

### CHECKLIST FOR NEW TRUST ACCOUNT

YES NO

1 Has the public accountant notified the supervising entity of intention to establish a trust bank account?

<input type="checkbox"/>	<input type="checkbox"/>
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2 Has a trust bank account been established at a financial institution?

<input type="checkbox"/>	<input type="checkbox"/>
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3 Does the financial institution require approval from the supervising entity prior to the establishment of a trust bank account? If so, the trustee will need to formally request approval from the supervising entity.

<input type="checkbox"/>	<input type="checkbox"/>
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4 Has a Form 1 - Notification under section 5 (1) and 5 (1A) been fully completed?

<input type="checkbox"/>	<input type="checkbox"/>
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**Completion of all Form 1 fields is mandatory**

5 Has an auditor been appointed to audit the trust account?

<input type="checkbox"/>	<input type="checkbox"/>
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6 Has the auditor been requested to endorse the appointment by notifying the supervising entity?

<input type="checkbox"/>	<input type="checkbox"/>
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