

LEGEND — NA = Not applicable L = Lawyer LA = Legal assistant ACTION TO BE CONSIDERED	NA	L	LA	DATE DUE	DATE DONE
<p style="text-align: center;">INTRODUCTION</p> <p>Purpose and currency of checklist. This checklist is designed to be used with the CLIENT IDENTIFICATION AND VERIFICATION PROCEDURE (A-1) and ASSET PURCHASE AGREEMENT DRAFTING (B-2) checklists. It is primarily intended for use by the purchaser’s lawyer, but may be of use as a guide to the vendor’s lawyer. This checklist is current to September 1, 2018.</p> <p>New developments:</p> <ul style="list-style-type: none"> • New property transfer tax disclosure requirements. Effective September 17, 2018, certain types of trusts and corporations that acquire property must identify all individuals with a significant interest in the corporation or trust on the property transfer tax return. For each individual identified, you must include their name, date of birth, citizenship information, contact details, and tax identifiers. The Property Transfer Tax Return (V31) is available online from the Land Title and Survey Authority of British Columbia (LTSA) website. For more information, see www2.gov.bc.ca/gov/content/taxes/property-taxes/property-transfer-tax/file/legal-professionals#trustees-corporate-interest-holders. • Additional property transfer tax on residential property transfers to foreign entities. Effective February 21, 2018, the Property Transfer Tax Regulation, B.C. Reg. 74/88, was amended to increase the additional property transfer tax on residential properties to “foreign entities” (see the <i>Property Transfer Tax Act</i>, R.S.B.C. 1996, ss. 2.01 to 2.04) from 15% to 20%. Further, the scope of the additional property transfer tax has been expanded to include properties located in the Greater Vancouver Regional District (the “GVRD”), Capital Regional District, Regional District of Central Okanagan, and Regional District of Nanaimo. The additional tax applies on all applicable transfers registered with the Land Title Office on or after February 21, 2018, regardless of when the contract of purchase and sale was made effective. An Additional Property Transfer Tax Return (FIN 532) must be filed at the time the transfer is registered. Further information, including the municipalities included in the GVRD, can be found at www2.gov.bc.ca/gov/content/taxes/property-taxes/property-transfer-tax/understand/additional-property-transfer-tax. • Franchises Act. The British Columbia <i>Franchises Act</i>, S.B.C. 2015, c. 35, came into force on February 1, 2017 (B.C. Reg. 238/2016). This complex new legislation introduces fundamental changes to franchise law in British Columbia, including extensive disclosure requirements, enhanced rescission remedies, and new deadlines and limitations. If you provide any advice or services in the area of franchise law, the Law Society recommends taking a legal education course on the new law. • Land Title Office <ul style="list-style-type: none"> • Mandatory e-filing. The most recent Director’s Requirements to File Land Title Forms Electronically (DR-06-11, v. 2.2) was issued March 22, 2017. For e-filing user guides, see ltsa.ca/practice-information/e-filing-user-guides-and-publications, ltsa.ca/cms/required-e-filing, and “Protocol for Land Title Electronic Instruments” at www.lawsociety.bc.ca. • New electronic form templates. Note the following updates to electronic land title form templates: Form 17 (Fee Simple, V12; Charge, Notation or Filing, V13; Cancellation of Charge, Notation or Filing, V14) and Form C (General Instrument—Charge, V22) on March 20, 2017. The Director of Land Titles retired the older versions of these forms, as well as the older versions of Forms A and B, on October 2, 2017. 					

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<ul style="list-style-type: none"> • New property transfer tax forms. The Additional Property Transfer Tax Return form was updated on February 21, 2018. The Property Transfer Tax Return form (V30) was updated on February 20, 2018 (replacing V29). Among the several new required fields in the new V30 return is the requirement for a vendor to disclose its residency. The forms are available at ltsa.ca/practice-information/land-title-forms. • Law Society Rules <ul style="list-style-type: none"> • Juricert password. When using the electronic filing system of the Land Title Office, a lawyer must not disclose the lawyer’s password or permit any other person, including an employee, to use the password or affix the lawyer’s e-signature (Law Society Rule 3-96.1). • Temporary articulated student restrictions. Temporary articulated students are restricted from making certain appearances in Supreme Court, but not Provincial Court (Law Society Rule 2-71(2)). • Electronic transfer of trust funds. The Rules were amended in December 2017, effective July 1, 2018, to allow lawyers to electronically transfer trust funds using an online banking platform (Law Society Rules 3-64(4) and (6) to (8); 3-64.1; 3-64.2; 3-65(1), (1.1), and (2); and 3-66(2)). For questions, contact trustaccounting@lsbc.org or 604.697.5810. • Client identification and verification. The Federation of Law Societies of Canada has proposed amendments to its Model Rule on Client Identification and Verification Requirements. If the Federation’s Council approves the amendments, they will be forwarded to the law societies for adoption. Changes to the Law Society Rules would require the Benchers’ approval and, if approved, may affect the CLIENT IDENTIFICATION AND VERIFICATION PROCEDURE (A-1) checklist current to September 1, 2018. • The Law Society Rules are published at www.lawsociety.bc.ca/support-and-resources-for-lawyers/act-rules-and-code/law-society-rules. <p>Of note:</p> <ul style="list-style-type: none"> • Fraud prevention. Lawyers should maintain an awareness of the myriad scams that target lawyers, including the bad cheque scam and fraudulent changes in payment instructions, and must be vigilant about the client identification and no-cash rules. See the “Fraud Prevention” page, including the “Fraud Alerts” section, on the Law Society website at www.lawsociety.bc.ca/support-and-resources-for-lawyers/lawyers-insurance-fund/fraud-prevention. • Searches of lawyers’ electronic devices at borders. In 2017, in response to the Law Society’s concerns about the searches of lawyers’ electronic devices by Canada Border Services Agency officers, the Minister of Public Safety advised that officers are instructed not to examine documents if they suspect they may be subject to privilege, if the documents are specifically marked with the assertion they are privileged, or if privilege is claimed by a lawyer with respect to the documents. View the Minister’s letter and Law Society’s response at www.lawsociety.bc.ca/our-initiatives/rule-of-law/issues-that-affect-the-rule-of-law. Lawyers are reminded to claim privilege where appropriate and to not disclose privileged information or the password to electronic devices containing privileged information without client consent or a court order. See also “Client Confidentiality—Think Twice before Taking Your Laptop or Smart Phone across Borders” in the Spring 2017 <i>Benchers’ Bulletin</i> and “Crossing the border into or out of the United States” in the Spring 2018 <i>Benchers’ Bulletin</i>. 					

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<ul style="list-style-type: none"> • Exemptions on additional property purchase tax on foreign entities. The Property Transfer Tax Regulation provides for relief, in certain circumstances, from the additional 20% property purchase tax on transfers of residential property in the Greater Vancouver Regional District, Capital Regional District, Regional District of Central Okanagan, Fraser Valley Regional District, and Regional District of Nanaimo to “foreign entities”. See ss. 17.1 to 20 regarding the exemption for a foreign national who has confirmation as a worker under the Provincial Nominee Program, and see s. 21 regarding the refund of the extra tax paid by a transferee who became a Canadian citizen or permanent resident within one year of the registration date. • Aboriginal law. Special considerations apply to businesses involving “Indians” and Indian “reserves” (both as defined in the <i>Indian Act</i>, R.S.C. 1985, c. I-5). While significant tax and other advantages may be available under the <i>Indian Act</i>, these are affected by the type of business, transaction nature, business entity (sole proprietorship, partnership, joint venture, trust, or incorporated company), location of business activity on or off reserve land, and the specific reserve and its governance. • Bank Holds on Trust Funds. Financial institutions can and have placed holds on trust cheques, certified cheques, and bank drafts. A hold could be for as little as one day or for four or more days. During the hold, the financial institution seeks to verify that the funds are available from the account at the financial institution from which the financial instrument is drawn. If the financial institution determines that the financial instrument is counterfeit or altered, the institution and the lawyer may be protected from the fraud. However, a hold on a legitimate instrument can cause potential issues with closings and lawyers’ undertakings. For risk mitigation tips, consult this Law Society Practice Resource at www.lawsociety.bc.ca/Website/media/Shared/docs/practice/resources/Holds-on-certified-cheques-and-bankdrafts.pdf. • Additional resources. For further information about asset purchase procedures, see <i>Advising British Columbia Businesses</i> (CLEBC, 2006–); <i>Buying and Selling a Business: Annotated Precedents</i> (CLEBC, 2000–); <i>British Columbia Personal Property Security Act Practice Manual</i> (CLEBC, 1995–); <i>Due Diligence Deskbook</i> (CLEBC, 1994–); and <i>Negotiating and Structuring Business Transactions with First Nations</i> (CLEBC, 2011). 					
<p>CONTENTS</p> <ol style="list-style-type: none"> 1. Initial Contact 2. Initial Interview 3. After the Initial Interview 4. Drafting the Agreement 5. Prior to Closing 6. Closing 7. Post Closing 					

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<p>CHECKLIST</p> <p>1. INITIAL CONTACT</p> <p>1.1 Arrange the initial interview.</p> <p>1.2 Ask the client to bring to the initial interview all available financial and operational information on the target company and vendor, particularly financial statements, annual reports, prospectuses, press releases, list of assets, contracts, leases, government permits, etc. Where information is not available, consider how it will be obtained.</p> <p>1.3 Confirm compliance with Law Society Rules 3-98 to 3-109 on client identification and verification and complete the CLIENT IDENTIFICATION AND VERIFICATION PROCEDURE (A-1) checklist.</p> <p>1.4 Determine and assess actual and potential conflicts of interest. See <i>Code of Professional Conduct for British Columbia</i> (“BC Code”), s. 3.4 and the model conflicts of interest checklist on the Law Society website at www.lawsociety.bc.ca/docs/practice/resources/checklist-conflicts.pdf.</p> <p>2. INITIAL INTERVIEW</p> <p>2.1 Advise the client regarding calculation of your account, the method and timing of payment, and the conditions upon which you will act as solicitor (see <i>BC Code</i>, s. 3.6). Ask the client to sign a retainer letter or agreement. If there is more than one purchaser, make it clear for whom you are acting. Urge others, in writing, to get independent legal representation. Make it clear that you are not protecting their interests and that you are acting exclusively in the interests of your client (<i>BC Code</i> rule 7.2-9). If your retainer will be limited in scope (e.g., confidential drafting), note that <i>BC Code</i> rule 3.2-1.1 requires that, before undertaking a “limited scope retainer” (a defined term under <i>BC Code</i> rule 1.1-1), you must advise the client about the nature, extent, and scope of the services that you can provide and must confirm in writing as soon as practicable what services will be provided. Note that rule 3.2-1.1 does not apply to situations in which you are providing summary advice or to an initial consultation that may result in the client retaining you as lawyer. See <i>BC Code</i>, s. 3.6 for the rules regarding reasonable fees and disbursements, and commentary [1] to rule 3.6-3 regarding the duty of candour owed to clients respecting fees and other charges. Also be aware of the obligations in <i>BC Code</i> rules 3.1-2, 7.2-6, and 7.2-6.1. Note Law Society Rule 3-59 with respect to the restrictions on receiving cash and Rule 3-70 for records of cash transactions.</p> <p>2.2 Determine whether the client has already reached an agreement with the vendor concerning the general terms of the transaction. If not:</p> <p>.1 Advise the client regarding the possibility of structuring the transaction as a share purchase (if appropriate in the circumstances). Consider the tax consequences of purchasing assets versus purchasing shares.</p> <p>.2 Consider signing a confidentiality agreement to allow negotiations to commence. If the client and vendor are competitors, consider safeguards in sharing competitively sensitive information. Sharing competitively sensitive information can be problematic, particularly if the transaction fails to close. Consider the implications of the <i>Competition Act</i>, R.S.C. 1985, c. C-34.</p>					

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<p>2.3 Determine the client’s objectives and why the client wants to complete this transaction. Will it be integrated into an existing business? Seek to determine specific risks and regulatory requirements that may be of concern to the purchaser.</p> <p>2.4 Consider the name under which the business will be conducted post-closing to determine due diligence of trademarks and other intellectual property.</p> <p>2.5 Review financial statements and other information with the client, the client’s accountant, and tax advisor (if you are not providing tax advice).</p> <p>2.6 Determine the principal elements of the transaction: who is buying what from whom, and for how much? How does the client intend to finance the transaction? Are there any unusual restrictions, covenants or conditions that are important? Consider the use of any restrictive covenant against the vendor and the target, and its enforceability.</p> <p>2.7 Review any tax implications of the transaction: .1 Consider the applicability of PST/GST and input tax credits.</p>					
<p>3. AFTER THE INITIAL INTERVIEW</p>					
<p>3.1 Confirm in writing your retainer and instructions from the client (see item 2.1).</p>					
<p>3.2 Ensure that you will not act for more than one party to the transaction unless you comply with the rules on conflicts (see <i>BC Code</i>, s. 3.4, and the model conflicts of interest checklist). If you are permitted to act under a joint retainer, see <i>BC Code</i> rules 3.4-5 to 3.4-9 and the precedent letter on the Law Society website at www.lawsociety.bc.ca/Website/media/Shared/docs/practice/resources/ltr-joint-retainer.pdf that may be used as a basis for compliance with rule 3.4-5. If the client is a company, verify who has the authority to give instructions. Consider having a directors’ resolution confirm your retainer and giving one officer or director the authority to instruct you.</p>					
<p>3.3 If the client has not reached a tentative agreement with the vendor, draft a letter of intent outlining the transaction in clear terms. Consider whether the client wishes the letter of intent (or any parts of it) to be binding. Review the letter with the client to ensure that it reflects their intentions. Forward the letter to the vendor. Negotiate, if so instructed.</p>					
<p>3.4 Finalize the arrangements regarding financing, if any, if so instructed.</p>					
<p>3.5 Initiate the necessary searches to complete the due diligence for the transaction and, where necessary, obtain written authorization from the vendor and its shareholders for release of information and the relevant government account numbers (note: certain searches may vary for federally regulated undertakings even if operated only in British Columbia). Consider in particular the following: .1 Corporate Registry (or equivalent office in jurisdiction of incorporation) re: memorandum (where still applicable), notice of articles, articles, and any amendments; registered and records offices; annual reports; directors and officers; whether the company has been struck off and subsequently restored; copies of encumbrances which may still</p>					

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<p>bind the company; order certificate of good standing; check that there is no notice of dissent pursuant to <i>Business Corporations Act</i>, S.B.C. 2002, c. 57, s. 301(5).</p> <p>.2 Personal Property Registry.</p> <p>.3 ICBC Vehicle Records Department.</p> <p>.4 Land Title Office search for judgments; title; copies of charges and permitted encumbrances; copies of leases and restrictive covenants; other relevant information.</p> <p>.5 Office of the Superintendent of Bankruptcy (Industry Canada).</p> <p>.6 Canadian Securities Registration Systems for security under <i>Bank Act</i>, S.C. 1991, c. 46, s. 427.</p> <p>.7 Canada Revenue Agency:</p> <p> (a) Income tax re: source deductions and corporate or personal income tax.</p> <p> (b) PST/GST.</p> <p>.8 WorkSafeBC.</p> <p>.9 Employment Standards Branch.</p> <p>.10 Labour Relations Board.</p> <p>.11 Consider searches re: other special assets being acquired (e.g., Mineral Titles Online, Ministry of Forests, Lands and Natural Resource Operations, Ships Registry).</p> <p>.12 Insurance agent (confirming placement of adequate insurance).</p> <p>.13 Municipal offices re: taxes and utilities; planning department; licences and permits; fire inspector; health inspector; zoning and restrictive by-laws.</p> <p>.14 Court registry search re: actions commenced against the vendor or its shareholders (consider which registries to search).</p> <p>.15 Sheriff’s offices for writs of executions.</p> <p>.16 Environmental matters: environment ministries (federal and provincial), Fisheries and Oceans Canada, Contaminated Site Registry. Consider having an environmental audit conducted.</p> <p>.17 Canadian Intellectual Property Office (patents, trademarks, copyrights, etc.).</p> <p>.18 Consider searching the Canadian Internet Registration Authority (www.cira.ca).</p> <p>.19 Review CLEBC’s <i>Due Diligence Deskbook</i> for other possibly relevant searches and the appropriate scope of the searches.</p> <p>3.6 Review all material contracts and permits to be assigned, and consider whether consents to assignment are required.</p> <p>3.7 Consider consulting a tax expert.</p>					

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<p>3.8 Consider the impact of the transaction on the <i>Family Law Act</i>, S.B.C. 2011, c. 25 (or, if applicable, the former legislation, <i>Family Relations Act</i>, R.S.B.C. 1996, c. 128); <i>Investment Canada Act</i>, R.S.C. 1985, c. 28 (1st Supp.); <i>Competition Act</i> (i.e., regarding mergers and notifiable transactions); and other relevant legislation.</p> <p>3.9 Open a document file and retain successive drafts of the agreement. Open a separate sub-file for each major document required in the transaction.</p>					
<p>4. DRAFTING THE AGREEMENT</p>					
<p>4.1 Before drafting the agreement, prepare a timetable and a draft of the closing agenda that will act as a reminder of what is required in the transaction and when.</p>					
<p>4.2 Prepare an outline of the document. The ASSET PURCHASE AGREEMENT DRAFTING (B-2) checklist may serve as a basis for the document.</p>					
<p>4.3 Prepare the first draft.</p>					
<p>4.4 Review the first draft for coherence and continuity. Go over the first draft with the client to ensure that it expresses the client’s intentions.</p>					
<p>4.5 When you and the client are satisfied with the agreement, send it to the vendor or their lawyer for comment and changes.</p>					
<p>4.6 Note changes to the agreement during the course of negotiation in some readily discernible manner.</p>					
<p>4.7 Do not alter the document without indicating the changes to the vendor’s lawyer.</p>					
<p>4.8 When negotiations conclude, prepare the final agreement and check to ensure that the document reflects the transaction as it has been formulated.</p>					
<p>4.9 Arrange for signing of the agreement.</p>					
<p>5. PRIOR TO CLOSING</p>					
<p>5.1 Prepare or obtain all the necessary documentation (for additional considerations, see the ASSET PURCHASE AGREEMENT DRAFTING (B-2) checklist), including:</p>					
<p>.1 Conveyancing documents with respect to the transfer of real property interests. Note the obligation to maintain the security of the digital signature. Password entry is required each time a lawyer signs an electronic document. The offence provision under s. 168.9(b) of the <i>Land Title Act</i>, R.S.B.C. 1996, c. 250, the Juricert terms and conditions, Law Society Rule 3-64.1, and <i>BC Code</i> rule 6.1-5 prohibit lawyers from permitting others to use their personalized encrypted electronic access to register documents or from disclosing to others, including support staff, the password or access phrase or number.</p>					
<p>.2 Bill of sale for chattels and other personal property.</p>					
<p>.3 Assignment of contracts.</p>					
<p>.4 Transfer forms for licensed vehicles, registered vessels.</p>					
<p>.5 Assignment of receivables.</p>					

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<p>.6 Assignment of intangible property, such as trademarks, patents and goodwill, etc.</p> <p>.7 Third-party consents as necessary, especially re: franchises, leases, licences and all contracts essential to operate the business, etc.</p> <p>.8 Releases of encumbrances not assumed by client.</p> <p>.9 Certified extract of a resolution of the vendor company’s directors authorizing the execution, delivery, and implementation of the agreement.</p> <p>.10 Certified extract of special resolution of members of the vendor company pursuant to <i>Business Corporations Act</i>, s. 301(1), if required.</p> <p>.11 Resolution of the purchaser’s directors authorizing the transaction.</p> <p>.12 Assumption agreements, confirmation of outstanding balances, and other covenants and assurances required to procure releases with respect to liabilities or indebtedness being assumed.</p> <p>.13 Certified copies of insurance policies with transfer and consent forms duly endorsed (if applicable).</p> <p>.14 Tax remittances (confirm obligation for and timing of payment):</p> <p style="padding-left: 20px;">(a) Certified cheque payable to the Minister of Finance for applicable PST/GST in respect of tax payable on the transaction, together with an appropriate remittance form.</p> <p style="padding-left: 20px;">(b) Calculation of federal GST payable on closing, if an election under <i>Excise Tax Act</i>, R.S.C. 1985, c. E-15, s. 167, is not used.</p> <p style="padding-left: 20px;">(c) Calculation of property transfer tax payable on closing of a conveyance of real property. (Note the additional property transfer tax applicable to foreign entities pursuant to s. 2.02 of the <i>Property Transfer Tax Act</i>, R.S.B.C. 1996, c. 378. The taxable amount is 20% for property transfers of residential properties on or after February 21, 2018, in the Capital Regional District, Fraser Valley Regional District, Regional District of Central Okanagan, and Regional District of Nanaimo.)</p> <p>.15 Extraprovincial registration pursuant to the <i>Business Corporations Act</i> (where the purchaser is a foreign corporation intending to carry on business in British Columbia). Note that British Columbia and Alberta agreed, under the <i>Trade, Investment and Labour Mobility Agreement</i> (the “<i>TILMA</i>”), to reconcile their business registration and reporting requirements, so that an enterprise meeting the requirements of one province will be deemed to meet the requirements of the other province (however, the need for extraprovincial registration has not been eliminated). The relevant provisions of the <i>Trade, Investment and Labour Mobility Agreement Implementation Act</i>, S.B.C. 2008, c. 39 (the “<i>TILMA Act</i>”), and the Extraprovincial Companies and Foreign Entities from a Designated Province Regulation, B.C. Reg. 88/2009, came into force on April 27, 2009. The <i>TILMA Act</i> added several sections to the <i>Business Corporations Act</i>, and amended others. The New West Partnership Trade Agreement (the “<i>NWPTA</i>”) between British Columbia, Alberta, and Saskatchewan, implemented by BC Registry Services on July 1, 2012, eliminates the need to file and maintain company information with each province individually (though not the need for</p>					

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<p>extraprovincial registration). For information about corporate registry procedures pursuant to the NWPTA, visit the NWPTA page on the Corporate Registry website at www.bcregistryservices.gov.bc.ca.</p> <p>.16 Statements of adjustments.</p> <p>.17 Certificate pursuant to <i>Income Tax Act</i>, R.S.C. 1985, c. 1 (5th Supp.), s. 116 (regarding withholding tax to be withheld by purchaser if the vendor is not a resident of Canada).</p> <p>.18 Security documents and financing statements under the <i>Personal Property Security Act</i>, R.S.B.C. 1996, c. 359, if required.</p> <p>.19 Employment contracts, if required.</p> <p>.20 Non-competition and confidentiality agreements.</p> <p>.21 Banking arrangements.</p> <p>.22 Opinion of the vendor’s lawyer. Consider including that the vendor is duly incorporated, validly existing and in good standing and all necessary steps and corporate proceedings have been taken to validate the transfer of assets, the agreement has been duly executed and delivered and is a legal, valid and binding obligation, enforceable against the vendor, and that lawyers know of no claims or actions affecting the assets or the transfer of the assets to the purchaser. Consider opinions specific to the transaction (see statements and opinions of the Solicitors’ Legal Opinions Committee on the Law Society website at www.lawsociety.bc.ca/support-and-resources-for-lawyers/your-practice/solicitors-legal-opinions). See also CLEBC’s <i>Advising British Columbia Businesses</i>.</p> <p>.23 Evidence of appropriate filings under the <i>Investment Canada Act</i>, the <i>Competition Act</i>, and any other required regulatory consents.</p> <p>.24 <i>Excise Tax Act</i>, s. 167 election regarding GST exemption, if applicable.</p> <p>.25 <i>Income Tax Act</i>, s. 22 election regarding accounts receivable exemption, if applicable.</p> <p>.26 Name the change documents for the vendor, if applicable.</p> <p>5.2 Ensure that the conditions of the client’s obligation to close have been satisfied.</p> <p>5.3 Complete the financial arrangements.</p> <p>5.4 Prepare the final draft of the closing agenda.</p> <p>5.5 Gather together the documents needed for closing.</p> <p>5.6 Update searches for closing.</p> <p>5.7 Remind the client to arrange insurance on the assets being purchased, and that the insurance should take effect when (or before) the risk passes.</p> <p>5.8 Consider application of the <i>Proceeds of Crime (Money Laundering) and Terrorist Financing Act</i>, S.C. 2000, c. 17.</p> <p>5.9 Consider timing and management of funds (payment by wire transfers, lawyers’ trust accounts, Law Society trust administration fee, etc.). Use directions to pay as necessary. With regard to wire transfers, see Law Society Rules 3-64.1 and 3-64.2 and the <i>Trust Accounting Handbook</i> at www.lawsociety.bc.ca/docs/trust/Trust-Accounting-Handbook.pdf. Note</p>					

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<p>that a financial institution’s system that calls for a lawyer or staff member to log into a law firm’s trust account online, enter the information, and provide the authorizations necessary to process a wire transfer is not presently permitted by Law Society Rule 3-64. Also be aware of scams making fraudulent changes in payment instructions and be vigilant about the client identification and no-cash rules. See the “Fraud Prevention” page on the Law Society website at www.lawsociety.bc.ca/support-and-resources-for-lawyers/lawyers-insurance-fund/fraud-prevention.</p> <p>6. CLOSING</p> <p>6.1 Ensure that all the conditions of closing are satisfied.</p> <p>6.2 Ensure that each party receives the appropriate documents.</p> <p>6.3 Transfer the property and pay the purchase price and all applicable taxes.</p> <p>6.4 Obtain acknowledgment in writing from each party that all conditions of closing have been satisfied or waived.</p> <p>6.5 Complete filings at the Land Title Office as necessary in respect of real property interests. Register any financing statements and financing change statements that require registration at the Personal Property Registry. Do these registrations on or before closing, if possible.</p> <p>7. POST CLOSING</p> <p>7.1 Send copies of insurance policies to encumbrance holders, as required.</p> <p>7.2 Remit GST if <i>Excise Tax Act</i>, s. 221(1), applies.</p> <p>7.3 Prepare a reporting letter and account as soon as practicable after closing. Forward the brief of documents to the client and indicate those matters requiring further action on the part of the client.</p> <p>7.4 Advise the client to file tax elections in time (they must be filed within the regular reporting period in which the closing falls), and advise the client to confirm with their tax advisor whether any other filings are required.</p> <p>7.5 Close the file. Consider storage and destruction requirements. See <i>Closed Files—Retention and Disposition</i>, August 2017, Appendix B at www.lawsociety.bc.ca/Website/media/Shared/docs/practice/resources/ClosedFiles.pdf.</p>					