

VERIFICATION WHERE THE CLIENT IS NOT PHYSICALLY PRESENT

Client No./Matter No.:	_____
Matter Description:	_____
Client Name:	_____
Responsible Lawyer:	_____
Verification Conducted By:	_____
This Form Completed By:	_____
Date Completed:	_____

To be completed when the client is not physically present.

Where I am required to verify the identity of my client (my individual client, the individual instructing on behalf of my organizational client or a third party that my client represents) but that individual is not physically present in front of me, I may use an agent to verify that individual's identity provided. Rule 5-123(1) and Rule 5-125

1. I have an arrangement or agreement in writing with the agent, who is reputable and reliable. Yes No

2. The agent has provided me with the information he/she obtained to verify the client's or third party's identity. Yes No

3. I have satisfied myself that the information is valid and current and that the agent verified the identity in accordance with the verification rules. Yes No

If the agent has previously verified the identity of the individual client, instructing individual or third party.

Please note: GUARANTORS NO LONGER APPLY

Attach sample form to be sent to agent.

Agent Agreement/Arrangement – Verification of Client’s Identity (Individual)

INSERT DATE

To:

Name of Agent

Address

Re. Verification of Identity of [INSERT CLIENT NAME]

I require you to verify the identity of my client, INSERT CLIENT NAME, by one of the following methods:

(A) Meet with and obtain from the individual a valid, original and current identification document that is issued by the federal government, a provincial or territorial government or a foreign government, other than a municipal government, that contains the individual’s name and photograph. In the presence of the individual, verify that he/she is the same person that is depicted in the identification document.

I am attaching a list of acceptable identification documents for your reference.

(B) Obtain information from the individual’s credit file if that file is located in Canada and has been in existence for at least three years to verify that the name, address and date of birth in the credit file are those for the individual.

(C) Obtain from two of the following sources (neither of which source can be the individual or you):

- (i) Information from a reliable source that contains the individual’s name and address to verify that the name and address are those of the individual;
- (ii) information from a reliable source that contains the individual’s name and date of birth to verify that the name and date of birth are those of the individual; or
- (iii) information that contains the individual’s name and confirms that they have a deposit account or a credit card or other loan amount with a financial institution to verify that information.

I am attaching a list of acceptable reliable sources for your reference.

November 2019

I require you to provide to me a copy of the information that you obtained to verify the client's identity and for you to note the date upon which you obtained this information.