

Date: _____

DIVORCEmate Software Inc.

Checklist of Information for Family Law Files

| Personal Information | Husband | Wife |
|--|---------|------|
| Names | | |
| Addresses | | |
| Telephone Numbers | | |
| Social Insurance Number (S.I.N.) | | |
| Children - names, birth dates, custody | | |
| | | |
| | | |
| | | |
| Legal Counsel | | |
| Law Clerk | | |
| Secretary | | |
| Firm Name | | |
| | | |
| Address | | |
| | | |
| | | |
| | | |
| Telephone Number | | |
| FAX Number | | |
| Driver's License Number | | |
| Date of Marriage | | |
| Date of Separation | | |
| Name of Employers | | |
| Addresses | | |
| | | |
| | | |
| | | |
| Telephone Numbers | | |
| Current Annual Income | | |
| Last Year's Income | | |
| Expected Next Year's Income | | |

DIVORCEmate Software Inc.
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| Description | Information Required | Date Information Obtained |
|--------------------------------|---|---------------------------|
| Personal Financial Information | Form 69K Financial Statement | |
| | Other (Describe) | |
| | | |
| | | |
| Employment Information | Employment Contracts | |
| | Recent Pay Stubs | |
| | Description of employee benefits including the type of benefit, name of group plan insurer, value of benefit, ie. employer loans, share options, profit sharing, car lease, employee expense accounts, etc. | |
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| Tax Returns and Related | Copies of personal tax returns for previous five years. | |
| | Copies of correspondence to and from Revenue Canada, including assessments, amendments and reassessments | |
| | RRSP Statement Contribution Room | |
| | Child Tax Benefit Notice | |
| Other Documents | Will | |
| | Separation Agreement | |
| | Passports | |
| | Daily Planners | |
| | Personal Budget Information past year / upcoming year | |
| | Trust Agreements | |
| | Net Worth forms completed in support of a credit application | |
| | Excluded Property claims - details | |
| | Disposal of Property 2 yrs - details | |
| | Estate Planning Legal documents and descriptions | |

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| Description | Information Required | Date Information Obtained | |
|---------------------------------|---|---|------------------|
| Personal Assets: 1. Cash | Bank Chequing/Savings Accounts Location(s) Account numbers | | |
| | Statements and cancelled cheques for 5 years prior to V day | | |
| | Term deposits, treasury bills and GICs Location and amount Copies of receipts | | |
| | Safety deposit boxes, contents, locations | | |
| | 2. Securities | Listing of all stocks, bonds, debentures, warrants, options, etc., including #s, names, market values, price paid and location | |
| | | Copies of broker's statements | |
| | 3. Receivables | Listing of notes, loans and accounts receivable, showing name of debtor, date of maturity, interest rate, security, etc. | |
| | | Copies of notes and loans | |
| | 4. RRSPs and RPPs | Statement from trustees or plan administrators | |
| | | Copy of pension plan description | |
| Name of beneficiaries | | | |

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|-----------------------|---|---------------------------|
| 5. Real Estate | Matrimonial Home: | |
| | Address (legal and street) | |
| | Date of purchase | |
| | Market value - V date | |
| | - Date of marriage | |
| | - Original cost | |
| | Appraisal reports | |
| | Other Property: | |
| | List of all owners and their share | |
| | Address(es) (legal and street) | |
| | Date of purchase | |
| | Market value - V date | |
| | - Date of marriage | |
| | - Original cost | |
| | Rental income/expense | |
| | Appraisal reports | |
| 6. Personal Property | Household furnishings | |
| | Jewellery | |
| | Art | |
| | Automobiles | |
| | Other _____ | |
| | Copies of original invoices of purchase | |
| | Appraisal reports | |
| 7. Business(es) Owned | (see Business Section information) | |
| | Name of business(es) | |
| | %age interest owned | |
| | Estimated market value | |
| 8. Insurance Policies | Copies of insurance policies | |
| | Confirmation of cash surrender value | |
| | Statements from insurance company as to amount of insurance, beneficiary and premiums | |
| | | |
| 9. Contingent Assets | Details, description and value | |
| | Details of any income or capital interest | |
| | in a trust or estate | |

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| Description | Information Required | Date Information Obtained |
|--|---------------------------------------|---------------------------|
| Personal Liabilities: 1. Bank Loans | Statements from bank | |
| | Promissory note, terms of loan | |
| 2. Mortgage Payable | Copy of mortgage documents | |
| | Property securing loan | |
| | Terms of mortgage | |
| 3. Other Loans | Copy of loan agreements | |
| | Security pledged | |
| | Terms of loan | |
| 4. Credit Cards | Listing of all credit cards owned | |
| | VISA | |
| | MasterCard | |
| | American Express | |
| | Copies of statements for last 3 years | |
| | Others | |
| 5. Contingent Liabilities | Details, description and value | |
| | | |
| 6. Commitments | Description and value | |
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| Notes: | | |
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| Information and Documents Required | Date Information Obtained |
|---|---------------------------|
| Business(es): | |
| 1. Financial statements for the 5 years prior to the valuation date of any company or business in which the client had an interest. | |
| 2. Copies of monthly or interim statements throughout the 5 years period and since the most recent fiscal year end. | |
| 3. Copies of corporate income tax returns, both federal and provincial, for the 5 years prior to the valuation date. | |
| 4. Copies of all notices of assessment and reassessment for the 5 years prior to the valuation date, including amended returns. | |
| 5. Detailed listing of all shareholders, showing # and class of shares held, date purchased and price paid. | |
| 6. Description of the nature of the business, including locations, telephone numbers, incorporation date, goods and services sold, # of employees, key employees, major customers, major suppliers, major competitors, union name, family members working in the business, etc. | |
| 7. Copies of organizational charts. | |
| 8. Copies of Articles of Incorporation, by-laws, articles and amendments. | |
| 9. Copies of minutes of all director and shareholder meetings. | |
| 10. Copies of corporation share registers. | |
| 11. Copies of shareholders' and management agreements. | |
| 12. Analysis of management compensation for the 5 years prior to valuation date. | |
| 13. Copies of company bank account statements, and cancelled cheques for the 5 years prior to the valuation date. | |
| 14. Analysis of shareholders' loan accounts for the 5 years prior to the valuation date. | |
| 15. Listing of all fixed assets owned by the business including cost, description, estimated market value and net book value. | |
| 16. Copies of appraisal reports prepared over the past 5 years, related to specific assets or to the business as a whole. | |
| 17. Copies of payroll records. | |
| 18. Listing of accounts receivable. | |
| 19. Listing of accounts payable. | |
| 20. Listing of inventory. | |
| 21. Copies of any Buy/Sell agreements. | |

