

# Basic Information Checklist

## PERSONAL INFORMATION

Your Full Name: \_\_\_\_\_

The name you commonly use, if different: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (B) \_\_\_\_\_ (cell) \_\_\_\_\_

Email: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer Information:

\_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Citizenship: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Full name of Spouse: \_\_\_\_\_

Date and Place of Marriage: \_\_\_\_\_

Do you have a domestic contract? \_\_\_\_\_

Any Previous Marriages? \_\_\_\_\_

Full name(s) of ex-spouse(s): \_\_\_\_\_

Full names of all children from **previous** marriages:

Name

Age

_____	_____
_____	_____
_____	_____
_____	_____

Full names of children from **current** marriage:

Name

Age

_____	_____
_____	_____
_____	_____
_____	_____

Are any of your children residents or citizens of other countries?

\_\_\_\_\_

\_\_\_\_\_

Are any of your children married?

If so, please provide details of spouse and grandchildren, if any.

Child's Name	Spouse's Name	Grandchildren's Names and Ages
1.		1. 2. 3.
2.		1. 2. 3.
3.		1. 2. 3.

(attach additional sheets as necessary)

Details of any relevant personal situations:

e.g. disabled or spendthrift spouse and/or children:

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**Your Parents and Siblings (attach additional sheets as necessary)**

Parents' Names	Siblings' Names	Nieces and Nephews Names and Ages
1.   Deceased?	1.	1.  2.  3.
2.   Deceased?	2.	1.  2.  3.
	3.	1.  2.  3.
	4.	1.  2.  3.

Name and Phone Number of Accountant: \_\_\_\_\_

\_\_\_\_\_

## ASSET INFORMATION

### REAL ESTATE

#### Your Home:

Names on title:

\_\_\_\_\_

Joint Tenants  Tenants in Common  Percentage ownership \_\_\_\_\_

Current Approximate Value: \_\_\_\_\_

Value of Mortgages or other Encumbrances: \_\_\_\_\_

Acquisition Cost and Date: \_\_\_\_\_

#### Other Real Estate:

##### Property 1

Street address or location:

\_\_\_\_\_

Names on title:

\_\_\_\_\_

Joint Tenants  Tenants in Common  Percentage ownership \_\_\_\_\_

Current Approximate Value: \_\_\_\_\_

Value of Mortgages or Other Encumbrances: \_\_\_\_\_

Acquisition Cost and Date: \_\_\_\_\_

Property 2

Street address or location:

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Names on title:

Joint Tenants  Tenants in Common  Percentage ownership \_\_\_\_\_

Current Approximate Value: \_\_\_\_\_

Value of Mortgages or Other Encumbrances: \_\_\_\_\_

Acquisition Cost and Date: \_\_\_\_\_

Property 3

Street address or location:

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Names on title:

Joint Tenants  Tenants in Common  Percentage ownership \_\_\_\_\_

Current Approximate Value: \_\_\_\_\_

Value of Mortgages or Other Encumbrances: \_\_\_\_\_

Acquisition Cost and Date: \_\_\_\_\_

## REGISTERED INVESTMENTS

### RRSPs or RRIFs:

<u>Plan Holder</u>	<u>Issued by</u>	<u>Beneficiary</u>	<u>Approximate Value</u>

### Tax Free Savings Accounts:

<u>Owner</u>	<u>Financial Institution</u>	<u>Beneficiary</u>	<u>Approximate Value</u>

### DPSP's and pensions:

<u>Name</u>	<u>Issued by</u>	<u>Beneficiary</u>	<u>Estimated Value on Death</u>

### Other Registered Investments:

<u>Name</u>	<u>Issued by</u>	<u>Beneficiary</u>	<u>Estimated Value on Death</u>

## LIFE INSURANCE

Name and phone number of Insurance Advisor: \_\_\_\_\_

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### Policies:

Insurance Company	Policy No.	Owner	Life Insured	Beneficiary	Amount Payable on Death

### **Loyalty Reward Programs**

Are you a member of a loyalty rewards program, such as aeroplane, air miles, etc? If yes, please indicate member number and approximate number of points.

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## NON REGISTERED INVESTMENTS

### Bank Accounts:

<u>Name and Address</u> <u>of Bank or Depository</u>	<u>Type of Account</u> <u>and No.</u>	<u>Approximate</u> <u>Ownership</u>	<u>Amount ....</u>
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### Investment Accounts:

Name of Investment Advisor: \_\_\_\_\_

(Approximate value of Portfolio) \$ \_\_\_\_\_

Attach copy of most recent portfolio statement(s).

### Non-Registered Assets

Do you own any stocks, bonds, debentures, GICs etc. separately from your investment account?

If yes, please attach a list including current value, acquisition cost and date and location of instrument.

Do you own any US stocks or bonds (including those held in any Registered or Non-Registered Account)?

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## PRIVATE CORPORATIONS

### 1. Do you have any shares or other interest in a private corporation?

Full Legal Name of Corporation	Are you the sole shareholder?	Approximate value of Shares/ Shareholder Loans?

Is there a Shareholder's Agreement? \_\_\_\_\_. If yes, please provide a copy.

### 2. Do you have any interests in a partnership or an unincorporated business?

If yes, please describe and supply copies of all shareholder or partnership agreements.

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### 3. Do you have an interest in an existing trust?

If yes, please describe and supply copies of all Trust agreements.

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### 4. Are you currently acting as an executor or trustee of an estate or trust?

If yes, please describe and supply copies of all Trust agreements or Wills

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**Debts owing by you including promissory notes:**

<u>Name of Creditor</u>	<u>Amount</u>	<u>Maturity</u>	<u>Other terms</u>

**Debts owing to you including promissory notes:**

<u>Name of Debtor</u>	<u>Amount</u>	<u>Maturity</u>	<u>Other terms</u>

**Automobiles, Boats and Recreation Vehicles:**

<u>Description</u>	<u>Ownership</u>	<u>Value</u>

**ANY heirlooms, artwork, jewellery and any collections, etc. OF SPECIAL NOTE?:**

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**Total approximate value of assets \$** \_\_\_\_\_

**Total value of debts \$** \_\_\_\_\_

**Approximate net value of estate \$** \_\_\_\_\_