawn on a financial institution branch located in Canada the maximum length of time we hold funds is 20 business days.

For a non-Canadian dollar cheque drawn on a financial institution's branch located outside of Canada the maximum length of time we hold funds is 30 business days.