

The Bank of Nova Scotia ("Scotiabank")
Scotia Capital Inc. ("ScotiaMcLeod"),
("ScotiaMcLeod Direct Investing (SMDI)")
("TradeFreedom")
Scotia Securities Inc.
The Bank of Nova Scotia
Trust Company ("Scotiatrust")

# **Transfer Authorization for Registered Investments**



CA63

(RSP, LIRA, LRSP, RIF, LRIF, LIF, RLIF)
This form can be used for RSP to RSP transfers (except for transfers due to death and transfers due to marital break-up), RSP to RIF transfers and RIF to RIF transfers and TFSA to TFSA transfers.

Please note: The data entered on this form may be scanned and stored electronically. Please print neatly

in the spaces provided to ensure completeness, accuracy and machine readability.

Client dentification	Account/Policy Holder Las	int/Policy Holder Last Name First Name							Initial		
dentineation	Address			City		Province		Postal	Code		
	Social Insurance Number	(s)	Home Telepho	ne Number		Business Te	elephone Num	ber			
Receiving Institution Information	Scotiabank (Dome Retail) Branches  Receiving Address: (Scotiabank, ScotiaMc	Client Account/Policy Number  Group Plan Number (if applicable)  Advisor/Relationship Manager/MFR Name  Advisor/MFR Code				Scotia Capital Inc.  ScotiaMcLeod 40 King St. West, Transit 81398 P.O. Box 4085, Stati Scotia Plaza			on A,		
	Securities Inc.)  Contact Phone No.:					Toroi Scoti Inves Trans P.O. I	Toronto, ON, M5W 2X6  ScotiaMcLeod Direct Investing Transit 13938 P.O. Box 603 Toronto, ON, M1K 5C5				
	FINS #: <b>T525</b> CU DTC #: <b>4816</b> Int Assets for accounts ma		Registered RSP Spousal LRSP LIRA	Type:		PRIF	Trans 2001 Suite Mon Deale CLEA FINS	treal, er Cod	524 ill College OC, H3A <sup></sup> e: 9155 EAM #: 52 35	1G1	
For Locked-in Plan use only	Locked-in Plan Transfer Acknowledgement  Scotiabank, Scotia Securities Inc., and Scotia Capital Inc. as agents of Scotiatrust, acknowledge that all locked-in funds from the register plan noted in the Client Direction to Relinquishing Institution section below, will be transferred to the registered plan type noted and vontinue to be administered in accordance with the governing pension legislation or contractual conditions of			accordance with legislation of the jurisdiction noted above. No transfer of locked-in fun- will be permitted unless the receiving plan is appropriately registered and in complian- with the applicable pension legislation regulations and the Income Tax Act (Canada Scotiatrust appears on the Superintendent's List of Financial Institutions authorized administer funds in the Jurisdiction noted above.							
	Governing L	Authorized	Authorized Signature			DD		MM `	YY		
Client Direction to	Relinquishing Institution Name										
Relinquishing Institution	Address			City		Province		Postal	Code		
GICs Mutual Funds	Client Account/Policy Number Group Plan Number (if applicable)										
□ Other  For Locked-In	Transfer: (check one box only)       All in Kind All in Line Cash balance only as at date of transfer by Relinquishing Institution       All in Kind All in Line Cash balance only as at date of transfer by Relinquishing Institution       All assets*, but mixed in cash and in kind; see list below or check here of the check here.										
Income Plans		se refer to statement in bold in Client Authorization section below:					FOR USE BY RELINQUI INSTITUTION  Number DELAY DELIVERY U				
Pay Maximum  Annual Payment  prior to transfer	Shares/Unit Dollars	Investment Description									
	In Kind In Cash Investment Amount/Maturity Date Symbol and/or Certificate No. or Policy Number					Number	DELAY DELIVERY UNTIL				
	Shares/Unit Dollars	Investment Description	l								
I hereby request the transfer of my account and its investments as described above. Please account on your books. * Where I have requested a transfer in cash, I authorize agree to pay any applicable fees, charges or adjustments as per disclosure relar applicable address in the receiving institution section above. I understand and agree transfer is made will not follow on this transfer, and that I am solely responsible for proving wish to make under the plan(s) that I hold with the Receiving Institution. I further understand agree that the provisions of this paragraph apply regardless of whether this transfer is I have read the disclosure on reverse and authorize transfer as above.  Signature of Account Holder  I hereby request the transfer of my account and its investments as described above. Please account on your books. * Where I have requested a transfer in cash, I authorize agree to pay any applicable fees, charges or adjustments as described above. Please account on your books. * Where I have requested a transfer in cash, I authorize transfer, and that I am solely responsible for proving wish to make under the plan(s) that I hold with the Receiving Institution. I further understand and agree that I designate a beneficiary under the plan(s) to which this transfer is I have read the disclosure on reverse and authorize transfer as above.  I have requested a transfer in cash, I authorize agree to pay any applicable fees, charges or adjustments as described above. Please account on cash, I authorize transfer in					liquidation of all control to this transfer. Up at any beneficiary deather Receiving Institute I and agree that the hade. Without limiting	or part of con comp signation(s tion with a Receiving g the gene e Scotiaba SIGNATUR	my investigation of to a control of the control of	ments his for plan(s ary de: lenies forego comp ED  otia C ne Bar	s, as indica frm, forwa ) from whi signation(s) any respor ping, I under panies.	ated. I rard to ich this ich this ich this in may nsibility erstand	
	Irrevocable Beneficiary: I consent to the transfer of the account. Signature of Irrevocable Beneficiary (if applicable)  Date  PER:							otia	rust Com	pany	
For Use By Relinquishing	Contact Name			Telephone N	lumber _	Fax N	umber				
nstitution Only	Registered Plan Type: Spousal Plan:						nsion TFSA Other PRIF				
Tick if applicable		Yes - if yes:									
New LIF Old LIF	Locked In:										
Record Current year's investment earnings to date	☐ No ☐ Yes	On what basis are the pension funds to be as For funds transferred to a LIF/LRIF, have the app	dministered? propriate spous		based on Gender	not k	ased on Ger				
	Authorized Signature	Yes - attached No - specify reason _					DD	MM	YY		

## **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 the section called CLIENT AUTHORIZATION on this Account Transfer form. Should you have any questions after reading this document, please be sure to address your enquiries with your Receiving Institution's Representative.

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

"IN CASH" means that all your assets which are not currently held as cash 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, ALL TRADES WILL BE EXECUTED "AT THE MARKET". ALL 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 RELINQUISHING INSTITUTION AT THE TIME OF SIGNING THIS TRANSFER FORM.

"IN KIND" means that you want the assets in the account transferred, as is. If you hold investments and a cash balance, then the investments will be transferred as well as the cash balance in their current state, if the assets can be transferred.

## How long will my transfer take?

The time required to transfer the account will depend on the type of asset you are transferring. Please note that all your assets may not be transferred at the same time.

# **Types of Investment Products**

## **Registered Accounts**

#### For Stocks and Bonds

Under current IDA guidelines, this type of transfer generally take between 10 - 25 business days from the time of receipt by the Relinquishing Institution, subject to the exceptions below. Non-IDA member institutions may or may not observe similar guidelines.

### For Mutual Funds

Mutual Funds from other financial institutions (ATON) take 5 - 10 business days from the time all necessary documentation is received by the Receiving Institution.

## For Guaranteed Income Certificates (GICs)

Often a Guaranteed Investment Certificate (including Term Deposits) is not transferable "IN KIND" (as is) prior to its maturity. Most GICs can be transferred in cash on their maturity. There are some exceptions, please check the terms and conditions with the Institution which issued your GIC.

**Please note:** Most Scotiabank Group issued GICs are readily transferrable "IN KIND" within the Group.

### **Locked In Accounts:**

These accounts generally take longer to transfer, as additional documents are required under various Provincial and Federal Pension Legislation in order for the Receiving Institution to administer the account. The account opened at the Receiving Institution must be opened as LOCKED IN, and administered in accordance with the same Provincial or Federal Legislation as your current account. Failure to provide the required locked-in plan information will delay the transfer of your account.

Scotiabank/Scotia Securities Inc.

#### **Spousal Accounts:**

These types of plans generally take 10 - 25 business days, as long as you ensure that the account opened at the Receiving Institution is opened as a SPOUSAL account. Failure to do so may cause a delay in your transfer.

#### **RRIF Accounts:**

The Relinquishing Institution is required to pay you the current year's Minimum RRIF Payment in full before it can transfer your RRIF account. This must be done before the account can be closed. To avoid delay please ensure that there is sufficient cash in your RRIF account to cover the minimum annual payment.

#### Other Investments:

There are many other investments which may be non-transferable, non-redeemable or delay the transfer of your account. These investments include mortgages, foreign securities and non-transferable bonds.

#### **Rejected Transfers:**

An account transfer request may be rejected by the Relinquishing Institution for a number of reasons, such as, insufficient cash to cover fees, account not in good standing, (i.e. under-margin, outstanding short position). If your transfer has been rejected for any reason by the Relinquishing Institution, they may return the transfer to the Receiving Institution unprocessed. When the reason for a rejection has been rectified, the transfer process will begin again and the Relinquishing Institution may then have 10 - 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:

Many relinquishing institutions charge a fee, the cost of which may vary.

#### **Administration Fees:**

Most institutions charge Self-Directed Administration Fees the cost of which will vary. It is important to ensure that you have sufficient cash available in your account at the Relinquishing Institution to cover transfer and administration fees, or the Relinquishing Institution may reject the transfer request, thus causing a delay.

Contact your local Scotiabank branch

# Glossary:

FINs = Financial Institution Number
DTC = Depository Trust Company
PAC = Pre-Authorized Chequing
SWF = Systematic Withdrawal Funds

G.T.C. = Good Till Cancelled

CUID = Customer Unit Identifier

IDA = Investment Dealers Association SWP = Systematic Withdrawal Plan AWD = Automatic Withdrawal Plan

# **Contact the following for Customer Service**

ScotiaMcLeod	Contact Telephone Number (416) 945-4524					
Account Transfers Dept.	Fax (416) 863-7518					
ScotiaMcLeod Direct Investing	Contact Telephone Number 1 800 263-3430					
TradeFreedom	Contact Telephone Number 1 866 837-3336					
Scotiatrust	Contact your local Scotiatrust office					