



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.

Member of Royal Bank Financial Group

Authorization to Transfer Non Registered Account

Only complete if you want to transfer your account from another institution.

RECEIVING INSTITUTION INFORMATION

RBC Dominion Securities Inc.
180 Wellington Street West, 12th Floor
Account Transfer Department
Toronto, Ontario M5J 0C2

DEALER/REP CODE

CUID\_DOMA DTC\_5002 EUROCLEAR #\_90065

CONTACT NAME Account Transfer Department

CONTACT PHONE NUMBER (416) 313-8973

CONTACT FAX NUMBER (416) 313-7493

Client name

Address

City Province Postal Code

SIN Phone

Delivering Institution

CONTACT Phone

MUTUAL FUNDS: \*Please forward all Mutual Fund P/A's to RBCDS Account Transfer Dept.

NEW REGISTRATION (NOMINEE NAME)

DEALER NAME RBC Dominion Securities

DEALER NUMBER 9190

NOMINEE NAME MUTUAL FUND DEPARTMENT, 11h Floor

REP NUMBER

BUSINESS TEL (416) 313-7449 BUSINESS FAX (416) 313-8455

DEALER ACCOUNT NUMBER

This is my authorization to you to deliver to the receiving institution the account(s) you are carrying for me and for the receiving institution to receive this account(s). This includes all securities long and short and debit or credit balance. Delivery is to be made by the receiving institution of all securities short against payment. These instructions are given subject to the receiving institution's approval of my account(s).

Table with columns: ACCOUNT NUMBER AT DELIVERING INSTITUTION, ACCOUNT NUMBER AT RECEIVING INSTITUTION, ALL, CDNS\$ ONLY, US\$ ONLY, OTHER. Rows 1, 2, 3.

Transfer: (check one box only)

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

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

Form with checkboxes for In Kind/In Cash and fields for Investment Amount, Investment Description, and Symbol and/or Certificate Number or Policy Number.

FOR USE BY RELINQUISHING INSTITUTION Delay Delivery Until MMDDYYYY

Delay Delivery Until MMDDYYYY

Delay Delivery Until MMDDYYYY

Client Authorization: I hereby request the transfer of my account and its investments as described above.

PLEASE CANCEL ALL OPEN ORDERS (G.T.C./SWF/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.)

I HAVE READ THE DISCLOSURE ON REVERSE AND AUTHORIZE TRANSFER AS ABOVE
Signature of Account Holder

Date

Signature Guarantee Stamp

## 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 inquiries 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.

#### Non-registered Accounts:

Under current IDA regulations, this type of transfer may **take between 10 and 25 business days from the time of receipt by the Delivering Institution.**

#### 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, 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 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:**

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