

Instructions for completing the NCAF (New Client Application Form), (also “KYC”) for Individuals

1. Complete the NCAF form
 - Make a copy of your government ID (Drivers License, Passport) and have a Professional (see instructions below) write an the attestation on the copy as follows: ‘I certify that this is a true likeness of [Mr, Mrs, Miss, Ms or other title followed by the Name appearing at the top of Page 1 of the NCAF]’
2. Send in the original attestation to: **1641 Lonsdale Ave, Suite 869, N. Vancouver, BC V7M 2J5 Canada**
3. The NCAF can be mailed to the above address, or scanned and emailed to info@capitalstreetgroup.com, or faxed to 604-357-5353

Attestation

The Individual opening the New Account must supply an attestation from a commissioner of oaths in Canada or a guarantor in Canada, that the person has seen one of the documents acceptable for face-to-face verification. The attestation must be produced on a legible photocopy of the document and must include:

- the name, profession and address of the person providing the attestation;
- the signature of the person providing the attestation; and
- the type and number of the identifying document provided by the person.

The guarantor must be engaged in one of the following professions in Canada:

- dentist;
- medical doctor;
- chiropractor;
- judge;
- magistrate;
- lawyer;
- notary (in Quebec);
- notary public;
- optometrist;
- pharmacist;
- professional accountant (APA [Accredited Public Accountant], CA [Chartered Accountant], CGA [Certified General Accountant], CMA [Certified Management Accountant], PA [Public Accountant] or RPA [Registered Public Accountant]);
- professional engineer (P.Eng. [Professional Engineer, in a province other than Quebec] or Eng. [Engineer, in Quebec]); or
- veterinarian.

Questions?

Call: 778-318-8186 or email info@capitalstreetgroup.com