

NON-CORPORATE ENTITIES (CHARITIES, CLUBS, UNIONS, ASSOCIATIONS and RELIGIOUS GROUPS)

ANTI-MONEY LAUNDERING CHECKLIST

- Full name of the organization as applicant
- Current address of the organization (must be in Canada)
- Country of residence of the organization (must be Canada)
- Nature of the organization (describe fully what the organization does)
- By-laws or other constating (constitution, rules of organization) documents
- Canada Revenue Agency charity registration # (if applicable)
- A list of persons authorized by the organization to bind the organization
- Date of Birth & civic address for up to three authorized person(s)
- Occupation for up to three authorized person(s) (occupation should be specific)
- Proof of ID for up to three authorized person(s) – 2 pieces, photo ID preferred, viewed in person
 - Valid government issued ID
 - For a foreign resident, a valid passport from the country of citizenship or residence must be provided
 - record of the type of ID
 - the identification number of ID
 - place of issue for ID
 - acceptable ID per MCAN policy
- Signature of authorized officer(s) (unless written authorization has been given to the agent to accept verbal instructions)
- Name on the cheque matches the name on the application exactly
- Evidence of a Third Party determination (confirm correct box checked on all documentation)
 - Third Party Declaration, if applicable
- Beneficial ownership form (shows percentage ownership)
- Source of funds (MCAN is required to determine the source of funds used for the purchase of a term deposit. Clients are expected to provide evidence of the origin of the funds i.e.: savings, investment maturity, etc.)

COMMENTS:

Please be advised that we will return your investment if the above documents are not received within 5 business days from fax date notification sent to your office.

January 2010