

E-Submission Pre-Authorized Debit Agreement Completion Instructions

General Instructions:

- ◆ Please complete all sections fully and in black or blue ink only. All information should be printed and legible.
- ◆ A Pre-Authorized Debit Agreement (PAD) for Property Online monthly subscription fees must be submitted to Service Nova Scotia **before** an E-Submission PAD is accepted and E-Submission privileges are established in Property Online.
- ◆ NSBS regulations require the special e-submission trust account be established to facilitate the electronic payment of deed transfer tax and registration fees relating to electronically submitted documents.
- ◆ If you do not handle clients' funds required to be held in trust (e.g: In-House Counsel, banks), you may submit a general account on the E-Submission PAD or indicate to us in a cover letter that you wish to use the bank account that your monthly Property Online subscription fees are debited from.

Section A - Account Holder Information:

1. Name of Authorized Signing Officer(s):
Please provide the name of the person or persons who are signing the Pre-Authorized Debit Agreement.
2. Name of Financial Contact: If the person who will be handling any inquiries related to the payment of Property Online fees or the Pre-Authorized Debit Agreement differs from the Authorized Signing Officer, enter his/her name in this space.
3. Firm Name: Please enter the name of the company or law firm (if applicable).
4. Mailing Address: Please provide the mailing address of the company, law firm or individual (as applicable) who holds the Property Online account.
5. The Email address provided should belong to the person who needs to receive communications about the Property Online account.

Section B - Financial Information:

1. To prevent any errors in bank account information, please ensure a void cheque is provided with each agreement.
2. In most cases this account will be a special trust account named “_____” - In Trust for SNSMR” for exceptions see the general instructions above.

Section C - Signatures:

1. Please ensure that the person(s) signing the Pre-Authorized Debit Agreement are authorized to sign on the bank account indicated on the agreement.

If you have any questions, please contact the Property Online Help Desk at 1-866-518-4640.