Form 11

VERIFICATION WHERE THE CLIENT IS NOT PHYSICALLY PRESENT

Client No./Matter No.:	
Matter Description:	
Client Name:	
Responsible Lawyer:	
Verification Conducted By:	
This Form Completed By:	
Date Completed:	

To be completed when the client is not physically present.

Where I am required to verify the identity of my client (my individual client, the individual instructing on behalf of my organizational client or a third party that my client represents) but that individual is not physically present in front of me, I may use an agent to verify that individual's identity provided. Rule 5-123(1) and Rule 5-125

1. I have an arrangement or agreement in writing with the agent, who is reputable and reliable. Yes ❑ No ❑

2. The agent has provided me with the information he/she obtained to verify the client's or third party's identity. Yes ❑ No ❑

3. I have satisfied myself that the information is valid and current and that the agent verified the identity in accordance with the verification rules. Yes ❑ No ❑

If the agent has previously verified the identity of the individual client, instructing individual or third party.

Please note: GUARANTORS NO LONGER APPLY

Attach sample form to be sent to agent.

Agent Introduction Letter/Email – Verification of Client's Identity (Individual):

DATE:

TO: Agent's full name
Agent's business Address

RE: Verification of Identity of [CLIENT]

I have been retained to act for [CLIENT] on (briefly describe the financial transaction – e.g. the sale of Property in Neepawa, Manitoba).

The Law Society of Manitoba Rules require that the identity of clients be verified. [CLIENT] is unable to meet with me in person, but the Rules allow for verification of a client's identity by an agent.

I want to retain you as agent to verify the identity of my client, [CLIENT]. [CLIENT] advises me that they have current government issued photo ID and are prepared to meet with you to be identified. (If client does not have current valid photo ID, you will need to explain alternate methods).

To identify [CLIENT], please:

1. Meet with [CLIENT] in person. [CLIENT] will produce one valid, original and current identification document. The document must be issued by the federal government, a provincial or territorial government or a foreign government and must contain the [CLIENT's] name and photograph.

   Acceptable identification documents
   a) valid and current driver's license
   b) passport
   c) secure Certificate of Indian Status or similar record

2. Exam the identification document and to the best of your knowledge, determine whether is valid, original and current.

3. In the presence of [CLIENT], verify that he/she is the same person depicted in the identification document.

4. Copy, scan or photograph the information that you obtained to verify the client's identity.

5. Note the date upon which you obtained this information.

6. Complete the attached verification of details statement (or something similar you have drafted).

7. Send the copy/scan photograph to me together with your statement of account.

Verification Details statement

Agent's full name
Agent's Occupation
Agent's business Address

Date of meeting with client
Scan/copy/photograph of ID documents

I state that:

1. I, [Agent name] am a [agent status or occupation] in [location]. My business address, email and telephone number are _____];

2. I met with [CLIENT NAME] (hereinafter "the Client") in person on the _____ day of _____, [20___];

3. in the Client's presence, I examined his or her original [type of government-issued identification document], issued by [name of government authority] on [date of issue] and bearing document number [number] (the "Document");

4. the photograph in the Document appeared to be a true likeness of the Client;

5. to the best of my knowledge, the Document appeared to be valid, original and current; and

6. the attached copy is a true copy of the Document, the original of which I examined.

Signed by me on the _____ [day] of _____ [month], [20____] at _____ [place].

_____
Signature