



**Trust Safety Program**  
**Trust Account Supervisor Application Form**  
*For Transitioning Firms Operating a Trust Account as at March 31, 2019*

I hereby apply to The Law Society of Manitoba to act as the trust account supervisor for trust account(s) to be operated by \_\_\_\_\_  
 (firm name)

1. Name: \_\_\_\_\_
2. Firm:<sup>1</sup> \_\_\_\_\_
3. Address: \_\_\_\_\_
4. Telephone: \_\_\_\_\_
5. email: \_\_\_\_\_
6. Name under which trust account(s) is (are) operated<sup>2</sup>:  
 \_\_\_\_\_

7. For \_\_\_\_\_ – December 31, 2018, please provide the following information:  
 (date)<sup>3</sup>

a) List all **pooled** trust accounts (excluding restricted trust accounts) (include all active, inactive, US dollar accounts and clearing accounts)<sup>4</sup>:

Savings Institution (include address)	Account No.	Date if opened or closed during the period	Reconciled bank balance as at December 31, 2018 <sup>5</sup>

<sup>1</sup> This will be the same as the firm named above unless you are applying to be a designated trust account supervisor.

<sup>2</sup> Unless you are space sharing and using a firm name, the name under which the trust account is operating is the firm name. If you are space sharing and using a firm name, the trust account must be opened in your own name.

<sup>3</sup> For most firms, this will be January 1, 2018, unless the firm opened during 2018, in which case you should use the date the pooled trust account was opened.

<sup>4</sup> If a new trust account was opened between December 31, 2018 and the date of application, please include the account on the list, even though there will be no reconciled balance as at December 31, 2018. In place of the reconciled balance, please provide the date the account was opened.

<sup>5</sup> This is the reconciled balance, NOT the ending bank statement balance.

- b) List all savings institutions where the law firm maintains **specific trust investment** accounts:

Savings Institution	Address	Reconciled bank balance as at December 31, 2018 <sup>6</sup>

- c) For transferring trust money electronically to The Property Registry/Teranet Manitoba LP on account of land transfer tax and registration fees on real property transactions, list all **restricted** trust accounts:

Savings Institution (include address)	Account No.	Date if opened or closed during the period	Reconciled bank balance as at December 31, 2018 <sup>7</sup>

- d) List all **general operating accounts** maintained for the deposit of non-trust funds received in connection with the firm's legal practice:

Savings Institution (include address)	Account No.

<sup>6 & 7</sup> This is the reconciled balance, NOT the ending bank statement balance.



- ii) Did the firm refund any portion of the cash received? Yes  No
- iii) If “**Yes**”, were any refunds paid in cash? Yes  No

Please provide an explanation for a “No” answer to question iii):

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Please select the appropriate answer to each of the following questions<sup>8</sup>:

		YES	NO
8.	Have you been the subject of a claim made upon the Reimbursement Claims Fund for which restitution was paid?		
9.	Have you been convicted of conduct unbecoming a lawyer, professional misconduct or incompetence by the Discipline Committee?		
10.	Have you received a formal caution from the Complaints Investigation Committee?		
11.	Have you been the subject of a charge of conduct unbecoming a lawyer, incompetence or professional misconduct authorized by The Law Society of Manitoba or the equivalent procedure in another jurisdiction?		
12.	Have you been subject to any condition or restriction on your ability to practise or have you been the subject of an order of supervision?		
13.	Have you ever made a consumer proposal, assignment in bankruptcy or have you been petitioned into bankruptcy?		
14.	Are you an undischarged bankrupt?		
15.	Do you have any outstanding civil judgments against you?		
16.	Have you ever been convicted of an offence under a federal statute or are there outstanding charges against you?		

<sup>8</sup> If you are applying to be a designated trust account supervisor, these questions should be answered about you.

		YES	NO
17.	Have you ever failed to remit GST/PST with respect to your legal practice?		
18.	Have you ever failed to remit employee remittances with respect to your legal practice?		

For any “**yes**” answer(s) to questions 8 to 18, please provide details for each. If the below space is insufficient, please attach supplemental information:

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I CERTIFY that the information provided in this application is complete and accurate.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

*Please complete and return this form to:*

Law Society of Manitoba  
Audit Department  
200 – 260 St. Mary Avenue  
Winnipeg, MB R3C 0M6

If your application is unsuccessful, you may appeal the decision to the Trust Compliance Appeal Committee within 14 days of notification of the decision. For appeal information, please contact the audit department at [audit@lawsociety.mb.ca](mailto:audit@lawsociety.mb.ca) or 204-942-5571.