

**CLIENT QUESTIONNAIRE – CORPORATIONS AND OTHER ENTITIES**

- CORPORATION
- TRUST
- PARTNERSHIP
- OTHER \_\_\_\_\_

**CLIENT INFORMATION**

NAME		TAX ID NUMBER
STREET ADDRESS		CITY
PROVINCE	POSTAL CODE	COUNTRY
TELEPHONE	FAX NUMBER	E-MAIL ADDRESS
DATE OF INCORPORATION / FORMATION	PLACE OF INCORPORATION / FORMATION	PRINCIPAL BUSINESS OF ENTITY
BUSINESS/TRUST IDENTIFICATION NUMBER OR REGISTERED CHARITY NUMBER		

Do you authorize Primevest Capital Corp. to send account statements and financial information to the e-mail address above?

- Yes     No

**ANTI-MONEY LAUNDERING REQUIREMENTS**

In order to comply with the federal *Proceeds of Crime (Money Laundering) and Terrorist Financing Act*, prior to opening an investment account with Primevest Capital Corp., we must take certain steps to confirm the client’s existence as a corporation or other entity. To assist us with our verification process, please provide us with copies of the following:

**Corporations**

- A certificate of corporate status dated within the last 12 months; or
- A record that has to be filed annually under provincial securities legislation; or
- The published annual report signed by an independent audit firm; or
- A letter or notice of assessment from a government body; or
- Any other similar record that confirms the corporation’s existence;  
**and**
- A directors’ resolution setting out signing authorities (see attached form of resolution);  
**and**
- A list of all signing authorities, including their names, addresses, dates of birth, and specimen signatures;  
**and**
- A list of all current directors (this information may be contained in a corporation profile report issued by a provincial corporate registry), including their names, addresses and occupations;  
**and**
- A list of all individuals who own or control directly or indirectly 25% or more of the corporation, including their names, addresses and occupations.

**Entities Other than Corporations**

- Most recently amended version of the partnership agreement; or
- Articles of association; or
- Most recently amended version of the document governing the trust (e.g., declaration of trust, trust agreement or trust deed); or
- Any other similar record that confirms the entity’s existence;  
**and**
- A directors’/partners’/trustees’ resolution that identifies by name, the signing authorities who can bind the entity;  
**and**
- A list of all signing authorities, including their names, addresses, dates of birth, and specimen signatures;  
**and**
- A list of all individuals who own or control directly or indirectly 25% or more of the entity or a list of all known beneficiaries including their names, addresses and occupations;  
**and**
- A list of all individuals who exercise control over the affairs of the entity;  
**and**
- If the entity is a charity, please document its registration number with the Canada Revenue Agency (CRA). If it is a not-for-profit entity that does not have a registered charity number issued by the CRA, please indicate whether the entity solicits charitable financial donations from the public.

**PERSONS WITH AUTHORIZATION TO PROVIDE INSTRUCTIONS**

NAME	POSITION	PHONE NUMBER	EMAIL ADDRESS

We are required to take certain steps to verify the identity of each individual authorized to give instructions in respect of the client’s investment account with us. The steps necessary to verify the identity of each such authorized individual will depend on whether the individual attends a face-to-face meeting with us. Authorized individuals that attend a face-to-face meeting with us will be asked to provide us with an original proof of identification (driver’s license or passport). We will take a copy of the original proof of identification and will return it immediately. If an authorized individual does not attend a face-to-face meeting with us, we will advise you of the steps we may take to verify his or her identity.

**INTERNATIONAL INFORMATION REPORTING**

Please complete the attached Declaration of Tax Residence for Entities – Part XVII and Part XIX of the *Income Tax Act*.

**INVESTMENT PROFILE AND FINANCIAL CIRCUMSTANCES**

- |  |   |                                 |   |   |
|--|---|---------------------------------|---|---|
| <b>Investment experience</b>               | <b>Investment knowledge<sup>1</sup></b> | <b>Risk profile<sup>2</sup></b> | <b>Investment objective<sup>3</sup></b>       | <b>Investment time horizon</b>            |
| <input type="checkbox"/> Stocks            | <input type="checkbox"/> Limited        | <input type="checkbox"/> Low    | <input type="checkbox"/> Safety               | <input type="checkbox"/> 1 year or less   |
| <input type="checkbox"/> Bonds             | <input type="checkbox"/> Fair           | <input type="checkbox"/> Medium | <input type="checkbox"/> Income               | <input type="checkbox"/> 1-3 years        |
| <input type="checkbox"/> Mutual funds      | <input type="checkbox"/> Good           | <input type="checkbox"/> High   | <input type="checkbox"/> Capital appreciation | <input type="checkbox"/> 3-10 years       |
| <input type="checkbox"/> Exempt securities | <input type="checkbox"/> Excellent      |                                 | <input type="checkbox"/> Balanced             | <input type="checkbox"/> 10 or more years |
| <input type="checkbox"/> None              |   |                                 |   |   |

**Certain Defined Terms:**

<sup>1</sup> **“Investment knowledge”** refers to the client’s knowledge and experience about investments and the capital markets generally. “Limited” means that the client has limited knowledge of the markets and is new to investing or has limited experience with investments. “Fair” means that the client has a basic knowledge of the markets and has some experience with investments. “Good” means that the client has a good working knowledge of the markets and experience with various types of investments. “Excellent” means that the client is very knowledgeable and experienced in all aspects of the markets, including the inherent risks involved with aggressive investment products.

<sup>2</sup> **“Risk profile”** refers to risk tolerance which is the degree of variability in investment returns that the client is willing to accept. Factors that will impact the client’s risk tolerance will include the time horizon that the client has for its investments, when the client may require access to its investment capital, the client’s future earning capacity, and the other assets that the client may have. A “low” risk tolerance means the client’s priority is to preserve the capital in the account and the client is generally unwilling to accept volatility in the value of the account. An investor with a short investment time horizon and limited future earning capacity will generally have a low tolerance for risk. A “medium” risk tolerance means the client is willing to accept some risk of loss to the capital in the account and is willing to accept some volatility in the value of the account. A “high” risk tolerance means the client is willing to accept the risk of a significant loss to the capital in the account and is willing to accept a high level of volatility in the value of the account. **An investment in Primevestfund, Primevest Partners Fund or WestPrime Fund Limited Partnership is only suitable for investors with a high risk tolerance.**

Note: risk tolerance is only one of the factors considered in determining your overall **“Risk Profile”**. Establishing your risk profile involves understanding your risk tolerance and your ability to incur potential financial loss, sometimes referred to as risk capacity, which is an objective risk assessment. Risk tolerance and risk capacity are the related considerations that together make up your overall risk profile.

<sup>3</sup> **“Investment objective”** refers to the client’s financial or investment goals in relation to the client’s account with us. Knowing the client’s investment objective helps us determine if a particular investment would be appropriate for the client. “Safety” means that the client’s primary objective is to ensure that the value of the client’s investments does not decrease. “Income” means that the client’s objective is for the investments to generate current income that is available to the client. “Capital appreciation” means that the client’s primary objective is to increase the overall value of the client’s investments over time. “Balanced” means that the client’s objective is to achieve some capital growth while generating some current income. **An investment in Primevestfund, Primevest Partners Fund or WestPrime Fund Limited Partnership is only suitable for investors seeking capital appreciation.**

Is the client leveraging or using borrowed money to invest?  Yes  No

If “yes”, provide details, including details of your ability to meet your debt obligations: \_\_\_\_\_

Intended use of account: \_\_\_\_\_

Special liquidity needs, if any: \_\_\_\_\_

Approximate proportion of client’s overall investment portfolio invested in:

- (a) mutual funds: \_\_\_\_\_%
- (b) listed securities: \_\_\_\_\_%
- (c) exempt market products \_\_\_\_\_%

Approximate proportion of net financial assets invested with Primevest: \_\_\_\_\_ %

Approximate annual net revenue of client: \_\_\_\_\_

Approximate net assets of client: \_\_\_\_\_

#### NATURE OF RELATIONSHIP

Is the sole purpose of the client's business relationship with Primevest Capital Corp. to purchase securities of Primevestfund, Primevest Partners Fund, WestPrime Fund Limited Partnership or other funds managed by Primevest Capital Corp.?  Yes  No

If "no", describe the purpose and intended nature of the client's business relationship with Primevest Capital Corp.: \_\_\_\_\_

#### INSIDER STATUS

Is the client an insider of a reporting issuer or other issuer whose securities are publicly traded (as those terms are defined under applicable securities laws)?  Yes  No

If "yes", provide name(s) of issuer(s): \_\_\_\_\_

Is any authorized signatory of the client an insider of a reporting issuer or other issuer whose securities are publicly traded (as those terms are defined under applicable securities laws)?  Yes  No

If "yes", provide details: \_\_\_\_\_

#### REPORTING ISSUER STATUS

Is the client a reporting issuer (as defined under applicable securities laws)?  Yes  No

#### USE OF ACCOUNTS BY A THIRD PARTY

Is this account being opened on behalf of another person?  Yes  No

Will any person other than the account holder or authorized representative of the account holder direct the activity in this account?  
 Yes  No

If "yes" is the answer to either of the questions above, Primevest Capital Corp. will require the client to provide certain information about the third party.

Will any person other than the account holder have a financial interest in this account?  Yes  No

If "yes", provide details: \_\_\_\_\_

#### POLITICALLY EXPOSED PERSON STATUS

For the purpose of complying with the federal *Proceeds of Crime (Money Laundering) and Terrorist Financing Act*, we are required to determine if any individuals who own or control directly or indirectly 25% or more of the client, any known beneficiaries of the client or any individuals who exercise control over the affairs of the client, are politically exposed domestic persons, politically exposed foreign persons or heads of international organizations (as defined below).

Are any individuals who own or control directly or indirectly 25% or more of the client, are known beneficiaries of the client or exercise control over the affairs of the client, politically exposed domestic persons<sup>1</sup>, politically exposed foreign persons<sup>2</sup>, or heads of international organizations<sup>3</sup>?  Yes  No

If "yes", please provide a list.

#### Certain Defined Terms:

<sup>1</sup> A "politically exposed domestic person" is an individual who holds or within the last five years has held one of the following offices or positions in or on behalf of the Canadian federal government, a Canadian provincial government or a Canadian municipal government: (i) Governor General, lieutenant governor or head of government; (ii) member of the Senate or House of Commons or member of a legislature; (iii) deputy minister or equivalent rank; (iv) ambassador, or attaché or counsellor of an ambassador; (v) military officer with a rank of general or above; (vi) president of a corporation that is wholly owned directly by His Majesty in right of Canada or a province; (vii) head of a government agency; (viii) judge of an appellate court in a province, the Federal Court of Appeal or the Supreme Court of Canada; (ix) leader or president of a political party represented in a legislature; (x) holder of any prescribed office or position; or (xi) mayor, reeve or other similar chief officer of a municipal or local government.

<sup>2</sup> A “politically exposed foreign person” is an individual who holds or has ever held one of the following offices or positions in or on behalf of a foreign country: (i) a head of state or government; (ii) a member of the executive council of government or member of a legislature; (iii) a deputy minister (or equivalent); (iv) an ambassador or an ambassador’s attaché or counsellor; (v) a military general (or higher rank); (vi) a president of a state-owned company or bank; (vii) a head of a government agency; (viii) a judge of a supreme court, constitutional court or other court of last resort; (ix) a leader or president of a political party in a legislature; or (x) holder of any prescribed office or position.

<sup>3</sup> A “head of an international organization” is a head of an international organization that is established by the governments of states, an institution established by an international organization, or an international sports organization.

**CLIENT INFORMATION DISCLOSURE**

We certify that the information provided herein is true, correct and accurate in all respects. We acknowledge and understand that Primevest Capital Corp. will rely upon this information in providing investment services to the client.

We understand that the information given to Primevest Capital Corp. will not be disclosed to anyone without the client’s written consent, unless required by law or otherwise in accordance with the Privacy Policy of Primevest Capital Corp.

We will inform Primevest Capital Corp. in writing if any of this information changes. We acknowledge and understand that Primevest Capital Corp. may make enquiries from time to time to determine whether there has been a change to this information and agree to respond to all such enquiries in a timely manner. We acknowledge and agree that a failure to inform Primevest Capital Corp. of changes to this information or to respond to such enquiries may lead to the suspension of the provision of services and/or the closure of our account.

**Unless specifically otherwise indicated by us in writing, this information will apply in relation to all the client’s accounts with Primevest Capital Corp.**

Date: \_\_\_\_\_

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Name of authorized signatory

\_\_\_\_\_  
Title of authorized signatory

Date: \_\_\_\_\_

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Name of authorized signatory

\_\_\_\_\_  
Title of authorized signatory

**FOR PRIMEVEST CAPITAL CORP. USE ONLY:**

I have reviewed the information contained in this Client Information Form.

\_\_\_\_\_  
Signature of Dealing Representative  
Name:

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Chief Compliance Officer  
Name:

Date: \_\_\_\_\_

**Trading Resolution**

**TO: Primevest Capital Corp. (“Primevest”)**

Certified copy of a resolution passed by the Directors or Officers of \_\_\_\_\_ (the “Client”) authorizing the establishment and maintenance of accounts with Primevest.

On motion duly made, seconded and carried, the following resolution was passed:

**BE IT RESOLVED THAT**

1. The Client establish and maintain one or more accounts with Primevest (each, an “account”)
2. Any of the representatives of the Client identified below is hereby authorized to give written or oral instructions with respect to the account, including instructions (i) with respect to purchases and sales of securities and any other transactions in the accounts, and (ii) for the payment of funds and the delivery of securities to any person other than the Client.
3. All acts and things done and documents executed on behalf of the Client by the representative(s) may be relied upon by Primevest and shall be valid and binding upon the Client.
4. This resolution shall remain in force and be binding upon the Client until a copy, certified by a duly authorized representative of the Client, of a resolution repealing or replacing this resolution shall have been received by Primevest.

Name of Representative	Capacity or Title	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____

Certified to be a true copy of a Resolution passed by the duly authorized Directors or Officers of the Client at a properly constituted meeting held on the date noted below. Further certified to be a list of the individuals authorized pursuant to the above Resolution and a specimen of their respective signatures.

**DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ YEAR \_\_\_\_\_**

\_\_\_\_\_  
 Signature of Authorizing Corporate Representative

Name of Authorizing Corporate Representative (Please print) \_\_\_\_\_

Title of Authorizing Corporate Representative (Please print) \_\_\_\_\_



## Declaration of Tax Residence for Entities – Part XVIII and Part XIX of the Income Tax Act

Fill out all sections of this form (including the Annex) that apply to the entity. Give the completed form to the financial institution that is maintaining the entity's account. Canadian financial institutions have to collect the information given on this form to open and maintain a financial account. For this form, an entity means a person (other than a natural person) or a legal arrangement, such as a corporation, a partnership, a trust, an association, a fund, a joint venture, an organization, a syndicate, and a foundation. If you are a sole proprietorship, fill out Form RC518, Declaration of Tax Residence for Individuals – Part XVIII and Part XIX of the Income Tax Act. If you need help to determine the entity's tax residency, see "Residency of a corporation" or Income Tax Folio, S6-F1-C1: Residence of a Trust or Estate, at [canada.ca/taxes](http://canada.ca/taxes).

For more information, see "General Information", "How to Fill Out the Form" as well as "Definitions" at the end of this form.

Section 1 – Identification of account holder		
Legal name of the entity	Jurisdiction of incorporation or organization	
Policy/account number assigned by the financial institution		
Permanent residence address		
Suite number – street number and name	City	
Province, territory, state, or sub-entity	Country or jurisdiction	Postal or ZIP code
Mailing address (only if different from permanent residence address)		
Suite number – street number and name	City	
Province, territory, state, or sub-entity	Country or jurisdiction	Postal or ZIP code

Section 2 – Declaration of tax residence																																										
<p>Tick (✓) <b>all</b> of the options that apply to the entity.</p> <p><input type="checkbox"/> <b>The entity is a tax resident of Canada.</b> If the entity is a trust, give the 8 digit trust account number issued by the Canada Revenue Agency (CRA). Otherwise, give the 9 digit business number with one of the program accounts issued by the CRA.</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <p>Business number</p> <table style="border-collapse: collapse; margin: 0 auto;"> <tr> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> </tr> </table> </div> <div style="text-align: center;"> <p>Trust account number</p> <table style="border-collapse: collapse; margin: 0 auto;"> <tr> <td style="border-bottom: 1px solid black; width: 15px; height: 15px; text-align: center;">T-</td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> <td style="border-bottom: 1px solid black; width: 15px; height: 15px;"></td> </tr> </table> </div> </div>																							T-																			
T-																																										
<p><input type="checkbox"/> <b>The entity is a tax resident of the United States.</b></p>																																										
<p><input type="checkbox"/> <b>The entity is a tax resident of a jurisdiction other than Canada or the United States (U.S.).</b> If you ticked this box, give the entity's jurisdictions of tax residence and the related taxpayer identification numbers (TINs) or functional equivalents.</p> <p>If the entity does not have a TIN for a specific jurisdiction, give the reason using one of these choices:</p> <p style="margin-left: 20px;">Reason 1: The entity will apply or has applied for a TIN but has not yet received it</p> <p style="margin-left: 20px;">Reason 2: The entity's jurisdiction of tax residence does not issue TINs to its residents</p> <p style="margin-left: 20px;">Reason 3: Other reason, please specify: _____</p>																																										
Jurisdiction of tax residence	Taxpayer identification number	Reason																																								





## General information

Financial accounts held by certain non-resident entities, and certain entities controlled by non-resident individuals and/or U.S. persons, have to be reported to the CRA.

Account information reported to the CRA is shared with the government of a foreign jurisdiction in which an entity or one of its controlling persons is a resident for tax purposes when Canada has an information exchange agreement with that jurisdiction. The CRA shares account information with the U.S. Internal Revenue Service if an entity is a specified U.S. person or one of its controlling persons is a U.S. citizen or resident.

To find out if the financial institution gave account information to the CRA and what information the institution gave, you may ask the institution. To find out if information has been shared with the U.S. or another jurisdiction, you may contact the CRA.

## How to Fill Out the Form

### Section 1 – Identification of account holder

Use Section 1 to identify the account holder. Sometimes the address of an account holder may be different from its mailing address. If this is the case, give both addresses.

The **account holder** is the person listed or identified as the holder of the financial account by the financial institution that maintains the account. But, when a person other than a financial institution holds a financial account for the benefit of or for another person as an agent, custodian, nominee, signatory, investment advisor, or intermediary, they are not considered the account holder. In such cases, the account holder is the person for whom the account is held.

If a trust or an estate is listed as the holder of a financial account, the trust or the estate is the account holder, not the trustee or the liquidator. Similarly, if a partnership is listed as the holder of a financial account, the partnership is the account holder, not the partners in the partnership.

An account holder also includes any person who can access the cash value or designate a beneficiary under a cash value insurance contract or an annuity contract.

When no person can access the contract's value or change a beneficiary, the account holder is any person named in the contract as an owner and any person who is entitled to receive a future payment under the terms of the contract. When an obligation to pay an amount under the contract becomes fixed, each person entitled to receive a payment is an account holder.

The **policy / account number** is the number the financial institution assigned to the account (such as a bank account number or an insurance policy number). If there is no such number, leave this box blank.

### Section 2 – Declaration of tax residence

Use Section 2 to identify the entity's tax residence and taxpayer identification number. If the entity does not have such a number, give the reason.

Generally, an entity will be a **tax resident** of a jurisdiction if, under the laws of that jurisdiction, it pays or should be paying income tax there because of its domicile, residence, place of management or incorporation, or a similar criterion. For this form:

- a) a partnership, a limited partnership, or a similar legal arrangement is considered to reside in the jurisdiction where its place of management is located
- b) a trust is considered to reside in the jurisdiction where its place of management and control is located
- c) an entity that is a "United States person" is a tax resident of the United States

An entity that is a **tax resident** in more than one jurisdiction can rely on the tie-breaker rules in a tax convention (when they apply) to resolve a case of dual tax residence. For more information on tax residency, talk to a tax adviser or go to [oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-residency/#d.en.347760](https://oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-residency/#d.en.347760). Otherwise, an entity should enter all of the jurisdictions where they are a tax resident and provide their taxpayer identification number (TIN) for each jurisdiction.

A **TIN or functional equivalent** is a unique combination of letters or numbers that a jurisdiction assigns to an individual or entity. The jurisdiction uses a TIN in administering its tax laws to identify an individual or entity. Enter the TIN in its official format. For more details about acceptable TINs, go to [oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-identification-numbers/#d.en.347759](https://oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-identification-numbers/#d.en.347759).

If an entity is a tax resident in the U.S. and does not have a TIN from the U.S., it has 90 days to apply for a TIN and 15 days after it is received to give it to the financial institution. If the entity fails to provide its U.S. TIN to the financial institution, the entity is liable to a \$100 penalty.

If the entity is a tax resident in a jurisdiction other than Canada or the U.S. and does not have a TIN from its jurisdiction of residence, it has 90 days to apply for a TIN and 15 days after it is received to give it to the financial institution, unless its jurisdiction of residence does not issue or require the collection of TINs. If a TIN has not been provided for a jurisdiction of residence, the entity has to provide a reason for not having a TIN. Reasons that fall under "Reason 3: **Other reason**" for not having a TIN include not being eligible to receive one. However, if the entity is eligible to receive a TIN and fails to provide it to the financial institution, the entity is liable to a \$500 penalty.

### Section 3 – Entity classification

Use Section 3 to identify what type of entity the account holder is.

In Section 3.1, identify if the entity is a financial institution and whether it has a global intermediary identification number (GIIN). A GIIN is a unique identifier the Internal Revenue Service of the United States issues to financial institutions. Reasons for not having a GIIN include being a deemed compliant foreign financial institution or a non-participating foreign financial institution.

A **financial institution** may be a custodial institution, a depository institution, an investment entity, or a specified insurance company. A financial institution resident in Canada may classify itself as a financial institution if it is a Canadian financial institution or a prescribed non-reporting financial institution. These types of entities include the following:

- registered retirement savings plan
- registered pension plan
- tax-free savings account
- registered education savings plan
- registered retirement income fund

Use Section 3.2 to determine whether the financial institution is a type of investment entity that needs to identify its controlling persons in the Annex. An entity has to fill out the Annex if it resides in a non-participating jurisdiction and is an entity described in paragraph b) of the definition of investment entity.

Use Sections 3.3 to 3.5 to determine if an entity, other than a financial institution, has to identify its controlling persons in the Annex.

### Section 4 – Certification

Make sure you complete all sections of this form (including the Annex) that apply to the entity, and sign Section 4 before you give this form to the financial institution.

## Annex

Use the Annex to identify the controlling persons of the entity.

**Controlling persons** of an entity are the natural persons who exercise direct or indirect control over the entity. Generally, whether a person exercises control over an entity is determined in a way similar to how beneficial owners are identified for Canada's Proceeds of Crime (Money Laundering) and Terrorist Financing Act.

For example, a person is generally considered to control a corporation if they directly or indirectly own or control at least 25% of the corporation. If no individual is named as controlling the corporation, senior managing officials such as the Chief Executive Officer of the corporation are considered the corporation's controlling persons.

The social insurance number (SIN) of the controlling person only has to be given on this form if that person has a SIN and is a U.S. person or a non-resident of Canada.

In the case of a trust, controlling persons include its settlors, trustees, any protectors, beneficiaries (or class of beneficiaries), and any other natural persons with ultimate effective control over the trust.

A controlling person of an entity may have control indirectly through another entity. If so, to determine the entity's controlling persons, you have to look through the entity's chain of control or ownership to identify and report the natural persons who are the controlling persons of the entity. Financial institutions may apply this requirement in a way similar to how beneficial owners are identified for Canada's Proceeds of Crime (Money Laundering) and Terrorist Financing Act.

In the case where a trust has control over the entity, the controlling persons of the entity include all natural persons who control the trust. In the case where a corporation has control over the entity, the controlling persons include all natural persons who directly or indirectly own or control 25% or more of the corporation.

In the case of a legal arrangement other than a trust, controlling persons are persons in equivalent or similar positions to those described above.

Enter the description that best describes the type of controlling person:

- 1) Direct owner
- 2) Indirect owner
- 3) Senior managing official
- 4) Settlor of a trust
- 5) Trustee of a trust
- 6) Protector of a trust
- 7) Beneficiary of a trust
- 8) Other controlling person of a trust
- 9) Equivalent to a settlor of a legal arrangement other than a trust
- 10) Equivalent to a trustee of a legal arrangement other than a trust
- 11) Equivalent to a protector of a legal arrangement other than a trust
- 12) Equivalent to a beneficiary of a legal arrangement other than a trust
- 13) Other controlling person of a legal arrangement other than a trust

## Definitions

### Active non-financial entity

An active non-financial entity is an entity other than a financial institution that meets at least one of the following criteria:

- a) Less than 50% of the entity's gross income for the preceding fiscal year is passive income and less than 50% of the assets the entity held during the preceding fiscal year are assets that produce or are held to produce passive income.
- b) The stock of the entity is regularly traded on an established securities market or the entity is related to an entity whose stock is regularly traded on an established securities market.
- c) The entity is a governmental entity, an international organization, a central bank, or an entity wholly owned by one or more of the above.
- d) Substantially all of the activities of the entity are made up of holding (in whole or in part) the outstanding stock of, or providing financing and services to, one or more subsidiaries that engage in trades or businesses other than the business of a financial institution. But, an entity does not qualify for this status if the entity functions (or presents itself) as an investment fund. Examples of an investment fund include a private equity fund, a venture capital fund, a leveraged buyout fund, and any investment vehicle whose purpose is to acquire or fund companies and then hold interests in those companies as capital assets for investment purposes.
- e) The entity is a start-up and is not yet operating a business and has no operating history, but it is investing capital into assets with the intention of operating a business other than the business of a financial institution. This is as long as the entity does not qualify for this exception later than 24 months after the date it was first organized.
- f) The entity is in liquidation and was not a financial institution in the past five years. And, it is in the process of liquidating its assets or is reorganizing with the intention of continuing or restarting operations in a business other than the business of a financial institution.
- g) The entity mainly engages in financing and hedging transactions with, or for, related entities that are not financial institutions. It does not provide financing or hedging services to an entity that is not a related entity. This is as long as the group of any such related entities is mainly engaged in a business other than the business of a financial institution.

- h) The entity is a non-profit entity that meets all of the following requirements
  - i) It is established and operated in its jurisdiction of residence exclusively for religious, charitable, scientific, artistic, cultural, athletic, or educational purposes. Or, it is established and operated in its jurisdiction of residence and is a professional organization, business league, chamber of commerce, labour organization, agricultural or horticultural organization, civic league, or an organization operated exclusively to promote social welfare.
  - ii) It does not have to pay income tax in its jurisdiction of residence.
  - iii) It has no shareholders or members who have a proprietary or beneficial interest in its income or assets.
  - iv) The laws of the entity's jurisdiction of residence that apply or the entity's formation documents do not allow any of the entity's income or assets to be distributed to, or applied for the benefit of, a private person or non-charitable entity other than in line with the entity's charitable activities, as payment of reasonable compensation for services rendered, or as payment representing the fair market value of property the entity bought.
  - v) The laws of the entity's jurisdiction of residence that apply or the entity's formation documents require that, as soon as the entity is liquidated or dissolved, all of its assets will be distributed to a governmental entity or other non-profit entity. Or, they will be handed over to the government of the entity's jurisdiction of residence or one of its political subdivisions.
- i) The entity is organized in a United States territory and all of the owners of the payee are tax residents of that United States territory.

### Canadian financial institution

A Canadian financial institution is an entity that is a financial institution resident in Canada or a foreign entity that is a financial institution with a branch in Canada and that is described in any of the following:

- a) an authorized foreign bank within the meaning of section 2 of the Bank Act for its business in Canada, or a bank to which that act applies.
- b) a cooperative credit society, a savings and credit union, or a caisse populaire regulated by a provincial act.
- c) an association regulated by the Cooperative Credit Associations Act.
- d) a central cooperative credit society, as defined in section 2 of the Cooperative Credit Associations Act, or a credit union central or a federation of credit unions or caisses populaires that is regulated by a provincial act other than one enacted by the Government of Quebec.

- e) a financial services cooperative regulated by An Act respecting financial services cooperatives, R.S.Q., c. C-67.3 or by An Act respecting the Mouvement Desjardins, S.Q. 2000, c. 77
- f) a life company or a foreign life company that the Insurance Companies Act applies to, or a life insurance company regulated by a provincial act
- g) a company the Trust and Loan Companies Act applies to
- h) a trust company regulated by a provincial act
- i) a loan company regulated by a provincial act
- j) an entity authorized under provincial law to deal in securities or any other financial instruments or to provide portfolio management, investment advice, fund administration, or fund management services
- k) an entity that is presented or promoted to the public as a collective investment vehicle, mutual fund, exchange traded fund, private equity fund, hedge fund, venture capital fund, leveraged buyout fund, or similar investment vehicle that is established to invest or trade in financial assets and is managed by an entity referred to in j) above
- l) an entity that is a clearing house or clearing agency
- m) a department or an agent of the Crown or of a province that accepts deposit liabilities

### Investment entity

There are two types of entities that can be considered an investment entity:

- a) an entity that mainly carries on the business of one or more of the following activities or operations for a customer:
  - i) trading in money market instruments (such as cheques, bills, certificates of deposit, and derivatives); foreign exchange; exchange, interest rate and index instruments; transferable securities; or commodity futures trading
  - ii) individual and collective portfolio management
  - iii) investing in, administering, or managing financial assets or money for other persons, or
- b) an entity the gross income of which is mainly from investing, reinvesting, or trading in financial assets if it is managed by another entity that is a depository institution, a custodial institution, a specified insurance company, or an investment entity described in a) above.

### Passive income

Passive income generally includes income from the holding of property, such as:

- dividends
- interest
- income equivalent to interest
- rents and royalties (these do not include rents and royalties derived in the conduct of a business done, at least in part, by employees of a non-financial entity)
- annuities
- the excess of gains over losses from the sale or exchange of financial assets, which results in passive income
- the excess of gains over losses from transactions (including futures, forwards, options, and similar transactions) in any financial assets
- the excess of foreign currency gains over foreign currency losses
- net income from swaps
- amounts received under cash value insurance contracts

### Passive non-financial entity

A passive non-financial entity is an entity that is:

- a) not a financial institution, nor an active non-financial entity
- b) an investment entity described in paragraph b) of the definition of investment entity, which resides in a non-participating jurisdiction, and
- c) for Part XVIII purpose, not a withholding foreign partnership or a withholding foreign trust under U.S. Treasury regulations

### Related entity

An entity is considered to be related if one entity controls the other or if the two entities are under common control (the "related entity group"). Control means direct or indirect ownership of:

- a) in the case of a corporation, shares of the capital stock of a corporation that
  - i) give their holders more than 50% of the votes that could be cast at the annual meeting of the shareholders of the corporation, and
  - ii) have a fair market value of more than 50% of the fair market value of all the issued and outstanding shares of the capital stock of the corporation;

- b) in the case of a trust, an interest as a beneficiary in the trust with a fair market value that is greater than 50% of the fair market value of all interests as a beneficiary in the trust
- c) in the case of a partnership, interest as a member in the partnership that entitles the member to more than 50% of the income or loss of the partnership, or of the assets (after deducting any liabilities) if the partnership were to stop existing

In the case of two entities that are investment entities described in paragraph b) of the definition of investment entity, the two entities are considered related entities if they are under common management and such management has to meet the due diligence obligations of the investment entities.

### Specified United States person

A specified United States (U.S.) person is a U.S. person, other than any of the following:

- a) a corporation the stock of which is regularly traded on one or more established securities markets
- b) a corporation that is a member of the same expanded affiliated group, as defined in section 1471(e)(2) of the U.S. Internal Revenue Code as a corporation described in a) above
- c) the United States or any wholly owned agency or instrumentality of the United States
- d) a state of the United States, a U.S. territory, a political subdivision of any of the foregoing, or a wholly owned agency or instrumentality of any one or more of these
- e) an organization that does not have to pay tax under section 501(a) of the U.S. Internal Revenue Code or an individual retirement plan as defined in section 7701(a)(37) of the U.S. Internal Revenue Code
- f) a bank as defined in section 581 of the U.S. Internal Revenue Code
- g) a real estate investment trust as defined in section 856 of the U.S. Internal Revenue Code
- h) a regulated investment company as defined in section 851 of the U.S. Internal Revenue Code or an entity registered with the U.S. Securities and Exchange Commission under the U.S. Investment Company Act of 1940
- i) a common trust fund as defined in section 584(a) of the U.S. Internal Revenue Code
- j) a trust that does not have to pay tax under section 664(c) of the U.S. Internal Revenue Code or that is described in section 4947(a)(1) of the U.S. Internal Revenue Code
- k) a dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or one of its states
  - l) a broker as defined in section 6045(c) of the U.S. Internal Revenue Code
- m) a tax-exempt trust under a plan that is described in section 403(b) or section 457(b) of the U.S. Internal Revenue Code

### Strata/Condominium Corporations

Financial accounts held by a strata/condominium corporation do not have to be reported under Part XIX, as long as:

- a) the entity is exempt from tax under section 149 of the Income Tax Act
- b) the account is only to cover the costs of a condominium or housing co-operative
- c) the amounts in the account may only be used to pay for the expenses of the condominium or housing co-operative
- d) each year, no one owner can contribute more than US\$50,000 or more than 20% of the annual contributions due in the year.

### United States person

A United States (U.S.) person is any of the following:

- a) a U.S. citizen or an individual who resides in the United States
- b) a partnership or corporation organized in the United States or under the laws of the United States or any State thereof
- c) a trust, if
  - i) a court in the United States would have the authority under applicable law to deliver orders or judgments about substantially all issues regarding the administration of the trust, and
  - ii) one or more U.S. persons have the authority to control all the trust's major decisions
- d) the estate of a person that is a citizen or a resident of the United States