

**AGENT EXAMINATION OF IDENTIFICATION FORM**

**BORROWER NAME(S):** \_\_\_\_\_

I, \_\_\_\_\_ certify that I have personally met with each applicant and examined original copies of at least **two valid and current** identification documents from the list in Appendix A , one of which includes a picture and was issued by a federal, territorial or provincial government, and I **attach a photocopy of both sides of each ID hereto**. I have recorded below the following information for each borrower, guarantor, consenting spouse and/or signing officer:

**Borrower #1**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>SECOND NAME</b>	<b>DATE OF BIRTH</b>	<b>OCCUPATION</b>
<b>IDENTIFICATION TAKEN</b> (specify ID type and number)			<b>EXPIRY</b>	<b>PLACE OF ISSUANCE</b>
<b>IDENTIFICATION TAKEN</b> (specify ID type and number)			<b>EXPIRY</b>	<b>PLACE OF ISSUANCE</b>
<b>THIRD PARTY CERTIFICATION:</b> (initial appropriate box)				
I hereby certify that I will be the (or one of the) registered owner(s) of the property on closing and:				
<input type="checkbox"/> the property <u>will not</u> be used by, or on behalf of, OR <input type="checkbox"/> the property <u>will</u> be used by, or on behalf of, or is for the benefit of, a third party. or is for the benefit of, a third party.*				
<b>POLITICALLY EXPOSED FOREIGN PERSON (PEFP) OFFICIAL CERTIFICATION:</b> (initial appropriate box)				
I hereby certify that I or members of my family are:				
<input type="checkbox"/> a Politically Exposed Foreign Person OR <input type="checkbox"/> NOT a Politically Exposed Foreign Person, as defined in Appendix "A". as defined in Appendix "A".				
<b>BORROWER SIGNATURE:</b>				

**Borrower #2**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>SECOND NAME</b>	<b>DATE OF BIRTH</b>	<b>OCCUPATION</b>
<b>IDENTIFICATION TAKEN</b> (specify ID type and number)			<b>EXPIRY</b>	<b>PLACE OF ISSUANCE</b>
<b>IDENTIFICATION TAKEN</b> (specify ID type and number)			<b>EXPIRY</b>	<b>PLACE OF ISSUANCE</b>
<b>THIRD PARTY CERTIFICATION:</b> (initial appropriate box)				
I hereby certify that I will be the (or one of the) registered owner(s) of the property on closing and:				
<input type="checkbox"/> the property <u>will not</u> be used by, or on behalf of, OR <input type="checkbox"/> the property <u>will</u> be used by, or on behalf of, or is for the benefit of, a third party. or is for the benefit of, a third party.*				
<b>POLITICALLY EXPOSED FOREIGN PERSON (PEFP) OFFICIAL CERTIFICATION:</b> (initial appropriate box)				
I hereby certify that I or members of my family are:				
<input type="checkbox"/> a Politically Exposed Foreign Person (PEFP) OR <input type="checkbox"/> NOT a Politically Exposed Foreign Person (PEFP), as defined in Appendix "A". as defined in Appendix "A".				
<b>BORROWER SIGNATURE:</b>				

\*If the Borrower(s) will be the registered owner of the property on closing which will be used by, on behalf of or is for the benefit of, a third party other than the Borrower(s) named above, particulars of any third party are included in the attached **Appendix "B"** Third Party Information Form.

The identification provided from the above individuals is current and valid and has been verified by me in accordance with the Proceeds of Crime (Money Laundering) Regulations of Canada.

**Signature of Solicitor** \_\_\_\_\_

**Name (please print)** \_\_\_\_\_

**Date:** \_\_\_\_\_

**AGENT EXAMINATION OF IDENTIFICATION FORM**  
**List of Acceptable Identification Documents - Appendix A**

Obtain two pieces of identification, at least one of which contains a photograph and is from List A and one piece of identification may be provided from List B.

**NOTE: all personal ID taken must be current and original documents to be valid.**

**List A:**

1. Drivers License
2. Passport
3. Valid foreign ID, if equivalent to an acceptable type of Canadian identification document (for example, a valid foreign passport is acceptable). Note: if Foreign ID is taken from someone here in Canada, also look for an Immigration Canada stamp on their passport, a Landed Immigrant form or a non-expired Student Visa.
4. Record of Landing
5. Permanent Resident Card
6. Unexpired Firearms Acquisition Certificate (FAC) or a license — either a Possession Only or a Possession and Acquisition License (PAL) — issued by the Canadian Federal government under the *Firearms Act*.
7. Armed Forces ID issued by the Government of Canada
8. FAST Express Card. The card, issued by the Canadian Border Agency, is used to expedite the delivery of goods back and forth between Canada and the U.S. It includes the borrower's name, date of birth, gender, citizenship, a photo, expiry date and a unique identifier number, and are issued for a five year period.
9. Other similar documents such as an Old Age Security Card or a card with the individual's signature and photograph on it issued by the following:
  - The Insurance Corporation of B.C.
  - Alberta Registries
  - Sask. Government Insurance
  - The Dept. of Service Nova Scotia and Municipal Relations
  - The Dept. of Trans.and Public Works of the Province of P.E.I.
  - The Dept. of Gov.Services and Lands of the Province of Nfld. Labrador
  - The Dept. of Transportation of the NWT.
  - The Dept. of Community Government and Transportation of the Territory of Nunavut

**List B:**

1. Birth Certificate (must be issued by a provincial, territorial or federal government. For example, a Birth or Baptismal certificate issued by a church would not be acceptable).
2. Employee identity card with a photograph from an employer well known in the community
3. Signed automated banking machine (ABM) card or client card issued by a member of the Canadian Payments Association \*
4. Signed credit card issued by a member of the Canadian Payments Association \*
5. Signed Canadian Institute for the Blind (CNIB) client card with a photograph
6. Certificate of Indian Status

\* For a list of CPA members, refer to [www.cdnpay.ca/membership/member.asp](http://www.cdnpay.ca/membership/member.asp)

**Notes:**

- i) We can use an individual's Provincial Health Card but only if not prohibited by provincial or territorial legislation.
- ii) **Currently Ontario, Manitoba and P.E.I. prohibit use of this card. In Quebec, we can not request to see a client's Health Card, but we may accept it if the client wants to use the Health Card for ID.**
- iii) A Social Insurance Card can be used to verify the ID of the client, but we cannot provide this number to FINTRAC.

**Non-Residents Offering Identification:**

In these cases, we need to see the original ID or a Notarial Certificate certified by the local Canadian Consulate / Embassy of the applicant's country.

**Politically Exposed Foreign Person (PEFP):**

A PEFP is a person who is a "senior political figure" any member of a senior political figure's "immediate family", and any "close associate" of a senior political figure.

A **senior political figure** is an individual who holds or has ever held in the past, one of the following offices or positions in or behalf of Canada or a **foreign** country:

- a head of state or government;
- a member of the executive council of government or member of a legislature;
- a deputy minister (or equivalent);
- an ambassador or an ambassador's attaché or counselor;
- a military general (or higher rank);
- a president of a state owned company or bank;
- a head of government agency;
- a judge; or
- a leader or president of a political party in a legislature.

PEFP's also include the **immediate family members** of any individual described below:

- spouse or common law partner;
- child; brother, sister, half-brother or half-sister;
- mother or father; or
- spouse's or common-law partner's mother or father.

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Third Party Information Form – Appendix B**

**INFORMATION ABOUT THE THIRD PARTY :**

**Personal Information (if applicable):**

<b>Full Name:</b>	
<b>Address:</b>	
<b>City:</b>	<b>Province:</b>
<b>Country:</b>	<b>Postal Code:</b>
<b>Occupation:</b>	<b>Date of Birth</b>

**Business Information (if applicable):**

<b>Name of Business:</b>	<b>Nature of Business:</b>
<b>Incorporation Number and Place of Issue:</b>	
<b>Address:</b>	<b>City:</b>
<b>Country:</b>	<b>Postal Code:</b>

**Signature of Individual and Name of Firm completing this declaration:**

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**What is the relationship between the registered owner of the property on closing and the Third Party?**

**Agent    Borrower    Employee    Friend    Relative    Trustee**  
**Power of Attorney**  
**Other (specify) \_\_\_\_\_**

**Additional Comments:**

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