HUMMINGBIRD
NOTARIES

VANCOUVER
323 Jervis St #60,
Vancouver, BC V6C 3P8
(Coal Harbour Seawall)

Corporate Refinance Questionnaire

Please complete this form on your computer or print and complete it by hand, then return it to our office with the documents requested. Please do not sign anything before your appointment. All signing takes place in front of the Notary.

File / property address

Lender

Scheduled funding date

Date completed

Completed by (name and position)

1. Company Information

Full legal name of the company

BC incorporation number

Registered office address

Mailing address for the company, if different

Is the company currently in good standing with the BC Corporate Registry?

☐ Yes ☐ No ☐ Not sure

If any annual reports are outstanding, they must be filed before funding. The lender will require the company to be in good standing.

All directors, and any other signing officers (please list every director, even those not signing)

Person 1: full legal name

Position

Date of birth

Signing? (Yes / No)

Place of birth (city, country)

Mobile number

Email address

Person 2: full legal name

Position

Date of birth

Signing? (Yes / No)

Place of birth (city, country)

Mobile number

Email address

Person 3: full legal name | Position | Date of birth | Signing? (Yes / No)

Place of birth (city, country) | Mobile number | Email address

Person 4: full legal name | Position | Date of birth | Signing? (Yes / No)

Place of birth (city, country) | Mobile number | Email address

Have the directors approved this refinance by resolution?

☐ Yes, attached ☐ No, please prepare one

2. Company Records (please attach)

☐ Articles (not the Notice of Articles)
☐ Register of Directors
☐ Central Securities Register
☐ Transparency Register (register of individuals with significant control)
☐ Copies of identification for all directors (both pieces, front and back), whether or not they are signing

3. Property and Existing Mortgage

Civic address of the property

Parcel identifier (PID), if known | Existing lender

Existing mortgage reference or account number

☐ Most recent mortgage statement attached, showing the account number
☐ Screenshot of the current balance owing on the existing mortgage attached
We need this information to request and obtain a payout statement for the closing.

Type of property

☐ Residential ☐ Commercial ☐ Mixed use

Current use

☐ Occupied by the company ☐ Rented to tenants ☐ Vacant
☐ If rented: copies of all current leases attached

Is the company the legal and beneficial owner, not holding the property in trust for anyone else?

☐ Yes ☐ No

If no, please explain:

What is the purpose of the funds from the refinance?

Documents tying the company to the property (required by the title insurer)

- ☐ Utility bill for the property in the company name
- ☐ Property tax statement received by the company
- ☐ Original purchase documents (for example, the contract of purchase and sale or statement of adjustments)

Is there any transfer or change in ownership as part of this refinance?

☐ Yes ☐ No

If yes, please describe how ownership will look after the refinance: who is being added or removed, and the share of each owner.

4. Property Taxes and Insurance

Are the 2026 property taxes paid in full to date?

☐ Yes ☐ No

If not, amount still owing

Property tax folio or roll number, if known

☐ 2026 property tax notice (the statement mailed to the company) attached, with proof of payment

The lender may require any unpaid taxes to be paid from the mortgage proceeds.

Has the company filed its 2025 Speculation and Vacancy Tax declaration for this property?

☐ Yes ☐ No

☐ Proof of filing attached: the confirmation email from the Province forwarded to us, or a copy of the confirmation (required for our file)

Is the property part of a strata?

☐ Yes ☐ No

If yes:

Strata plan number

Strata management company

Strata manager name

Strata manager phone or email

☐ Strata ledger attached, showing that no balance is owing to the strata corporation

Strata corporation insurer (for the insurance binder)

☐ Strata insurance document attached

Property insurance (so that we can order an insurance binder naming the lender)

Insurance company

Policy number

Insurance broker / contact name

Broker phone or email

5. Mortgage Payments

☐ Void cheque or pre-authorized debit form attached for the company business account from which mortgage payments will be made

Bank and branch

Name on the account

6. Personal Guarantors

Will any individual personally guarantee the mortgage?

☐ Yes ☐ No ☐ Not yet known

Each guarantor will require independent legal advice from a Notary or lawyer who is not acting on this file. We can arrange this for you. Please let us know promptly, as time is of the essence.

Guarantor 1: full legal name

Date of birth

Mobile number

Email address

Relationship to the company

Guarantor 2: full legal name

Date of birth

Mobile number

Email address

Relationship to the company

Independent legal advice for guarantors:

☐ Please arrange it ☐ We will use our own Notary or lawyer

7. Identification at the Signing

Each director, signing officer and guarantor attending the signing must bring three pieces of current, original identification:

1. A current, unexpired Canadian passport or Permanent Resident Card.
2. A current driver's licence (the second government photo identification).
3. One other piece of identification bearing your name and signature, such as a signed credit card. Unsigned credit cards are not acceptable.

All identification must be in effect, and the name on your identification must match your legal documents.

The lender requires two pieces of government identification to fund the mortgage: one bearing your photo, name and date of birth, and a second bearing your name and current address. If your driver's licence does not show your current address, the lender will require a current bank statement from another Canadian bank showing your name and address.

- [ ] I confirm each person signing will bring the required identification
- [ ] Please schedule a tentative signing appointment once you have the above information

8. Anything Else We Should Know

Upcoming changes to directors or shareholders, other charges on title, timing concerns, or questions for us

Please note that lenders usually require three business days to fund. We will request the funds once we receive the lender's instructions, but we cannot guarantee their receipt, and the funding date may therefore be subject to change.

Please return the completed form and documents to ask@hummingbirdnotaries.com or bring them to The Perch, Unit 60, 323 Jervis Street, Vancouver. Questions: 604.760.1037.