



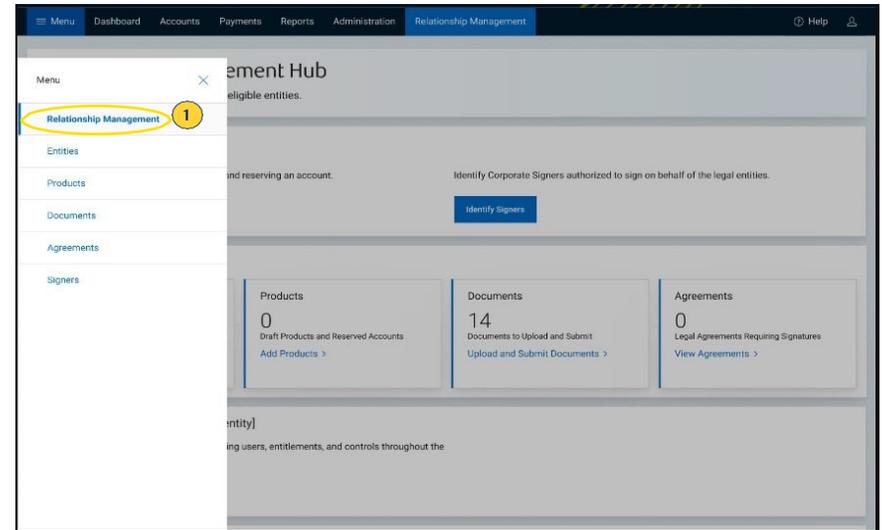
Capital
Markets



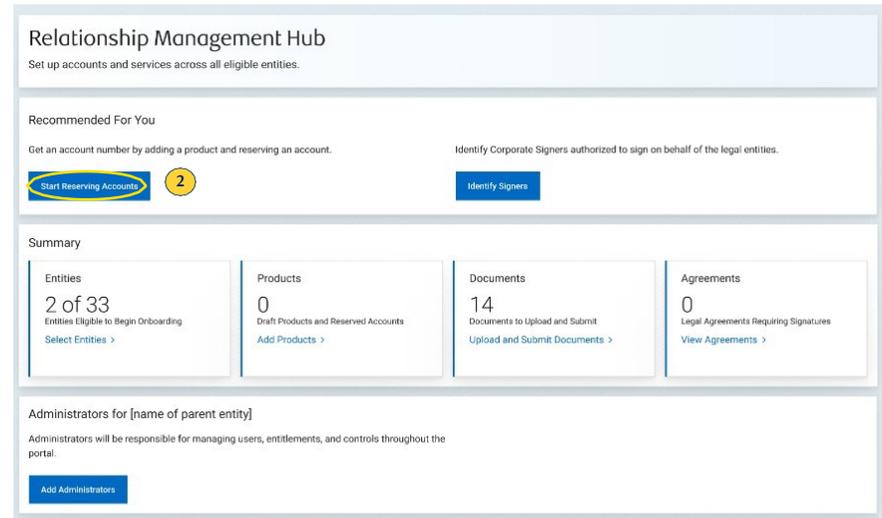
RBC Clear™
Working Capital Solutions

How to Onboard to RBC Clear

1. In the top blue bar click the **Relationship Management** tab.

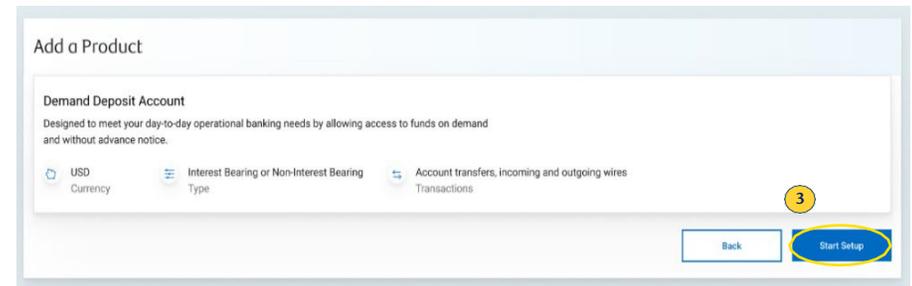


2. In the “Recommended For You” section click the **Start Reserving Accounts** button to reserve your account.

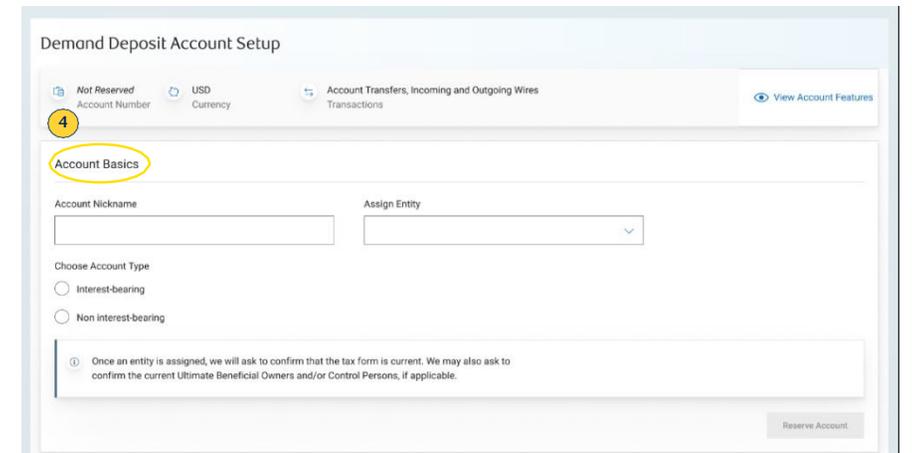


rbccm.com

3. A screen titled “Add a Product” will populate. Under the “Add Products” tab, select Demand Deposit Account and click **Start Setup**.



4. Fill out all required information in the “Account Basics” section.



5. Once all information is entered click, **Reserve Account**. Doing this will generate an Account Number.

Account Basics

Account Nickname

Assign Entity

Choose Account Type

Interest-bearing

Non interest bearing

5 **Reserve Account**

6. Scroll down to the “**Anticipated Activity**” section and fill out all required information.

Anticipated Activity 6

Business Purpose of This Account

Payments to employees and contractors (Payroll)

Payments to suppliers and vendors (Accounts payable)

Collections from customers (Accounts receivable)

General business purpose

Other

Monthly Estimated Transaction Volume

7a. On the bottom left click **Save Draft**.

7b. Then, once the tax form is uploaded to the "Documents" section, return to this page and click **Submit for Activation**. Please note, while the account can be reserved, accounts and services will not be activated until all onboarding steps are completed.

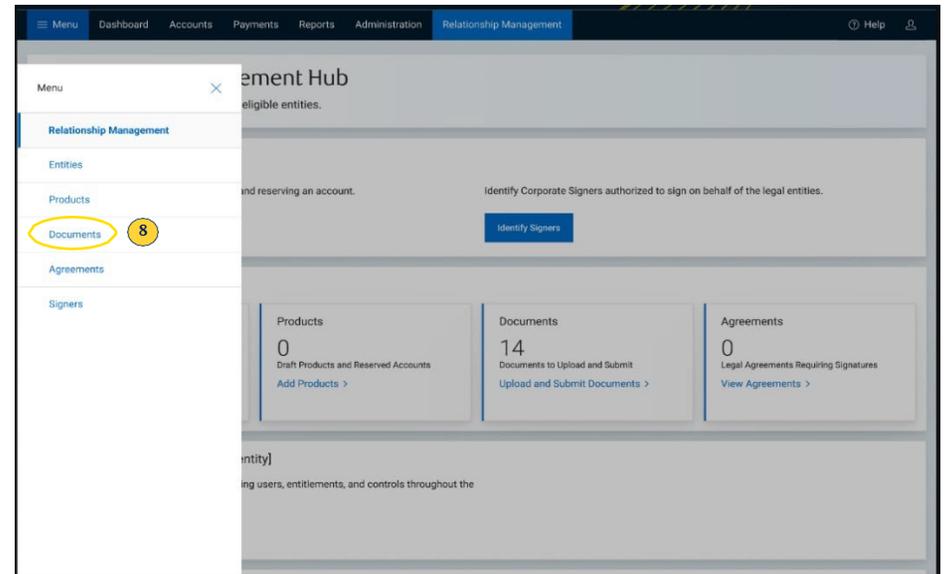
By continuing with this account, the following terms listed in the [Schedule and Disclosures](#) will be accepted.

- Each legal entity must make a minimum initial deposit of \$250,000 in order to utilize its deposit account(s).
- This account cannot be used to conduct, or transact with, any cannabis-related companies, or crypto / virtual asset service providers.

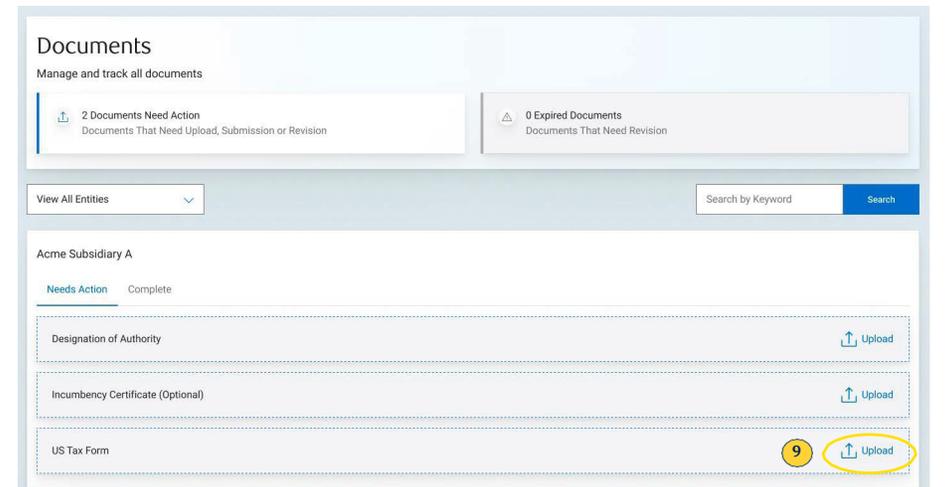
7a **Save Draft**

7b **Submit for Activation**

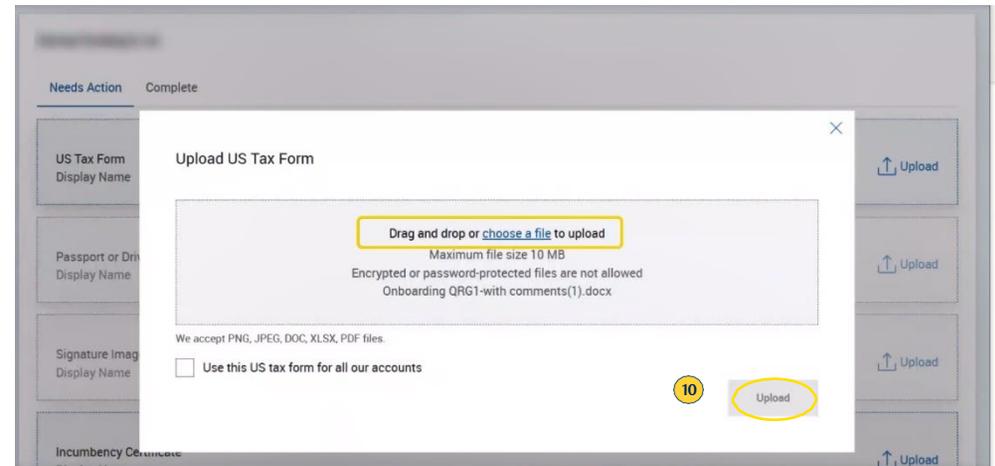
8. From the menu at the top of the screen, choose **Documents**.



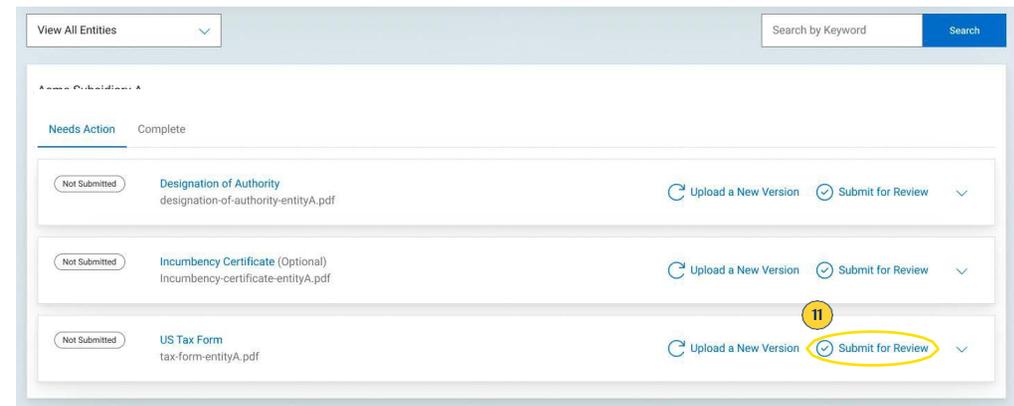
9. On the "Documents" page, under "Needs Action" section, click **Upload** to add each required document.



10. A screen will populate. Drag or drop the correct file into the box and click **Upload**. The pop-up screen will then disappear.



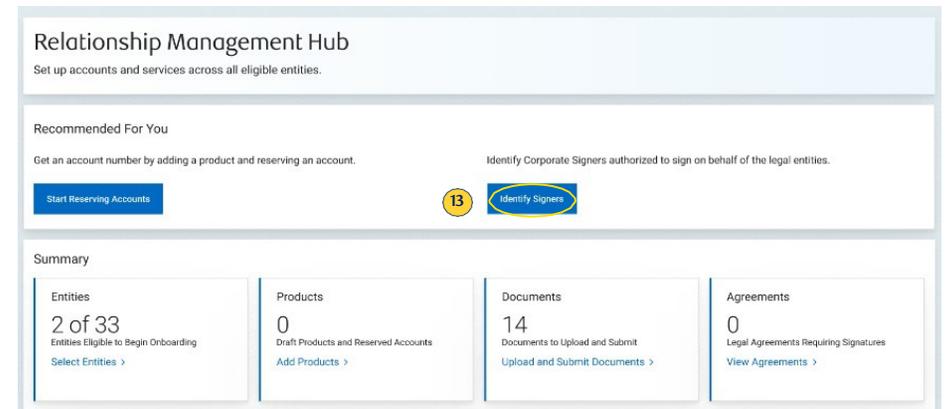
11. On the right side of the page click **Submit for Review** for each document and the document's status tag will change to "Under Review".



12. After the documents are uploaded, click the **Relationship Management** tab at the top of the screen.



13. In the "Recommended for You" section, click **Identify Signers**.



14. First, at the top of the "Signers" page, click **Upload** to add the **Designation of Authority** and **Incumbency Certificate** files.

15. Click **Add Signer** to enter signer information.

16. Once documents are uploaded, fill out the section with the signer's email address, first and last name, and phone number.

17. At the bottom of the screen click **Confirm Signer Details**.

The screenshot shows the 'Signers' page header with a description: 'Signers are the primary authorized representatives for the legal entity and will sign agreements and approve administrators.' Below this, a text block states: 'Signer information submitted here should conform with the information in your Designation of Authority and Incumbency Certificate. For each Signer, we also require Proof of Identification (Driver's License or Passport) and an image of their signature.'

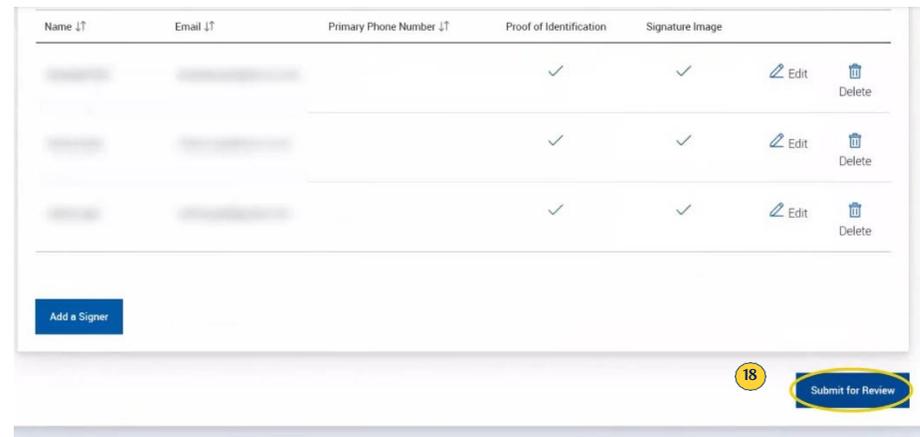
There are two upload boxes: 'Designation of Authority' and 'Incumbency Certificate (Optional)'. Both have an 'Upload' button with a circular callout '14' next to the second one. Below these is a table with columns: Name, Email, Primary Phone Number, Proof of Identification, and Signature Image. The text 'Added signers will be listed here' is centered under the table. An 'Add Signer' button with a circular callout '15' is located at the bottom left of the table area. A 'Submit for Review' button is at the bottom right.

The screenshot shows the 'Add Signer' form. At the top, it says 'Added Signers will be listed here'. The form includes the following fields:

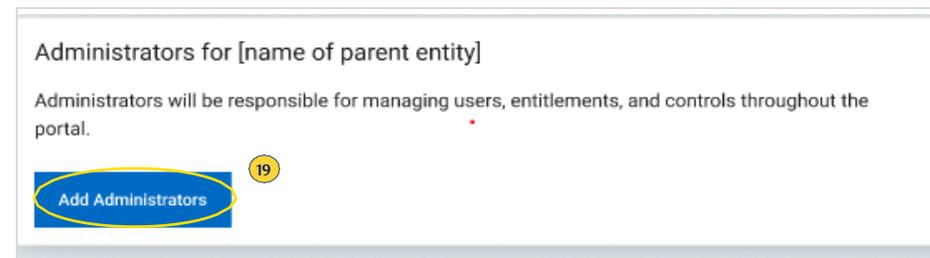
- Email Address: A single-line text input field.
- First Name, Middle Name (Optional), Last Name: Three separate text input fields.
- Primary Phone Number (Optional): A dropdown menu, a text input field, and another dropdown menu.
- Proof of ID and Signature Image: Two upload boxes, each with an 'Upload' button and a circular callout '16'.
- At the bottom, there are two buttons: 'Cancel' and 'Confirm Signer Details' (with a circular callout '17').

A note below the phone number field states: 'Proof of ID and Signature Image can only be uploaded after inputting Signer information.'

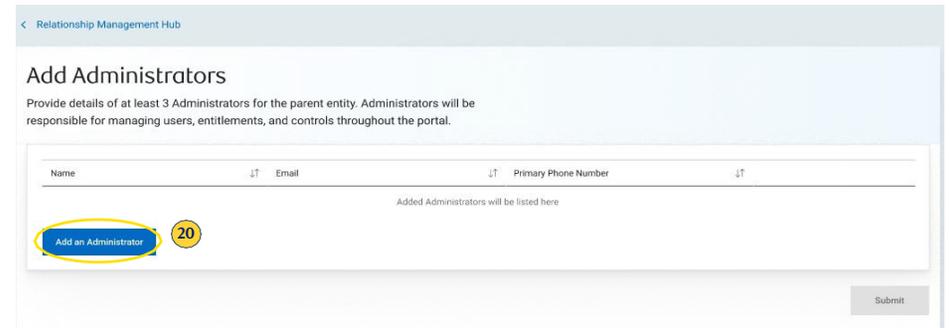
18. Repeat this process for each additional signer for a minimum of one signer, then click **Submit for Review**.



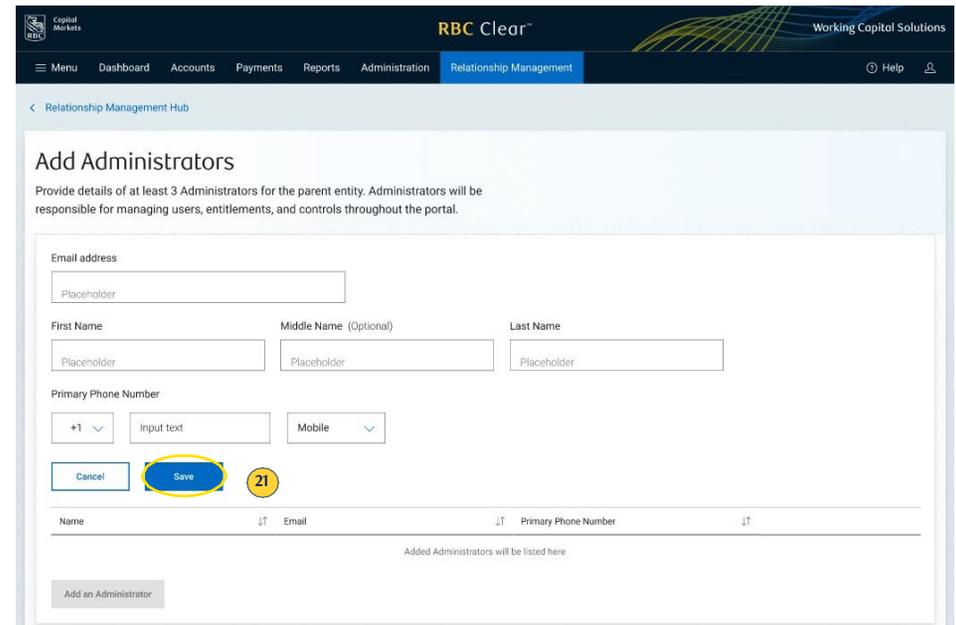
19. Next, click the **“Relationship Management”** tab and scroll down to the "Administrators Section" to click **Add Administrators**.



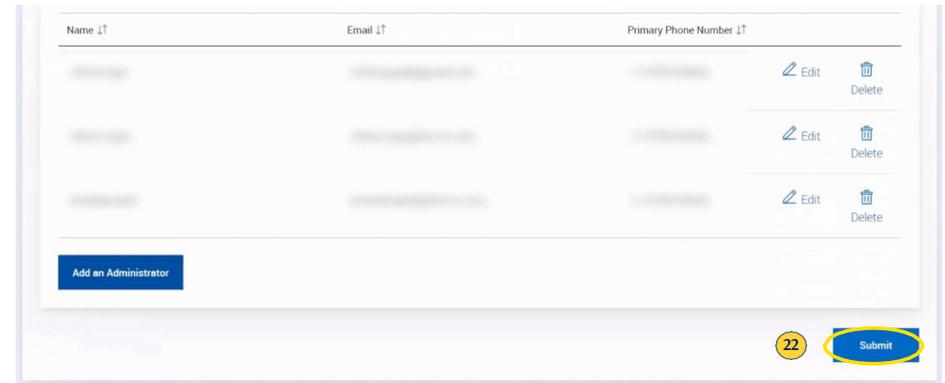
20. Once on the “Add Administrators” page click the **Add an Administrator** button at the bottom left of the screen.



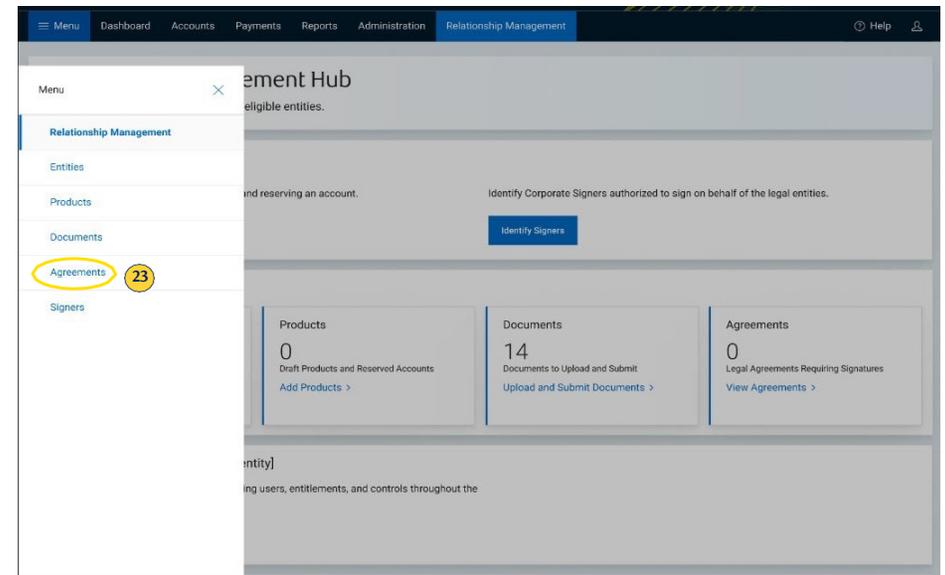
21. Fill out all required information and click the **Save** button.



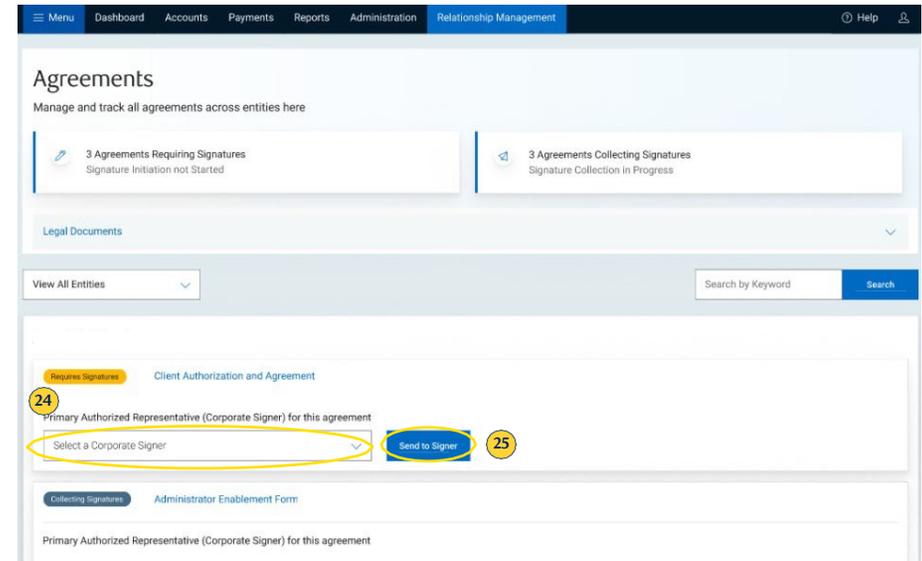
22. Repeat this process until there are a minimum of three administrators, then click **Submit**.



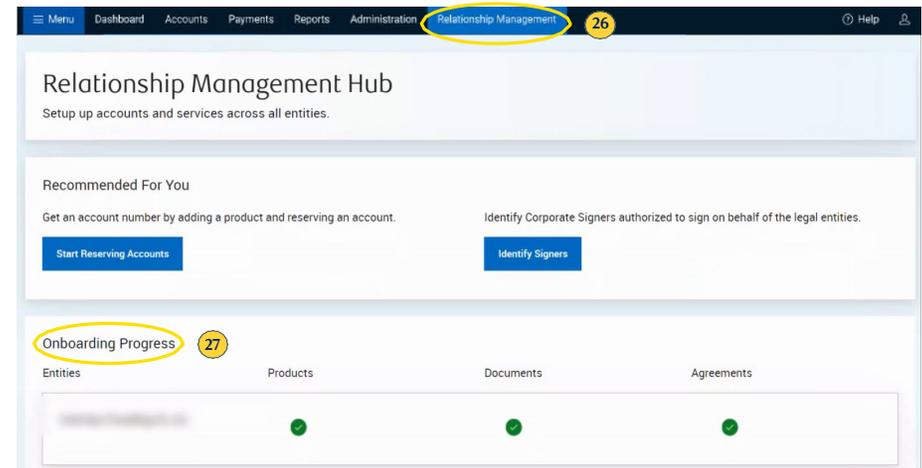
23. Under the “Relationship Management” tab, click on **Agreements**.



24. From the drop down select a **Corporate Signer**.
25. Then click the **Send to Signer** button. The signer will then be notified by email a document needs their signature.



26. Click the **Relationship Management** tab.



27. Scroll down to view **Onboarding Progress**.
Once the account and service are active you will be notified by email and in-portal notification.