

## *Important Notice for our Clients*

The federal government, in an ongoing effort to prevent money laundering, terrorist financing and fraud involving legal services, has called on all provincial law societies to introduce new rules. When acting for a client every lawyer in Canada will be required to abide by these "Know Your Client" rules as prescribed by their governing law society. In Manitoba, these rules commence January 1, 2009 and will require Aikins to collect specified information from all our clients, even those with whom we have enjoyed a longstanding relationship. You can read more about the new rules at:

[http://www.lawsociety.mb.ca/code\\_and\\_rules/rulepdfs/061\\_Rules\\_Part5-Draft.pdf](http://www.lawsociety.mb.ca/code_and_rules/rulepdfs/061_Rules_Part5-Draft.pdf)

The information we will be required to gather from you when you retain us on a new matter, includes:

- For clients who are individuals, we will need your full name, business address, business telephone, e-mail address, home address, home telephone, and occupation(s).
- For organizational clients we will need the full name, business address, business telephone, incorporation or business identification number and place of issue, and a general description of the organization's business activities. We will confirm the name, position, and contact information for those authorized to give instructions on the matter.

We are also required to collect information about any third parties whose interests you are representing in the matter.

### **Trust Account Matters**

If your matter involves receiving, paying, or transferring money, securities, negotiable instruments, or other financial instruments, we may also need to verify further details about your or your organization's identity. We may ask for the following:

- The name and occupation(s) of each director.
- The name, address, and occupation(s) of each person who owns 25% or more of the organization or its shares.
- A document verifying the organization's existence, such as a certificate of good standing, a certificate of status, or a partnership agreement.

We may also need to arrange to view and copy an identity document such as a driver's licence or passport for clients who are individuals and for each of the people authorized to give instructions on the matter or any third parties whose interests you represent.

We thank you in advance for helping us collect this information. Please feel free to contact any of our [lawyers](#) for information on these new rules.