

## TRUST TRANSACTION REPORT SUMMARY OF DEPOSITS AND WITHDRAWALS FROM THE GENERAL TRUST ACCOUNT AND FROM ALL THE SPECIAL TRUST ACCOUNTS

*In accordance with section 38 (1) of the Regulation respecting records, books and registers, trust accounting and inspection of brokers and agencies*

### Covering period

from: \_\_\_\_\_  
to: \_\_\_\_\_

### IDENTITY OF THE REAL ESTATE OR MORTGAGE AGENCY, HEREINAFTER CALLED "THE AGENCY" OR OF THE REAL ESTATE OR MORTGAGE BROKER ACTING ON HIS OWN ACCOUNT, HEREINAFTER CALLED "THE BROKER"

NAME AND ADDRESS OF THE AGENCY OR BROKER:

SURNAME AND NAME OR COMPANY NAME \_\_\_\_\_ LICENCE NO. \_\_\_\_\_  
NO. \_\_\_\_\_ STREET \_\_\_\_\_ SUITE \_\_\_\_\_  
MUNICIPALITY \_\_\_\_\_ PROVINCE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_  
AREA CODE \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_ OTHER TELECOMMUNICATIONS NOS. \_\_\_\_\_  
ELECTRONIC ADDRESSES: EMAIL ADDRESS \_\_\_\_\_ WEBSITE ADDRESS (IF APPLICABLE) \_\_\_\_\_

### INFORMATION CONCERNING MY GENERAL TRUST ACCOUNT

Account balance as shown in accounting register at beginning of period	\$ _____	(A)
PLUS: Total sums deposited during the period	+ \$ _____	(B)
MINUS: Total sums withdrawn during the period	- \$ _____	(C)
Account balance as shown in accounting register at end of period	= \$ _____	(D)

### INFORMATION CONCERNING ALL MY SPECIAL TRUST ACCOUNTS

Account balance as shown in accounting register at beginning of period	\$ _____	(E)
PLUS: Total sums deposited during the period	+ \$ _____	(F)
PLUS: Total interest deposited during the period	+ \$ _____	(G)
MINUS: Total sums withdrawn during the period	- \$ _____	(H)
MINUS: Total interest withdrawn during the period	- \$ _____	(I)
Account balance as shown in accounting register at end of period	= \$ _____	(J)

### INFORMATION CONCERNING ALL MY TRUST ACCOUNTS

Total balances as shown in accounting register at end of period	(D + J) = \$ _____	(K)
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#### PLEASE NOTE

The amounts shown in (K) of Summary, (L) of the bank reconciliation and (F) of the detailed list must coincide.

IN WITNESS WHEREOF I have signed in \_\_\_\_\_ this \_\_\_\_\_

**X**  
SIGNATURE of the executive officer of the agency or the broker or a person authorized for this purpose

KEEP A COPY OF THIS REPORT FOR YOUR RECORDS.

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## TRUST TRANSACTION REPORT BANK RECONCILIATION STATEMENT OF GENERAL TRUST ACCOUNT AND EACH SPECIAL TRUST ACCOUNT

In accordance with section 38 (2) of the Regulation respecting records, books and registers, trust accounting and inspection of brokers and agencies

For the period ended

### INFORMATION CONCERNING MY GENERAL TRUST ACCOUNT

NAME AND ADDRESS OF THE AGENCY OR BROKER:

SURNAME AND NAME OR COMPANY NAME								LICENCE NO.	
NO.		STREET				SUITE			
MUNICIPALITY			PROVINCE			POSTAL CODE			
AREA CODE	TELEPHONE NO.	FAX NO.	OTHER TELECOMMUNICATIONS NOS.						
ELECTRONIC ADDRESSES: EMAIL ADDRESS					WEBSITE ADDRESS (IF APPLICABLE)				

### FINANCIAL INSTITUTION AND ACCOUNT NO.

NAME AND ADDRESS OF INSTITUTION

COMPANY NAME							
NO.		STREET				SUITE	
MUNICIPALITY			PROVINCE			POSTAL CODE	
General account No.:							

Check this box if there have been changes in your financial institution and/or the number of the general trust account and send a notice of closing (Section 40 of the Regulation respecting records, books and registers, trust accounting and inspection of brokers and agencies) and a declaration related to the opening of a general trust account (section 29 of the Regulation respecting records, books and registers, trust accounting and inspection of brokers and agencies)

Account balance, as shown on statement from financial institution	\$	_____	(A)
PLUS: Sums not yet deposited (see list below)	+	\$ _____	(B) ←
SUB-TOTAL (A+B)=C	=	\$ _____	(C)
MINUS: cheques, bills of exchange and electronic transfers (see list below)	-	\$ _____	(D) ←
<b>TOTAL : ACCOUNT BALANCE AFTER RECONCILIATION (C-D)= E</b>	=	\$ <input type="text"/>	(E)

#### List of sums not yet deposited (B)

Date	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL =	\$ _____ (B) →

#### List of outstanding sums (D)

Date	Amount
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL =	\$ _____ (D) →

### INFORMATION CONCERNING ALL MY TRUST ACCOUNTS

Total from general account (see (E) above)	\$	_____
Total from special trust accounts carried from the following page ((J))	+	\$ _____
<b>TOTAL FROM ACCOUNTS AFTER RECONCILIATION</b>	=	\$ <input type="text"/> (L)

IN WITNESS WHEREOF I have signed in \_\_\_\_\_ this \_\_\_\_\_

**X**

SIGNATURE of the executive officer of the agency or the broker or a person authorized for this purpose

**INFORMATION CONCERNING ALL MY SPECIAL TRUST ACCOUNTS**

FINANCIAL INSTITUTION AND ACCOUNT NO.	F	G	H	I	J	K
	Account balance as shown on statement from financial institution	PLUS: Sums not yet deposited	SUB-TOTAL F+G	MINUS: cheques, bills of exchange and electronic transfers	TOTAL: Account balance after reconciliation H-I	Balance as shown in accounting register (see J of Summary)

**Total of special accounts (column J) carried from previous page**  
 (if more than one opposite page is needed)

\$

_____	\$ _____	+ \$ _____	= \$ _____	- \$ _____	= \$ _____	
NAME AND ADDRESS OF FINANCIAL INSTITUTION _____						
SPECIAL ACCOUNT NO. _____						
_____	\$ _____	+ \$ _____	= \$ _____	- \$ _____	= \$ _____	
NAME AND ADDRESS OF FINANCIAL INSTITUTION _____						
SPECIAL ACCOUNT NO. _____						
_____	\$ _____	+ \$ _____	= \$ _____	- \$ _____	= \$ _____	
NAME AND ADDRESS OF FINANCIAL INSTITUTION _____						
SPECIAL ACCOUNT NO. _____						

**Total of column J including, if applicable, the total carried from the previous page**

\$

Carry over to page 2 of the bank reconciliation if it is the final total of column J. If partial total, carry over this total to the top of page 3.

