

The purpose of this form is to collect the information necessary to verify a person's identity using the dual process method in accordance with the *Proceeds of Crime (Money Laundering) and Terrorist Financing Act* (PCMLTFA) and its regulations. It should be used in the following situations:

- **To verify the identity of a new investor:** The advisor must complete sections 1, 3 and 5. Do not submit supporting documents with this form.
- **To confirm the identity of an investor or a beneficiary:** Since the advisor is not present at the time of verification, the investor or the beneficiary must complete sections 1, 2, 3 and 4 **and submit copies of the required supporting documents with this form.**

When the identity of more than one individual must be verified, please complete a separate form for each person.

1. Information on the individual to identify

Last name		First name	
Address (No)	Street	Apt.	Date of birth
City		Province	Postal code

2. Profession/Occupation

Please provide complete and detailed information, including job title, field of activity, name of employer and status (employee or self-employed); if retired, please enter detailed information on the last profession/occupation held before retirement.

Job title	Field of activity
Name of employer	Status: <input type="checkbox"/> Employee <input type="checkbox"/> Self-employed

Is the person whose identity is being verified retired? ☐ No ☐ Yes

3. Identity verification

- Documents for the identity verification of a new investor or beneficiary:
 - must be in good condition without apparent alteration
 - must be from two different, independent and reliable sources
 - cannot be from Beneva
- A scanned or photocopied document is accepted as long as it is authentic, valid and current.
- If a document has an expiration date, it must be its most recent and unexpired version.
- A copy of each of the documents used for the identity verification of the beneficiary must be sent to Beneva.

Examples of acceptable documents are on page 2. (See the "Instructions" section at the end of the form).

A) Why was the single identification method not used to verify the identity?

- ☐ The investor or beneficiary does not have a government-issued photo ID
- ☐ The investor or beneficiary is not physically present
- ☐ The beneficiary is not a resident of Canada
- ☐ Other (specify): _____

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B) To identify a new investor or to confirm your identity as a beneficiary, please duly complete two of the following three categories using information from two different, independent and reliable sources. Examples of documents that may be used are provided in the «Instructions» section on the next page. Provide the detailed information required below.

☐ **Document confirming the individual's name and address**

Record type

Name of issuing company/Government jurisdiction

Reference or account number

Y	Y	Y	Y	M	M	D	D
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Date information is verified

☐ **Document confirming the individual's name and date of birth**

Record type

Name of issuing company/Government jurisdiction

Reference or account number

Y	Y	Y	Y	M	M	D	D
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Date information is verified

☐ **Document confirming the individual's name and that they have a financial account (deposit account, a credit card account or loan account)**

Record type

Name of issuing company/Government jurisdiction

Reference or account number

Y	Y	Y	Y	M	M	D	D
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Date information is verified

4. Signature of the person whose identity is being verified (investor or beneficiary)

This section must be completed by the investor or beneficiary when the identity verification is not performed in the presence of the Advisor.

By signing below, I declare that the information provided on this form:

- is current, accurate and complete
- is from two different, independent and reliable sources
- is from the attached copies of two authentic, valid and current documents (if the person is a beneficiary)
- is consistent with the information provided in Section 1 of this form

I certify that my signature, if affixed electronically, has the same legal value as my handwritten signature. Any reproduction of this form, of which the integrity is ensured, has the same legal value as the original.

X

Investor or beneficiary's signature

Y	Y	Y	Y	M	M	D	D
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Date

5. Signature of the advisor

By signing below, I acknowledge to have ascertained the identity of the individual concerned (i.e., the investor, or a director, significant shareholder or authorized signatory of the investor who is a corporation or entity), in accordance with the Proceeds of Crime (Money Laundering) and Terrorist Financing Act (PCMLTFA) and its associated regulations, and I attest that:

- I have complied with the instructions set out in this form
- I reviewed authentic, valid and current (if applicable) documents issued by two different, independent and reliable sources
- The information provided in this form is current, accurate and complete
- The information from the documents used for the identity verification is consistent with the information provided in sections 1 and 3 of this form
- I certify that my signature, if affixed electronically, has the same legal value as my handwritten signature. Any reproduction of this form, of which the integrity is ensured, has the same legal value as the original.

Advisor's full name

Advisor code

X

Advisor's signature

Y	Y	Y	Y	M	M	D	D
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Date

Protecting your personal information is a priority for Beneva. To find out more about our practices, please consult the Personal Information Protection Statement located at www.beneva.ca.

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The form sent to Beneva constitutes the original document.

Instructions

To verify the identity, review documents from two different, independent and reliable sources. For example, you cannot use two Canada Revenue Agency (CRA) documents because they would be from the same source.

The federal, provincial, territorial and municipal levels of government, crown corporations, financial entities or utility providers are considered reliable sources.

Each of the documents used must be:

- the most recent and unexpired (if applicable) version of an acceptable record
- authentic, valid, current
- in good condition, without apparent alteration
- from two different, independent and reliable sources
- in the same name as the person identified

Verify the information from two different, independent and reliable sources, among the three types of documents listed below, and provide detailed information for these two sources in section 3 of the form.

Here are some examples of documents that can be used for identity verification. For an exhaustive list of acceptable documents, visit the FINTRAC website at <http://www.fintrac-canafe.gc.ca/>:

1. Verification of the name and address

- Documents issued by a Canadian government body:
 - Any card or statement issued by a federal, provincial, territorial or municipal Canadian government body. For example, a Canada Pension Plan (CPP) statement, property tax assessment issued by a municipality, a provincially-issued vehicle registration, or a benefits statement.
 - CRA documents. For example, a notice of assessment, a requirement to pay notice, an installment reminder/receipt, a GST refund letter, or a benefits statement.
- Documents issued by other Canadian sources: A utility bill (such as electricity, water, or telecommunications), a T4 statement, a Record of Employment, an identification product from a Canadian credit bureau that contains two trade lines and has been in existence for at least six months.

2. Verification of the name and date of birth

- Documents issued by a Canadian government body: Any card or statement issued by a federal, provincial, territorial, or municipal Canadian government body. For example, a CPP statement of contributions, a government-issued proof of marriage document (long-form, which includes date of birth), permanent resident card, citizenship certificate, or temporary driver's licence (non-photo).
- Documents issued by other Canadian sources: Home, auto, or life insurance documents, or an identification product from a Canadian credit bureau that contains two trade lines and has been in existence for at least six months.

3. Verification of the name and existence of a financial account in the name of the person identified

- Documents that may be used to confirm that the person has a deposit account, credit card account or loan account: A bank statement, a loan account statement (for example, mortgage), a cheque that has been processed (cleared, non-sufficient funds) by a financial institution, an identification product from a Canadian credit bureau that contains two trade lines and has been in existence for at least six months.

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