

NOTE: A Corporation/Entity Identification Information Record or report is required by the Proceeds of Crime (Money Laundering) and Terrorist Financing Act. This record, or report, must be completed by the REALTOR® whenever they act as an agent in respect to the purchase or sale of real estate. FINTRAC recommends that the Corporation/Entity Identification Information Record be completed when the offer is submitted. It is the responsibility of the broker to ensure that a record is kept for five years from the date it was created.

Transaction Property Address:

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Sales Representative/Broker Name:

Date:

A. Verification of Corporation

The existence of a corporation must be established within 30 days after closing.

1. Name of corporation:

2. Corporate Address:

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3. Nature of Principal Business:

4. Name of Directors:

As set out in certificate of corporate status or other record confirming corporation's existence.

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5. Type and Source of Verification Record:

Must confirm existence of the corporation (e.g., certificate of corporate status, published annual report, government notice of assessment). If record is in paper format, a copy must be kept. If record is an electronic version, a record of the corporation's registration number and type and source of record (e.g., Corporations Canada website) must be kept.

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6. Registration number of corporation:

7. Copy of corporate record showing authority to bind corporation regarding transaction:

(e.g., certificate of incumbency, articles of incorporation, by-laws setting out officers duly authorized to sign on behalf of corporation)

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B. Verification of Other Entity (if applicable)

The existence of another entity (e.g. partnership) must be established within 30 days after closing.

1. Name of other entity:

2. Address:

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3. Nature of Principal Business:

3. Type of Verification Record:

Must confirm existence of other entity (e.g., partnership agreement, articles of association).

5. Source of Record:

Record may be paper or an electronic version. If record is in paper format, a copy must be kept. If record is an electronic version, a record of the entity's registration number and type and source of record must be kept.

6. Registration number:

C. Verification of Third Parties (if applicable)

Complete this portion of the form if there is a third entity that is not the buyer or seller but is involved in the transaction (i.e., client acting on behalf of a third party). Note: where you cannot determine if there is a third party but there are reasonable grounds to suspect that the client is acting on behalf of a third party, you must keep a record that (a) indicates whether, according to the client, the transaction is being conducted on behalf of third party; (b) the reasonable grounds to suspect that the client is acting on behalf of a third party.

1. Name of third party:

2. Address:

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3. Date of Birth:

4. Nature of Principal Business or Occupation:

5. Incorporation number and place of issue (if applicable):

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6. Relationship between third party and client: