



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 GIVEN NAME(S)

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 NUMBER
PLACE OF ISSUE COUNTRY OF ISSUE EXPIRY DATE

Document Section II

DOCUMENT USED TO CONFIRM IDENTITY REFERENCE NUMBER
PLACE OF ISSUE COUNTRY OF ISSUE EXPIRY DATE

PEP DECLARATION

Are you a Politically Exposed Person (PEP) or the Head of an International Organization (HIO)? Yes No
Are you a family member or close associate of a PEP or HIO? Yes No
Definitions for PEPs and HIOs can be found on the FINTRAC website: fintrac-canafe.gc.ca/guidance-directives/client-clientele/Guide12/12-eng

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)

SIGNATURE OF PERSON EXAMINING ID DOCUMENTS

LSM - Internal Use Only CHECKED BY DATE CHECKED



Personal Information of Signing Officers

ACCOUNT NUMBER

Deposit Loan Mortgage

COMPANY / LEGAL / TRADE NAME(S)

1	SIGNING OFFICER'S SURNAME		FIRST NAME, MIDDLE NAME(S)	
	STREET ADDRESS		CITY	PROVINCE
	DATE OF BIRTH		OCCUPATION	

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 NUMBER
PLACE OF ISSUE	COUNTRY OF ISSUE
	EXPIRY DATE

Document Section II

DOCUMENT USED TO CONFIRM IDENTITY	REFERENCE NUMBER
PLACE OF ISSUE	COUNTRY OF ISSUE
	EXPIRY DATE

2	SIGNING OFFICER'S SURNAME		FIRST NAME, MIDDLE NAME(S)	
	STREET ADDRESS		CITY	PROVINCE
	DATE OF BIRTH		OCCUPATION	

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 NUMBER
PLACE OF ISSUE	COUNTRY OF ISSUE
	EXPIRY DATE

Document Section II

DOCUMENT USED TO CONFIRM IDENTITY	REFERENCE NUMBER
PLACE OF ISSUE	COUNTRY OF ISSUE
	EXPIRY DATE

3	SIGNING OFFICER'S SURNAME		FIRST NAME, MIDDLE NAME(S)	
	STREET ADDRESS		CITY	PROVINCE
	DATE OF BIRTH		OCCUPATION	

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 NUMBER
PLACE OF ISSUE	COUNTRY OF ISSUE
	EXPIRY DATE

Document Section II

DOCUMENT USED TO CONFIRM IDENTITY	REFERENCE NUMBER
PLACE OF ISSUE	COUNTRY OF ISSUE
	EXPIRY DATE

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

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)
---------------------------------------	--

SIGNATURE OF PERSON EXAMINING ID DOCUMENTS

LSM - Internal Use Only	CHECKED BY	DATE CHECKED
-------------------------	------------	--------------

Quick Reference Guide for Ascertaining Identity

Single and Dual Source Methods of Identification

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)