

Statement, waiver and authorization respecting a SPECIAL trust account

Under section 13 of the Regulation respecting trust accounting by chartered professional accountants and the indemnity fund of the Ordre des comptables professionnels agréés du Québec.

Part 1 Signatory information

Firm name

Address _____ Suite _____

City _____ Province _____ Postal code _____ Country _____

Telephone _____-_____

	Signatory ①	Signatory ②	Signatory ③
First name			
Last name			
CPA Member No.	4XXXXX	4XXXXX	4XXXXX

Part 2 Client/depositor information

Client/depositor ①

First name _____ Last name _____ File No. _____

Address _____ Suite _____

City _____ Province _____ Postal code _____ Country _____

Client/depositor ②

First name _____ Last name _____ File No. _____

Address _____ Suite _____

City _____ Province _____ Postal code _____ Country _____

△ Fill out **Part 3** or **Part 4**, depending on whether the special trust account is a bank account or an investment.

Part 3 Account information

Special account details

Account name				Account opening date	YYYY	MM	DD
Branch No. (transit)	Financial institution No.	Account No.					
Financial institution name							
Address						Suite	
City		Province	Postal code	Country			
Contact person				Telephone			

Part 4 Investment information

Investment details

Date on which investment was acquired	YYYY	MM	DD				
Name of financial institution or investment dealer							
Address						Suite	
City		Province	Postal code	Country			
Contact person				Telephone			

Part 5 Client/depositor statement and signature¹

I (we) request that the interest and other income from any fund deposited in this special trust account or any fund used to acquire an investment that constitutes a special trust account be my (our) property and/or the property of anyone that I (we) may designate.

I (we) have read the conditions stipulated in **Part 6** of this form which are imposed by the Ordre des comptables professionnels agréés du Québec (the "Order") upon opening this special trust account, and I (we) agree to them.

	Client(s)/depositor(s) ①	Client(s)/depositor(s) ②
First name		
Last name		
Signature		
Place of signature		
Date of signature	YYYY-MM-DD	YYYY-MM-DD

¹ Under section 7 of the Regulation, a trust account can be opened in the name of the partnership or joint-stock company within which a member practices the profession, provided a member practicing therein assumes direct control over this account.

Part 6 CPA statement and signature²

1. I (we) declare that:
 - a) the above-mentioned information about the account is correct and complete;
 - b) this account is a special trust account;
 - c) the interest and other income from this account shall be the property of the above-mentioned client(s)/depositor(s);
 - d) this account complies with the Regulation respecting trust accounting by chartered professional accountants and the indemnity fund of the Ordre des comptables professionnels agréés du Québec (the "Regulation");
 - e) this account is intended to receive funds that are remitted to me (us) in trust in the practice of my (our) profession.
2. In accordance with sections 12, 13 and 25 of the Regulation, I (we) grant an irrevocable authorization entitling the Board of directors, the Executive committee, the president, the secretary, the Professional inspection committee, the person in charge of professional inspection appointed in accordance with section 90 of the Professional Code (chapter C-26), an inspector or a syndic of the Order to:
 - a) request and obtain at any time from the depositary financial institution/investment dealer with which any special trust account has been opened, all the information or explanations that are necessary or useful for the purposes of this Regulation;
 - b) require and obtain from the depositary financial institution/investment dealer with which are deposited funds belonging to this client that should have been deposited in a special trust account, all the information or explanations that are necessary or useful for the purposes of this Regulation;
 - c) block the funds deposited;
 - d) take possession of any property entrusted to me (us), revoke my (our) signature(s) or close the account;
 - e) dispose of the deposited funds for the purposes for which they were entrusted to me (us), if my permit (the permit held by one of us) is revoked, I am (one of us is) subject to a striking off the roll or a limitation of the right to practice, if I (we) cease to practice or am (are) in a situation where a provisional guardian or an assignee may be appointed, or when the interests of the person so require;
 - f) require that I (we) obtain, at my (our) expense, the cosignature of another member designated by the Professional inspection committee or a syndic of the Order, to draw cheques and other payment orders on the account.
3. In accordance with sections 14 and 15 of the Regulation, I (we) undertake to immediately notify the Order in the event of a change in the depositary financial institution/investment dealer, the opening or closing of a special trust account, or the addition or removal of a signatory on a special trust account by submitting the appropriate form, duly completed and signed, to the Order and retaining a copy thereof.
4. I (we) authorize the above-mentioned depositary financial institution/investment dealer to notify the Order if the balance of the above-mentioned account falls below zero.

Signatory ①

Signatory ②

Signatory ③

 **Upon opening the special trust account, please return this duly completed and signed form to the Order, along with a void cheque in the case of a bank account, using one of the following methods:**

- | | |
|---|--|
| ▶ By mail to:
Professional Practice, Ordre des CPA du Québec
5, Place Ville Marie, suite 800, Montréal (Québec) H3B 2G2 | ▶ By email to: redditiondecomptes@cpaquebec.ca
▶ Information: 514 288.3256 [5014] 1 800 363.4688
redditiondecomptes@cpaquebec.ca |
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⚠ You must also submit a copy of the form to the client(s)/depositor(s) and the depositary financial institution/investment dealer, and retain a copy for your records.

² Under section 22 of the Regulation, a single statement is sufficient for all the chartered professional accountants who have a joint trust account, provided this statement contains the names of all the chartered professional accountants who manage the account and is signed by each.