

<b>IDENTIFICATION CHECKLIST</b> Client is an Individual
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Client No./Matter No.:	_____
Matter Description:	_____
Client Name:	_____
Responsible Lawyer:	_____
Identification Conducted By:	_____
This Form Completed By:	_____
Date Completed:	_____

**HOW TO IDENTIFY AN INDIVIDUAL**

- My client is an **individual** and I have obtained and recorded the following information: Rule 5-118(1)(a)

Full name: \_\_\_\_\_

Home address: \_\_\_\_\_

Home telephone: \_\_\_\_\_

Place of employment: \_\_\_\_\_

Business address: \_\_\_\_\_

Business telephone: \_\_\_\_\_

Occupation(s): \_\_\_\_\_

I understand my client's financial dealings in relation to the retainer. Yes  No   
Rule 5-117(1)

**HOW TO IDENTIFY A THIRD PARTY MY INDIVIDUAL CLIENT IS REPRESENTING**

- My client is acting for or representing a third party (eg under a power of attorney or proxy as an insured under a policy issued by my client, as a union member, as the client of an accountant or other professional where my advice has been sought), I have obtained and recorded all the same information as for the individual or organization above. Rule 5-118(1)(c)

Complete this sub-checklist if the third party is an individual:

Form 4

If the third party is an individual:

Third party's full name: \_\_\_\_\_

Third party's home address: \_\_\_\_\_

Third party's home telephone: \_\_\_\_\_

Third party's place of employment: \_\_\_\_\_

Third party's business address: \_\_\_\_\_

Third party's business telephone: \_\_\_\_\_

Third party's occupation(s): \_\_\_\_\_

Complete this sub-checklist if the third party is an organization:

If the third party is an organization:

Full name: \_\_\_\_\_

Business address: \_\_\_\_\_

Business telephone: \_\_\_\_\_

Incorporation number of BIN, and place of issue: \_\_\_\_\_

General nature of the third party's business or activity: \_\_\_\_\_

Name of individual who gives my client instructions on behalf of the third party organization on this file: \_\_\_\_\_

Position of individual who gives my client instructions on behalf of the third party organization on this file: \_\_\_\_\_

Contact information of individual who gives my client instructions on behalf of the third party organization on this file: \_\_\_\_\_

I understand the third party's financial dealings in relation to the retainer. Yes  No