

Client Retainer Card for Clients which are Organizations*, in accordance with the Requirements of By-law 7.1, Part III of the Law Society of Upper Canada

*An “organization” is defined to mean to mean “a body corporate, partnership, fund, trust, co-operative or an unincorporated association”

The following information is required by the Law Society of Upper Canada in order for lawyers to be able to act on behalf of the client on all new matters starting October 31, 2008. In order to verify the following information, the lawyer must perform a corporate search to obtain a corporate profile report (order through Corporate Services) or obtain a certificate of corporate status. In the case of a condominium corporation client, the lawyer will need a copy of the Declaration. For all other organizational clients, such as a partnership, the lawyer will need a copy of the documents which created the organization (e.g. partnership agreement).

Name of Organization	Phone Number	
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Address	City	Postal Code
Place of incorporation or place where business address issued, if applicable	Incorporation Number or Business Identification Number, if applicable	
Nature of Business Activity or Activities, if applicable (Note: this is not required where client is a public company, public body or financial institution)		
Name, Position and Contact information of Individual(s) Authorized to give instructions on behalf of the Organization:		

The individual authorized to give instructions on behalf of the Organization is to provide the lawyer with identification, one of which must be photo i.d. and government-issued, non-expired documents which have unique identifier numbers associated with them (e.g. driver’s license, passport, birth certificate, etc.). Note: In Ontario, Health Cards are not legitimate documents for the purposes of identification.

Document Type	Unique identifier number used to identify client

Names and Occupation of each Director of the Organization:

Name	Occupation

Name, Address and Occupation of each person who owns 25% or more of the organization or shares of the company

Name	Address and Phone Number	Occupation

Note: Should the information with respect to the shareholders and/or directors not be indicated in the document used for verification purposes, the lawyer is entitled to rely on the information given to him or her by the client.

Are you acting on behalf of/on the instructions of a third party beneficiary or principal? Yes / No