



Insurance New Business Checklist

(This checklist must accompany all applications submitted to IDC WIN)

*** Please ensure you always provide your Advisor Disclosure to Your Clients!**

FOR IDCWIN USE ONLY	
TO:	
DEPT:	
ATTN:	
DATE:	

FOR ADVISOR USE
PLEASE DIRECT STATUS REPORTS TO IDC WIN CASE SPECIALIST:

E-Mail: _____

Submitted with Contracting

Client Name: _____

- Application #: _____ Policy #: _____
- Carrier: _____
- Plan Type: Term UL Whole Life DI CI
- Illustration (**MANDATORY** and all Universal Life illustrations **MUST** be signed)
- Premium Cheque attached: \$ _____ (Cheque date **MUST** match the application signed date)
- Pre-Printed Void Cheque
- Pre-Authorized Debit Form
- Replacement Form (**MANDATORY** only if client has an intention of replacing existing coverage with this application. It is the advisor's responsibility to provide a copy of the replacement form to the existing insurer. Refer to Replacement Forms on Regulator websites)
- Product Page
- Financials (**MANDATORY** for DI applications)
- Completed Questionnaires: _____
- Linked File: _____
- Copy of Client Signed Advisor Disclosure (to be attached if on Close Supervision) – *No original to be submitted to IDC WIN*
- Copy of Client Signed Financial Needs Analysis (FNA) (to be attached if on Close Supervision) – *No original to be submitted to IDC WIN*
- Other: _____

MEDICALS ORDERED BY:

- Advisor MGA Carrier Meds Shared : Carrier Name: _____

SERVICE PROVIDER: _____ ORDER #: _____

- Non-Medical Urine HIV Stress EKG Business Beneficiary Report
- Medical Exam Vitals MVR Mature Age Focus Interview
- Paramedical PSA APS
- Blood Profile EKG Inspection Report

Sound Practices:

- a. What is the purpose of this insurance sale? _____
- b. How was the coverage determined or calculated? *(If a Financial Needs Analysis was used, please submit a copy with application)* _____

Notes/ Special Instructions:

Name of Advisor (PLEASE PRINT CLEARLY)

MANDATORY FINTRAC REQUIREMENTS FOR UNIVERSAL LIFE AND WHOLE LIFE APPLICATIONS (Pages 2 to 4)

FINTRAC REQUIREMENTS FOR UNIVERSAL LIFE AND WHOLE LIFE APPLICATIONS

Purpose or nature of business relationship (tick one or more boxes):

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Personal Insurance | <input type="checkbox"/> Family Income | <input type="checkbox"/> Tax Planning | <input type="checkbox"/> Debt Coverage |
| <input type="checkbox"/> Retirement Planning | <input type="checkbox"/> Business Insurance | <input type="checkbox"/> Estate or Legacy Planning | <input type="checkbox"/> Others _____ |

Original source of funds used to pay premium or invest in policy (tick one of more boxes):

- | | | | |
|--|---|--|---------------------------------------|
| <input type="checkbox"/> Salary | <input type="checkbox"/> Business Income | <input type="checkbox"/> Investment Income | <input type="checkbox"/> Inheritance |
| <input type="checkbox"/> Sale of House | <input type="checkbox"/> Sale of Other Assets | <input type="checkbox"/> Gift | <input type="checkbox"/> Others _____ |

Third Party Determination (tick one box):

In making this application, is the owner acting on behalf of a third party? (Your answer should be 'Yes' if someone other than the Annuitant or Owner is contributing the funds, or has, or will have, an ownership interest in this Contract.)

- No
- YES and I have verified and obtained required third party information which includes the third party's name, address, date of birth and the nature of the principal business or occupation of the third party. If the third party is a corporation, all of the above information (except DOB) is required along with the incorporation number and place of incorporation if 3rd party is a corporation. The nature of relationship between owner and third party must be identified. If there are suspicions regarding the involvement of a third party, the agent must create a record indicating why there are suspicions.

Ascertaining Identity of a Client and Confirming the Existence of a Corporation or Other Entity:

I. For Individuals – If this contract is owned by an individual, I have verified and recorded all of the following ownership information on the insurance carrier application:

- Owner name
- Owner address
- Owner date of birth
- Nature of owner's principle business and occupation (***Vague titles like "Retired" or "Consultant" or "Business Owner" are not acceptable. Proper example "Electrical Engineer"***)
- Owner's ID verification (*The client's identity must be verified in the presence of the client, and a visual of comparison of photo to client likeness be performed by viewing one of the following; driver's license, passport, permanent resident card, citizenship card (issued prior to 2012), certification of Indian status, other similar document issued by a provincial, territorial or federal government with all of the following elements: photo, name, address, date of birth and expiry date.*)

Corporations, Trusts and Other Entities:

Advisors are required to retain records confirming the existence of corporations and other entities as follows:

II. For Corporations – If this contract is owned by a corporation, the advisor is required to obtain all of the following:

- The name and address of the corporation
- The names of all directors of a corporation
- The names and addresses of all individuals who directly or indirectly own or control 25% or more of the shares of the corporation
- Information on ownership, control and structure of the corporation
- Any other record that ascertains its existence as a corporation
- BIN # _____
- Jurisdiction (Federal or Provincial) _____

Acceptable documents advisor used to confirm the corporation's existence (tick one or more boxes):

- Certificate of corporate status
- A record that has to be filed annually under provincial securities legislation
- Corporation's annual report signed by an independent audit firm
- Letter or notice of assessment from a municipal, provincial, territorial or federal government.

Acceptable documents to confirm beneficial ownership of a corporation (tick one or more boxes):

- Articles of incorporation
- Annual returns
- Shareholder agreements

III. For Trusts – If this contract is owned by a trust, the advisor is required to obtain all of the following:

- The names and addresses of all trustees and all known beneficiaries and settlors of the trust
- Information on the ownership, control and structure of the trust

IV. For Entities Other Than Corporations and Trusts – If this contract is owned by an entity other than a corporation or trust, the advisor is required to obtain all of the following:

- The names and addresses of all individuals who, directly or indirectly, own or control 25% or more of the entity; and
- Information on the ownership, control and structure of the entity

V. Not-For-Profit Entities – The advisor is required to verify if owner is a charity registered with CRA or a non-registered entity that solicits charitable financial donations. (tick one of the following):

- A charity registered with the Canada Revenue Agency under the Income Tax Act (Check CRA site <http://www.cra-arc.gc.ca> if information not provided.)
- A non-registered entity that solicits charitable financial donations (high risk)

Acceptable documents for confirming the existence of entities other than corporations (tick one or more boxes):

- Partnership agreement
- Articles of association or similar record

Acceptable documents to confirm beneficial ownership of non-corporate entities (tick one or more boxes):

- Articles of constitution
- Partnership agreements
- Records of decisions
- Trust deed

Foreign PEP, Domestic PEP, HIO

If the person makes a lump-sum payment of \$100,000 or more towards an immediate or deferred annuity or life insurance policy, on their own behalf or at the instruction of someone else, you must take reasonable measures to determine if a person is a foreign PEP, a domestic PEP, a HIO, or the family member or close associate of one of these. You must also take reasonable measures to establish the source of funds for the lump-sum transaction for these persons. Reasonable measures include, but are not limited to, asking the client, conducting an open source search, or consulting a source of commercially available information. While foreign PEPs, their family members and their close associates must automatically be treated as high-risk clients, you have an obligation to assess a domestic PEP, a HIO, or the family member or close associate of a domestic PEP or HIO, to determine if the person poses a high risk for committing a money laundering or a terrorist activity financing offence. All high-risk clients are subject to your policies and procedures for high-risk clients, outlined as a requirement of the Proceeds of Crime (Money Laundering) and Terrorist Financing Act (PCMLTFA). For high-risk PEPs, HIOs, their family members and close associates, you have specific obligations to keep records, establish source of funds, and obtain senior management review of the transaction. If the client is a PEP or HIO (includes close relatives/close associates) advisor must record all of the following, on applications and forms:

- The name, relationship and office/position of the individual who is a PEP and country
- The source of the funds, if known, that were used for the transaction
- The date you determined the individual to be a PEP or HIO
- The name of the member of senior management who reviewed the transaction
- The date the transaction was reviewed

A **foreign PEP** is a person who holds or has held one of the following offices or positions in or on behalf of a foreign state. (These persons are foreign PEPs regardless of citizenship, residence status or birth place. A person determined to be a foreign PEP, is forever a foreign PEP):

- ♦ head of state or head of government; member of the executive council of government or member of a legislature; deputy minister or equivalent rank; ambassador, or attaché or counsellor of an ambassador; military officer with a rank of general or above; president of a state-owned company or a state-owned bank; head of a government agency; judge of a supreme court, constitutional court or other court of last resort; or leader or president of a political party represented in a legislature.

A **domestic PEP** is a person who holds — or has held within the last 5 years — a specific office or Canadian municipal government. (A person ceases to be a domestic PEP 5 years after they have left office):

- ♦ Governor General, lieutenant governor or head of government; member of the Senate or House of Commons or member of a legislature; deputy minister or equivalent rank; ambassador, or attaché or counsellor of an ambassador; military officer with a rank of general or above; president of a corporation that is wholly owned directly by Her Majesty in right of Canada or a province; head of a government agency; judge of an appellate court in a province, the Federal Court of Appeal or the Supreme Court of Canada; leader or president of a political party represented in a legislature; or mayor - in line with legislation across Canada, municipal governments include cities, towns, villages and rural (county) or metropolitan municipalities. As such, a mayor is the head of a city, town, village, or rural or metropolitan municipality, regardless of the size of the population.

The head of an international organization (HIO) is a person who is either:

1. the head of an international organization established by the governments of states; or
2. the head of an institution established by an international organization.

When we refer to the head of an international organization or the head of an institution established by an international organization we are referring to the primary person who leads that organization, for example a president or CEO. Once a person is no longer the head of an international organization, or the head of an institution established by an international organization, that person is no longer a HIO.

Is the client making a lump-sum payment of \$100,000 or more towards an immediate or deferred annuity or life insurance policy, on their own behalf or at the instruction of someone else? YES NO

If yes, are they one of the following? Foreign PEP Domestic PEP Head of an international organization

Additional Notes

Name of Advisor (PLEASE PRINT CLEARLY)

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