

***Before the video conference:***

Review the Law Society of Manitoba FAQ's on:

- [Best practices for using video conferencing in providing legal advice or services](#)
- [How to identify or verify a client under the Anti-Money Laundering Rules when meeting by video conference](#)

***During the video conference:***

When conducting face-to-face client verification or document execution by video conference, stay alert to fraud risks. Keep the red flags of fraud in mind. For guidance on fraud risk avoidance, refer to LawPro's Avoid a Claim blog post, [Remote communication and fraud risks in real estate](#) and pages 2 - 4 of the Federation of Law Societies Anti-Money Laundering and Terrorist Financing Group [Risk Advisories for the Profession](#).

Date:	
Client info:	
Time of meeting:	Start time:  End time:
Method of communication:	Provide details:
Has the client consented to proceed in this manner?	Provide details:
Have you asked all individuals in the remote location to introduce themselves?	Name of all parties in remote location:
Ensure that there is no one else at the remote location who may be improperly influencing the client.	Provide details, if any:

<p>Are audio and video feeds stable? Can you hear and see all parties?</p>	<p>Provide specifics, if any:</p>
<p>Do you need to conduct client ID (does not need to occur face-to-face) and/or client verification (generally must occur face-to-face)?</p> <p>Client ID: Documentation provided, if any? [ <input type="checkbox"/> ]</p> <p><b>Client verification:</b></p> <ul style="list-style-type: none"> <li>• Obtain identification document (ID Doc) <b>prior</b> to the online meeting if possible</li> <li>• Ask the client to show the original ID Doc during the video conference</li> <li>• Ensure you are reasonably satisfied that the ID Doc is valid and current</li> <li>• Compare the image in the ID Doc to the person on video to be reasonably satisfied that it is the same person</li> </ul>	<p>Type of document(s) reviewed: Provide details:</p>
<p>If executing documents remotely:</p> <ul style="list-style-type: none"> <li>• How will you provide the client with copies of the document executed remotely?</li> <li>• Have you confirmed your clients' understanding about documents they are executing?</li> </ul> <p><b>*Make sure you provide adequate opportunity for them to ask questions</b></p>	<p>Provide specifics:</p>
<p>Have you kept detailed minutes of meeting?</p>	