

IDENTIFICATION VERIFICATION PROCEDURE FOR AN ACCOUNT APPLICATION INSTRUCTIONS FOR THE MANDATARY

Attn.: _____
Name of mandatory¹

Background:

_____ wishes to open an account at Desjardins.
Name of individual (applicant)

Pursuant to The Proceeds of Crime (Money Laundering) and Terrorist Financing Act, Desjardins must identify any individual or entity prior to opening an account.

To do so, the Caisse (or Desjardins entity) mandates _____ to
Name of mandatory
proceed to the identification of the above-mentioned individual as per the identification procedure outlined below.

Identification procedure by a mandatory:

- In order to verify the person's identity and before opening an account, the applicant must present the mandatory **two pieces of identification**:
 - A passport **and**
 - A document from the list below*
- The mandatory must examine the originals of the identification documents presented by the applicant and make a clear photocopy of these documents. Each piece of identification must be original, valid, legible and in good condition.
- On each copy, write:** "Compared to the original and certified a true copy of the identification document which was presented to me by (*name of mandatory*), this (*date of signature*)."
The mandatory must sign each copy.
- The applicant must be physically present when the mandatory checks his/her identity.
- The mandatory or applicant must return the completed identification verification form to Carrefour Desjardins. The form must be accompanied by **photocopies of two pieces of identification** presented by the applicant. The identification verification form and photocopies of the two pieces of identification can be sent in two ways:
 - By mail: Carrefour Desjardins
1241 rue Peel
Montréal, QC
CANADA
H3B 5L4
 - By fax: 1-514-875-1111 (long distance charges apply)

* Documents or pieces of identification accepted by a mandatory

- immigration document issued by the Government of Canada (IMM 5292, IMM 1000, IMM 5509 or IMM 1442)
- temporary work visa
- student visa
- single-entry visa
- social insurance card issued by the Government of Canada
- permanent resident card (Canada)
- Canadian driver's licence
- health insurance card issued by a Canadian province
- Canadian citizenship or naturalization certificate
- birth certificate issued in Canada
- certificate of Indian status issued by the Government of Canada

¹Mandatory: bankers, lawyers and notaries may act as a mandatory

IDENTIFICATION VERIFICATION FORM MANDATARY'S DECLARATION

Applicant identification

Last name	First name	Date of birth (YYYY-MM-DD)
Permanent address		
		Telephone number (with area code)

Documents authenticated*

<input type="checkbox"/> Passport (mandatory)		
Passport number	Place issued (country, province or state)	Expiration date
<input type="checkbox"/> Official document or piece of identification issued by Québec or Canada (mandatory) (see table)		
Type of document or piece of ID		Expiration date (if applicable)
Document number	Place issued (country, province or state)	Issue date (if applicable)

Mandatary's identification

Last name	First name
Permanent address	
Profession	Telephone number (with area code) (daytime)
Employer	

I, the undersigned, _____, Mandatary's name
 _____ hereby certify that I have verified the above-mentioned applicant in
 _____ Mandatary's profession
 his/her presence. I also confirm having seen and used the original documents indicated above to make the various copies required for the
 identification of the applicant.

Mandatary's signature	Date
Applicant's signature	Date

*Certified true photocopies of all identification documents presented are attached to this form