

COLLECTION AND EXECUTION OF ELECTRONIC DOCUMENTATION IN THE NHA MBS PROGRAM

PURPOSE

To announce the acceptance of certain electronic documents in the NHA MBS Program.

BACKGROUND

Issuers participating in the NHA MBS Program are required to prepare and submit a number of forms (CMHC forms as presented in Part D of the 2018 NHA MBS Guide) upon application for participation in the NHA MBS Program and upon every issuance of NHA MBS. Since Program inception, CMHC has required that Issuers submit these forms in wet signature format to CMHC and/or their Custodian. CMHC is now revising its policy to accept the electronic submission of certain CMHC forms.

POLICY AMENDMENT

Effective immediately, all CMHC forms that are required to be submitted upon the application for participation in the NHA MBS Program and upon every issuance of NHA MBS, shall be submitted in electronic format, except for the forms listed below. For greater clarity, electronic format means a document that is submitted in PDF and executed with a replica signature, or a scanned copy of an original document signed in wet ink.

The following is a list of CMHC forms that CMHC will continue to require that Issuers provide in **wet ink originals** to their Custodian:

- CMHC 2835, Mortgage Pool Transfer and Servicing Agreement (Quebec)
- CMHC 2835 (TC), Mortgage Pool Transfer and Servicing Agreement (Quebec)(Title Custodian)
- CMHC 2836, Mortgage Pool Transfer Agreement
- CMHC 2836 (TC), Mortgage Pool Transfer Agreement (Title Custodian)
- CMHC 2837, Assignment of Universality of Claims (Issuer)
- CMHC 2837 (RH), Assignment of Universality of Claims (Registered Holder)
- CMHC 2841, Power of Attorney
- CMHC 2841 (TC), Power of Attorney (Title Custodian)
- CMHC 2841Q, Power of Attorney (Quebec)
- CMHC 2841Q (TC), Power of Attorney (Quebec)(Title Custodian)
- CMHC 2843, MBS Mortgage Security Registration Agreement
- CMHC 2843 (NR), MBS Mortgage Security Registration Agreement (Non-regulated Issuer)
- Quebec Assignments

ADVICE NO. 12: COLLECTION AND EXECUTION OF ELECTRONIC DOCUMENTATION IN THE NHA MBS PROGRAM

EFFECTIVE DATE OF CHANGE

Issuers are required to sign the Electronic Documentation Acknowledgement and Agreement Form dated March 31, 2020 prior to implementing this policy change. This policy takes effect on the date indicated on the Electronic Documentation Acknowledgement and Agreement Form.

For those Issuers that have signed the Electronic Documentation Acknowledgement and Agreement Form, this policy will take effect immediately and will apply to all pools issued by Issuers participating in the NHA MBS Program. Please note that electronic documentation submitted as at March 2020 by Issuers that had signed the Electronic Documentation Acknowledgement and Agreement Form at that date are acceptable.

Issuers can find all of the NHA MBS Forms on our website here:

<https://www.cmhc-schl.gc.ca/en/finance-and-investing/nha-mortgage-backed-securities/updated-nha-mbs-forms>

ENQUIRIES

For further details on these policy changes please contact Geneviève Julien by phone at (416) 250-2711 or by email at gjulien@cmhc.ca.

For more information on the NHA MBS Program visit the CMHC Web site at www.cmhc.ca or contact CMHC by email at securitization@cmhc.ca or by telephone at 1-800-668-2642.



Carla Staresina

Vice-President, Risk Management,
Strategy and Products