



ASCERTAINING IDENTITY - Individual

The Account



MORTGAGE



LOAN



DEPOSIT

Please Review Carefully

Please complete and attach this form to all applications. Where ID Type is requested, original ID must be obtained and transcribed below. Acceptable identification includes Passport, Driver's License, Birth Certificate and Provincial Health (except in Nova Scotia, Prince Edward Island, New Brunswick, Manitoba and Ontario). Aside from employee ID, any other ID issued by Provincial, Territorial or Federal Government is also acceptable.

Failure to supply the information may result in delays or rejection.

DATE ACCOUNT OPENED _____

NEW ACCOUNT NUMBER _____

Account Holder (Primary) Information:

Last name, first name, middle name _____

Civic Address or Legal Land Description _____

Date of Birth (DD/MMM/YYYY) _____

1.	ID Type <i>(Please stipulate)</i>	_____	No.	_____	Place of Issue <i>(Jurisdiction)</i>	_____
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2.	ID Type <i>(Please stipulate)</i>	_____	No.	_____	Place of Issue <i>(Jurisdiction)</i>	_____
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Account Holder (Secondary) Information:

Last name, first name, middle name _____

Civic Address _____

Date of Birth (DD/MMM/YYYY) _____

1.	ID Type <i>(Please stipulate)</i>	_____	No.	_____	Place of Issue <i>(Jurisdiction)</i>	_____
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2.	ID Type <i>(Please stipulate)</i>	_____	No.	_____	Place of Issue <i>(Jurisdiction)</i>	_____
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Note: For additional Account Holders, please complete a separate Ascertaining Identity Form.

Third Party Determination

Is this transaction being carried out on behalf of a third party? Yes No

When you are determining whether a third party is involved, it is not about who "owns" the money, but rather about "who gives instructions to deal with the money". To determine who the third party is, the point to remember is whether the individual in front of you is acting on someone else's instructions. If so, that someone else is the third party (FINTRAC Guideline 6G - section 5.1)

Third Party Information (if applicable)

Last name, first name, middle name _____

Civic Address _____

Date of Birth (DD/MMM/YYYY)	_____	Relationship to client	_____
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If Third Party an organization, we require:

Incorporation # _____	Place of Incorporation _____
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To be completed by the person examining documentation

I _____ certify that I i) have verified the original identification records listed above, ii) having made reasonable inquiries, have no reason to believe the client is acting on behalf of a third party or, if so, has provided the required third party information, and iii) have verified the individual(s) signature.

Date Form Completed: _____

Signature of Person examining ID Documents: _____

To be completed by League Savings

Checked By: _____

Date Checked: _____

ASCERTAINING IDENTITY
MONEY LAUNDERING REGULATIONS

When Dealing with Financial Entities

All identities shall be ascertained before any transaction other than an initial deposit is carried out on an account, or in the case of electronic transfers, no later than the time of the transaction.

Individuals

The identity of an individual shall be ascertained:

- By referring to the individual's birth certificate, driver's license, passport or any similar record, other than the individual's social insurance card, or
- Where the individual is not physically present when the account is opened, by confirming that a cheque drawn by the individual on an account of a financial entity had been cleared.

We must also record on the account information record; large cash transaction record; extension of credit record; account operating agreement or account application form, as the case may be:

- The type and reference number of the record that is relied on to ascertain the identity of the individual, where the record is a birth certificate, driver's license.
- The financial entity and account number of the account on which the cheque was drawn, where the clearing of a cheque from a financial entity is relied on to ascertain the identity of the individual.

Corporations

The existence, name and address of a corporation shall be ascertained:

As well as the names of all directors,

by referring to its certificate of corporate status, a record that it is required to file annually under the applicable provincial securities legislation or any other record that ascertains its existence as a corporation. The records may be in paper form or in an electronic version that is obtained from a source that is accessible to the public.

Where the information had been ascertained by referring to an electronic version of a record, the person or entity required to ascertain the information shall keep a record that sets out:

- The corporation's registration number
- The type of record consulted and
- The source of the electronic version of the record

Where the information has been ascertained by referring to a paper copy of a record, retain the record or a copy of it.

Entities Neither Individuals or Corporations

The existence of a person who is neither an individual nor a corporation shall be ascertained by referring to a partnership agreement, articles of association or other similar record that ascertains its existence. The records may be in paper form or in an electronic version that is obtained from a source that is accessible to the public.

- Where applicable, record the names of its directors or partners.
- Where the existence of the person has been ascertained by referring to an electronic version of a record, the person or entity required to ascertain the information shall keep a record that sets out the registration number of the person, the type of record consulted and the source of the record.
- Where the existence of the person has been ascertained by referring to a paper copy of a record, the person or entity required to ascertain that information shall retain the record or a copy of it.

***Public Body Defined**

"Public body" means (a) any department or agent of Her Majesty in right of Canada or of a province; (b) an incorporated city, town, village, metropolitan authority, township, district, county, rural municipality, or other incorporated municipal body and an agent of any of them; and (c) an organization that operates a public hospital and that is designated by the Minister of National Revenue as a hospital authority under the Excise Tax Act, and any agent of it.