

Trust Transaction Report

Inspection Department

Instructions



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In this document, a real estate or mortgage agency is called an “agency” and a real estate or mortgage broker acting on his own account is called a “broker”.

CONTENTS OF THE REPORT

Trust Transaction Report

The OACIQ is aware of the difficulties that some brokers and agencies may have. This document is designed to help you in completing the annual report. Should you need further explanations, please do not hesitate to contact the OACIQ Inspection Department.

The report must contain the following documents:

- 1° a copy of the duly completed and signed SUMMARY;
- 2° a copy of the duly completed and signed BANK RECONCILIATION;
- 3° a copy of the duly completed and signed DETAILED LIST;
- 4° a copy of all of the bank statements for your general trust account that have been produced by your financial institution during the year;
- 5° a copy of every special trust account still held on December 31, if applicable.

Should the OACIQ so request, you must submit a copy of the Register of General Trust Account Transactions.

This register must cover the period for which the Trust Transaction Report is being submitted, that is from January 1 to December 31 and will be used to support the contents of the BANK RECONCILIATION.

HOW TO COMPLETE THE SUMMARY OF DEPOSITS AND WITHDRAWALS

SUMMARY OF DEPOSITS AND WITHDRAWALS FROM THE GENERAL TRUST ACCOUNT AND FROM ALL THE SPECIAL TRUST ACCOUNTS (PAGE 1 OF 4)

Period covered: Since this is the annual report, the period covered should be January 1 to December 31, 20XX. For agencies and brokers who opened a trust account during the year, this period is from the opening date to December 31, 20XX.

Identity of the agency or broker

Please complete the information requested. The Inspection Department will notify Certification of changes of address. However, it is your duty to ensure that the OACIQ has your up-to-date information.



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:	01/01/10
to:	31/12/10

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:

X Y Z A G E N C I Y												
SURNAME AND NAME OR COMPANY NAME												
1	8	7	8	A U T E U I L S T								
NO.				STREET								SUITE
L A V A L						Q U É B E C			O H O H			
MUNICIPALITY						PROVINCE			POSTAL CODE			
4 5 0			5 5 5 5 5 5									
AREA CODE			TELEPHONE NO.			FAX NO.			OTHER TELECOMMUNICATIONS NOS.			
ELECTRONIC ADDRESSES:												
EMAIL ADDRESS						WEBSITE ADDRESS (IF APPLICABLE)						

REGISTER OF GENERAL TRUST ACCOUNT TRANSACTIONS

Before doing anything else, in your register of general trust account transactions, total up the amounts deposited and withdrawn during the period mentioned (see example).

It is important that you reconcile your register of general trust account transactions with your bank statement at least once every month when you receive it.

The total sums held in your general trust account on the date of your last report. If this is your first report, you must enter: "0".



Organisme d'autorégulation du courtage immobilier du Québec
 4905 Lapinière Blvd., suite 2200, Brossard (Québec) J4Z 0G2
 Téléphone: 450 476-4800 or 1 800 440-5110 • Fax: 450 476-7801
 Info OACIQ: 450 462-9800 or 1 800 440-7170
 www.oaciq.com • info@oaciq.com

REGISTER OF GENERAL TRUST ACCOUNT TRANSACTIONS

In accordance with section 5 of the Regulation respecting records, books and registers, trust accounting and inspection of brokers and agencies

FINANCIAL INSTITUTION AND ACCOUNT No.	
ABC Bank <small>NAME OF INSTITUTION</small>	1018-030 <small>NO. OF GENERAL ACCOUNT</small>

1	2	3	4	5	6	7	8	9
✓	Date of bank deposit or date of bank withdrawal	Transaction No. or brokerage contract No. (if an advance on remuneration or costs)	Receipt No.	Bank withdrawal No. (cheque, transfer)	Name of depositor or cheque recipient or any other comment (e.g. returned cheque, special account No., i.e. interest-bearing investment No.)	Amount deposited in account	Amount withdrawn from account	Trust account balance
								\$0
✓	01/06/10	V001	R100		Deposit from Armand Allard	\$5,000		\$5,000
✓	03/31/10	V012	R101		Deposit from Jacques Laliberté	\$25,000		\$30,000
✓	03/31/10	V012		BT001	Purchase GIC 2364 - Jacques Laliberté		\$25,000	\$5,000
✓	04/16/10	V001		BT002	XYZ Agency		\$5,000	\$0
✓	06/29/10	V012			GIC 2364 + interest cashed-out	\$25,092.47		\$25,092.47
✓	06/29/10	V012		BT004	Notary Jean Latulipe in trust		\$25,000	\$92.47
✓	06/29/10	V012		C001	Jacques Laliberté – interest GIC 2364		\$92.47	\$0
✓	07/12/10	V038	R102		Deposit from Lyne Trudel	\$45,000		\$45,000
✓	07/12/10	V038		BT005	Purchase GIC 3040 – Lyne Trudel		\$45,000	\$0
✓	08/03/10	BC101	R103		Advance on costs – Serge Turbide	\$3,000		\$3,000
✓	08/09/10	BC101			NSF cheque – Serge Turbide		\$3,000	\$0
	08/16/10	BC101	R104		Advance on costs – Serge Turbide	\$3,000		\$3,000
	09/03/10	BC101		BT006	XYZ Agency		\$780	\$2,220
					TOTAL	\$106,092.47	\$103,872.47	

Calculate the total sums deposited and carry over the amount to line B of the report.

Calculate the total sums withdrawn and carry over the amount to line C of the report.

NOTE: There is no question of service charges or interest in relation to the general trust account. The interest generated by this account must be paid into the financing fund of the OACIQ (3rd paragraph of section 28 of the Regulation respecting records, books and registers, trust accounting and inspection of brokers and agencies). The financial institutions have agreed not to withdraw any service charges on this account. In the event that service charges are imposed, you must obtain reimbursement from your financial institution or transfer a corresponding sum from your operating account and advise the OACIQ.

INFORMATION CONCERNING ALL MY SPECIAL TRUST ACCOUNTS

The agency or broker must deposit all the sums received from his/its clients in trust in his/its general trust account. However, every time a client expressly requires that he be paid the interest on the amount he deposits in trust, the agency or broker must transfer this sum from the general trust account to a special trust account or “term deposit” or any form of guaranteed investment on behalf of his client. This account must be closed when the record to which he is associated is finalized and the sum thus deposited, plus the interest, has been returned to the general trust account of the agency or broker to then be paid to the client or the acting notary’s trust account.

Every time a special account is opened, a copy of a “Declaration related to the opening of a special account” (Section 30 of the Regulation respecting records, books and registers, trust accounting and inspection of brokers and agencies) must be given to the financial institution and a copy must be kept by the agency or broker in the record for the transaction for inspection purposes.

The “Declaration related to the opening of a special trust account” form is available on the OACIQ web site at www.oaciq.com.



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:	01/01/10
to:	31/12/10

**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: X | Y | Z | A | G | E | N | C | Y |

NO. 1 | 8 | 7 | 8 | STREET A | U | T | E | U | I | L | S | T. | SUITE

MUNICIPALITY L | A | V | A | L | PROVINCE Q | U | É | B | E | C | POSTAL CODE J | O | H | O | H |

AREA CODE 4 | 5 | 0 | TELEPHONE NO. 5 | 5 | 5 | 5 | 5 | 5 | 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	\$	0	(A)
PLUS: Total sums deposited during the period	+	\$ 106,092.47	(B)
MINUS: Total sums withdrawn during the period	-	\$ 103,872.47	(C)
Account balance as shown in accounting register at end of period	=	\$ 2,220.00	(D)



INFORMATION CONCERNING ALL MY SPECIAL TRUST ACCOUNTS

Account balance as shown in accounting register at beginning of period	\$	0	(E)
PLUS: Total sums deposited during the period	+	\$ 70,000.00	(F)
PLUS: Total interest deposited during the period	+	\$ 92.47	(G)
MINUS: Total sums withdrawn during the period	-	\$ 25,000.00	(H)
MINUS: Total interest withdrawn during the period	-	\$ 92.47	(I)
Account balance as shown in accounting register at end of period	=	\$ 45,000.00	(J)

Line E	Represents the total sums held for all special trust accounts on December 31 of the previous year. If this is your first report, you must enter: 0.
Line F	Represents the total sums that the agency or broker deposited in the special trust accounts during the year.
Line G	Represents the total interest (after deducting any service charges) that has accumulated in these special accounts during the year.
Line H	Represents the portion of the withdrawals made on these special accounts during the period which corresponds only to the capital initially deposited by the clients.
Line I	Represents the portion of the withdrawals that corresponds to the interest accumulated in these special accounts, after deducting any service charges.
Line J	Represents the amounts that you are still holding in special accounts for clients, the copies of every term deposit included in the report serving as proof.

INFORMATION CONCERNING ALL OF MY TRUST ACCOUNTS



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:	01/01/10
to:	31/12/10

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: X Y Z I A I G E I N I C Y I

NO.: 1 8 7 8 | STREET: A U T E U I L L S T | SUITE:

MUNICIPALITY: L A V A L | PROVINCE: Q U É B É C | POSTAL CODE: J 0 H 0 H 0 H

AREA CODE: 4 5 0 | TELEPHONE NO.: 5 5 5 5 5 5 | 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	\$ 0	(A)
PLUS: Total sums deposited during the period	+ \$ 106,092.47	(B)
MINUS: Total sums withdrawn during the period	- \$ 103,872.47	(C)
Account balance as shown in accounting register at end of period	= \$ 2,220.00	(D)

INFORMATION CONCERNING ALL MY SPECIAL TRUST ACCOUNTS

Account balance as shown in accounting register at beginning of period	\$ 0	(E)
PLUS: Total sums deposited during the period	+ \$ 70,000.00	(F)
PLUS: Total interest deposited during the period	+ \$ 92.47	(G)
MINUS: Total sums withdrawn during the period	- \$ 25,000.00	(H)
MINUS: Total interest withdrawn during the period	- \$ 92.47	(I)
Account balance as shown in accounting register at end of period	= \$ 45,000.00	(J)

INFORMATION CONCERNING ALL MY TRUST ACCOUNTS

Total balances as shown in accounting register at end of period	(D + J) = \$ 47,220.00	(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 Laval this 01/12/11

X Louise Quiveux
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
THE DULY COMPLETED ORIGINAL FORM MUST BE RETURNED, ALONG WITH
THE REQUIRED DOCUMENTS, TO THE FOLLOWING ADDRESS:

OACIQ – Inspection Department
4905 Lapinière Blvd., suite 2200
Brossard (Québec) J4Z 0G2
www.oaciq.com
Information:
450 462-9800 or 1 800 440-7170,
ext. 455
Fax: 450 676-4095

Line K	Represents the total of all of the sums still held in trust, i.e. the balance as shown in your register plus the total term deposits.
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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.”

Do not forget to sign the report before sending it to us. The annual report may only be signed by the authorized persons.

HOW TO COMPLETE THE BANK RECONCILIATION

BANK RECONCILIATION STATEMENT OF GENERAL TRUST ACCOUNT (PAGE 2 OF 4) AND EACH SPECIAL TRUST ACCOUNT (PAGE 3 OF 4) (HEREINAFTER BANK RECONCILIATION)

The purpose of the BANK RECONCILIATION is to make sure that the transactions entered in your transaction register are indeed confirmed by your financial institution for your general account as well as for each of your special accounts. The process used for the general account is then repeated for each of the special accounts.

Identity of the agency or broker

Please provide the information requested. If your account number or even your financial institution has changed, make the appropriate corrections and send the OACIQ a notice of closing of a general trust account and a declaration related to the opening of a general trust account. It is your duty to ensure that your information is up-to-date with the OACIQ.

INFORMATION CONCERNING MY GENERAL TRUST ACCOUNT



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
31/12/10

INFORMATION CONCERNING MY GENERAL TRUST ACCOUNT

NAME AND ADDRESS OF THE AGENCY OR BROKER:
 X Y Z | A | G | E | N | C | Y | _____
SURNAME AND NAME OR COMPANY NAME
 1 | 8 | 7 | 8 | | A | U | T | E | U | | L | | S | T . | _____
NO. STREET SUITE
 L | A | V | A | L | _____ | Q | U | É | B | E | C | | O | H | O | H | O | H | _____
MUNICIPALITY PROVINCE POSTAL CODE
 4 | 5 | 0 | | 5 | 5 | 5 | 5 | 5 | 5 | | _____ | _____
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
 A | B | C | | B | A | N | K | _____
COMPANY NAME
 9 | 7 | 3 | 6 | | S | I | C | O | T | E | | S | T . | _____
NO. STREET SUITE
 L | A | V | A | L | _____ | Q | U | É | B | E | C | | O | H | O | H | O | H | _____
MUNICIPALITY PROVINCE POSTAL CODE
 General account No.: 1018-030

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	\$	2,220.00	(A)	
PLUS: Sums not yet deposited (see list below)	+	\$ 0	(B)	
SUB-TOTAL (A+B)=C		= \$ 2,220.00	(C)	
MINUS: cheques, bills of exchange and electronic transfers (see list below)	-	\$ 0	(D)	
TOTAL : ACCOUNT BALANCE AFTER RECONCILIATION (C-D)= E		= \$ 2,220.00	(E)	

List of sums not yet deposited (B)

Date	Amount	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
TOTAL = \$		0 (B)

List of outstanding sums (D)

Date	Amount	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
TOTAL = \$		0 (D)

Line A	Represents the balance of the general trust account as provided by your financial institution in its statement on the last date of the period, that is on December 31, 20XX. Before entering this amount on line A, it is important to ensure that the financial institution did not add any interest or service charges.
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NOTE: There is no question of there being any service charges or interest in the bank reconciliation in relation to the general trust account, since any interest generated by this account must be paid into the OACIQ's financing fund and the financial institutions have agreed not to withdraw any service charges on this account. If this is not the case, you must obtain reimbursement from your financial institution or transfer a corresponding sum from your operating account. Under the agreement with the OACIQ, your financial institution must pay the interest on this account into the OACIQ's financing fund.

Line B	Although the sums received in trust must be deposited in a trust account as quickly as possible, an amount or amounts deposited on the last day of the year might not be included in the bank statement prepared on that date. It must therefore be added to this line so that the bank statement matches your register. Do not forget to complete the "List of sums not yet deposited (B)" section and ensure that the amount on line "TOTAL: (B)" matches the amount that appears on line (B).
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Line C	Represents the result of $(A + B)$.
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Line D	If you issued some cheques in the last days of the period, you immediately entered them in your register but the financial institution will not account for them until it honours them, that is in the subsequent year. You must therefore subtract the amount of these outstanding cheques from the balance provided by your financial institution, so that this balance matches the balance entered in your accounting register. Do not forget to fill out the "List of outstanding sums (D)" section and ensure that the amount on line "TOTAL: (D)" matches the amount that appears on line (D).
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Line E	Represents the result of $(C - D)$. No difference will remain between the balance on the statement provided by your financial institution for your general trust account and the balance in your register for the same account. This amount must match the amount you entered on line D of the SUMMARY. Next, you must enter this same amount on the line marked "Total from general account (see E above)" in the "Information concerning all my trust accounts" section.
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INFORMATION CONCERNING MY SPECIAL TRUST ACCOUNTS (PAGE 3 OF 4)

For the purposes of the Regulation respecting records, a special account is deemed to be a term deposit, guaranteed investment certificate (GIC) or savings account.

The process is the same for completing this section as the one you just used for reconciling your general account. You simply complete a line for each of your special trust accounts.

Before completing the page entitled “Information concerning all my special trust accounts” in the “BANK RECONCILIATION” part, check how many special trust accounts you have to enter. If the number of special trust accounts is more than three (3), you will have to make photocopies of the page so that you can itemize all of your accounts. You must then be sure to carefully number each page and carry over the total from each page into the space provided at the top of the next page and so on and so forth, up to and including the last page. The total will then be carried over to line J provided for this purpose on page 2 of the “Bank reconciliation statement of general trust account and each special trust account”.

NOTE: Although the regulation does not require that there be a register for special accounts, there is nothing to prevent you from creating one using the “Register of general trust account transactions” as an example.

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) \$

ABC Bank – 9736 Sicotte St., Laval NAME AND ADDRESS OF FINANCIAL INSTITUTION GIC 3040 SPECIAL ACCOUNT NO.	\$ 45,000	+ \$ 0	= \$ 45,000	- \$ 0	= \$ 45,000	= \$ 45,000
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.

After entering the name and address of your financial institution as well as the account number of the special account that was opened, complete the following information:

Column F	Represents the balance of your special trust account, as provided by your financial institution on the last day of the year.
Column G	Represents sum paid into the special account, but for which the financial institution had not yet issued a term deposit, guaranteed investment certificate or savings account statement. However, this situation arises only rarely for a special account.
Column H	Represents the result of (F + G).
Column I	Represents amount (before interest) withdrawn and for which the financial institution had not closed the special account (term deposit, guaranteed investment certificate or savings account) at the end of the period. This situation also arises very rarely for a special trust account.
Column J	Represents the result of (H – I). No difference should remain between the term deposit, guaranteed investment certificate or savings account statement provided by your financial institution for this special trust account and the total term deposits still in effect.
Column K	In completing the portion of the SUMMARY relating to the special accounts, you had to inventory each of your special accounts. Now, carry over the amount corresponding to each of the term deposits that you determined.

Repeat the same process for all of your special trust accounts, using one line for each account, totalling each page and carrying this total over to the space reserved for this purpose at the top of the next page. The total on the last page must be carried over to the line marked "Total from special trust accounts carried from the following page (J)" in the "Information concerning all my trust accounts" section of the "Bank reconciliation statement of general trust account and each special trust account" page of the BANK RECONCILIATION. This amount must match the amount you entered on line J of the SUMMARY.

INFORMATION CONCERNING ALL OF MY TRUST ACCOUNTS



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 31/12/10

INFORMATION CONCERNING MY GENERAL TRUST ACCOUNT

NAME AND ADDRESS OF THE AGENCY OR BROKER:
 X Y Z | A | G | E | N | C | Y |
SURNAME AND NAME OR COMPANY NAME

1 | 8 | 7 | 8 | | A | U | T | E | U | I | L | | S | T . |
NO. STREET SUITE

L | A | V | A | L | | Q | U | É | B | E | C | | 0 | H | 0 | H | 0 | H |
MUNICIPALITY PROVINCE POSTAL CODE

4 | 5 | 0 | | 5 | 1 | 5 | 5 | 5 | 5 | 5 | 5 | | | | |
AREA CODE TELEPHONE NO. FAX NO. OTHER TELECOMMUNICATIONS NO.

ELECTRONIC ADDRESSES: _____
EMAIL ADDRESS WEBSITE ADDRESS (IF APPLICABLE)

FINANCIAL INSTITUTION AND ACCOUNT NO.

NAME AND ADDRESS OF INSTITUTION
 A | B | C | B | A | N | K |
COMPANY NAME

9 | 7 | 3 | 6 | | S | I | C | O | T | E | S | T . |
NO. STREET SUITE

L | A | V | A | L | | Q | U | É | B | E | C | | 0 | H | 0 | H | 0 | H |
MUNICIPALITY PROVINCE POSTAL CODE

General account No.: **1018-030**

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	\$	<u>2,220.00</u>	(A)
PLUS: Sums not yet deposited (see list below)	+	\$ <u>0</u>	(B)
SUB-TOTAL (A+B)=C	=	\$ <u>2,220.00</u>	(C)
MINUS: cheques, bills of exchange and electronic transfers (see list below)	-	\$ <u>0</u>	(D)
TOTAL : ACCOUNT BALANCE AFTER RECONCILIATION (C-D)= E	=	\$ <u>2,220.00</u>	(E)

List of sums not yet deposited (B)

Date	Amount
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL	= \$ <u>0</u> (B)

List of outstanding sums (D)

Date	Amount
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL	= \$ <u>0</u> (D)

INFORMATION CONCERNING ALL MY TRUST ACCOUNTS

Total from general account (see (E) above)	\$	<u>2,220.00</u>
Total from special trust accounts carried from the following page (J)	+	\$ <u>45,000.00</u>
TOTAL FROM ACCOUNTS AFTER RECONCILIATION	=	\$ <u>47,220.00</u> (L)

IN WITNESS WHEREOF I have signed in Laval this 01/12/11

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

Line L You then simply add together the amount entered on the line marked “Total from general account (see E above)” and the amount entered on the line marked “Total from special trust accounts carried from the following page (J)” to obtain the “Total from accounts after reconciliation (L)”.

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

HOW TO COMPLETE THE DETAILED LIST

DETAILED LIST OF SUMS HELD IN GENERAL TRUST ACCOUNT AND SPECIAL TRUST ACCOUNTS (HEREINAFTER DETAILED LIST) (PAGE 4 OF 4)

This is a detailed list of the sums still held in trust at the end of the year for each record involving a sum received in trust. You must, for each of them, enter the record number and the corresponding amount. For special accounts, you must also enter the number of the special account. Each record must be entered under the number that you already assigned it in your registers.

The DETAILED LIST contains two tables. The first is for the sums that you are still holding in your general trust account, while the second is for the sums still held in special accounts.

Identity of the agency or broker

Provide the information requested. The Inspection Department will notify Certification regarding a change of address. However, it is your duty to ensure that your information is up-to-date with the OACIQ.

INFORMATION CONCERNING MY GENERAL TRUST ACCOUNT



**TRUST TRANSACTION REPORT
DETAILED LIST OF SUMS HELD IN GENERAL TRUST
ACCOUNT AND SPECIAL TRUST ACCOUNTS**

In accordance with section 38 (3) of the Regulation respecting records, books and registers, trust accounting and inspection of brokers and agencies

For period ended
31/12/10

NAME AND ADDRESS OF THE AGENCY OR BROKER:

X Y Z A G E N C Y					
SURNAME AND NAME OR COMPANY NAME					
1 8 7 8	A U T E U I L S T				
NO.	STREET				SUITE
L A V A L		Q U É B E C	O H O H H		
MUNICIPALITY		PROVINCE	POSTAL CODE		
4 5 0	5 5 5 5 5 5				
AREA CODE	TELEPHONE NO.	FAX NO.	OTHER TELECOMMUNICATIONS NOS.		
ELECTRONIC ADDRESSES:					
EMAIL ADDRESS			WEBSITE ADDRESS (IF APPLICABLE)		

INFORMATION CONCERNING MY GENERAL TRUST ACCOUNT

A	B	A	B	A	B
Number attributed by holder to each record or transaction	Sum held in regard to each record or transaction	Number attributed by holder to each record or transaction	Sum held in regard to each record or transaction	Number attributed by holder to each record or transaction	Sum held in regard to each record or transaction
CC101	\$2,220				
TOTAL SUMS HELD IN GENERAL ACCOUNT (B)					\$2,220

For each amount held in this account, you must enter:

- 1° the unique number that you assigned to the record in your brokerage contract or transaction register (column A);
- 2° the amount held in trust for this record (column B).

Once you have listed all of the amounts, total them and enter this amount in the box marked "Total sums held in general account (B)".

For each special account, you must enter:

- 1° the unique number that you assigned this record in your brokerage contract or transaction register (column C);
- 2° the number of the special account (column D);
- 3° the amount deposited in the special account (column E).

Once you have listed all of the special accounts, total them and enter this amount in the box marked "Total sums held in my special trust accounts (E)".

Total sums held

Line F	Represents the total amounts entered in the boxes labeled "Total sums held in general account (B)" and "Total sums held in my special trust accounts (E)".
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"The amounts shown in (K) of the summary, (L) of the bank reconciliation statement and (F) of the detailed list must coincide."

ADDITIONAL INFORMATION

"MANAGING TRUST ACCOUNTS" training activity

The OACIQ regularly offers the above-mentioned education activity. This training is intended for agency executive officers, brokers and their administrative personnel. The training also covers the legal responsibilities of the trustee, as well as the accounting and administrative aspects related to the opening and maintaining of a trust account.

Lastly, for any issues that may arise during day-to-day activities, you can always obtain assistance by phoning the Inspection Department at 450 462-9800 or 1 800 440-7170 or by writing us at the following address: inspection@oaciq.com.