

THE 'HOW-TO' ACCOUNT OPENING LEGAL WORKSHOPS

REGISTER AND PAY
EARLY AND SAVE!!!

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CANADA-ONTARIO
JOB GRANT
PROGRAM



Opening accounts, including taking member identification is a daily activity at every credit union. Providing specialized training for employees completing this important task is a key to successful account opening procedures. You can build confidence by increasing knowledge and skills. Our expert instructor teaches the importance of each type of account, what is unique about it and how to properly complete the forms and documents using best practice guidelines. More importantly, our instructor will walk through the pitfalls and legal issues of not completing forms and documents correctly and the negative impact that can have on the member and credit union. Anti-Money laundering related topics are covered in these workshops.

FACILITATOR – PENNY LYNN RINTOUL LL.B., M.B.A.



SEPTEMBER 9TH & 10TH, 2015 • HILTON GARDEN INN, MISSISSAUGA, ONTARIO

LEVELFIVE
strategic partners inc.

levelfive.ca

THE 'HOW-TO' ACCOUNT OPENING LEGAL WORKSHOPS



TRUST ACCOUNTS

Wednesday, September 9th • 9:00 am to 12:30 pm

This workshop includes:

- What is a trust account
- Types of trust accounts and examples of each
- Powers and duties of trustees
- Rights of beneficiaries
- Income tax implications
- Implications of all beneficiaries attaining the age of majority
- Advantages and disadvantages of trusts
- Credit Union responsibilities
- Documentation
- Deposit insurance
- Money-laundering requirements



OPENING PERSONAL ACCOUNTS

Wednesday, September 9th • 1:30 pm to 5:00 pm

This workshop includes:

- Individual personal accounts
- Joint personal accounts, both as joint tenants and as tenants in common
- Trust Accounts – internal and documented
- Representative accounts opened under a power of attorney or a statutory guardianship order
- Money-laundering issues



FORMS OF BUSINESS ORGANIZATION & OPENING BUSINESS ACCOUNTS

Thursday, September 10th • 9:00 am to 12:30 pm

This workshop includes:

- Forms of business organization, including sole proprietorship, various types of partnerships, various types of corporations, trusts, and unincorporated association
- Opening accounts for each form of business organization, including sample completed documentation and a discussion about money-laundering requirements
- Special accounts – municipalities and school boards,
- First Nation bands and condominiums



MANAGEMENT OF INCOMPETENT & DECEASED MEMBER'S ACCOUNTS

Thursday, September 10th • 1:30 pm to 5:00 pm

This workshop includes:

- Power of Attorney
- Statutory Guardianship
- The Estate with and without a will
- How an Estate is administered
- How deposits are handled upon death
- How loans and mortgages are handled upon death
- How funds are distributed to those entitled to them
- Money-laundering issues

LOCATION:

Hilton Garden Inn Toronto Airport West Hotel

1870 Matheson Blvd., Mississauga, ON L4W 0B3

Telephone: 905-361-6305

DATE:

September 9th and 10th, 2015

EARLY PAYMENT REGISTRATION FEE PER SESSION:

Early Registration Deadline - Friday, August 14, 2015

\$595.00 + HST = \$672.35

REGULAR REGISTRATION FEE PER SESSION:

\$695.00 + HST = \$785.35

FEE INCLUDES:

Training Material, Break Refreshments

REGISTRATION DEADLINE:

August 21st, 2015

TO REGISTER:

Return the completed registration form to:

Jan Hall, Training Coordinator

Level Five Strategic Partners Inc.

27-4444 Eastgate Parkway, Mississauga, ON L4W 4T6

Tel: 905-602-0644 Ext. 0 • Fax: 905-602-0063

THE 'HOW-TO' ACCOUNT OPENING LEGAL WORKSHOPS - REGISTRATION FORM

Name: _____

Credit Union: _____

Address: _____

_____ Postal Code: _____

Telephone: _____ Fax: _____

Email: _____

I will be attending session/s:

Wed. Sept. 9th – Trust Accounts

Wed. Sept. 9th – Opening Personal Accounts

Thur. Sept. 10th – Forms of Business Organization & Opening Business Accounts

Thur. Sept. 10th – Management of Incompetent & Deceased Member's Accounts

Payment Enclosed \$ _____

Make cheque payable to
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