

Member of Royal Bank Financial Group

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

Contact Name

Address

City

Prov.

Postal Code

Telephone Number

Fax Number

Group Plan Number (if applicable)

Client Account

New
Registration
(Nominee
Name)

Dealer Name

Dealer Number

Broker Name

Rep Number

Business Telephone Number

Business Fax Number

Dealer Account Number

* Please forward all Mutual Fund PA's to RBCDS Account Transfer Dept.

Registered Type:

☐ RSP

☐ RIF

DTC #

5002

CUID #

DOMA

☐ Spousal RSP

☐ Spousal RIF

Euroclear #

90065

RSP Specimen Plan #:

RSP254 - 497

☐ LIRA

☐ LRIF

TFSA Specimen Plan #:

TFSA 02540029

☐ LIF

☐ RLIF

☐ LRSP

☐ IPP

TFSA Specimen Plan #:

TFSA 02540029

☐ PRIF

☐ RLSP

☐ TFSA

☐ OTHER

CRA Registration Number

C:
Client
Direction to
Relinquishing
Institution

Relinquishing Institution Name

Address

City

Prov.

Postal Code

Client Account/Policy Number

Group Plan Number (if applicable)

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), see list below or attached list

☐ List Attached

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

☐ In Kind

OR

☐ In Cash

☐ Dollars

☐ Units/Shares

☐ Dollars

☐ Units/Shares

☐ Dollars

☐ Units/Shares

☐ Dollars

☐ Units/Shares

☐ Dollars

☐ Units/Shares

Investment Amount

Symbol and/or Certificate Number or Policy Number

Investment Description

FOR USE BY
RELINQUISHING INSTITUTION
Delay Delivery Until

MMDDYYYY

Delay Delivery Until

MMDDYYYY

Delay Delivery Until

MMDDYYYY

D:
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.

Date

I consent to the transfer of the account.

Date

E:
For use By
Relinquishing
Institution
Only

Registered Type:

☐ RRSP

☐ LIRA

☐ PRIF

☐ RRIF Qualified:

☐ RRIF Non Qualified

☐ LRIF

☐ LIF

☐ RLIF

☐ RLSP

☐ LRSP

☐ IPP

☐ TFSA

☐ OTHER

Spousal Plan:

☐ No

☐ Yes - If yes:

Last Name

First Name

Initial

Social Insurance Number

Locked-In:

☐ No

☐ Yes -

Locked-In Funds

Governing Legislation

Contact Name

Telephone Number

Fax Number

Authorized Signature

Date

159-26 (04/12)

1 - DELIVERING INSTITUTION

2 - HEAD OFFICE TRANSFER DEPT.

3 - INVESTMENT ADVISOR

4 - CLIENT

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 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.

Registered Accounts and Tax-Free Savings Account

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

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 10 - 25 business days**, as long as you ensure that the account **opened at your new firm is opened as a SPOUSAL account.** Failure to do so may cause a delay in your transfer.

RESP Accounts:

These types of plans may take 10-25 business days, as long as you ensure that the account opened at your new firm is opened as a RESP account with the same beneficiaries. Failure to do so may cause a delay in your transfer.

RESP PENALTY TAX on PARTIAL Transfers:

Please note, a penalty tax will be imposed on RESP accounts not transferred in full as per Human Resources Development Canada (HRDC).

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.**