



Virtual Commissioning Document Preparation Instructions for Clients

Thank you for letting me assist you with notarizing your documents. To comply with the Law Society of Ontario's interpretation that virtual commissioning as it is permitted in the context of COVID-19, please kindly follow these instructions to prepare for our virtual meeting for the purpose of ___(name of document)___ for ___(name of client)___, scheduled via Zoom on ___(day)___ of ___(month)___, 202__.

Before our meeting is scheduled:

- Client Intake Form: Please complete via direct link, or by printing the pdf. form
- Photo ID: Photograph or scan a high-resolution digital image of both sides of your current government-issued photo identification document that you intend to use as proof of identity, such as your driver's licence, birth certificate, passport or permanent resident card. Please ensure that the entire document is visible and that the digital image is clear and legible. (**PLEASE NOTE:** you must present this same piece of photo ID during our virtual commissioning session)
- Copies of the document to notarize: Please send me an electronic copy of the complete document including all its attachment, schedule, exhibit or other accompanying information. Please do not sign the document until I instruct you to do so during our virtual meeting. (**PLEASE NOTE:** you must have a printed copy the document present during our virtual commissioning session)
- Please indicate whether you would like only the scan of the virtual commissioned document. If you need the commissioned original document with my signature, please provide the name and address where I shall send the document to, and whether you would like it via mail or courier service (extra fees apply)

During our virtual commissioning session:

- The meeting may or may not be recorded. I will remind you at the beginning of our virtual meeting if the session is being recorded, or each time if a screenshot will be taken
- All parties present must identify themselves and I must document those present. I may ask you to use the camera to scan the entire room to determine if there are any other third parties present



- Please do not mute your audio or turn off the video feed during the meeting
- You must present the same photo ID which you previously provided during our virtual commissioning session
- You must have a printed copy the document present during our virtual commissioning session, I may ask you to verify details of this document during our session to ensure it is the same as the copy I received electronically
- You may be asked to verbally confirm the oath, affirmation or declaration during our virtual session
- You may be asked to sign the document during our virtual session. You must then electronically share or send a high resolution copy of the signed documents to me in order to complete commissioning
- Once we complete the commissioning, an invoice of the fees will be generated. You may pay by completing the credit card authorization form, or e-transfer the fees to dyuan@diyuanlaw.com. Once the payment is received, the commissioned document will be sent to you virtually, or if requested, via mail or courier of your choice.

Please note that these instructions are prepared in the context of COVID-19 pandemic and complies with Law Society Ontario Guidelines including *Best Practices for Virtual Commissioning during COVID-19*. For more information, please see lso.ca.

Thank you again for your time. Please let me know if you have any questions.

Sincerely,

Di Yuan
Barrister & Solicitor, Notary Public

330 Bay Street, Suite 1400
Toronto, Ontario, M5H 2S8
Telephone (416) 880-0113
dyuan@diyuanlaw.com
moryyuan.law@gmail.com