

NOTE: A Corporation/Entity Identification Information Record is required by the Proceeds of Crime (Money Laundering) and Terrorist Financing Act. This Record must be completed by the REALTOR® whenever they act in respect to the purchase or sale of real estate. It is recommended that the Corporation/Entity Identification Information Record be completed (i) for a buyer when the offer is submitted and/or a deposit made (ii) for a seller when the seller accepts the offer.

Transaction Property Address:

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Sales Representative/Broker Name:

Date:

A. Verification of Corporation

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)

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)

NOTE: Complete this section of the form when a client is acting on behalf of a third party. Where you cannot determine if there is a third party, but there are reasonable grounds to suspect the client is acting on behalf of a third party, you must keep a record of that fact.

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:

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