



# CMBA Administrator's Policies & Procedures Manual Order Form

**THIS FORM IS FILLABLE ONLINE. PLEASE FILL OUT THIS FORM USING YOUR COMPUTER.**

## ADVANCE PAYMENT IS REQUIRED

- ▶ If paying by credit card or lender rewards, please complete the order form and credit card information and fax it to: **416-981-8729**. You can also email the completed PDF file with company logo (jpg or png) to [office@cmbaontario.ca](mailto:office@cmbaontario.ca)
- ▶ If paying by cheque, please make it payable to CMBA and mail it along with the completed order form to:  
**CMBA Ontario**  
**40 Winges Road, Unit 7 Woodbridge,**  
**Ontario L4L 6B2**

### PLEASE PRINT LEGIBLY

First Name		Last Name	
Company			FSCO #
Address			
City		Postal Code	
Day Time Phone		Fax	
E-mail (required for confirmation)			

The Independent Mortgage Brokers Association of Ontario operating as Canadian Mortgage Brokers Association – Ontario has created the Policies and Procedures Manual (the manual) for the purchaser's convenience. The manual does not and can not take into account the specific circumstances or needs of the purchaser because of the wide variety of practices of individual brokerages. Consequently, the information the manual contains is general in nature and does not constitute financial, legal or other professional advice. The manual should not be used or relied upon as a substitute for the user's responsibility to ensure compliance with all legal and regulatory requirements. Brokerages must update and supplement the manual at their own cost and effort to ensure that it is current and meets all regulatory and legal requirements as well as their specific needs. CMBA Ontario reserves the right to supplement the manual solely at its discretion. CMBA Ontario makes no representations or warranties regarding the manual, express or implied, and in particular disclaims any representations or warranties regarding the completeness, currency, accuracy, merchantability, non-infringement and/or fitness of any particular purpose of the manual. CMBA Ontario has no liability under any theory of liability (including in contract or tort or negligence) for use or misuse of the manual including any transaction, or penalty howsoever levied, including any penalty levied by the Financial Regulatory Services Authority of Ontario. **The Manual is not to be shared or distributed outside of the brokerage that it has been issued to.**

Please note: the Manual will be sent via email in PDF format.

In the event I do not sign this document, payment of fees shall imply consent herein.

### PAYMENT INFORMATION

- CMBA Member: \$999.00 + \$129.87 (HST) = \$1,128.87**  
 **Non-Member: \$1,499.00 + \$194.87 (HST) = \$1,693.87**

### PLEASE CHECK ONE AND PRINT LEGIBLY

- Cheque enclosed (please make payable to CMBA)  VISA  MasterCard  Amex  Lender Rewards Program

Credit Card #:		CMBA Ontario accepts payment from:
Expiry Date (mm/yy):		<input checked="" type="checkbox"/> <b>FIRST NATIONAL LP WIZARD SPENDING</b> <input checked="" type="checkbox"/> <b>STREET CAPITAL STREET REWARDS</b>
Security Code: (on back of card)		<i>Please send your completed form to CMBA Ontario, and then contact your Lender Loyalty Program directly with your order form so they can send payment to CMBA on your behalf.</i>
Name on Card: (ex. John A Broker)		
Signature:		
<i>I authorize the costs to be charged to my credit card.</i>		<b>Note: Manual will not be processed until payment is received.</b>

- Check if you have a company logo (jpg or png) to be included on documents.

For additional information, please contact [office@cmbaontario.ca](mailto:office@cmbaontario.ca)