

e-bulletin from B2B Trust

Client Identification Requirements

At B2B Trust, we're committed to complying with regulatory requirements, such as those set forth in the Proceeds of Crime (Money Laundering) and Terrorist Financing Act. To help ensure that your clients' accounts are opened in an efficient manner, we've put together the following information to assist you and, ultimately, avoid delays in processing.

Personal information

For all new **non-registered** accounts, **two** pieces of **valid** identification are required for each applicant for **personal** accounts and for each authorized persons for **business** accounts (i.e., individuals with transaction authorization such as business owners and signing officers). Each application must clearly indicate the ID type, unique ID number, issuer, and the expiration date.

For B2B Trust, personal identification is classified in two types:

Type 1 Documentation — Government issued photo ID

- Certificate of Canadian Citizenship or Naturalization
- Driver's Licence issued in Canada
- Passport
- Certificate of Indian Status — issue by the Government of Canada
- Canadian Permanent Residence Card
- Quebec Health Card (with photo ID and expiry date)

NOTE: Health Cards in Quebec must be offered by clients — they cannot be requested.

Type 2 Documentation — Any other forms of identification that B2B Trust determines acceptable

- Provincial Health Card (without photo ID and/or expiry date)
- Birth Certificate — issued in Canada only (by the government; Church issue not accepted)
- Social Insurance Card — issued by the Government of Canada
- Major Credit Card (bearing the name of the individual and their signature)
- College/University Student ID card (bearing the name of the individual, signature and photograph)
- Firearms Licence — issued federally with photo ID
- NEXUS Card (bearing the name of the individual, passport number and photograph)
- CNIB Card

NOTE: Health Cards are not acceptable identification for Manitoba, Ontario or Prince Edward Island.

When a new account is being opened, we require:

- One piece of Type 1 Documentation and one piece of Type 2 Documentation
- or**

- Two pieces of Type 1 Documentation

B2B Trust will not accept applications with only two pieces of Type 2 Documentation.

Providing a detailed occupation description

All of our *non-registered account application* forms include fields for the account holder's occupation details. Complete and detailed information regarding an account holder's occupation is **mandatory**. If your client is self-employed, the nature of their business must be provided. When completing an application, please be as detailed and specific as possible. Below are examples of acceptable occupation descriptions vs. unacceptable descriptions. The list is not exhaustive, but illustrates the level of detail we are requesting.

Unacceptable occupation descriptions	Acceptable occupation descriptions
Business Person	Self-employed shop owner, owns ABC Shop Accountant (CGA, CA, CPA, etc.) Investment Banker Vice President at XYZ Company
Doctor	General Physician Surgeon Dentist Psychologist
Construction	Carpenter Electrician Construction Manager at [jobsite] Groundskeeper Labourer on road construction crew
Specialist	Cardiothoracic Specialist Environmental Compliance Specialist
Manager	Sales Manager at ABC store General Manager of XYZ Company Senior Manager of Customer Service at XYZ Company
Student	Undergraduate Student '15 at McGill University PhD Student '13 at Queen's University

When entering the occupation description, it is important that the information clearly identifies how your client obtains their income. B2B Trust is obligated to issue a delay in processing if the description of an occupation is vague or unclear.

Employer address

The Process of Crime (Money Laundering) and Terrorist Financing Act requires all financial institutions to obtain employer address for new **credit** files. All B2B Trust credit product applications, including lines of credit, investment and RRSP loans, have fields for the applicant's (and co-applicant's, if applicable) employer address. This information is also **mandatory**. B2B Trust is obligated to issue a delay in process if the employer address is not indicated.

A copy of this communication is available on our online Communications Centre at **b2btrust.com/communications**.

We trust that these details will assist you and your advisors in making the account opening process efficient for your clients; and, as always, we thank you for your continued business. Should you have any questions or concerns, please contact the Business Development Manager in your area or a Client Services Representative at 1.800.263.8349.