

INSTRUCTIONS: Check the relevant action(s) below, indicate the effective date, and fill out the form according to the circumstances applicable to your declaration using block letters:

- Opening a general trust account:** please fill out sections 1, 2, and 8, and provide the documents required in section 9
- Opening a special trust account:** please fill out sections 1, 3, and 8, and provide the documents required in section 9
- Adding or removing a (several) holder(s) or signer(s) of a general trust account:** please fill out sections 1, 2, and 8
- Adding or removing a (several) holder(s) or signer(s) of a special trust account:** please fill out sections 1, 3, and 8
- Adding or removing a notary user of a general trust account:** please fill out sections 1, 2, 4, and 8
- Adding a mandatary to a general trust account:** please fill out sections 1, 2, 5, and 8
- Adding a mandatary to a special trust account:** please fill out sections 1, 3, 5, and 8
- Amalgamation of financial institutions:** please fill out sections 1, 2, and 8
- Closing a general trust account:** please fill out sections 1, 7, and 8

Effective date : _____
(YYYY-MM-DD)

SECTION 1 – IDENTIFICATION OF ALL NOTARIES HOLDERS/SIGNERS OF THE ACCOUNT

GIVEN NAME	SURNAME	CODE	(if applicable)
① _____	_____	_____	<input type="checkbox"/> Add <input type="checkbox"/> Remove
② _____	_____	_____	<input type="checkbox"/> Add <input type="checkbox"/> Remove
③ _____	_____	_____	<input type="checkbox"/> Add <input type="checkbox"/> Remove
④ _____	_____	_____	<input type="checkbox"/> Add <input type="checkbox"/> Remove
⑤ _____	_____	_____	<input type="checkbox"/> Add <input type="checkbox"/> Remove
⑥ _____	_____	_____	<input type="checkbox"/> Add <input type="checkbox"/> Remove

SECTION 2 – GENERAL TRUST ACCOUNT

HOLDER(S) OF THE ACCOUNT : Same as the notary(ies) listed in section 1
OR
 Notarial partnership or company :

Name of the notarial partnership or company¹ (if applicable)

_____ Account number	_____ Previous account number in the event of amalgamation	_____ Transit number	_____ Previous transit number in the event of amalgamation
_____ Name of the financial institution			_____ Currency
_____ Previous name of the financial institution (if applicable)			
_____ Branch address, city, postal code			_____ Branch telephone number

I (We) authorize the financial institution to transfer, directly to the Chambre des notaires du Québec (Notarial Studies Fund), the interest and other income from this general trust account, less administration costs, where applicable.

Furthermore, I (we) irrevocably waive the interest and other income from this general trust account in favour of the Chambre des notaires du Québec (Notarial Studies Fund).

¹ Within the meaning of Section 3 of the *Regulation respecting the practice of the notarial profession within a partnership or joint-stock company*, where the notary(ies) signer(s) practise(s) his (her) (their) profession

SECTION 3 – SPECIAL TRUST ACCOUNT

HOLDER(S) OF THE ACCOUNT : Same as the notary(ies) listed in section 1

OR

Notarial partnership or company :

Name of the notarial partnership or company² (if applicable)

Account number

Transit number

Opening date

Name of the financial institution or of the investment dealer

Currency

Branch address, city, postal code

Branch telephone number

CLIENT(S) BENEFICIARY(IES)

ADDRESS, CITY, POSTAL CODE

1

2

3

4

I (We) request that the interest and other income from any funds deposited in this special trust account or from any funds used to acquire an investment constituting a special trust account will belong to me (us).

Furthermore, I (we) have taken cognizance of the conditions imposed by the Chambre des notaires du Québec upon opening this special trust account, as provided in section 6 of this form, and I (we) consent thereto.

(Signatures of the clients **only upon opening** a special trust account)

1

Client's signature

Date

3

Client's signature

Date

2

Client's signature

Date

4

Client's signature

Date

SECTION 4 – NOTARY(IES) USER(S) OF THE ACCOUNT

GIVEN NAME

SURNAME

CODE

(if applicable)

- Remove
- Add
- Remove
- Add
- Remove
- Add
- Remove
- Add
- Remove
- Add

SECTION 5 – NOTARY(IES) MANDATARY(IES) FOR THE PURPOSES OF THE ACCOUNT

GIVEN NAME

SURNAME

CODE

DATES OF MANDATE
(YYYY-MM-DD)

Start date: _____ End date: _____

Start date: _____ End date: _____

Reminder: Guidelines – Section 16 of the Regulation respecting trust accounting by notaries

The notary can be the mandatary of a holder or signer of an account only within the scope of a mandate that is limited in time and that specifies what actions may be carried out in the account.

² Within the meaning of Section 3 of the Regulation respecting the practice of the notarial profession within a partnership or joint-stock company, where the notary(ies) signer(s) practise(s) his (her) (their) profession

SECTION 6 – DECLARATIONS AND AUTHORIZATIONS GIVEN TO THE CHAMBRE DES NOTAIRES

This account complies with the *Notaries Act* and the regulations of the Chambre des notaires du Québec.

This account consists of funds entrusted to me (us) or entrusted to a (several) notary(ies) user(s) or mandatary(ies) in trust, in the practice of my (our) profession.

I (We) irrevocably give the authorization allowing the president, the secretary or assistant secretary, an inspector, the syndic, an assistant syndic, an ad hoc syndic, the secretary or assistant secretary of the committee of the compensation fund of the Chambre des notaires du Québec to:

- 1° require and obtain at any time, from the financial institution that is the depository of any trust account or from the investment dealer where an account is opened, all the information or explanations deemed necessary or useful for the purposes of the *Regulation respecting trust accounting by notaries*;
- 2° require and obtain at any time, from the financial institution or from the investment dealer where funds belonging to clients have been deposited and which the notary should have deposited into a trust account, all the information or explanations deemed necessary or useful for the purposes of the above mentioned Regulation;
- 3° block any transaction from the trust account;
- 4° take possession of any funds and property, revoke my (our) powers with respect to the account, or close the account.

Furthermore, I (we) irrevocably give the authorization allowing the president, the secretary or assistant secretary, the syndic, an assistant syndic, the secretary or assistant secretary of the committee of the compensation fund of the Chambre des notaires du Québec, to dispose of funds and property in trust for the purposes for which I (we) received them, or give instructions to this effect, the whole in accordance with the provisions of the above mentioned Regulation.

Finally, I (we) irrevocably give the authorization allowing the president of the Order, upon recommendation by a syndic, an assistant syndic, an ad hoc syndic, or by the professional inspection committee of the Order, to require, at my (our) expense, the joint signature of another notary designated by the president to draw cheques and other payment orders against the account.

SECTION 7 – CLOSING A GENERAL TRUST ACCOUNT

I (We) have closed the following general trust account:

Account number	Closing date	Opening date
Name of the financial institution		Transit number

SECTION 8 – OATH OF OFFICE OF THE NOTARY(IES) HOLDER(S) OR SIGNER(S)

I (We), the undersigned, notary(ies) at _____, declare under my (our) oath of office, that the information I (we) have provided in this form is exact and true.

I (We) give the financial institution the above mentioned authorizations, where applicable.

Furthermore, where applicable, I am (we are) the sole signer(s) of the trust account(s) of the notarial partnership or company and I am (we are) authorized to sign all the documents, give the authorizations, and make the declarations required under the *Regulation respecting trust accounting by notaries* (CQLR, c N-3, r 5.2) under the terms of a resolution of the board of directors of the company adopted on _____, or, as the case may be, under the terms of the partnership agreement executed before Mtre. _____, Notary, on _____, under his (her) minute number _____.

<p>①</p> <p>_____ Notary's official signature</p>	<p>_____ Date</p>	<p>④</p> <p>_____ Notary's official signature</p>	<p>_____ Date</p>
<p>②</p> <p>_____ Notary's official signature</p>	<p>_____ Date</p>	<p>⑤</p> <p>_____ Notary's official signature</p>	<p>_____ Date</p>
<p>③</p> <p>_____ Notary's official signature</p>	<p>_____ Date</p>	<p>⑥</p> <p>_____ Notary's official signature</p>	<p>_____ Date</p>

SECTION 9 – OTHER DOCUMENTS TO ATTACH TO THE FORM WHEN OPENING AN ACCOUNT

- Specimen cheque
- Copy of the account opening document from the financial institution or investment dealer

Remit to the *Centre de relations clientèles* within five (5) days of the event

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