

VIA [insert means of communication]

[insert address]

Attention: [insert name of lawyer or representative]

Dear Sir or Madam:

Re: Identification Information Record - [insert details of transaction (e.g., address)]

Real estate brokerages are subject to the *Proceeds of Crime (Money Laundering) and Terrorist Financing Act* and its associated Regulations. As such, we are required to confirm the existence of, and ascertain the name and address of, every corporation or other entity (e.g., partnership) on whose behalf we conduct a transaction, as well as the names of its directors. We are also required to confirm that the person entering into the transaction on behalf of the corporation has the power to bind the corporation regarding the transaction. We therefore request your assistance in completing our Identification Information Record with respect to the above-noted transaction for [insert name of corporation].

We enclose a form which lists the information we are required to include in our records. Please complete the form, attach the requested documents and return the materials to [insert name] at [refer to mailing address or e-mail address]. We also enclose a consent from [name of corporation] to the release of this information.

We are required to confirm the existence of [name of corporation] and complete the information record within 30 days of the closing of this transaction or, where the corporation is the buyer, within 30 days of the deposit being made. We would therefore appreciate receiving the documents listed above no later than [note – insert date].

If you have any questions please do not hesitate to contact us.

Yours very truly,

Information Form Respecting Corporations/Other Entities

If you act for a corporation

1. Please provide the following information:

- (a) Name of corporation:
- (b) Corporate address:
- (c) Nature of Principal Business:
- (d) Names of Directors:

2. Please provide the following records:

- (a) Copy of a corporate record showing authority to bind corporation regarding transaction¹
- (b) Copy of record confirming existence of corporation².

If the records are in paper format, please enclose a copy with this form. In the event that you provide an electronic version of a record which is publically accessible, please provide the following information:

- (i) Registration number of corporation:
- (ii) Type of verification record³:
- (iii) Source of verification record⁴:

If you act for an entity other than a corporation (e.g., partnership)

1. Please provide the following information:

- (a) Name of entity:
- (b) Entity address:
- (c) Nature of Principal Business:

[...2]

¹ For example, certificate of incumbency, articles of incorporation or by-laws setting out the officers duly authorized to sign on behalf of corporation.

² For example, certificate of corporate status or other record confirming corporation's existence.

³ For example, certificate of corporate status, published annual report, government notice of assessment.

⁴ For example, Corporations Canada website.

2. Please provide the following records:

(a) Copy of record confirming existence of entity⁵:

If the record is in paper format, please enclose a copy with this form. In the event that you provide an electronic version of a record which is publically accessible, please provide the following information:

(i) Registration number of entity:

(ii) Type of verification record:

(iii) Source of verification record:

Whether you act for a corporation or an entity other than a corporation

Please indicate whether or not the corporation or entity is acting on behalf of a third party with respect to this real estate transaction.

(a) Is corporation or entity acting on behalf of a third party?

Yes ___ No ___ Reasonable suspicion⁶ ___

(b) Name of third party:

(c) Address:

(d) Date of Birth:

(e) Nature of Principal Business or Occupation:

(f) Incorporation number and place of issue (if applicable):

(g) Relationship between third party and corporation or entity:

⁵ For example, partnership agreement, articles of association.

⁶ Reasonable suspicion would arise when circumstances indicate the possibility of a third party but the entity's representative will not confirm.

Consent

I, **[name of individual]**, as a duly authorized representative of **[name of corporation]**, hereby authorize **[lawyer]** to release and communicate to **[insert name]** the corporation information set out in the attached Information Form Respecting Corporations/Other Entities for the sole purpose of enabling **[insert name]** to comply with his/her obligations under the *Proceeds of Crime (Money Laundering) and Terrorist Financing Act* and its associated Regulations.

_____ [Name in print]

_____ [Signature]

Date: _____