

NON-REGISTERED INVESTMENTS

Transfer Form

For investment planning advice or assistance filling out this form, call:
1.800.561.9401 or 416.296.9401

Please return the completed form to:
CDSPI, 155 Lesmill Road, Toronto, ON M3B 2T8
E-mail: investment@cdspi.com

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Annuity Contract Issued By: Sun Life Assurance Company of Canada

Shaded areas for office use only. Important Note: An original hand-written signature is required, so this form cannot be accepted by fax.

SECTION 1 CLIENT IDENTIFICATION

A. Name (please print):

Check one: Dr. Mr. Mrs. Miss Ms. Corporation Trust

Last (or name of corporation or trust)
First
Middle or Initial

B. Social Insurance Number:

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(For use only on information slips or to satisfy other legal requirements.)

C. Address:

Street and Number Suite No.

City/Town Province Postal Code

D. Home Telephone No. () _____

Business Telephone No. () _____

SECTION 2 TRANSFER FROM/TRANSFER TO

A. Transfer From:

Name of Relinquishing Financial Institution Account Number

B. Mailing Address

Street and Number Suite No.

City/Town Province Postal Code

C. Transfer (check one box only):

All in cash
 Partial transfer in cash as indicated below

Investment Name	Amount		
_____	\$ _____	%	
_____	\$ _____	%	
_____	\$ _____	%	

Note: Please attach a copy of the latest statement from the Relinquishing Financial Institution.

D. Transfer To: CDSPi

155 Lesmill Road, Toronto, ON M3B 2T8
Make Cheque payable to: CDSPi

Advisor name

Telephone Number 416.296.9459
Fax Number

Account Number

Investment Deposit Instructions

CDSPi Investment Fund Name*	Amount		
_____	\$ _____	%	
_____	\$ _____	%	
_____	\$ _____	%	

* For the list of available CDSPi Funds, please refer to the current CDSPi Fund Descriptions sheet or visit www.cdspi.com.

SECTION 3 CLIENT AUTHORIZATION

IMPORTANT: Before signing, please read the Account Transfer — Client Disclosure information on the reverse side of this page.

I hereby request the transfer of my account and its investments as described above. I have requested a transfer in cash and I authorize the liquidation of all or part of my investments. I agree to pay any applicable fees, charges or adjustments.

Signature of Account Holder or Authorized Signing Officer or Trustee Date:

Day	Month	Year							

Signature of Joint Account Holder (if applicable) Date:

Day	Month	Year							

Signature of Irrevocable Beneficiary (if applicable) Date:

Day	Month	Year							

Signature Guarantee Stamp Date:

Day	Month	Year							

ACCOUNT TRANSFER – CLIENT DISCLOSURE

The following information is designed to help you understand the account transfer process. It is important to read this information carefully before signing Section 3 of this Transfer Form. If you have any questions after reading this document, be sure to contact an investment planning advisor at CDSPI Advisory Services Inc.

What are the consequences of making an In-Cash transfer?

Making an In-Cash transfer 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 WITH 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 RELINQUISHING FINANCIAL INSTITUTION AT THE TIME OF SIGNING THIS TRANSFER FORM. ADDITIONALLY, SOME FUNDS MAY CHARGE EARLY REDEMPTION PENALTIES.

How long will my transfer take?

The time required to completely transfer your non-registered account will depend on the types of investment products you currently hold. Please note that all your assets may not 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, Securities and Other Investment Products:

Mutual funds and other securities will be liquidated at their current market value. The proceeds will be transferred into your account in cash and invested according to your instructions. The transfer will likely take 5-10 business days. 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 and non-transferable bonds (minimum denomination requirements).

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. Please check the terms and conditions with the Institution which currently holds your investment. If your GIC matures in more than 6 months' time, please submit your transfer request one month prior to maturity.

Rejected Transfers:

An account transfer request may be rejected by the Relinquishing Financial Institution for a number of reasons, including insufficient funds to cover fees, account not in good standing (i.e. under-margin, short positions), etc. If for any reason your transfer has been rejected by the Relinquishing Financial Institution, it may refuse to process the transfer. When the rejection has been rectified, the transfer process may begin again and the Relinquishing Financial Institution may then take approximately 10 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 — the cost of which varies from institution to institution. It is important to ensure that you have sufficient funds available in your account at the Relinquishing Financial Institution to cover your transfer and administration fees, as the Relinquishing Financial Institution may refuse to process the transfer, thus creating a lengthy delay.