



# TRANSFER AUTHORIZATION FORM

Registered, TFSA, and Corporate/Individual/Joint Accounts  
Registered Plans & TFSA Division

<b>1. Client Identification</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">Last Name</td> <td style="width: 33%; border-bottom: 1px solid black;">First Name</td> <td style="width: 33%; border-bottom: 1px solid black;">Middle Initial</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black;">Street Address</td> </tr> <tr> <td style="border-bottom: 1px solid black;">City</td> <td style="border-bottom: 1px solid black;">Province</td> <td style="border-bottom: 1px solid black;">Postal Code</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Social Insurance Number</td> <td style="border-bottom: 1px solid black;">Residence Telephone Number</td> <td style="border-bottom: 1px solid black;">Business Telephone Number</td> </tr> </table>	Last Name	First Name	Middle Initial	Street Address			City	Province	Postal Code	Social Insurance Number	Residence Telephone Number	Business Telephone Number									
Last Name	First Name	Middle Initial																				
Street Address																						
City	Province	Postal Code																				
Social Insurance Number	Residence Telephone Number	Business Telephone Number																				
<b>2. Receiving Institution Information</b>	<p><b>Olympia Trust Company</b></p> <p><i>Courier Address:</i> 2200, 125 – 9<sup>th</sup> Avenue S.E. Calgary, Alberta T2G 0P6      <i>Mailing Address:</i> PO Box 2581, STN Central, Calgary, Alberta T2P 1C8</p> <p><i>Telephone:</i> 403.770.0001    <i>Toll Free:</i> 1.877.565.0001    <i>Fax:</i> 403.668.8317</p> <p>Olympia Contact Name _____ Client Account Number _____</p>																					
For use by Mutual Fund Dealing Representative Only	<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Name of Dealer</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Name of Mutual Fund Dealing Representative</td> <td style="border-bottom: 1px solid black;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table> </td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 50%; text-align: center;"> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table> </td> </tr> </table> </td> </tr> <tr> <td colspan="2"> <p><b>Transfer of Mutual Funds:</b>  <u>Canadian Transfers of Mutual Funds</u>  <b>INTERMEDIARY CODE: OLYM</b>  <i>NOTE: Olympia Trust Company cannot accept Mutual Funds payable in US dollars. The transfer of mutual funds to Individual or Corporate (non-registered) accounts is not permitted.</i></p> </td> </tr> </table>	Name of Dealer		Name of Mutual Fund Dealing Representative	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table> </td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 50%; text-align: center;"> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table> </td> </tr> </table>	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>							-	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>							<p><b>Transfer of Mutual Funds:</b>  <u>Canadian Transfers of Mutual Funds</u>  <b>INTERMEDIARY CODE: OLYM</b>  <i>NOTE: Olympia Trust Company cannot accept Mutual Funds payable in US dollars. The transfer of mutual funds to Individual or Corporate (non-registered) accounts is not permitted.</i></p>	
Name of Dealer																						
Name of Mutual Fund Dealing Representative	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table> </td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 50%; text-align: center;"> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table> </td> </tr> </table>	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>							-	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>												
<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>							-	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>														
<p><b>Transfer of Mutual Funds:</b>  <u>Canadian Transfers of Mutual Funds</u>  <b>INTERMEDIARY CODE: OLYM</b>  <i>NOTE: Olympia Trust Company cannot accept Mutual Funds payable in US dollars. The transfer of mutual funds to Individual or Corporate (non-registered) accounts is not permitted.</i></p>																						
Account Type	<table style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> Corporate (Non-Registered)**</td> <td><input type="checkbox"/> LIRA</td> <td><input type="checkbox"/> RRSP Spousal</td> <td><input type="checkbox"/> Prescribed RIF</td> </tr> <tr> <td><input type="checkbox"/> Individual (Non-Registered)**</td> <td><input type="checkbox"/> LRSP</td> <td><input type="checkbox"/> LIF</td> <td><input type="checkbox"/> RLIF</td> </tr> <tr> <td><input type="checkbox"/> Joint (Non-Registered)**</td> <td><input type="checkbox"/> RLSP</td> <td><input type="checkbox"/> LRIF</td> <td><input type="checkbox"/> RRIF</td> </tr> <tr> <td><input type="checkbox"/> TFSA</td> <td><input type="checkbox"/> RRSP</td> <td><input type="checkbox"/> NEW LIF</td> <td><input type="checkbox"/> RRIF Spousal</td> </tr> </table>	<input type="checkbox"/> Corporate (Non-Registered)**	<input type="checkbox"/> LIRA	<input type="checkbox"/> RRSP Spousal	<input type="checkbox"/> Prescribed RIF	<input type="checkbox"/> Individual (Non-Registered)**	<input type="checkbox"/> LRSP	<input type="checkbox"/> LIF	<input type="checkbox"/> RLIF	<input type="checkbox"/> Joint (Non-Registered)**	<input type="checkbox"/> RLSP	<input type="checkbox"/> LRIF	<input type="checkbox"/> RRIF	<input type="checkbox"/> TFSA	<input type="checkbox"/> RRSP	<input type="checkbox"/> NEW LIF	<input type="checkbox"/> RRIF Spousal					
<input type="checkbox"/> Corporate (Non-Registered)**	<input type="checkbox"/> LIRA	<input type="checkbox"/> RRSP Spousal	<input type="checkbox"/> Prescribed RIF																			
<input type="checkbox"/> Individual (Non-Registered)**	<input type="checkbox"/> LRSP	<input type="checkbox"/> LIF	<input type="checkbox"/> RLIF																			
<input type="checkbox"/> Joint (Non-Registered)**	<input type="checkbox"/> RLSP	<input type="checkbox"/> LRIF	<input type="checkbox"/> RRIF																			
<input type="checkbox"/> TFSA	<input type="checkbox"/> RRSP	<input type="checkbox"/> NEW LIF	<input type="checkbox"/> RRIF Spousal																			
For Locked-in Plan Use Only  New Brunswick Registration #: NBC0599  Olympia does not hold PEI Legislated plans	<p><b>Locked-in Plan Transfer Acknowledgement</b>  Olympia Trust Company acknowledges that all locked-in funds from the registered plan noted in the Client Direction to Relinquishing Institution section below, will be transferred to the registered plan type noted and will continue to be administered in accordance with the governing pension legislation or contractual conditions of:</p> <p style="text-align: right;">Any subsequent transfer of these locked-in funds to another trustee or financial institution will be made only to another registered plan which must continue to be administered in accordance with legislation of the jurisdiction noted. No transfer of locked-in funds will be permitted unless the receiving plan is appropriately registered and in compliance with the applicable pension legislation regulations and the <i>Income Tax Act</i> (Canada). Olympia appears on the Superintendent's List of Financial Institutions authorized to administer funds in the Jurisdiction noted.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">Governing Legislation <i>(province or territory – specify)</i></td> <td style="width: 33%; border-bottom: 1px solid black;">Olympia Trust Company Authorized Signatory</td> <td style="width: 33%; border-bottom: 1px solid black;">Date</td> </tr> </table>	Governing Legislation <i>(province or territory – specify)</i>	Olympia Trust Company Authorized Signatory	Date																		
Governing Legislation <i>(province or territory – specify)</i>	Olympia Trust Company Authorized Signatory	Date																				
<b>3. Client Direction to Relinquishing Institution</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="4" style="border-bottom: 1px solid black;">Relinquishing Institution Name</td> </tr> <tr> <td style="width: 33%; border-bottom: 1px solid black;">Address</td> <td style="width: 16.5%; border-bottom: 1px solid black;">City</td> <td style="width: 16.5%; border-bottom: 1px solid black;">Province</td> <td style="width: 33%; border-bottom: 1px solid black;">Postal Code</td> </tr> <tr> <td colspan="4" style="border-bottom: 1px solid black;">Client Account / Policy Number: _____</td> </tr> </table>	Relinquishing Institution Name				Address	City	Province	Postal Code	Client Account / Policy Number: _____												
Relinquishing Institution Name																						
Address	City	Province	Postal Code																			
Client Account / Policy Number: _____																						



# TRANSFER AUTHORIZATION FORM

Registered, TFSA, and Corporate/Individual/Joint Accounts  
Registered Plans & TFSA Division

<b>4. Transfer Instructions</b>	<p><b>Transfer the following:</b> (Choose ONE of the four options)</p> <p>1) <input type="checkbox"/> Full Account Transfer - In-Cash (Liquidate All Assets)          2) <input type="checkbox"/> Full Account Transfer – In-Kind (Transfer All Assets and Cash <u>AS IS</u>)          3) <input type="checkbox"/> Partial Account Transfer - Cash Balance <u>Only</u>          4) <input type="checkbox"/> Partial Account Transfer - In-Cash and/or In-Kind <i>as per the below</i>          (Please include a signed asset list if additional space is required)</p>					
<b>NOTE: Olympia Trust Company must be advised of any in-kind deliveries prior to the transfer being set up.</b>	<b>Choose One</b>		<b>Identify ONE of the below options</b>			Fund Number or Stock Name
	In-Cash	In-Kind	\$ Amount (NET)	# of Shares/Units	ALL	
			\$			
			\$			
			\$			
			\$			
<p><b>Transfer of Publicly Traded Securities:</b>  <u>Canadian Transfers of Registered Investments</u>          FINS # 7815 CUID: QTRD ACCT # Q5K5AGHA DTC: 5009  <u>Canadian Transfers of non-Registered Investments</u>          FINS # 7815 CUID: QTRD ACCT # Q5K5AJ1A DTC: 5009</p>						
<b>5. Client Authorization</b>	<p>i) I hereby request the transfer of my investment(s) as described above.          ii) I understand it is my sole responsibility to ensure this form has been completed accurately and in full. Any omissions or errors may result in delays due to the rejection of the transfer by the other institution.          iii) Where I have requested to transfer in cash, I authorize the liquidation of all or part of my investments and agree to pay any applicable fees, charges or adjustments.          iv) I understand all funds received in a non-Canadian currency will be converted into Canadian currency at the rate actually received by Olympia when such conversion occurs.  <input type="checkbox"/> I confirm I have attached a recent statement from the relinquishing institution named above.</p> <p><b>E-Mail Address:</b> _____          (Olympia will email you directly upon receipt of the funds)</p> <p><input type="checkbox"/> I hereby authorize the relinquishing institution listed in Section 3 of this Transfer Authorization Form to disclose any/all information regarding this transfer request to Olympia Trust Company.</p> <p><b>Date:</b> _____ <b>Signature of Client:</b> <b>X</b> _____</p> <p><b>Full Name of Client (printed)</b> _____</p>					<b>SIGNATURE GUARANTEED AND CERTIFIED TRUE COPY OLYMPIA TRUST COMPANY</b>  <i>Olympia Trust Company Authorized Signatory</i>
<b>6. For Use By Relinquishing Institution</b>	<p>Plan Type: <input type="checkbox"/> Corporate (Non-Registered)    <input type="checkbox"/> LIRA    <input type="checkbox"/> LIF    <input type="checkbox"/> Prescribed RIF  <input type="checkbox"/> Individual (Non-Registered)    <input type="checkbox"/> LRSP    <input type="checkbox"/> LRIF    <input type="checkbox"/> RIF (Qualified)  <input type="checkbox"/> Joint (Non-Registered)    <input type="checkbox"/> RLSP    <input type="checkbox"/> NEW LIF    <input type="checkbox"/> RIF (Non-Qualified)  <input type="checkbox"/> TFSA    <input type="checkbox"/> RRSP    <input type="checkbox"/> RLIF</p> <p>Spousal Plan: <input type="checkbox"/> No <input type="checkbox"/> Yes    Spousal Information: Last Name _____ First Name _____ SIN _____</p> <p>Locked in Funds: <input type="checkbox"/> No <input type="checkbox"/> Yes    Locked in Funds \$ _____    Governing Legislation _____</p> <p>Contact Name _____ Telephone number _____ Fax number _____</p> <p>Authorized Signature _____ Amount Transferred \$ _____</p>					

**Privacy Notice:** At Olympia Trust Company, we take privacy seriously. In providing services to you, we receive non-public, personal information about you. We receive this information through transactions we perform for you and may also receive information about you by virtue of your transactions with affiliates of Olympia Trust Company or other parties. Olympia Trust Company is committed to respecting and protecting the confidentiality of your personal information and the safeguarding of all personal information entrusted to us. We have prepared a Privacy Policy to tell you more about how we protect your personal information. It is available on our website at [www.olympiustrust.com](http://www.olympiustrust.com).