

**A:  
Client  
Identification**

Account / Policy Holder Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Initial: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Social Insurance Number: \_\_\_\_\_ Home Telephone Number: (\_\_\_\_) \_\_\_\_\_ Business Telephone Number: (\_\_\_\_) \_\_\_\_\_

**B:  
Receiving  
Institution  
Information**

Receiving Institution Name: **Correspondent Network\*\***

Address: **250 Yonge St. Suite 1900 PO BOX 19**

City: **Toronto Ontario** Prov.: **ON** Postal Code: **M5B2L7**

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number: **(416)542-2333** Group Plan Number (if applicable): \_\_\_\_\_

Client Account / Policy Number: \_\_\_\_\_

Dealer Name: **National Bank Financial** Dealer Number: \_\_\_\_\_

Broker Name: \_\_\_\_\_ Agent Number: \_\_\_\_\_

Business Telephone Number: (\_\_\_\_) \_\_\_\_\_ Business Fax Number: **(416)542-2333** Dealer Account Number: \_\_\_\_\_

Registered Type:  
 RRRSP  RRIF FINS # **T080** DTC # **5008** CUID # **FMAT**  
 Spousal RRRSP  Spousal RRIF Euroclear # **92918**  
 LIRA  LRIF  
 LRSP  LIF Contact Name: **Account Transfer Dept.**  
 OTHER

**C:  
Client Direction  
to Relinquishing  
Institution**

Relinquishing Institution Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Group Plan Number (if applicable): \_\_\_\_\_ Client Account / Policy Number: \_\_\_\_\_

Transfer: (check one box only)

- All in Kind (as is)  All in cash\*  Partial\* - as listed below or on attached list  All assets\* - but mixed in cash and in Kind (as is). see list below or attached list  List Attached

\* Please refer to statement in bold in Client Authorization section below.

<input type="checkbox"/> In Kind OR <input type="checkbox"/> In Cash	<input type="checkbox"/> Dollars	Investments Amount	Symbol and or Certificate Number or Policy Number
	<input type="checkbox"/> Units/Share	Investments Description	Symbol and or Certificate Number or Policy Number
<input type="checkbox"/> In Kind OR <input type="checkbox"/> In Cash	<input type="checkbox"/> Dollars	Investments Amount	Symbol and or Certificate Number or Policy Number
	<input type="checkbox"/> Units/Share	Investments Description	Symbol and or Certificate Number or Policy Number
<input type="checkbox"/> In Kind OR <input type="checkbox"/> In Cash	<input type="checkbox"/> Dollars	Investments Amount	Symbol and or Certificate Number or Policy Number
	<input type="checkbox"/> Units/Share	Investments Description	Symbol and or Certificate Number or Policy Number
<input type="checkbox"/> In Kind OR <input type="checkbox"/> In Cash	<input type="checkbox"/> Dollars	Investments Amount	Symbol and or Certificate Number or Policy Number
	<input type="checkbox"/> Units/Share	Investments Description	Symbol and or Certificate Number or Policy Number

**D:  
Client  
Authorization**

I hereby request the transfer of my account and the investments as directed above.

**PLEASE CANCEL ALL OPEN ORDERS (G.T.C./SWP/PAC ETC.)/FOR MY ACCOUNT(S) ON YOUR BOOKS.**

\* WHERE I HAVE REQUESTED A TRANSFER IN CASH. I AUTHORIZE THE LIQUIDATION OF ALL OR PART OF MY INVESTMENTS I AGREE TO PAY ANY APPLICABLE FEES. CHARGES OR ADJUSTMENTS (AS PER DISCLOSURE ON REVERSE.)

Signature of Account Holder: \_\_\_\_\_ Date: \_\_\_\_\_ Irrevocable Beneficiary. I consent to the transfer of the account. Date: \_\_\_\_\_  
I here read the disclosure and authorize transfer as above Signature of Irrevocable Beneficiary (if applicable)

**E:  
For Use By  
Relinquishing  
Institution Only**

Registered Type:  RRRSP  LIRA  LRSP  RRIF  Qualified  Non Qualified  LRIF  LIF  OTHER

Spousal Plan:  No  Yes - If yes: Last name: \_\_\_\_\_

First Name: \_\_\_\_\_ Initial: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

Locked In:  No  Yes - Locked in confirmation attached \$ \_\_\_\_\_ Locked in Funds: \_\_\_\_\_ Governing Legislation: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ACCOUNT TRANSFER CLIENT DISCLOSURE

In our business we are dedicated to continually improving Client Service. This client Disclosure and informational document was developed to help you understand the account transfer process. It is important to read this document carefully before signing Section D. called CLIENT AUTHORIZATION on this Account Transfer form. Should you have questions after reading this document, please be sure to address your inquires with your Receiving Institution's Investment Representative.

### **What is the difference between IN CASH and IN KIND?**

In Cash means that all your assets which are not currently in liquid form are to be liquidated, sold redeemed, etc. in order that your account can be transferred to the Receiving Institution in the form of cash.

**IT IS IMPORTANT TO NOTE THAT IF YOU HAVE INDICATED AN IN CASH TRANSFER OF YOUR ACCOUNT, THE TRADES WILL BE EXECUTED AT MARKET. THE TRADES WILL BE PLACED ON A BEST EFFORTS BASIS SUBSEQUENT TO THE RECEIPT OF THE TRANSFER FORM AND ARE SUBJECT TO NORMAL COMMISSION CHARGES. IN ORDER TO AVOID DELAYS, YOU MAY PLACE THE TRADES YOURSELF WITH THE DELIVERING INSTITUTION AT THE TIME OF SIGNING THIS TRANSFER FORM.**

In Kind means that you want the account transferred, **as is**. If you hold investment products and a cash balance, then the investment products may be transferred as well as the cash balance in their current state.

### **How long will my transfer take?**

The time required to completely transfer your account will for the most part depend on the type of account you are transferring and the type of investment products you currently hold. Please note that all your assets may not all be transferred at exactly the same time.

#### **Registered Accounts**

Under current IDA regulations, this type of transfer may take between 12 - 25 business days form the time of receipt by the Delivering Institution, with the exceptions listed below. As an Industry, we are currently amending the regulations governing this timeline, as well as developing new systems to improve efficiencies and expedite this transfer process.

#### **Locked-In Accounts:**

These plans generally take longer to transfer, as additional documents are required in order for the Receiving Institution to administer the account, as set out under the various Provincial and Federal Legislations. It is IMPORTANT to ensure that the account opened at your new firm is opened as LOCKED IN, and under the same Provincial or Federal Legislation as your current account. Failure to do so may cause a delay in the transfer of your account.

#### **Spousal Accounts:**

These types of plans may take 12 - 25 business days, as long as you ensure that the account opened at your firm is opened as a SPOUSAL account. Failure to do so may cause a delay in your transfer.

#### **RRIF Accounts:**

RRIF account transfers may exceed regulatory time frames as the Delivering Institution is generally required to pay to the client, the full year RRIF Minimum Payment. This must be done before the transfer can be processed. Please ensure that there are sufficient funds in your RRIF account to cover the minimum payment to avoid a delay.

#### **Types of Investment Products**

##### **Mutual Funds:**

Currently, mutual fund products take longer to fully transfer and may result in a possible delay into your new account, due to the requirement of re-registering the mutual fund at the Fund Companies. On average mutual funds require 5 - 10 business days to transfer from the time the mutual fund power of attorney is received by the Receiving Institution.

##### **Guaranteed Investment Certificates & Term Deposits:**

Generally, a Guaranteed Investment Certificate (GIC) is not transferable IN KIND (as is) prior to the maturity date. Most GIC's must be transferred IN CASH upon their maturity. There are some exceptions, please check the terms and conditions with the Institution which currently holds your investment.

##### **Other Investment Products:**

There are many other investment products which may be non-transferable, non-redeemable or subject to other delays. Some of these products include Mortgages, Foreign Securities, Non-transferable Bonds (minimum denomination requirements).

##### **Rejected Transfers:**

An account transfer request may be rejected by the Delivering Institution for a number of reasons, such as, insufficient funds to cover fees, locked in confirmations required, account not in good standing, i.e. undermargin, short position(s), etc. If for any reason your transfer has been rejected by the Delivering Institution, they may return the transfer to the Receiving Institution unprocessed. When the rejection has been rectified, the transfer process may begin again and the Delivering Institution may then have 12 - 25 business days, from the date of receipt of the transfer documents to process the transfer.

### **How much will it cost to transfer my account?**

#### **Transfer Fees:**

Most Institutions charge a Transfer Out fee of which the cost will vary.

#### **Administration Fees:**

All Institutions charge Self-Directed Administration Fees of which the cost will vary. It is IMPORTANT to ensure that you have sufficient funds available in your account at the Delivering Institution to cover transfer and administration fees, or the Delivering Institution may reject the transfer unprocessed, thus causing a LENGTHY DELAY.