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March 31, 2014

## **CREA ADVISORY: New FINTRAC Forms Available on WEBForms® This Week**

CREA advises that the new FINTRAC forms will be released on WEBForms® by **Thursday, April 3<sup>rd</sup>**.

**The following FINTRAC forms will be revised and available for British Columbia:**

- Individual Identification Information Record - (CREA)
- Corporation/Entity Identification Information Record - (CREA)
- Risk Assessment Form - (CREA)
- Receipt of Funds Record - (CREA)

**REVISION DATE:** These new FINTRAC forms are “Stamped” with a **March/2014** revision date located in the bottom right-hand-side of each forms.

This is a stamp used by the WEBForms® team to track the revision of these forms when the forms are programmed.

*WEBForms® Mar/2014*

**RELEASE DATE:** WEBForms® will release these new FINTRAC forms during the day on **Wednesday, April 2, 2014**.

## **WHAT TO EXPECT**

**WEBForms® behaviour Members will experience following these FINTRAC form upgrades:**

1. No previously created **Transaction Kits** will be changed or upgraded automatically since WEBForms® will not “alter” history.

Furthermore, there is also no current method of knowing if Members are currently working on this particular Transaction Kit.

2. Only when Members click on the **“Make Copy”** button (to copy a previously created Transaction Kit) will they be prompted to **“Upgrade”** with this dialog:

**Make Copy of Transaction Kit: OLD FINTRAC Forms**

Current Transaction Kit Name: OLD FINTRAC Forms

New Transaction Kit Name:  ?

**The following forms have a newer version of the form available.  
If you do not wish to update the form(s) at this time, please remove the checkmark beside each form.**

Old Form	New Form
<input checked="" type="checkbox"/> Corporation/Entity Identification Information Record - (CREA) (2012-08-17)	=> Corporation/Entity Identification Information Record - (CREA) (2014-03-21)
<input checked="" type="checkbox"/> Fintrac Check List for Brokerages - Print Only * (2012-08-20)	=> Fintrac Check List for Brokerages - Print Only * (2012-08-29)
<input checked="" type="checkbox"/> Fintrac Check List for Representatives - Print Only * (2012-08-20)	=> Fintrac Check List for Representatives - Print Only * (2012-08-29)
<input checked="" type="checkbox"/> Identification Mandatary/Agent Agreement - (CREA) (2008-08-14)	=> Identification Mandatary/Agent Agreement - (CREA) (2012-08-17)
<input checked="" type="checkbox"/> Individual Identification Information Record - (CREA) (2012-08-17)	=> Individual Identification Information Record - (CREA) (2014-03-21)
<input checked="" type="checkbox"/> Individual Identification Information Record - 1 Page * (2012-08-20)	=> Individual Identification Information Record - 1 Page * (2012-08-29)
<input checked="" type="checkbox"/> Receipt of Funds Record - (CREA) (2012-08-17)	=> Receipt of Funds Record - (CREA) (2014-03-21)
<input checked="" type="checkbox"/> Risk Assessment Form - (CREA) (2013-08-08)	=> Risk Assessment Form - (CREA) (2014-03-21)

**Make Copy of Transaction Kit** **Cancel**

3. No previously created Templates will be changed or upgraded automatically.
4. Only when Members use an **“old Template”** (containing outdated forms) to create a new **Transaction Kit** will they be prompted to **“Upgrade”** with this dialog:

**NOTE:** WEBForms® will also upgrade the selected forms noted below in the **“Template”** for future use as well.

**Upgrade Template Forms OLD FINTRAC Template**

**The following forms have a newer version of the form available.  
If you do not wish to update the form(s) in your template at this time, please remove the checkmark beside each form.**

Old Form	New Form
<input checked="" type="checkbox"/> Corporation/Entity Identification Information Record - (CREA) (2012-08-17)	=> Corporation/Entity Identification Information Record - (CREA) (2014-03-21)
<input checked="" type="checkbox"/> Fintrac Check List for Brokerages - Print Only * (2012-08-20)	=> Fintrac Check List for Brokerages - Print Only * (2012-08-29)
<input checked="" type="checkbox"/> Fintrac Check List for Representatives - Print Only * (2012-08-20)	=> Fintrac Check List for Representatives - Print Only * (2012-08-29)
<input checked="" type="checkbox"/> Identification Mandatary/Agent Agreement - (CREA) (2008-08-14)	=> Identification Mandatary/Agent Agreement - (CREA) (2012-08-17)
<input checked="" type="checkbox"/> Individual Identification Information Record - (CREA) (2012-08-17)	=> Individual Identification Information Record - (CREA) (2014-03-21)
<input checked="" type="checkbox"/> Individual Identification Information Record - 1 Page * (2012-08-20)	=> Individual Identification Information Record - 1 Page * (2012-08-29)
<input checked="" type="checkbox"/> Receipt of Funds Record - (CREA) (2012-08-17)	=> Receipt of Funds Record - (CREA) (2014-03-21)
<input checked="" type="checkbox"/> Risk Assessment Form - (CREA) (2013-08-08)	=> Risk Assessment Form - (CREA) (2014-03-21)

**Also upgrade the selected forms in the template for future use.**

**Upgrade Selected Forms** **Skip This Step**