

INTAKE/ ID VERIFICATION

HOLLAND AND COMPANY

Barristers, Solicitors and Notaries
1779 Comox Avenue, Comox, BC, V9M 3L9

Name (first mid last)		Name (first mid last)	
Res. Address		Res. Address	
Phone Numbers		Phone Numbers	
Occupation		Occupation	
Email		Email	
SIN *ONLY if real estate transaction		SIN *ONLY for real estate transactions	

<input type="checkbox"/> Driver's Licence	<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Provincial Health Care Card	<input type="checkbox"/> Passport
<input type="checkbox"/> Other (specify):	How did you hear about us? word of mouth website referred by: _____.		

Original document reviewed – copy attached

Date Identity Verified: _____ Lawyer/Staff: Lyle D Carlstrom

File Number: _____ Signature Lawyer/Staff: _____

Signature of Client/ 3rd party: _____ Date: _____

Signature of Client/ 3rd party: _____ Date: _____

Privacy Statement

At Holland and Company, we recognize the importance of privacy and the sensitivity of the personal information we receive from our clients. In providing you with advice or representation, we must collect, use and disclose your personal information. However, we will only do so when it is necessary to provide you with the legal or notarial services you have requested from us.

As lawyers and notaries, we have a legal, professional and moral obligation to keep all of our clients' information confidential. Therefore, over the years we have developed policies and procedures and have trained our lawyers, notaries and support staff to manage and safeguard your privacy.

HAVE YOU:

- | | | |
|---|-----|----|
| 1. Tested positive for COVID-19 | YES | NO |
| 2. Had close contact with a confirmed case without wearing appropriate PPE? | YES | NO |
| 3. Been in contact with anyone with COVID-19 or symptoms? | YES | NO |
| 4. Travelled in the past 14 days to any COVID-19 hot spots? | YES | NO |
| 5. Been in gatherings of more than 10 people? | YES | NO |
| 6. NOT been practicing social distancing? | YES | NO |