PH&N Investment Services®

Letter of Direction to Transfer Account

Non-registered Accounts

1 | Name of Account Holder

☐ Mr ☐ Miss ☐ Mrs ☐ Ms ☐ Dr

First Name	Last Name	Initial	Date of birth *(yyyy/mm/dd)*	Social Insurance Number

☐ Mr ☐ Miss ☐ Mrs ☐ Ms ☐ Dr

For joint account: First Name	Last Name	Initial	Date of birth *(yyyy/mm/dd)*	Social Insurance Number

In trust for *(if applicable)*

For a Trust, Estate or Corporate account, please complete the following:

Name of account

2 | Address

Address *(number, street, apartment or suite number)*	City/town	Province/territory	Postal code

Work telephone number	Home/mobile telephone number	Email address

3 | Transfer From

Name of relinquishing institution

Address *(number, street, apartment or suite number)*

City/town	Province/territory	Postal code	Account number

Type of transfer *(select one option only)*

Please attach a copy of your most recent statement. For cash transfers, please refer to the Client Authorization on the next page.

☐ Sell all account assets and transfer in cash* *(all in cash)*

☐ Transfer PH&N Funds and/or RBC Funds as they are *(in kind)*

☐ Partial withdrawal of account assets* - *complete list below*

☐ All assets, PH&N Funds and/or RBC Funds in kind and the rest in cash* - *complete list below*

Name of investment **If transferring GICs/term deposits, please specify the maturity date*	**Amount ($)**	**Type of Transfer**
1.	☐ All or $	☐ In cash or ☐ In kind
2.	☐ All or $	☐ In cash or ☐ In kind
3.	☐ All or $	☐ In cash or ☐ In kind
4.	☐ All or $	☐ In cash or ☐ In kind
5.	☐ All or $	☐ In cash or ☐ In kind

4 | Transfer To

PH&N Investment Services 20th Floor, 200 Burrard Street, Vancouver B.C., V6C 3N5

Please make cheque payable to RBC Investor Services Trust.

Transfer assets to my PH&N Investment Services account:

☐ Existing account *(please specify the account number)*

Account number

☐ New account *(a completed application form is attached to this transfer form)*

Destination of funds

For *In Cash* transfer, please indicate the fund(s) you wish to purchase.

Transfer to ***(Name of investment)*** ☐ Pro-rate across existing holdings at market value OR	**Percentage**
1.	%
2.	%
3.	%
4.	%
5.	%
6.	%
7.	%
8.	%
Total	**100%**

4 | Client Authorization

You pay no initial sales charge, deferred sales charge, switch or service fee. A short-term trading fee may be charged if you redeem or switch out of certain funds within seven calendar days of purchase. PH&N Investment Services receives trailing commissions on the mutual funds you hold with us. Please refer to the Fund Facts document before investing.

There may be tax consequences associated with this mutual fund transaction. Please consult with your tax advisor for information.

By signing here, you request the transfer of your investments as described on the form. If you have asked for a cash transfer, you understand that all or part of your investments will be liquidated and you agree to pay any fees or charges that may apply. A typical transfer could take an average of two weeks to complete. A capital gain/loss may be triggered by this sale.

Signature of account holder	Date *(yyyy/mm/dd)*
X	

Signature of joint account holder *(if applicable)*	Date *(yyyy/mm/dd)*
X	

1. INSTRUCTIONS

RBC Global Asset Management Inc. (“RBC GAM”)

RBC GAM is the manager of PH&N Funds and RBC Funds; the portfolio manager for discretionary investment accounts; the administrator of the PH&N Registered Plans and the agent for the trustee of PH&N Registered Plans, The Royal Trust Company.

Phillips, Hager & North Investment Funds Ltd. (“PH&NIF”)

PH&NIF is a Mutual Fund Dealer through which all self-managed investment accounts are maintained. PH&N Investment Services® is a trade name used by PH&NIF.

RBC GAM and PH&NIF are indirect wholly-owned subsidiaries of Royal Bank of Canada (“Royal Bank”). Royal Bank is also the principal shareholder of The Royal Trust Company, RBC Dominion Securities Inc., and other entities that may provide services to PH&N Funds, RBC Funds or your account.

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Unless otherwise indicated, throughout this document and in our registered plan documents, the word, **you** and **your** refer to the annuitant/planholder under a PH&N Registered Plan and the account holder of the account. **We**, **us**, and **our** refers to RBC GAM.

Use this form to transfer investments from a registered account with another financial institution to your registered account with PH&N Investment Services.

You must complete one Transfer Form for each account you transfer to PH&N Investment Services. Please complete all sections of the form. If you need help completing this Transfer Form, please contact PH&N Investment Services at 1-800-661-6141.

Once you have completed this document, please retain a copy and return the original to:

PH&N Investment Services
Waterfront Centre
200 Burrard Street, 20th Floor
Vancouver, B.C. V6C 3N5

2. TRANSFER OPTIONS

- **Sell all account assets and transfer in cash (all in cash) -** All assets will be sold/redeemed at current market value (less any costs incurred). The cash transferred to PH&N Investment Services will be used to purchase the investment funds in section three.
- **Transfer PH&N Funds and/or RBC Funds as they are (in kind) -** Your PH&N Funds and/or RBC Funds will be transferred “in kind” to the specified PH&N Investment Services account as is.
- **Partial withdrawal of account assets -** A portion of the account assets will be transferred to PH&N Investment Services “in cash” or “in kind” according to the instructions listed in section two.
- **All assets, PH&N Funds and/or RBC Funds in kind and the rest in cash -** All account assets will be transferred to the specified PH&N Investment Services account. PH&N Funds and/or RBC Funds will be transferred “in kind,” while other assets will be sold/redeemed at current market value (less any costs incurred) and transferred “in cash.”

3. THE TRANSFER PROCESS

- The turnaround time for us to receive the cheque depends on the institution sending us the funds. A typical wait is approximately two weeks.
- For new accounts, the investment instructions for the amount to be received are recorded on the Account Application form. If you are transferring to an existing account and transfer in cash, please indicate the fund(s) in which you want to invest in section three.
- PH&N Investment Services will invest your transfer on the valuation date that we receive the funds from the relinquishing institution. A confirmation notice of the transaction will be mailed the following business day to the address on file.
- If your holdings are in a fixed term investment that is close to maturity, such as a GIC or term deposit, we recommend that you contact the institution where the investment is held to ensure the investment will not be automatically renewed. It may be locked-in again for another term and the transfer request could be rejected by the transferor, or you may be penalized for liquidating the investment prior to its maturity.