



## MEMORANDUM

---

**To:** All Condominium Corporation Clients      **Date:** February 18, 2009  
**From:** Michael Clifton  
**RE:** **CLIENT IDENTIFICATION REQUIREMENTS**

---

As some of you might already be aware, recently enacted by-laws of the Law Society of Upper Canada have imposed more strict obligations on lawyers in Ontario with respect to obtaining and retaining client identification information.

These new obligations apply any time that we provide professional services to a client, and they increase in strictness, with few exceptions, when such services include the receipt, payment or transfer of client funds.

As a result, Clifton Kok LLP now requires the following information from and in respect of each of its Condominium Corporation clients:

1. Corporation Name (i.e., *Waterloo Standard Condominium Corporation No. 565*).
2. Condominium Addresses, including municipal address and address for service (as set out in the declaration or most recent registered Change of Address form(s)). (If the condominium corporation has a website, you could also provide this information, though it is not necessary to satisfy the by-law requirements.)
3. Condominium telephone number (if any).
4. Name, office/title and contact information (address, phone, fax, email) of the person or persons who are authorized to provide us with instructions.
5. Business name, address and contact information of the condominium management company (if any), and name and contact information of the assigned property manager. (*This information will need to be updated each time there is a change of management company or personnel.*)
6. Name, office/title, personal contact information and occupation (i.e., dentist, welder, home-maker, retired, etc.) of each of the directors of the corporation. (*This information will need to be updated each time there is a change in the board of directors.*)

Copies of legal identification documentation, such as a valid Ontario Driver's License, will also be required for each individual who might give us instructions, particularly with respect to funds.

It is considered a breach of our professional obligations to provide services to any client without obtaining this information. Accordingly, your cooperation is requested, and you have our assurance that all information provided to us will be kept in strictest confidence and will not be used for any purpose other than satisfaction of the Law Society's requirements.

We have prepared a form that makes it easier to provide this information. It is available on our website at [www.cklegal.ca](http://www.cklegal.ca), under FYI/Condo. Please call us if you have any questions.

**MC**