



NOVA SCOTIA BARRISTERS' SOCIETY

Client Identification & Verification Overview

	Individual Clients	Organizational Clients	Representative Clients Such as Trusts or Estates
Identification	<ul style="list-style-type: none">• Full Name• Business Address• Business Telephone #• Occupation	<ul style="list-style-type: none">• Full Name• Business Address• Business Telephone #• Incorporation # or Business ID #• Type of Business• Name of person authorized to give instructions.	<ul style="list-style-type: none">• Full Name• Business Address• Business Telephone #• Information about beneficiary or principle represented by the client.
Verification	<ul style="list-style-type: none">• Reliable, independent source documents, eg., Driver's License, Birth Certificate, etc.	<ul style="list-style-type: none">• Written confirmation from Government Agency or copy of constating documents.• Record names of directors.• Record names of persons who own more than 25% of the shares.• Do so within sixty (60) days.	<ul style="list-style-type: none">• Written confirmation from Government or copy of constating documents.
	<ul style="list-style-type: none">• If client is elsewhere in Canada, guarantor required.• If client is outside of Canada use agent to verify identity.		