Requisition

Law Society of British Columbia

Electronic Transfer of Trust Funds

Rule 3-64.1 *Requires dual password/access code system*

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PART A: Details of transfer	
Amount	Recipient
Source account	
Financial institution	Account number
Destination account	
Financial institution	Account number
Branch address	

PART B: Client matter	
Client name	Client file number (May be entered into transfer system as customer reference)
Client file subject matter	Reason for transfer

PART C: Person entering details of transfer Must be someone other than the lawyer authorizing the transfer in Part D unless the lawyer is the only lawyer in the firm and has no non-lawyer staff. (Rule 3-64.1(2) (a) & (3))

Name	Position

PART D: Lawyer(s) authorizing transfer

Lawyer (required)	Signature	Date
Second lawyer (optional)	Signature	Date

After transfer, obtain written confirmation from financial institution (Rule 3-64.1(2) (c) (d) & (g)) and complete steps under Rule 3-64.1 (4). File the requisition and confirmation together in a centralized location with your accounting records.