



**Business Information**

ACCOUNT NUMBER

Deposit  Loan  Mortgage

Corporation  Sole Proprietorship  Partnership  Cooperative  Charity  Volunteer  OTHER (SPECIFY)

COMPANY / LEGAL / TRADE NAME(S) BUSINESS NUMBER

STREET ADDRESS CITY PROVINCE POSTAL CODE

PRIMARY BUSINESS FUNCTION  Documents confirming the existence, structure, ownership and control are attached

Is the business a registered charity for tax purposes?  Yes  No ( If no, does the business solicit donations from the public?  Yes  No )

**Names of Directors**

1	FULL NAME	4	FULL NAME
2	FULL NAME	5	FULL NAME
3	FULL NAME	6	FULL NAME

For more than six names, please attach an additional form.

**Beneficial**

**Ownership** Individuals who own or control 25% or more of the corporation or entity, directly or indirectly

1	FULL NAME	OCCUPATION
STREET ADDRESS		CITY PROVINCE POSTAL CODE
2	FULL NAME	OCCUPATION
STREET ADDRESS		CITY PROVINCE POSTAL CODE
3	FULL NAME	OCCUPATION
STREET ADDRESS		CITY PROVINCE POSTAL CODE
4	FULL NAME	OCCUPATION
STREET ADDRESS		CITY PROVINCE POSTAL CODE

No individual owns or controls 25% or more of the corporation or entity, directly or indirectly.

For more than four names, please attach an additional form.

**Most Senior Managing Officer** (Identification of the most senior managing officer is required when beneficial ownership can not be obtained and confirmed)

SENIOR MANAGER'S SURNAME	FIRST NAME, MIDDLE NAME(S)
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**Identification**

**Single Method Government Issued Photo Identification.** Complete **one** of the document sections below.  **Single Method Canadian Credit Bureau Report.** Include a unique identifier number.  **Dual Method Combination of Two Sources.** Complete **both** of the document sections below.

**Document Section I**

DOCUMENT USED TO CONFIRM IDENTITY	REFERENCE/ACCOUNT NUMBER
PLACE OF ISSUE	COUNTRY OF ISSUE EXPIRY DATE/ISSUE DATE (IF NO EXPIRY)

**Document Section II**

DOCUMENT USED TO CONFIRM IDENTITY	REFERENCE/ACCOUNT NUMBER
PLACE OF ISSUE	COUNTRY OF ISSUE EXPIRY DATE/ISSUE DATE (IF NO EXPIRY)

**To be completed by the person examining documentation**

I certify that I i) have verified the original identification records listed above ii) having made reasonable inquiries, have no reason to believe the client is acting on the behalf of a third party or, if so, has provided the required third party information, and iii) have verified the individual(s) signature.

NAME OF PERSON EXAMINING ID DOCUMENTS	DATE INDIVIDUAL(S) IDENTIFIED (MM/DD/YY)
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SIGNATURE OF PERSON EXAMINING ID DOCUMENTS

LSM - Internal Use Only	CHECKED BY	DATE CHECKED
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## Quick Reference Guide for Ascertaining Identity

### Single and Dual Source Methods of Identification

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#### Single Source: Government Issued Photo Identification

The identification card or document must be **face to face** and contain the following:

- Include the individual's name
- Include the individual's photo
- Include a unique identifier number
- Be issued by a provincial, federal or territorial government in Canada **OR** is a foreign identification document that is equivalent to an acceptable Canadian photo identification card or document

#### Single Source: Canadian Credit Bureau Report Checklist

The credit bureau report information can be used for **face to face or non-face to face** identification however this method may prove challenging as all information on the credit check **must match** exactly what has been provided by the individual

- Match the name, address, and date of birth provided by the individual
- Include a unique identifier number (File Number or Unique Number)
- Be at least three years in existence

#### Dual Source: Combination of Two Sources

The two sources together must meet one of the following combinations and can **face to face or non-face to face**:

- The name and address on one document/source & the name and date of birth on the second document/source
- The name and address on one document/source & the name and confirms a deposit, loan or credit card account on the second document/source
- The name and date of birth on one document/source & the name and confirmation of a deposit, loan or credit card account on the second document/source

The documents or sources must be:

- Reliable
- From two separate, independent sources (issuers)
- Provide an account number, or if no account number, include a reference number pertaining to the document or source
- In its original format as received by the individual from the issuer
- Valid/legitimate (not altered)
- Current (not expired) or is the most recent version of the source (utility bill etc.)

### Corporations

**A corporation's existence, directors, beneficial ownership and powers to bind must be verified before an application can be processed.**

- **Beneficial Ownership:** the following documents can be used to verify beneficial ownership of the corporation: Shareholders statement, register or agreement; articles of incorporation; bylaws; annual return, or an annual record that has been filed under provincial securities legislation.
- **Powers to Bind:** These can be confirmed by referring to any one of the following: Certificate of Incumbency, Articles of Incorporation, or Bylaws of the Corporation.
- Please provide copies of the documentation used to verify directors, beneficial ownership and powers to bind to League Savings with the completed application.
- **Associations and Non-Incorporated Businesses-** Existence and beneficial ownership must be confirmed for non-corporate entities.

### Entities neither Individuals or Corporations

The following can be used to verify the beneficial ownership of an entity other than a corporation:

- partnership agreement
- a letter signed by all partners confirming the existence, ownership, control and structure of the partnership
- articles of association
- articles of constitution
- a letter stating the purpose, ownership, control and structure of the group (listing all the group members and signed by two signing officers)
- minutes of group meetings (listing the structure of the group, as well as all the group members and signed by the person recording the minutes)