

**Instructions for Agent:** This form must be completed in full, including PEP and third party declarations. A photocopy of the identification document must be attached hereto, and the name of the individual(s) must be recorded exactly as it appears on the government-issued photo identification document.

**AGENT CONFIRMATION**

I, the undersigned, attest that (i) I understand and accept that I am acting as an Agent on behalf of Equitable<sup>1</sup> and its co-lenders, successors and assigns for the purpose of verifying the identity of the individual(s) listed below; (ii) I am a lawyer/notary currently in good standing and entitled to practice within the regulations of my profession without any restrictions; and (iii) I have examined and verified one valid, current and authentic government-issued photo identification document from the list in Appendix A in the presence of the person concerned and recorded below the required information for the individual.

**Signature of Agent:** \_\_\_\_\_

**Name (please print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**INDIVIDUAL'S IDENTIFICATION INFORMATION**

SELECT ALL THAT APPLY

- Borrower       Guarantor       Signing Officer       Power of Attorney       Estate Trustee

FIRST NAME	MIDDLE NAME	LAST NAME	DATE OF BIRTH (i.e. Oct-19-1988)									
			M	M	M	D	D	Y	Y	Y	Y	
IDENTIFICATION TYPE	IDENTIFICATION NO.	PROV/STATE OF ISSUANCE	COUNTRY OF ISSUANCE	EXPIRY DATE (If Applicable)								
				M	M	M	D	D	Y	Y	Y	Y

**POLITICALLY EXPOSED PERSON CERTIFICATION (check the appropriate box)**

I hereby certify that I am:

- NOT a Politically Exposed Person as defined in Appendix A.  
 A Politically Exposed Person, as defined in Appendix A.

If you are a Politically Exposed Person as defined in Appendix A, please provide details of the role/position:

**THIRD PARTY CERTIFICATION (check the appropriate box)**

I hereby certify that this account:

- Will NOT be used by, or on behalf of, or be for the benefit of, a third party as defined in Appendix A.  
 Will be used by, or on behalf of, or be for the benefit of, a third party as defined in Appendix A.

OCCUPATION <sup>2</sup> (include title and industry)	SIGNATURE OF INDIVIDUAL *

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<sup>1</sup> Equitable means Equitable Bank, a wholly owned subsidiary of Equitable Group Inc., Equitable Trust, a wholly owned subsidiary of Equitable Bank and EQ Bank, a trademark of Equitable Bank.

<sup>2</sup> Vague descriptions such as "Business-for-Self", "self-employed", "consultant", "investor", "business owner", "businessman", "entrepreneur" or "Signing Officer" are **not acceptable**. The occupation must clearly reflect the nature of the work and the industry in which it is performed.

\* **PRIVACY CONSENT:** You agree that Equitable<sup>1</sup>, or any insurer engaged by it, may collect, use and disclose your information in accordance with the terms of its Privacy Agreement and federal legislation, including providing information to third parties. A copy of Equitable Bank's Privacy Agreement has been or will be provided to you and is available on Equitable Bank's website at [www.equitablebank.ca](http://www.equitablebank.ca) and in its offices. You may also request a copy of the Privacy Agreement by calling 1-866-407-0004.

**Identification Types**

- (1) Driver's Licence
- (2) Passport (Canadian or foreign) <sup>3</sup>
- (3) Canadian Citizenship Card (not Canadian Citizenship Certificate) issued prior to 2012
- (4) Permanent Resident Card
- (5) Secure Certificate of Indian Status
- (6) NEXUS Card
- (7) Health Card <sup>4</sup>
- (8) Provincial or territorial photo identification card

**Politically Exposed Person (PEP)**

A PEP is a person who is a politically exposed person (domestic or foreign) or head of an international organization, and their family members and close associates. See the definitions below for further details.

- A **domestic PEP** is a person who currently holds, or has held within the last 5 years, a specific office or position, as set out in the list below, in or on behalf of the Canadian federal government, a Canadian provincial (or territorial) government, or a Canadian municipal government. A person ceases to be a domestic PEP 5 years after leaving office or 5 years after they are deceased.
- A **foreign PEP** is a person who holds or has held a specific office or position, as set out in the list below, in or on behalf of a foreign state.
- The **head of an international organization** (HIO) means a person who currently holds or has held within the last 5 years the specific office or position of head of an international organization and the international organization that they head or were head of is either an international organization established by the governments of states or an institution established by an international organization. A person ceases to be a HIO 5 years after they are no longer the head of the international organization or 5 years after they are deceased.
- **Family members** of a PEP or HIO include a spouse or common-law partner (including an ex-spouse or partner), biological or adoptive child(ren), mother(s) or father(s), mother(s) or father(s) of the spouse or common-law partner (mother-in-law or father-in-law); and the child(ren) of the mother or father (sibling(s)).
- A **close associate** can be a person who is connected to a PEP or HIO for personal or business reasons. A person remains a close associate until they lose that connection. Examples of relationships that could indicate that someone is a close associate could include, but are not limited to, persons who: are the business partners of, or who beneficially own or control a business with, a PEP or HIO; are in a romantic relationship with a PEP or HIO; are involved in financial transactions with a PEP or a HIO; serve as prominent members of the same political party or union as a PEP or HIO; serve as a member of the same board as a PEP or HIO; carry out charitable works closely with a PEP or HIO; or are listed as joint on a policy where one of the holders may be a PEP or HIO.

**List of offices or positions applicable to PEPs**

Domestic PEP	Foreign PEP
<ul style="list-style-type: none"> <li>• Governor general, lieutenant governor or head of government</li> <li>• Member of the Senate or House of Commons or member of a legislature</li> <li>• Deputy minister or equivalent rank</li> <li>• Ambassador, or attaché or counsellor of an ambassador</li> <li>• Military officer with a rank of general or above</li> <li>• President of a corporation that is wholly owned directly by her majesty in right of Canada or a province</li> <li>• Head of a government agency</li> <li>• Judge of an appellate court in a province, the Federal Court of Appeal or the Supreme Court of Canada</li> <li>• Leader or president of a political party represented in a legislature</li> <li>• Mayor</li> </ul>	<ul style="list-style-type: none"> <li>• Head of state or head of government</li> <li>• Member of the executive council of government or member of a legislature</li> <li>• Deputy minister or equivalent rank</li> <li>• Ambassador, or attaché or counsellor of an ambassador</li> <li>• Military officer with a rank of general or above</li> <li>• President of a state-owned company or a state-owned bank</li> <li>• Head of a government agency</li> <li>• Judge of a supreme court, constitutional court or other court of last resort</li> <li>• Leader or president of a political party represented in a legislature</li> </ul>

**Third Party Determination**

A third party is the person or entity, other than the account holder or those authorized and approved by the Bank to give instructions about the account, that instructs another person or entity to conduct a transaction or activity on their behalf. As such, the third party is the instructing party to the transaction or activity, and is also understood to be the "on behalf of" party.

THIRD PARTY INFORMATION		
NAME	DATE OF BIRTH ( <i>i.e. Oct-19-1988</i> )	
	M	M
	M	M
	D	D
	Y	Y
	Y	Y
	Y	Y
OCCUPATION/NATURE OF BUSINESS	INCORPORATION NO. ( <i>If Applicable</i> )	
ADDRESS	CITY	
PROVINCE	COUNTRY	POSTAL CODE
TELEPHONE NO.	RELATIONSHIP BETWEEN ACCOUNT HOLDER AND THIRD PARTY	

<sup>3</sup> The place of issuance for a Passport is deemed to be the country/jurisdiction which originally issued the document. The place of issuance for a Canadian passport, renewed or issued in any foreign country, is still deemed to be "Canada".

<sup>4</sup> A provincial health card is acceptable, but only if it is not prohibited by provincial legislation. Currently Ontario, Manitoba, Nova Scotia and P.E.I. prohibit use of the health card for identification purposes. In Quebec, a health card cannot be requested as a source of identification but is acceptable if presented by the individual for identification purposes.