



FINTRAC Information Record Form

V.Oct.2023

Telpay Incorporated is a Money Service Business (MSB) and is subject to the Proceeds of Crime (Money Laundering) and Terrorist Financing Act and its associated Regulations of the Financial Transactions and Reports Analysis Centre of Canada (FINTRAC). As part of our FINTRAC regulatory obligations, we are required to confirm the existence of, and ascertain the name and address of, every corporation or other entity (e.g., partnership) on whose behalf we conduct a transaction, as well as the names of its directors.

IMPORTANT

As per FINTRAC's Know Your Customers regulatory requirement, Telpay is required to collect, verify and validate the identity of Authorized Primary Users and Signing Officers who will be responsible for submitting payments on behalf of the corporation or other entity (hereinafter referred to as "the Company") using Telpay's payment software. This includes the listed individuals date of birth and home address. Any information collected and stored will only be shared with FINTRAC. Telpay's customer information and data storage meet all PIPEDA (Personal Information Protection and Electronic Documents Act) regulations.

In order to finalize your Telpay application, this completed FINTRAC Information Record Form must be emailed to trust@telpay.ca after a Telpay ACCESS number has been assigned to the Company.

SECTION A: COMPANY INFORMATION (section must be completed)

AS SUBMITTED IN THE TELPAY FOR BUSINESS APPLICATION

*Required

Business Legal Name*

Business Address, City, Province, Postal Code* (PO Box Address Not Accepted)

Nature of Business (Industry Type)*

Telpay Access Number – a 7-Digit Number found in confirmation email sent to the Primary User(s) and Signing Officer(s)

Business Type:* (Business Structure)

☐

Corporation

☐

Partnership

☐

Not-for-profit/registered charity

☐

Sole Proprietorship

Other: _____

SECTION B: PRIMARY USER(S) (section must be completed)

AS SUBMITTED IN THE TELPAY FOR BUSINESS APPLICATION

List all Primary Users of the software who will be responsible for making and submitting payments to Telpay .

**NOTE: Must include date of birth and home address of each listed individual. Missing information will not be accepted.*

Full Name

Date of Birth (YYYY/MM/DD)*

Home Address, City, Province, Postal Code*

Full Name

Date of Birth (YYYY/MM/DD)*

Home Address, City, Province, Postal Code*

Full Name

Date of Birth (YYYY/MM/DD)*

Home Address, City, Province, Postal Code*

Full Name

Date of Birth (YYYY/MM/DD)*

Home Address, City, Province, Postal Code*

Full Name

Date of Birth (YYYY/MM/DD)*

Home Address, City, Province, Postal Code*

SECTION C: OWNERSHIP (section must be completed)

List Owner(s) who control 25% or more of the Company.

- Where another entity is an Owner of the business does any individual through ownership of another business own 25% or more of the business? In this instance, please list the entity and individual owners of that business;
- If there are no individuals who own more than 25% of the entity please provide the name of a senior managing officer of the entity;
- If the entity is a non-for profit or charity please supply the name of a senior managing officer of the entity.
- Must provide complete information for each owner or managing officer listed.

***NOTE: Must include home address of each listed individual. Missing information will not be accepted.**

****NOTE: Indicate Direct or Indirect ownership**

[illegible]**SECTION D: DIRECTOR(S)** (section must be completed)

List individuals who are current Director(s) of the Company

**NOTE: If more space is required to list additional Directors, please submit on separate sheet.*

[illegible]

SECTION E: FINTRAC DECLARATIONS (section must be completed)

*Required

PEP/HIO

1. Are individuals listed above or transacting using Telpay's Payment Services Politically exposed Person (PEP) or Head of International Organization (HIO)?*

NOTE: A PEP or HIO is a person who holds a senior government elected or appointed office/position. These are prominent positions that typically come with the opportunity to influence decisions and the ability to control resources.

☐ Yes ☐ No

If yes, please list the individuals who may be a PEP or HIO:

THIRD-PARTY

- 2a). Does an Accountant or Bookkeeper use the payment service to conduct financial transactions on behalf of the Company?*

☐ Yes ☐ No

- 2b). Is there a third-party (entity or individual) who instructs the Company to conduct an activity or financial transaction on their behalf?*

☐ Yes ☐ No

If answered yes, complete the following:

NOTE: If there are multiple third-party(ies) relationships for this Company, please contact Telpay at onboarding@telpay.ca.

- i) Third-Party's relationship(s) with the Company is:

☐ Agent ☐ Legal Counsel ☐ Broker ☐ Consultant ☐ Customer

Other _____

- ii) Third-Party Information: (indicate if it is an entity or individual and provide relevant information): *

☐ Entity ☐ Individual

Entity's Name or Individual's Full Name

Entity's Nature of Business or Individual's Occupation

Entity's Corporation Number or Individual's Date of Birth (YYYY/MM/DD)

Entity's Business Address, City, Province, Postal Code or Individual's Home Address, City, Province, Postal Code

MSB / Reporting Entity

4. If you meet the FINTRAC definition of an MSB (Money Service Business) please provide your FINTRAC registration number: **NOTE: You are an MSB if you are in business in Canada to offer any of the following services to the public: Foreign exchange dealing, money transferring, issuing or redeeming money orders, traveler's cheques or anything similar, or dealing in virtual currencies.**

5. Is your Company a FINTRAC Reporting Entity (RE)* *Reporting entities must report certain transactions to the Financial Transactions and Reports Analysis Centre of Canada (FINTRAC). This includes the following: Accountants, agents of the Crown, Casinos, British Columbia Notaries Dealers in Precious Metals or Stones, Financial Entities, Life Insurance Companies, Brokers and Agents, Money Service Businesses, Real Estate, Securities Dealers. Please refer to <https://www.fintrac-canafe.gc.ca/re-ed/intro-eng> for complete definitions.*

☐

Yes

☐

No

If yes, please indicate what RE classification:

**SECTION F: AUTHORIZED SIGNING OFFICER(S)
AS SUBMITTED IN THE TELPAY FOR BUSINESS APPLICATION**

List one or two individuals who are the current Signing Officers of the Company's bank account.

***NOTE: Must include home address of each listed individual. Missing information will not be accepted.**

Full Name

Date of Birth (YYYY/MM/DD)

Home Address, City, Province, Postal Code

Signature

Date

Phone Number

Full Name

Date of Birth (YYYY/MM/DD)

Home Address, City, Province, Postal Code

Signature

Date

Phone Number

Please Forward to:

Telpay Incorporated
Compliance Department
146 Commerce Drive
Winnipeg, MB R3P 0Z6

Email to
onboarding@telpay.ca
Include Telpay ACCESS # in subject line.

Toll Free: 1-800-665-0302
Toll-Free Fax: 1-866-396-2548

I/We warrant that all information on this form is correct and I/we authorize Telpay to rely on this information in the provision of its services to our Company. On behalf of the Company, I/we warrant that the signing officers listed above are responsible for all transactions submitted by the Company for processing by Telpay.