

# TRANSFER AUTHORIZATION FORM

(one required for each account being transferred)



| SECTION 1  |         |                 |  |  |                           |   |                         |                         |     |                |
|--|---------|-----------------|--|--|---------------------------|---|-------------------------|-------------------------|-----|----------------|
| CLIENT INFORMATION   |         |                 |  |  |                           |   |                         |                         |     |                |
| Last Name  |         |                 | First Name and Initials                              |  |                           |   | Social Insurance Number |                         |     |                |
| Street Address   |         |                 |  |  | Apt #                     | City, Town or Post Office                                       |                         |                         |     |                |
| Province   |         | Postal Code     |  | Telephone (optional)                                 |                           | Email (optional)  |                         |                         |     |                |
| CLIENT DIRECTION TO RELINQUISHING INSTITUTION  |         |                 |  |  |                           |   |                         |                         |     |                |
| Name of relinquishing trustee  |         |                 |  |  |                           | Account Number  |                         |                         |     |                |
| Street Address   |         |                 |  | City, Town or Post Office                            |                           | Province  |                         | Postal Code             |     |                |
| Type of Account (choose one)   |         |                 |  |  |                           |   |                         |                         |     |                |
| RRSP   |         | Spousal RRSP    |  | Locked-In RRSP/LIRA                                  |                           | RRIF  |                         | Spousal RRIF            |     | Prescribed RIF |
| LIF  |         | LRIF            |  | RLIF   |                           | TFSA  |                         | Non-Registered          |     |                |
| Transfer the following: (choose ONE of the four options)   |         |                 | Full Account Transfer – In-Cash                      |  |                           | Full Account Transfer – Mixed In-Cash & In Kind                 |                         |                         |     |                |
|  |         |                 | Partial Account Transfer – Cash Balance as per below |  |                           | Partial Account Transfer – Mixed In-Cash & In Kind as per below |                         |                         |     |                |
| In-Cash  | In-Kind | Net Amount (\$) | # of Securities                                      | All  | Fund Number or Stock Name |   |                         |                         |     |                |
|  |         |                 |  |  |                           |   |                         |                         |     |                |
|  |         |                 |  |  |                           |   |                         |                         |     |                |
|  |         |                 |  |  |                           |   |                         |                         |     |                |
|  |         |                 |  |  |                           |   |                         |                         |     |                |
| TRUSTEE TO WHICH ASSETS ARE BEING TRANSFERRED  |         |                 |  |  |                           |   |                         |                         |     |                |
| Name of issuer<br>Computershare Trust Company of Canada  |         |                 |  |  |                           | Account Number  |                         |                         |     |                |
| Street Address<br>510 Burrard Street, 3 <sup>rd</sup> Floor  |         |                 |  | City, Town or Post Office<br>Vancouver               |                           | Province<br>BC  |                         | Postal Code<br>V6C 3B9  |     |                |
| CLIENT AUTHORIZATION   |         |                 |  |  |                           |   |                         |                         |     |                |
| I hereby authorize the transfer of my investments as described above.  |         |                 |  |  |                           |   |                         |                         |     |                |
| Client's Signature   |         |                 |  |  |                           | Year  |                         | Month                   | Day |                |
| SECTION 2  |         |                 |  |  |                           |   |                         |                         |     |                |
| CONFIRMATION OF COMPUTERSHARE AS TRANSFEREE  |         |                 |  |  |                           |   |                         |                         |     |                |
| I. We agree to the above request for a direct transfer of property. When we receive the property, we will credit it to the Computershare account, as applicable, of the annuitant or holder of the account identified above. |         |                 |  |  |                           |   |                         |                         |     |                |
| II. The plan or account is registered under the Income Tax Act or, if the plan or account is not registered, we will apply for such registration.  |         |                 |  |  |                           |   |                         |                         |     |                |
| Transferee's name<br>Computershare Trust Company of Canada   |         |                 |  |  |                           |   |                         |                         |     |                |
| Computershare authorized person's signature  |         |                 |  |  |                           | Year  |                         | Month                   | Day |                |
| SECTION 3  |         |                 |  |  |                           |   |                         |                         |     |                |
| RELINQUISHING TRUSTEE (Do not issue T4RSP slip for the amount transferred)   |         |                 |  |  |                           |   |                         |                         |     |                |
| Name of relinquishing trustee  |         |                 |  |  |                           | Locking Jurisdiction  |                         |                         |     |                |
| We have transferred, as directed above, the assets from the:   |         |                 |  |  |                           |   |                         |                         |     |                |
| RRSP   |         | Spousal RRSP    |  | Locked-In RRSP/LIRA                                  |                           | RIF   |                         | Spousal RIF             |     | Prescribed RIF |
| LIF  |         | LRIF            |  | RLIF   |                           | TFSA  |                         | Non-Registered          |     |                |
| If spousal, complete the line below:   |         |                 |  |  |                           |   |                         |                         |     |                |
| Spouse or common-law partner Last name   |         |                 |  | Spouse or common-law partner First name and initials |                           |   |                         | Social Insurance Number |     |                |
| I certify that the information given in this Area 3 is correct and complete.   |         |                 |  |  |                           |   |                         |                         |     |                |
| Relinquishing trustee's authorized person's signature  |         |                 |  |  |                           | Year  |                         | Month                   | Day |                |

### Privacy Notice

Computershare is committed to protecting your personal information. In the course of providing services to you and our corporate clients, we receive non-public personal information about you – from transactions we perform for you, forms you send us, other communications we have with you or your representatives, etc. This information could include your name, address, social insurance number, securities holdings and other financial information. We use this to administer your account, to better serve you and our clients' needs and for other lawful purposes relating to our services. Computershare may transfer personal information to other companies in or outside of Canada that provide data processing and storage or other support in order to facilitate the services it provides. We have prepared a Privacy Code to tell you more about our information practices, how your privacy is protected and how to contact our Chief Privacy Officer. It is available at our website, [www.computershare.com](http://www.computershare.com), or by writing us at 100 University Avenue, Toronto, Ontario, M5J 2Y1. Computershare will use the information you are providing in order to process your request and will treat your signature(s) as your consent to us so doing.

## Instructions

### Who can use this form?

#### Carrier of a RRIF

You can use this form to record a direct transfer, under paragraph 146.3(2)(e), of all or part of the property of the fund to the carrier of another RRIF that has the same annuitant. You can also use this form to record a direct transfer of all or part of an excess amount from a RRIF to another RRIF that has the same annuitant. You can also record a direct transfer under subsection 146.3(14.1) from an annuitant's RRIF to a prescribed registered pension plan that has the same member, or to a money purchase provision of an RPP for which the annuitant was a member before the transfer.

#### Issuer of an unmatured RRSP

You can use this form to record a direct transfer, under paragraph 146(16)(a), of all or part of the property of the plan to one of the following:

- the issuer of another RRSP having the same annuitant;
- the carrier of a RRIF having the same annuitant.

#### Do not use this form for the following transfers:

- a direct transfer of a full or partial commutation of an RRSP annuity to another RRSP, or to an SPP, a PRPP, or a RRIF (use Form T2030, *Direct Transfer Under Subparagraph 60(l)(v)*, instead);
- a direct transfer of an excess amount from a RRIF to an RRSP, an SPP or a PRPP (use Form T2030 instead); or
- a direct transfer from an RRSP or a RRIF because of the breakdown of a marriage or common-law relationship (use Form T2220, *Transfer from an RRSP, RRIF, PRPP or SPP to Another RRSP, RRIF, or SPP on Breakdown of Marriage or Common-law Partnership*, instead).

#### Who completes this form?

- **Section I** – The annuitant or member requesting the transfer fills out Section I. The annuitant or member then prints and signs **four** copies of the form and gives them to the new RRSP issuer or RRIF carrier to which the property is to be transferred (the transferee).  
– If the transferee has a signed letter from the applicant requesting the direct transfer, the transferee must attach the letter and fill out and sign Section I of all four copies for the applicant.
- **Section II** – The transferee fills out and signs Section II of all four copies. The transferee then sends all copies to the previous RRSP issuer, RRIF carrier, SPP, RPP, or PRPP administrator that will be transferring the property (the transferor).
- **Section III** – The transferor fills out and signs Section III of all four copies. The transferor then keeps one copy and returns the remaining three copies to the transferee, along with the property being transferred.
- **Section IV** – The transferee fills out and signs Section IV of the remaining three copies. The transferee then returns a copy to the transferor, sends a copy to the annuitant or member, and keeps one copy for record purposes.

#### Reporting requirements

A direct transfer under subsection 146.3(14.1), 146(21) or 147.5(21), or paragraphs 146(16)(a) or 146.3(2)(e) does not cause the amount transferred to become income of the annuitant or member. So, the transferor should not report the amount transferred on a T4RSP, T4RIF, or T4A slip. Similarly, the transferee should not issue a receipt, since the annuitant or member cannot deduct the amount transferred.

#### Other requirements

A RRIF carrier that makes a direct transfer under subsection 146.3(14.1) or paragraph 146.3(2)(e) has to pay the annuitant or member the minimum amount for the year. In all cases, the transferor should not withhold income tax from the amount directly transferred under subsections 146.3(14.1), 146(21), 147.5(21), or paragraphs 146(16)(a) or 146.3(2)(e).

#### Definitions

**Administrator** – the person, organization, or institution that is responsible for administering an RPP, an SPP, or a PRPP.

**Annuitant** – the person who is entitled to receive payments from an RRSP or a RRIF.

**Individual plan number or individual fund number** – the individual account, contract, certificate, or other identifier number that the RRSP issuer or RRIF carrier assigns.

**Qualifying RRIF** – a RRIF established before 1993, that has no property transferred or contributed to it after 1992, or any RRIF established after 1992, that contains only property transferred from a qualifying RRIF.

**RRIF carrier** – a person described in subsection 146.3(1), with whom an annuitant has an arrangement that is a RRIF.

**RRSP issuer** – a person described in subsection 146(1), with whom an annuitant has a contract or arrangement that is an RRSP.