

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.

## Authorization to Transfer Non-Registered Account

Complete this form only if you want to transfer your account from another institution.

### RECEIVING INSTITUTION INFORMATION



**NBCN Inc.**  
**250 Yonge St.**  
**Suite 1900 PO Box 19**  
**Toronto Ontario M5B 2L7**

DEALER/REP CODE \_\_\_\_\_

FINS # **T080** CUID **NBCS** DTC **5008** EUROCLEAR # **93044**

CONTACT NAME **Account Transfer Dept.**

Client name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

SIN \_\_\_\_\_ Telephone \_\_\_\_\_

Delivering institution \_\_\_\_\_

Address \_\_\_\_\_

CONTACT \_\_\_\_\_ Telephone \_\_\_\_\_

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 balances. 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).

	Account number at delivering institution	Account number at receiving institution	All	Cdn\$ only	US\$ only	Other
1.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

In Kind { or Cash {	<input type="checkbox"/> Dollars <input type="checkbox"/> Shrs/Units	Investments Amount	Symbol and or Certificate Number or Policy Number
	<input type="checkbox"/> Dollars <input type="checkbox"/> Shrs/Units	Investments Description	
In Kind { or Cash {	<input type="checkbox"/> Dollars <input type="checkbox"/> Shrs/Units	Investments Amount	Symbol and or Certificate Number or Policy Number
	<input type="checkbox"/> Dollars <input type="checkbox"/> Shrs/Units	Investments Description	
In Kind { or Cash {	<input type="checkbox"/> Dollars <input type="checkbox"/> Shrs/Units	Investments Amount	Symbol and or Certificate Number or Policy Number
	<input type="checkbox"/> Dollars <input type="checkbox"/> Shrs/Units	Investments Description	

**CLIENT AUTHORIZATION:** I hereby request the transfer of my account and its investments as described above.

PLEASE CANCEL ALL OPEN ORDERS (G.T.C./SWP/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  _____ X _____ Date _____	Signature Guarantee Stamp
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## **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 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 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 12 and 25 business days from the time of receipt by the Delivering Institution. As an Industry, we are currently amending the regulations governing this timeline.

#### **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 GICs must be transferred IN CASH upon their maturity. There are some exceptions. Please check the terms and conditions with the Institution that 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), GICs and proprietary mutual funds.

##### **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 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. As these fees vary, please check the fee schedule with the Institution that currently holds your account.

It is IMPORTANT to ensure that you have sufficient funds available in your account at the Delivering Institution to cover transfer fees as the Delivering Institution may reject the transfer unprocessed, thus causing a LENGTHY DELAY.