

**CLIENT IDENTIFICATION FORM**  
(Corporations and other entities – Money Services)



Date of Transaction	Amount of Transaction	Method of Payment
	\$	<input type="checkbox"/> Cash/Cheque <input type="checkbox"/> Pre Authorized Debit <input type="checkbox"/> Wire Transfer <input type="checkbox"/> Other – Describe: _____

**CLIENT PROFILE: \_**

Client Name:	Phone	Fax
Business Name (if different than above):	Place of Incorporation / Organization (if applicable)	
Client Address	City, Province, Postal Code	
Documents Required	Please attach a copy of the following, as required:	
<input type="radio"/> Corporation	➤ Certificate of Status, Corporate Search <b>and/or</b> other record	
<input type="radio"/> Partnership	➤ Partnership Agreement, Certificate of Status <b>or</b> Letter under Seal	
<input type="radio"/> Non Profit Organization	➤ Articles of Associate <b>or</b> Corporate Search (if applicable)	
Names of all Directors (if not set out in Documents attached)	Signature of Signing Officer of Client verifying the foregoing	
	X	

**THIRD PARTY DETERMINATION:**

Will the Client request transactions to be carried out for or on behalf of a third party?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>If either YES box is ticked, the following information must be provided with respect to the third party:</b>		
Name of Third Party	Principal Business/Occupation	
Third Party Address	Incorporation Number and place of Incorporation (if a corporation)	
City, Province	Nature of Relationship between Client and Third Party	
Postal Code, Country	Signature of Signing Officer of Client verifying the foregoing	
	X	

**COMPLETION OF “CLIENT IDENTIFICATION” FORM**

The following contains brief instructions for completion of this form and the certification below which must be completed by an agent (the “Approved Agent”) approved by and acting for and on behalf of Citizens Bank of Canada.

**Requirement to Verify Existence:** Citizens Bank of Canada is required to make and keep records verifying the existence of any corporation or other entity that requests a money services transaction, such as the issue of prepaid debit cards, of \$3000 or more. This verification of identity must be performed by an Approved Agent and kept by Citizens Bank of Canada as a business record. The date, amount received and method of payment of the transaction must also be recorded.

In the case of a corporation, partnership or other entity, its existence must be verified. The existence of a corporation, its name and address, and the names of its directors must be ascertained by referring to its certificate of corporate status, a record it is required to file annually under the applicable provincial securities legislation, or any other record, such as a corporate search, that confirms its existence as a corporation. The existence of a partnership or other entity (e.g. a society) must be confirmed by referring to its partnership agreement, articles of association or any other record, such as a corporate search, that confirms its existence.

**Third Party Determination:** If Citizens Bank of Canada keeps a client information record in respect of an ongoing business relationship with a client for whom Citizens will carry out money services transactions (such as issuing or redeeming prepaid debit cards), Citizens is required to take reasonable measures to determine whether the client is acting on behalf of a third party. In cases where a third party is involved, the name, address and principal business or occupation of the third party and the nature of the relationship between the third party and the client must be recorded.

**Approved Agent Certification:** I hereby certify, without personal liability, that I personally asked the signing officer named above, whose signature appears under the Third Party Determination section, the questions set forth thereunder and I witnessed his or her signature.

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Signature of Agent

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Name (Please Print)