

# Update/Change of Client Information

## (Name Change and/or Out of Country Address Change)

**FAX/SCAN COPY ACCEPTABLE****Important Information:**

- Updates/changes will apply to all RBC Direct Investing® accounts in your name, including joint accounts.
- For joint accounts, a separate form is required for each applicant to update their information.
- To avoid delays in processing your request, kindly ensure applicable Sections are completed accurately and form is signed and dated.
- ALL Sections of this form must be completed for a Name Change. Please contact us for additional required documentation.
- Once completed, forward to: RBC Direct Investing Inc., Royal Bank Plaza, 200 Bay Street, North Tower, P.O. Box 75, Toronto, Ontario M5J 2Z5; or, fax to 1-888-722-2388 or drop off at your local RBC Branch.
- **NOTE: The following change requests require additional documents from you and cannot be completed through submission of this form:**
  - Date of birth changes;
  - Updating whether you (the account holder) will use this account to conduct any activity or financial transactions by or on behalf of another person and/or entity;
  - Trading Authority information/changes: Your Trading Authority has authority to transfer both money and securities between your accounts
  - General Power of Attorney information/changes: Your attorney under a GPA has greater authority to manage your property and financial affairs on your behalf.
  - If you wish to change the purpose of the account please give us a call or send us secure message to update this information.

**\* Required Information**

- \* Has any of your information on file changed (including account relationships such as Trading Authority, General Power of Attorney, Insider status, etc.)?**

☐ Yes ☐ No

To make changes to the above listed information which cannot be completed using this form as additional documents are required, please contact us at 1-800-769-2560 or 416-977-1255 and speak with an Investment Services Representative.

**\* Personal Information****Name**

First Name

Initial

Last Name

**RBC Royal Bank/RBC Direct  
Investing Client Card Number or  
RBC Direct Investing Account  
Number**

## Citizenship/SIN Information

### Citizenship

Are you a Canadian Citizen?

☐ Yes

☐ No

SIN #

Are you a U.S. Citizen or a U.S. resident for tax purposes?

☐ Yes

☐ No

SSN #

U.S. Citizens or U.S. residents for tax purposes will need to complete a W-9 form

## Address Information

### Home Address

No. and Street

P.O. Boxes, General Delivery or c/o addresses are not accepted

Apt./Ste.

City

Province/State

Postal/ZIP Code

Country

### Phone Number (Residential / Cell)

(  )  -  / (  )  -

### Email address

### Mailing Address

(if different from above)

No. and Street

Apt./Ste.

City

Province/State

Postal/ZIP Code

Country

## Financial Information

### Annual Income

☐ Under \$25,000

☐ \$25,000 - \$49,999

☐ \$50,000 - \$99,999

☐ \$100,000 and over

### Total Net Worth

Net Liquid Assets

+

Net Fixed Assets

= Total Net worth

## Banking Information

For RBC Direct Investing joint accounts, if changing banking information on file to a sole account, the bank account number must be in the name of the party requesting the change. Must be RBC Royal Bank Account.

Note: Your RBC Royal Bank account number will be changed on all your RBC Direct Investing joint accounts.

### Account Details

Transit Number 1

Account Number 1

Transit Number 2

Account Number 2

## Trusted Contact Person (TCP)

**\*Would you like to designate a Trusted Contact Person (TCP)?**

☐ Yes

☐ No, or I would like to remove my current Trusted Contact Person (TCP) from my RBC DI profile.

If yes, please complete your TCP information:

### \*Trusted Contact Person Information

*Naming a Trusted Contact Person could help us protect you and your interests. Naming a TCP provides us with permission to contact your Trusted Contact Person if there are concerns regarding your capacity to make financial decisions, or in circumstances involving possible financial exploitation. A Trusted Contact Person does not have authority to provide instructions on your account or make decisions on your behalf. Naming a Trusted Contact Person is optional.*

\* First Name

\* Last Name

\* Relationship to Account Holder

Other (Please Specify)

\* Phone Number

\* Email

## Employment Information

### Employment Details

Employment Status

Occupation ([Valid Occupation List](#))

Employer/School Name

**Business Phone Number**

(  )  -  Extension

## Spouse or Common-law Partner Information

**Are you married or do you have a common-law spouse?**

☐ Yes

☐ No

If yes, please complete your spousal information:

**Spouse or Common-law Partner's Name**

First Name

Initial

Last Name

**Spouse or Common-law Partner's  
Employment Details**

Employment Status

Occupation ([Valid Occupation List](#))

Employer/School Name

**Additional Information** (Also required if employment or spousal information has been changed)

**1.** Are you a partner, director, officer or employee of a Member firm of the Canadian Investment Regulatory Organization (CIRO) or a relative or any such individual living in the same household?

☐ Yes ☐ No

**If yes, please list the name of the Member firm and provide the required authorization letter from the Member firm:**

**2.** Are you or your spouse/partner a director, senior officer, 10% shareholder or more, or insider of any reporting issuer?

You: ☐ Yes ☐ No

**If yes, please indicate the name of issuer(s):**

Spouse/Partner: ☐ Yes ☐ No ☐ Not Applicable

**If yes, please indicate the name of issuer(s):**

**3.** Do you or your spouse/partner, as individuals or in combination with others, control (directly or indirectly) more than 20% of the voting securities of any reporting issuer?

☐ Yes ☐ No

**If yes, please indicate the name of issuer(s):**

**Please Note:** If I have answered "yes" to questions 2 or 3, I am aware of my obligations to report purchases or sales and possible restrictions on trading these securities according to applicable securities legislation.

## \* Acknowledgement and Agreement

By this submission, you agree that all information provided is true, complete, current, and accurate in all aspects and you understand the changes requested will be applied to all accounts in your name.

If no change is required, you certify that all information previously provided to RBC Direct Investing is current and that no change is required at this time. You agree to provide RBC Direct Investing with information as may be required from time to time to maintain the accounts.

If you have named a Trusted Contact Person (TCP), you agree that you will notify your TCP that you have named them as such and obtain their consent to share their personal information with us before submitting this change. You acknowledge the purpose of this authorization and understand that this does not provide your TCP with authority to make any decisions, or effect any transactions, on your behalf. You consent to us disclosing your personal information to your TCP, and you agree to release us from all claims, causes of action, damages, losses, expenses, costs, and liabilities, direct or indirect, of any kind that may arise out of, relate to, or are in connection with us contacting or failing to contact your TCP

Client Signature

X

Date (DD/MM/YYYY)

## FOR RBC Direct Investing Use

\_\_\_\_\_  
Authorized RBC Direct Investing Employee

\_\_\_\_\_  
Date

RBC Direct Investing Inc. and Royal Bank of Canada are separate corporate entities which are affiliated. RBC Direct Investing Inc. is a wholly owned subsidiary of Royal Bank of Canada and is a Member of the Canadian Investment Regulatory Organization and the Canadian Investor Protection Fund. Royal Bank of Canada and certain of its issuers are related to RBC Direct Investing Inc. RBC Direct Investing Inc. does not provide investment advice or recommendations regarding the purchase or sale of any securities. Investors are responsible for their own investment decisions. RBC Direct Investing is a business name used by RBC Direct Investing Inc. ® / ™ Trademark(s) of Royal Bank of Canada. RBC and Royal Bank are registered trademarks of Royal Bank of Canada. Used under licence. © Royal Bank of Canada 2025.