

## SOLE PROPRIETORSHIPS AND PARTNERSHIPS – ANTI-MONEY LAUNDERING CHECKLIST

- Full Name of the business or partnership as applicant
- Business Identification number (BIN/BN)
- Legal address of the business or partnership (must be in Canada)
- Country of residence of the business or partnership (must be Canada)
- Nature of the business (describe fully what the business does)
- Constating documents of the business or a partnership agreement
- For a partnership, an incumbency certificate showing persons authorized to bind the partnership
- Listing of owner or partners
- 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 person(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
- 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.**