

Video Conferencing Checklist

Before the video conference:

Review the [COVID-19 Client Interaction Considerations](#) webpage for information on client interactions, and client identification and verification/anti-money laundering and terrorist financing requirements.

Also review the [Client Identification and Verification Rules](#) webpage. Members are reminded that:

- Client identification should be completed when you are retained and does not require face-to-face interaction.
- Client verification is required if you are involved in a funds transfer activity, that is, you engage in or instruct with respect to the payment, receipt or transfer of funds, and an exception does not apply. There are two methods to verify a client's identity that do not require meeting face-to-face with the client – the dual process method or using information in a client's credit file.
- For additional guidance please refer to the Client Identification and Verification [Forms](#) and [Flowchart](#),

During the video conference:

When conducting face-to-face client verification by video conference, stay alert to fraud risks.

For further guidance, please review:

- Risk Advisories for the Legal Profession: Advisories to Address the Risks of Money Laundering and Terrorist Financing, and
- [Risk Assessment Case Studies](#) for the Legal Profession

If executing documents remotely, refer to the Law Society of Saskatchewan [Emergency Practice Directive and Declaration in Form PD1](#). Also refer to [the Government of Saskatchewan Emergency Regulations](#), as needed.

Date:	
Client information:	
Time of meeting:	Start time: End time:
Method of communication:	Provide details:
Has the client consented to proceed in this manner?	Provide details:
Have you asked all individuals in the remote location to introduce themselves?	Name of all parties in remote location:
Ensure that there is no one else at the remote location who may be improperly influencing the client.	Provide details, if any:
Are audio and video feeds stable? Can you	Provide specifics, if any:



<p>hear and see all parties?</p>	
<p>Client Identification completed (does not need to occur face-to-face). [] Client verification completed by the dual processor credit file method [] If yes, confirm the individual in the video is the client by asking the individual to show identification the during the video conference []</p> <p>Client verification via video conference: - Obtain a copy of the government issued identification document (ID Doc) <u>prior</u> to the video conference if possible - Ask the client to show the original ID Doc during the video conference - Ensure that you are reasonably satisfied that the ID Doc is valid and current - Compare the image in the ID Doc to the individual to be reasonably satisfied that it is the same person</p>	<p>Type of document(s) reviewed: Provide details:</p>
<p>If executing documents remotely: I have executed all requirements of the Law Society Emergency Practice Directive []</p> <p>I have completed the Declaration in form PD1[]</p> <p>- How will you provide the client with copies of the document executed remotely?</p> <p>- Have you confirmed your clients' understanding about documents they are executing?</p> <p>*Make sure you provide adequate opportunity for them to ask questions</p>	<p>Provide specifics:</p>
<p>Have you kept detailed minutes of meeting? []</p>	