

Requisition

The Law Society
of British Columbia



Electronic Transfer of Trust Funds

Rule 3-64.1 *Requires dual password/access code system*

845 Cambie Street, Vancouver, BC, Canada V6B 4Z9
t 604.669.2533 | BC toll-free 1.800.903.5300
f 604.646.5917 | TTY 604.443.5700
Email trustaccounting@lsbc.org | lawsociety.bc.ca

PART A: Details of transfer		
Amount	Recipient	
Source account		
Financial institution	Account number	
Destination account		
Financial institution	Account number	
Branch address		
PART B: Client matter		
Client name	Client file number (May be entered into transfer system as customer reference)	
Client file subject matter	Reason for transfer	
PART C: Person entering details of transfer		
Must be someone other than the lawyer authorizing the transfer in Part D unless the lawyer is the only lawyer in the firm and has no non-lawyer staff. (Rule 3-64.1(2) (a) & (3))		
Name	Position	
PART D: Lawyer(s) authorizing transfer		
Lawyer (required)	Signature	Date
Second lawyer (optional)	Signature	Date

After transfer, obtain written confirmation from financial institution (Rule 3-64.1(2) (c) (d) & (g)) and complete steps under Rule 3-64.1 (4). File the requisition and confirmation together in a centralized location with your accounting records.