

Beneficial Ownership Record

- 1. Complete sub-section 1 (as applicable, according to the type of entity).
- 2. Complete sub-section 2 for all entities.
- 3. Complete sub-section 3 if entity is a not-for-profit corporation.
- 4. Confirm accuracy of information in sub-sections 1, 2 and 3 (as a best practice) and document you did this in sub-section 4.
- 5. If you cannot obtain information in sub-sections 1, 2 or confirm its accuracy, complete sub-section 5.

1. Record Keeping - General

Only complete the subsection that applies. Add additional pages if necessary.

A. For corporate entities:

Names of all directors of corporation:

Name and addresses of all persons who own directly or indirectly 25% or more of shares of corporation:

B. For trust entities:

Name and addresses of all trustees, known beneficiaries and settlors of trust:

C. For widely held or publicly held trust entities:

Name of all trustees:

Name and addresses of all persons who directly or indirectly own 25% or more of the units of the trust:

D. For entities other than corporations or trusts:

Name and addresses of all persons who own directly or indirectly 25% or more of entity:



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2. Record Keeping – Ownership, Structure and control

For all entities, provide information explaining entity’s ownership, control and structure. If the information is complex, you may wish to attach a diagram that shows the ownership, control and structure:

3. Record Keeping – Not-for-profit

If the entity is a not-for-profit organization:

- Is entity a charity registered with the Canada Revenue Agency under the Income Tax Act?
☐ Yes ☐ No
- If entity is not a charity, does entity solicit charitable donations from the public?
☐ Yes ☐ No

4. Confirm Accuracy of Information in Sections 1, 2 and (as a best practice) Section 3

Tick applicable boxes to document the measures you took to confirm the accuracy of information in sub-sections 1-3:

- ☐ Asked entity for information and they provided (check all that apply):
 - ☐ Minute book
 - ☐ Shareholders register
 - ☐ Annual returns
 - ☐ Shareholder agreement
 - ☐ Board of director’s meeting records of decisions
 - ☐ Trust deed
 - ☐ Securities register
 - ☐ Articles of incorporation
 - ☐ Certificate of corporate status
 - ☐ Partnership agreement
 - ☐ Other, explain
 - ☐ Checked CRA list of charities (if sub-section 3 applies)
 - ☐ Internet search
 - ☐ Entity provided signed letter confirming the veracity of the information in Sections 1 and 2
 - ☐ Other, explain:
- (optional) Date(s) above measures taken:

5. Complete this sub-section if you cannot obtain information in sub-sections 1, 2 or confirm its accuracy in sub-section 4.

Tick applicable boxes for each task taken.

- ☐ Took reasonable measures to verify the identity of the entity’s chief executive officer or the person who performs that function.
- ☐ Applied special measures for high-risk-clients.

Agents should speak to the Compliance Officer for direction if step 5 is necessary.