

FINTRAC COMPLIANCE FOR RE/MAX Crest Realty Westside

As you know Real Estate companies, employees and sales representatives are required by law to familiarize themselves with and comply with the requirements under the Proceeds of Crime (Money Laundering) and Terrorism Act and the instructional guidelines located on the Financial Transactions and Reports Analysis Centre (FINTRAC) website at www.fintrac.gc.ca. We will be sending you notices from time to time reminding you of this and notifying you of any changes.

Things that you must do:

1. **Report any suspicious transactions to your Compliance Officer.** Steve Jamieson is currently the Compliance Officer for the West 7th office. Steve will assist you in filing an STR to FINTRAC. To see what may constitute Suspicious Activity, refer to your Licensee Practice Manual, pages 101 to 103, or go to the RealtorLink website and click on "Lobbying and Legislation" and then "Fintrac and Money Laundering".
2. **Report large cash transactions.** This should pose no problem because the office will not accept cash deposits in any case
3. **Report Terrorist Property.** The office will do their best to cross reference any of our clients with the terrorist lists provided by FINTRAC. Sales representatives can also familiarize themselves with the lists. The web address is available in the LPM and on the Realtor Link site.
4. FINTRAC requires that you submit copies to your office of any suspicious transactions (STR's) that you may do.
5. The new "Know Your Client" form must be submitted to the office when a deposit is being paid by the Buyer and we are the Buyer's representative. This means that you have to ask for Picture ID, Passport or Driver's License to confirm their identity. This requirement comes into effect June 23, 2008.
6. Also effective June 23, 2008, you must report Suspicious Attempted Transactions, i.e. transactions that may not even complete or that may have been accepted but not rendered firm.
7. All associates are required to return a copy of this document to Steve Jamieson - Compliance Officer, as soon as possible. Please send to Steve's direct fax at 1.866.209.3444 or email to stevejamieson@remax.net

I _____ hereby acknowledge that I have read and understood the foregoing and have familiarized myself with the information provided on the RealtorLink website and the Licensee Practice Manual.

Signed: _____

Date: _____