

Account Operations and Procedures Manual

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1.0 Introduction

The Account Operations and Procedures Manual which have been approved by senior management, documents the internal controls and procedures that must be adhered to by all Financial Advisors, Employees, Supervisors and Senior Management to ensure compliance with the Rules, By-laws and Policies of the MFDA and applicable securities legislation

This manual is made available to all Financial Advisors, Employees, Supervisors and Senior Management and is maintained and updated regularly at head office. The most up to date version can be obtained on line by going to the secured site at <http://gpwealth.ca> and clicking on the “Advisor Services” section.

2.0 Opening a New Plan

2.1 Introduction

The first step towards compliance is completing proper documentation when opening a new plan. Comprehensive and accurate completion of the documentation when opening a new plan allows both a financial advisor and supervisory staff to conduct the necessary reviews to ensure that recommendations made for the plan are appropriate and in keeping with the account holder’s investment objectives, time horizon and risk tolerance. Maintaining accurate and current documentation allows a financial advisor and supervisory staff to ensure that all recommendations made for the plan are and continue to be appropriate for an account holder.

When opening a new plan (account) for an account holder the plan can be register in one of two ways:

1. Client Name Account

A plan registered directly with a Mutual Fund Company or Financial Institution in the name of the beneficial owner of the plan. A Mutual Fund Company is responsible for administrative functions.

2. Intermediary Account (Nominee)

A plan registered with a third party on behalf of the beneficial owner of the plan. The third party, often referred to as the “Carrier” is responsible for administrative functions. GP Wealth Management has entered into an Introducing/Carrying Dealer Agreement with B2B Bank Dealer Services.

2.2 Types of Non-Registered Accounts (Plans)

All Non-Registered Accounts are set up according to the instructions on the New Account Application Form. A Financial Advisor is required to complete the New Account Application Form in its entirety for each account holder plan to ensure the timely review and approval.

A Non-Registered Account may be set up and registered in one of two ways:

2.2.1 Cash Account

A cash account is an investment account in which all transactions are settled in cash. A variety of investments are available through this type of account which include Mutual Funds, GICs, Annuities, Bonds* and Equities*.

Important Notice

*Bonds and Equities are only made available through an approved referral arrangement. Contact Advisor Services for further details.

In addition, cash accounts can be registered with the following options:

1. Individual Account (Non-Registered or Open)
2. Joint Account (Non-Registered or Open)
 - ✓ tenants in common
 - ✓ joint tenants with right of survivorship
3. "In Trust" Account (Non-Registered or Open)
4. Entity Account (Non-Registered or Open)

2.2.2 Leverage Account (Non-Registered or Open)

A Leverage Account is an account that allows certain investments to be used as collateral for a loan. The following leverage accounts are available:

- 1 for 1 Leverage Account
- 2 for 1 Leverage Account
- 3 for 1 Leverage Account
- 100% Leverage Account

Details of account options and features are available on line with all approved Investment Loan Carriers. A list of all approved carriers is available on line by visiting <http://gpwealth.ca> and click through to the "Services Section" under Investment Accounts.

For further details on GP Wealth Management's Leverage Account Opening Process please refer to GP Wealth Management's Leverage Policy and Procedures.

2.3 Types of Registered Accounts (Plans)

All registered plans require individual account registration with the exception of a Registered Educational Savings Plan (RESP) and Registered Disability Savings Plan (RDSP) which may have either an individual subscriber or joint subscribers. All plans are registered with Canada Revenue Agency with prescribed tax deferral schemes including contribution limits and investment restrictions.

2.3.1 Registered Retirement Savings Plan (RRSP)

An RRSP allows an account holder to make tax-deferred contributions towards the account holder's retirement savings. The maximum annual contribution level is based on the account holder's earned income in the previous year. The RRSP must be collapsed by the end of the year in which the account holder turns age 71. At that point, the account holder can:

1. Transfer assets to an RRIF
2. Purchase an annuity
3. Withdraw assets, making them fully taxable in the year of withdrawal

Contribution Limits and Receipts for a RRSP

The current contribution limit is 18% of earned income for the previous year to a maximum yearly limit, plus any previous year's unused contribution

Maximum RRSP Contribution

Year	Amount	Year	Amount
2012	\$22,970	2016	\$25,370
2013	\$23,820	2017	\$26,010
2014	\$24,270	2018	\$26,230
2015	\$24,930	2019	\$26,500

All contributions made in the first 60 days of the calendar year can be deducted against the current or previous year's income. Whereas all contributions made after the first 60 days can be used as deductions against the current year's income only. In addition, an account holder can carry forward any unused contribution amounts indefinitely.

An account holder eligible to contribute into an RSP has a lifetime over-contribution limit of \$2000. An account holder that exceeds this limit will be subject to penalties of 1% per month on the portion of the contribution that exceeds the \$2000 lifetime over-contribution limit until the over-contribution amount has been corrected.

It should be noted that neither GP Wealth Management nor Mutual Fund Companies are responsible for monitoring contribution limits. It is the responsibility of the account holder to verify and monitor contribution amounts. Financial Advisors can assist an account holder in determining and/or verifying contribution amounts.

For a contribution receipt to be issued by an Intermediary or Mutual Fund Company the following information and documentation are required:

- ✓ Intermediary or Mutual Fund Company RSP Application
- ✓ Annuitant's SIN
- ✓ Annuitant's date of birth
- ✓ SIN for contributing spouse/common-law partner, if applicable

For contributions made during the first 60 days, an Intermediary or Mutual Fund Company will issue receipts by mid-March. For contributions made for the balance of the year, an Intermediary or Mutual Fund Company will issue one contribution receipt per plan for all contributions made. The receipt may be delivered via mail and included with an account holder's year-end plan (account) statement or may be delivered separately via mail.

GP Wealth Management or its Financial Advisors can request a duplicate receipt by contacting the client relations department of an Intermediary or Mutual Fund Company. Duplicate copies of a contribution receipt can be obtained on line by visiting an Intermediary or Mutual Fund Company secured website.

For additional information visit GP Wealth managements secured website at <http://gpwealth.ca> and then click through the resource section.

2.3.2 Locked-in Retirement Account (LIRA)

A LIRA enables an employee to maintain the tax-deferred status of pension plan proceeds when they leave their employer. The LIRA must be collapsed by the end of the year in which the account holder turns age 71. At which point, the account holder can:

1. Transfer assets to an LIF or LRIF
2. Purchase an annuity

For additional information visit GP Wealth managements secured website at <http://gpwealth.ca> and then click through the resource section.

2.3.3 Locked-in Registered Retirement Savings Plan (LRSP)

A Locked-in Registered Retirement Savings Plan (LRSP) enables an employee to maintain the tax-deferred status of pension plan proceeds when they leave their employer. The Locked-in Registered Retirement Savings Plan (LRSP) must be collapsed by the end of the year in which the account holder turns age 71. At that point, the account holder can:

1. Transfer assets to an LIF or LRIF
2. Purchase an annuity

For additional information visit GP Wealth managements secured website at <http://gpwealth.ca> and then click through the resource section.

2.3.4 Registered Retirement Income Fund (RRIF)

A Registered Retirement Income Fund (RRIF) can be set up using the proceeds from an RRSP or another RRIF. The account holder is required by CRA to withdraw a minimum amount from the Registered Retirement Income Fund (RRIF) each year (with the exception of the first year when there is no minimum). The minimum amount is based on a formula that takes into consideration the account holder's or account holder spouse's age and the market value of the assets in the plan as at December 31. The minimum is recalculated each year.

For additional information visit GP Wealth managements secured website at <http://gpwealth.ca> and then click through the resource section.

2.3.5 Life Income Fund (LIF)

A Life Income Fund (LIF) and an LRIF can be set up using proceeds from a LIRA or an LRSP. The Life Income Fund (LIF) receives locked-in proceeds earned in a pension while working in a province or territory or in an industry governed by federal pension legislation. The account holder is required to withdraw a minimum amount from the Life Income Fund (LIF) or LRIF each year based on the same formula as RRIF. The specific pension legislations governing these plans determine the annual maximum withdrawals.

For additional information visit GP Wealth managements secured website at <http://gpwealth.ca> and then click through the resource section.

2.3.6 Spousal or Common-Law Partner Plans

Spousal or common-law partner plans are set up to take advantage of income-splitting opportunities to lower the income tax the account holder must pay. In spousal plans, an account holder's spouse can make contributions to the plan. Typically, the contributor is

in a higher tax bracket than the annuitant. When proceeds are withdrawn from the plan, they are taxed in the hands of the annuitant, except in certain situations.

Once a plan is set up on a spousal basis, the assets are designated as spousal assets even if one is transferring plan types. For example, a spousal RRSP must be transferred to a spousal RRIF.

	LIRA	LRSP	LIF	LRIF	PRIF	Minimum transfer	Comments
						age to a LIF/LRIF/PRIF	
Federal		X	X			At any age	
Alberta	X		X			50	
British Columbia		X	X			55	
Manitoba	X		X	X	X	At any age	
New Brunswick	X		X			At any age	
Newfoundland	X		X	X		55	
Nova Scotia	X		X			55	
Ontario	X		X	X		55	No new LRIFs or transfer-in to existing LRIFs is allowed
PEI	N/A	N/A	N/A	N/A	N/A	N/A	
Quebec	X		X			At any age	
Saskatchewan	X				X	55	

For additional information visit GP Wealth managements secured website at <http://gpwealth.ca> and then click through the resource section.

2.3.7 Tax-Free Savings Account (TFSA)

The TFSA allows an account holder to invest in eligible investment vehicles. Contributions to a TFSA are not deductible for income tax purposes however the investment income, including capital gains, earned within a TFSA is not taxed, even when withdrawn. Interest on money borrowed to invest in a TFSA is not tax deductible. Any unused TFSA contribution room can be carried forward to future years. An account holder can withdraw funds from the TFSA at any time for any purpose. A TFSA does not have any minimum withdrawal requirement. Any amounts withdrawn from a TFSA can be deposited back at a later date without reducing the account holder's contribution room. Neither income earned in the TFSA nor withdrawals affect an account holder's eligibility for federal income-tested benefits and credits such as Canada Child Tax benefit, the GST credit, the Age Credit, Old Age Security and Guaranteed Income Supplement benefits.

Year	TFSA Contribution	Cumulative Contribution
2009	\$5,000	\$5,000
2010	\$5,000	\$10,000
2011	\$5,000	\$15,000
2012	\$5,000	\$20,000
2013	\$5,500	\$25,500
2014	\$5,500	\$31,000
2015	\$10,000	\$41,000
2016	\$5,500	\$46,500
2017	\$5,500	\$52,000
2018	\$5,500	\$57,500

For additional information visit GP Wealth managements secured website at <http://gpwealth.ca> and then click through the resource section.

2.3.8 Registered Disability Savings Plan (RDSP)

The Registered Disability Savings Plan (RDSP) is a new savings plan that assists families in planning for the long-term financial security of their relatives with severe disabilities. The plan allows funds to be invested tax-free until withdrawal. Any individual that is eligible for and receives the *Disability Tax Credit* may establish a Registered Disability Savings Plan (RDSP). In the case of a minor child, a parent or guardian can establish and direct the Registered Disability Savings Plan (RDSP). There is a \$200,000 lifetime contribution limit, but there is no annual limit on contributions. Contributions are permitted by the individual, family member or friends or anyone else with the written permission of the account holder. Contributions are not tax-deductible and are not included in income when paid out of an RDSP. There is no restriction on when the funds can be used or for what purpose. When withdrawing funds, the growth, the Grant, and the Bond are taxed in the hands of the beneficiary, and are likely to be taxed at a much lower rate.

To be eligible for the Registered Disability Savings Plan (RDSP), the account holder must:

- ✓ Verify that the account holder's relative qualifies for the Disability Tax Credit (CRA Form T2201 lists requirements in detail)
- ✓ Be a Canadian resident and have a valid SIN
- ✓ Be under the age of 60 years
- ✓ Sign up for the Canada Child Tax Benefit if the account holder's child is under the age of 18
- ✓ File a tax return for two years prior (to receive the Grant and Bond)

For additional information visit GP Wealth managements secured website at <http://gpwealth.ca> and then click through the resource section.

2.3.9 Registered Education Savings Plan (RESP)

A Registered Education Savings Plan (RESP) is a tax-deferred savings vehicle by which the federal government allows a subscriber to save money to fund a beneficiary's post-secondary education.

A subscriber is the individual who enters into a Registered Education Savings Plan (RESP) contract with the Mutual Fund Company naming one or more beneficiaries for whom contributions will be made. Only spouses can be joint subscribers under a Registered Education Savings Plan (RESP). A beneficiary is the person who will be attending post-secondary education (or persons in the case of a family plan) and to whom the plan administrator agrees to make educational assistance payments if the beneficiary qualifies to receive such payments.

An **individual education savings plan** is a plan with only one beneficiary who may or may not be related to the subscriber(s) by blood or adoption. An individual plan is the only plan available where the beneficiary is NOT related by blood or adoption. This includes the following relationships:

- ✓ Self
- ✓ Spouse
- ✓ Nephew/niece
- ✓ Great-nephew/great-niece
- ✓ Godchild
- ✓ Child under legal guardianship

A **family education savings plan** is a plan with one or more beneficiaries under the age of 21 years when named to the plan and are all related to the subscriber by blood or adoption as defined by the Income Tax Act (Canada) which includes:

- ✓ Children
- ✓ Brothers or sisters
- ✓ Grandchildren
- ✓ Great-grandchildren

Please note that the beneficiaries listed above do not include the subscriber, subscriber's spouse, or nephew/niece. For family education savings plans, the subscriber can only make contributions for beneficiaries under the age of 21 years. For application(s) of additional CESG or Canada Learning Bond, all beneficiaries must be siblings of each other. A Mutual Fund Company requires the subscriber to designate and certify that the family education savings plan meets that condition.

To set up a RESP, the following information and documents must be provided

- ✓ A Mutual Fund Company Individual/Family Education Savings Plan application
- ✓ Each beneficiary's name, date of birth and valid SIN
- ✓ Each subscriber's name, address, valid SIN and signature
- ✓ Custodial parent name and address

Contribution Limits for a RESP

Contributions are made to a RESP by a subscriber in respect of a beneficiary and remain the property of the subscriber. The contributions made to a RESP are not tax deductible. Earnings on the contributions are not immediately taxable. Any refund of contributions is not taxable but may affect the grants in the plan and future grant eligibility.

There is no limit to the number of RESP accounts that can be opened in respect of a beneficiary. There are, however, contribution limits across all RESP accounts for a single beneficiary as given below:

Period	Annual contribution per beneficiary	Lifetime contribution limit per beneficiary
1990 to 1995	\$1,500	\$31,500
1996	\$2,000	\$31,500
1997 to 2006	\$4,000	\$42,000
2007 or later	No limit	\$50,000

Although there is no annual contribution limit as of January 1, 2007, there are annual maximum limits with respect to the CESG amounts. For a Family RESP, contributions must stop for any beneficiary who turns 21 years of age. For all RESP accounts, contributions can be made each year before the end of the 31st year following the year in which the plan was entered into. The entire plan must be collapsed before the end of the 35th year following the year the plan was entered into.

Refund of contributions

A subscriber may withdraw contributions for non-education purposes at any time without income tax implications. However, if the proof of enrolment is not provided to indicate a beneficiary is eligible for an Education Assistance Payment (EAP), the Basic and Additional CESGs (if applicable) received and/or the eligibility of the beneficiaries will be affected as contributions are withdrawn in the following order:

1. Assisted contributions - contributions that received grant

2. Unassisted contributions from January 1, 1998 - contributions that did not receive grant
3. Unassisted contributions prior to January 1, 1998 - contributions that did not receive grant

If there are assisted contributions in the plan, the refund of contributions has an additional amount of 20-40% of the withdrawal (to the extent of the Basic and Additional CESGs balance remaining in the plan) deducted from the plan to be repaid to HRSDC. A Mutual Fund Company redeems this amount at the same time as the withdrawal is done.

If any assisted contributions have been redeemed after March 22, 2004, all the beneficiaries of the plan are not eligible for the Additional CESG of 10%, or 20% for the calendar year of the withdrawal and the next two years. The beneficiaries may still receive the Basic CESG.

If more than \$200 of pre-1998 contributions is withdrawn from the plan, the beneficiaries of this plan do not qualify for the CESG during the remainder of year of withdrawal and the following two years. Also, the beneficiaries do not accumulate CESG room during these two years.

A request to collapse an RESP when none of the beneficiaries are eligible for an EAP at the time of the request, the request is treated as a request for a refund of contributions. The CESG balance in the account is repaid to HRSDC. The growth remains in the plan and can be withdrawn only as an EAP, an Accumulated Income Payment or as a Payment to a Designated Financial Institution.

Educational Assistance Payment (EAP)

An Educational Assistance Payment (EAP) is an amount paid or payable under an RESP to or for an individual (called beneficiary) to assist with the individual's education at the post-secondary education level. An Educational Assistance Payment (EAP) consists of earnings on contributions, earnings on government grants, and the government grants themselves. An Educational Assistance Payment (EAP) is taxed in the hands of the beneficiary. These amounts do not include refunds of contributions made to the subscriber of the plan. The promoter is able to make an Educational Assistance Payment (EAP) to or for a beneficiary at any time in the 6-month period immediately following the time at which the individual ceased to be enrolled as a student in a qualifying educational program or a specified educational program. To qualify as an Educational Assistance Payment (EAP) withdrawal:

The beneficiary must be enrolled in a qualifying educational program or a specified educational program at a qualified post-secondary institution. A qualifying education

program must be at the post-secondary level that runs at least three consecutive weeks (13 consecutive weeks if the educational institute is outside Canada) and there is at least 10 hours of instructions or work per week. The maximum EAP amount during the first 13 consecutive weeks of enrolment is \$5,000 or the amount of expenses, whichever is less.

A specified educational program must be at a post-secondary level that runs at least 3 consecutive weeks (13 consecutive weeks if the educational institution is outside Canada) and there is at least 12 hours per month of instruction. The beneficiary must also be at least 16 years of age. The maximum EAP amount during each 13 consecutive week period is \$2,500 or the amount of expenses, whichever is less.

HRSDC may provide permission for the beneficiary to receive a larger EAP during the first 13 weeks of enrolment. A Financial Advisor may contact a Mutual Fund Company for more information.

Proof of full-time enrolment for the current or following semester at a qualified post-secondary institution must be provided to the Mutual Fund Company. The proof of enrolment must provide the following information:

- ✓ Student name
- ✓ School name and address including postal code
- ✓ Program type
- ✓ Program name and length (in years)
- ✓ Current year enrolled (for example, first, second, etc.)
- ✓ Academic year start date
- ✓ Academic session length (in weeks)
- ✓ Date of last session attended
- ✓ Full-time or part-time
- ✓ Number of hours per week if part-time

A Mutual Fund Company Educational Assistance Payment (EAP) form signed by the subscriber(s), along with itemized list of education expenses as the Mutual Fund Company is required to ascertain if the Educational Assistance Payment (EAP) amount requested is reasonable.

Accumulated Income Payment (AIP)

An Accumulated Income Payment (AIP) is a payment received from an RESP that is neither a refund of contributions nor an Educational Assistance Payment (EAP). It must be made to, or on behalf of, a single person who is a Canadian resident and where one of the following conditions is met:

- ✓ All beneficiaries named or previously named under the RESP are 21 years of age or older and not eligible for an EAP, and the RESP has been in existence for at least 10 years.
- ✓ The payment is made in the 25th year following the year the plan was entered.
- ✓ Each individual named as a beneficiary is deceased when the payment is made.

When an Accumulated Income Payment (AIP) is made from an RESP, the plan must be terminated by the end of February in the year following the initial payment. Any government grants in a RESP are paid to HRSDC when an Accumulated Income Payment (AIP) is requested. Note that an Accumulated Income Payment (AIP) is subject to two (2) different taxes: regular income tax and an additional 20% penalty tax.

The original subscriber may reduce their taxes by transferring an Accumulated Income Payment (AIP) to an RRSP where the subscriber is the contributor; assuming sufficient contribution room is available. The subscriber must provide a Mutual Fund Company with a signed T1171 form and a copy of a previous year's Notice of Assessment to verify the current year's RRSP contribution room. The transfer amount is limited to \$50,000 per subscriber in one's life time. The subscriber receives a T4A for the Accumulated Income Payment (AIP) amount and a contribution receipt.

An Accumulated Income Payment (AIP) may be taken without meeting the 10-year and age 21 criteria when a beneficiary with a severe and prolonged mental impairment is not expected to pursue or complete a qualifying post-secondary program. Before a Mutual Fund Company can process an Accumulated Income Payment (AIP) in these circumstances, approval must be received from the Registered Plans Division of CRA. The subscriber must provide a Mutual Fund Company with a written request and a statement from a qualified medical practitioner.

Upon the death of a beneficiary, the subscriber can designate a replacement beneficiary. If all the beneficiaries are deceased, an Accumulated Income Payment (AIP) may be made to the subscriber prior to the plan's 10th year provided the subscriber can present original or notarized copy of the death certificate(s) when the Accumulated Income Payment (AIP) request is made and the subscriber is a resident of Canada.

An Accumulated Income Payment (AIP) may only be requested on behalf of the deceased subscriber if the subscriber was a Canadian resident and any of the following conditions is met:

1. All beneficiaries named or previously named under the RESP are 21 years of age or older and not eligible for an EAP, and the RESP has been in existence for at least 10 years.
2. The payment is made in the 25th year following the year the plan was entered.
3. Each individual named as a beneficiary is deceased when the payment is made.

If RRSP contribution room exists for the deceased subscriber, the estate can contribute into a spousal RRSP where the deceased is the contributor in order to reduce the deceased's tax liability. The estate of the deceased, a relative or another individual may decide instead to continue making contributions into the RESP. The estate representative may elect or appoint a new subscriber to continue the plan. The new subscriber under the existing contract can request an Accumulated Income Payment (AIP), provided he/she meets all the conditions for an Accumulated Income Payment (AIP). The Accumulated Income Payment (AIP) is taxed as income to the subscriber and the 20% penalty tax cannot be avoided by transferring to an RRSP.

If one of the subscribers is deceased, the surviving spouse continues as the subscriber on the plan. If the deceased subscriber has RRSP contribution room available, the Accumulated Income Payment (AIP) can be transferred to a spousal RRSP where the deceased is the contributor and if the conditions for an Accumulated Income Payment (AIP) are met.

A Designated Educational Institution withdrawal is a payment of the growth portion of the RESP to an approved Canadian post-secondary educational institution. These payments trigger full repayment of all the government grants. Designated educational payments are not eligible for charitable donation tax treatment. The Mutual Fund Company forwards the funds directly to the Designated Educational Institution.

For additional information visit GP Wealth managements secured website at <http://gpwealth.ca> and then click through the resource section.

2.4 Applying for Government Grants

2.4.1 Canada Education Savings Grant (CESG)

Basic Canada Education Savings Grant is offered by the federal government and paid directly into the RESP. The payment is equal to 20% of the annual contributions made to an RESP, limited to the lesser of the accumulated CESG room for the beneficiary or the Basic CESG annual limit. A beneficiary has a lifetime limit of \$7,200.

Period	Basic CESG annual accumulation	Basic CESG annual limit
1998 to 2006	\$400	\$800
2007 or later	\$500	\$1,000

Additional CESG is available to families whose net income is under \$75,769. A qualified beneficiary may receive from \$0 to \$100 on the first \$500 of annual contributions depending upon the net family income amount. An additional \$100 (20% of \$500) is possible for eligible beneficiaries where the family net income is less than \$37,885 or where a children's special allowance is paid for the child. An additional \$50 (10% of

\$500) is possible for eligible beneficiaries where the family net income is more than \$37,885 but less than \$75,769.

For a Mutual Fund Company to apply for either the Basic or Additional CESG on the subscriber's behalf, the following is required:

- ✓ The beneficiary is a Canadian resident at the time of the contribution
- ✓ Contributions are made before the end of the calendar year in which the beneficiary turns 17
- ✓ Beneficiaries aged 16 and 17 in the calendar year are eligible for the grant if at least one of the following conditions is met:
 - ✓ A minimum of \$2,000 of contributions has been made (and not withdrawn) to an RESP in respect of the beneficiary before the calendar year in which the beneficiary was 16 years of age
 - ✓ A minimum of \$100 of annual contribution has been made (and not withdrawn) to an RESP in respect of the beneficiary in any four years before the calendar year in which the beneficiary turned 16 years of age
- ✓ Custodial parent or legal guardian of the beneficiary provided his or her consent
- ✓ The Primary Caregiver (the person who is eligible for the Canada Child Tax Benefit) provides his or her SIN and consent for the Additional CESG
- ✓ A completed prescribed government application
- ✓ Application must be accepted by Human Resources and Social Development Canada (HRSDC) within 3 years of contribution date

For additional information visit GP Wealth managements secured website at <http://gpwealth.ca> and then click through the resource section.

2.4.2 Canada Learning Bond (CLB)

The Canada Learning Bond (CLB) is a special bond paid to an RESP for children whose families normally may not be able to save for their children's post-secondary education. In order to be eligible for the Canada Learning Bond (CLB), the child must be born in the year 2004 or later. A total of \$500 is paid in the first year of eligibility and an additional \$100 is paid for any subsequent year of eligibility up to and including the child's 15th year. The maximum benefit for any one child is \$2,000. An eligible beneficiary must meet all of the following requirements:

- ✓ Be born on or after January 1, 2004
- ✓ Be a Canadian resident
- ✓ Have a valid SIN
- ✓ Be named as a beneficiary of an RESP of an individual of Family RESP where the beneficiaries are all siblings of each other

- ✓ Be a dependent of a primary caregiver who is entitled to the National Child Benefit Supplement (NCBS) or maintained by an agency that receives payments under the Children's Special Allowance Act
- ✓ Custodial parent or legal guardian of the beneficiary provides his or her consent
- ✓ The Primary Caregiver (the person who is eligible for the Canada Child Tax Benefit) provides his or her SIN and consent for the CLB
- ✓ A completed prescribed government application is provided

For a plan administrator to apply for government grants on behalf of the subscriber, the Basic and Additional Canada Education Savings Grant (CESG) and Canada Learning Bond (CLB) must be completed for each beneficiary. The application is available at the following link:

https://backoffice.gpwealth.ca/Forms/Pdf/HRSDC_SDE0093.pdf

For additional information visit GP Wealth managements secured website at <http://gpwealth.ca> and then click through to the learning centre on the resource section.

2.4.3 Canada Disability Savings Grant and Bond

The Canada Disability Savings Grant provides a federal contribution to assist families in saving for the future. Grants are greater for families in the lower and middle-income categories. An RDSP can get a maximum of \$3,500 in matching grants in one year, and up to \$70,000 over the beneficiary's lifetime. A grant can be paid into an RDSP on contributions made to the beneficiary's RDSP until December 31 of the year the beneficiary becomes 49 years of age.

The amount of the grant is based on the beneficiary's family income. The beneficiary family income thresholds are indexed each year to inflation. The income thresholds for 2014 were as follows:

When beneficiary's 2014 family annual income is less than \$87,907 the grant contributes:

- ✓ \$3 for every \$1 contributed on the first \$500
- ✓ \$2 for every \$1 contributed on the next \$1,000.
- ✓ When beneficiary's 2014 family annual income is over \$87,907, the grant contributes:
- ✓ \$1 for every \$1 contributed up to \$1,000.

When beneficiary's 2014 family annual income is \$25,584 or less (or if the holder is a public institution), the **Canada Disability Savings Bond** provides \$1,000 per year without any contribution. When the income is from \$25,584 to \$43,953, part of \$1,000 based on a formula in Canada Disability Savings Act is paid. If the income is greater than

\$43,953, no bond is paid. The income thresholds are indexed each year to inflation. The Bond can be received for up to \$20,000 or up until the end of the year the person turns 49.

2.4.4 Disability Assistance Payment (DAP)

The beneficiary of an RDSP can receive a Disability Assistance Payment as soon as the RDSP is established. There are no restrictions on when the funds can be withdrawn or for what purpose, but any Grant or Bond received within 10 years must be repaid. Each dollar withdrawn is considered to be comprised of contribution, Grant or Bond, and growth. The proportion that is Grant, Bond and growth is taxable.

British Columbia, Newfoundland and Labrador, Saskatchewan, Manitoba, Yukon, Alberta, Nova Scotia, Northwest Territories and Ontario have all exempted the RDSP as an asset and income when determining a person's eligibility for provincial disability benefits.

For additional information visit GP Wealth managements secured website at <http://gpwealth.ca> and then click through the resource section.

2.5 Plan Opening Requirements

A New Account Application Form (NAAF) must be completed for each new plan for an account holder. ¹ A NAAF must be completed to conform to the requirements of the "Know-Your-Client" and must be dated and signed by the account holder(s).

Account numbers must not be assigned unless they are accompanied by the proper name and physical address for the account holder and such name and address must be supported by the New Account Application Form. Where a plan is being opened for a new account holder, the **Client Information Document** must be provided to the account holder, and the Acknowledgment page must be signed and returned to GP Wealth Management.

In addition, the following procedures are required:

- ▶ A Branch Manager or Compliance Officer must review and approve all New Account Application Forms prior to delivering documentation supporting the opening of a new plan to the Financial Institution carrying the plan (account).
- ▶ If an account holder is making an initial deposit into a plan, the cheque must be made payable to "GP Wealth Management Corporation, In Trust" with some noted exceptions (Please see "Payment for Purchase").²

¹ Please refer to MFDA Rule 2.2.2

² Please refer to "Payment for Purchases" under Servicing of Account Holder Plans (Accounts)

- ▶ For the initial purchase of a financial or investment product, GP Wealth Management and its Financial Advisor must collect full payment at the time of completing a New Account Application Form.
- ▶ GP Wealth Management and its Financial Advisors cannot accept cash from an account holder in opening or contributing to an existing plan.

GP Wealth Management and its Financial Advisors must adhere to all applicable Securities and Banking Legislation when completing an application, keeping in mind the best interests of the account holder. Please note that a GP Wealth Management New Account Application Form, when properly signed is a legal document.

2.5.1 Plan Documentation Requirements

The following table lists the documentation requirements for each plan opened:

Plan Type	Client Name	Intermediary
Open Individual	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Identification of the account holder 	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Intermediary Application (B2B Dealer Services Open Account Application) ◆ Identification of the account holder
	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ GP 3rd Party Determination Statement (if applicable) ◆ Limited Trading Authorization Form (LTA) (if applicable) ◆ Power of Attorney Form (if applicable) ◆ GP Accredited Investor Documents (if applicable) ◆ GP PAC Form (required to set-up a PAC) ◆ Mutual Fund Company Application (optional) 	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ GP Signature Service Account Addendum (if opening a Fee for Service Account) ◆ GP Scheduled Mutual Fund Redemption Form (if opening a Signature Service Account) ◆ Intermediary 3rd Party Determination Statement (if applicable) ◆ Power of Attorney Form (if applicable) ◆ Accredited Investor Documents (if applicable) ◆ Intermediary PAC Form (required to set-up a PAC)
Open Joint	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Identification of all account holders 	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Identification of all account holders ◆ Intermediary Application (B2B Trust Open Account Application)
	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ GP 3rd Party Determination Statement (if applicable) ◆ Limited Trading Authorization Form (LTA) (if applicable) ◆ Power of Attorney Form (if applicable) ◆ GP Accredited Investor Documents (if applicable) ◆ GP PAC Form (required to set-up a PAC) ◆ Mutual Fund Company Application (optional) 	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ GP Signature Service Account Addendum (if opening a Fee for Service Account) ◆ GP Scheduled Mutual Fund Redemption Form (if opening a Signature Service Account) ◆ Intermediary 3rd Party Determination Statement (if applicable) ◆ Power of Attorney Form (if applicable) ◆ Accredited Investor Documents (if applicable) ◆ Intermediary PAC Form (required to set-up a PAC)
Open Individual ITF	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Identification of the account holder 	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Identification of the account holder ◆ Intermediary Application (B2B Trust Open Account Application)

	<ul style="list-style-type: none"> ◆ Original "Trust Agreement" or a notarized copy for formal trust ◆ Client Information Document (new client) ◆ GP 3rd Party Determination Statement (if applicable) ◆ Limited Trading Authorization Form (LTA) (if applicable) ◆ Power of Attorney Form (if applicable) ◆ GP PAC Form (required to set-up a PAC) ◆ Mutual Fund Company Application (optional) <p>*The parent or guardian or contributor signs the applications for an informal trust. If the plan is registered in a child's name and not "In-Trust", the parent or guardian may not redeem the plan until the child attains legal age. In the instance of a person with a disability, the account holder must acquire Power of Attorney or other legal documentation to authorize the contributor to investment on behalf of the person with disability. A Financial Advisor should confirm that the account holder has a legal authority to invest on behalf of the minor or person with disability.</p>	<ul style="list-style-type: none"> ◆ Original "Trust Agreement" or a notarized copy for formal trust ◆ Client Information Document (new client) ◆ GP Signature Service Account Addendum (if opening a Fee for Service Account) ◆ GP Scheduled Mutual Fund Redemption Form (if opening a Signature Service Account) ◆ Intermediary 3rd Party Determination Statement (if applicable) ◆ Power of Attorney Form (if applicable) ◆ Intermediary PAC Form (required to set-up a PAC) <p>*The parent or guardian or contributor signs the applications for an informal trust. If the plan is registered in a child's name and not "In-Trust", the parent or guardian may not redeem the plan until the child attains legal age. In the instance of a person with a disability, the account holder must acquire Power of Attorney or other legal documentation to authorize the contributor to investment on behalf of the person with disability. A Financial Advisor should confirm that the account holder has a legal authority to invest on behalf of the minor or person with disability.</p>
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Plan Type	Client Name	Intermediary
Open Joint ITF	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Identification of the account holder <ul style="list-style-type: none"> ◆ Original "Trust Agreement" or a notarized copy for formal trust) ◆ Client Information Document (new client) ◆ GP 3rd Party Determination Statement (if applicable) ◆ Limited Trading Authorization Form (LTA) (if applicable) ◆ Power of Attorney Form (if applicable) ◆ GP PAC Form (required to set-up a PAC) ◆ Mutual Fund Company Application (optional) <p>*The parent or guardian or contributor signs the applications for an informal trust. If the plan is registered in a child's name and not "In-Trust", the parent or guardian may not redeem the plan until the child attains legal age. In the instance of a person with disability, the account holder must acquire Power of Attorney or other legal documentation to authorize the contributor to investment on behalf of the person with disability. A Financial Advisor should confirm that the account holder has a legal authority to invest on behalf of the minor or person with a disability.</p>	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Identification of the account holder ◆ Intermediary Application (B2B Dealer Services Investment Account Application or CWT Investment Account Application) <ul style="list-style-type: none"> ◆ Original "Trust Agreement" or a notarized copy for formal trust) ◆ Client Information Document (new client) ◆ GP Signature Service Account Addendum (if opening a Fee for Service Account) ◆ GP Scheduled Mutual Fund Redemption Form (if opening a Signature Service Account) ◆ Intermediary 3rd Party Determination Statement (if applicable) ◆ Power of Attorney Form (if applicable) ◆ Intermediary PAC Form (required to set-up a PAC) <p>*The parent or guardian or contributor signs the applications for an informal trust. If the plan is registered in a child's name and not "In-Trust", the parent or guardian may not redeem the plan until the child attains legal age. In the instance of a person with disability, the account holder must acquire Power of Attorney or other legal documentation to authorize the contributor to investment on behalf of the person with disability. A Financial Advisor should confirm that the account holder has a legal authority to invest on behalf of the minor or person with a disability.</p>

Open Individual Leveraged	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Investor Profile Questionnaire ◆ Identification of the account holder ◆ Lender's Loan Application ◆ GP Leverage Disclosure Statement ◆ GP Leverage Approval Form 	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Investor Profile Questionnaire ◆ Identification of the account holder ◆ Intermediary Application (B2B Dealer Services Investment Account Application or CWT Investment Account Application)
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	<ul style="list-style-type: none"> ◆ Proof of Income (Refer to GP Wealth Leverage Policy) ◆ Verification of Assets 	<ul style="list-style-type: none"> ◆ Lender's Loan Application ◆ GP Leverage Disclosure Statement ◆ GP Leverage Approval Form ◆ Proof of Income (Refer to GP Wealth Leverage Policy) ◆ Verification of Assets
	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ GP 3rd Party Determination Statement (if applicable) ◆ Limited Trading Authorization Form (LTA) (if applicable) ◆ Power of Attorney Form (if applicable) ◆ GP Accredited Investor Documents (if applicable) ◆ GP PAC Form (required to set-up a PAC) ◆ Mutual Fund Company Application (optional) ◆ Any additional requirements imposed by the lending institution 	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ Intermediary 3rd Party Determination Statement (if applicable) ◆ Power of Attorney Form (if applicable) ◆ Accredited Investor Documents (if applicable) ◆ Intermediary PAC Form (required to set-up a PAC) ◆ Any additional requirements imposed by the lending institution

Plan Type	Client Name	Intermediary
Open Joint Leveraged	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Investor Profile Questionnaire ◆ Identification of the account holder ◆ Lender's Loan Application ◆ GP Leverage Disclosure Statement ◆ GP Leverage Approval Form ◆ Proof of Income (Refer to GP Wealth Leverage Policy) ◆ Verification of Assets 	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Investor Profile Questionnaire ◆ Identification of the account holder ◆ Intermediary Application (B2B Dealer Services Investment Account Application or CWT Investment Account Application) ◆ Lender's Loan Application ◆ GP Leverage Disclosure Statement ◆ GP Leverage Approval Form ◆ Proof of Income (Refer to GP Wealth Leverage Policy) ◆ Verification of Assets
	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ GP 3rd Party Determination Statement (if applicable) ◆ Limited Trading Authorization Form (LTA) (if applicable) ◆ Power of Attorney Form (if applicable) ◆ GP Accredited Investor Documents (if applicable) ◆ GP PAC Form (required to set-up a PAC) ◆ Mutual Fund Company Application (optional) ◆ Any additional requirements imposed by the lending institution 	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ Intermediary 3rd Party Determination Statement (if applicable) ◆ Power of Attorney Form (if applicable) ◆ Accredited Investor Documents (if applicable) ◆ Intermediary PAC Form (required to set-up a PAC) ◆ Any additional requirements imposed by the lending institution

Open Entity	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Identification of authorized persons ◆ GP Entity Director/Owner Information Form ◆ Evidence of existence of the entity, its name and address (Articles of Incorporation, Certificate of Incorporation, Notice of Assessment, Annual Filing, Articles of Association, Partnership Agreement etc.) ◆ Authorization to bind the entity (such as Certificate of Incumbency, Corporate Resolution of the Board of Directors) <p>* The plan is opened in the name of the entity in c/o signing officer. The signing officer signs on behalf of the entity.</p>	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Identification of authorized persons ◆ Intermediary Application (B2B Dealer Services Investment Account Application or CWT Investment Account Application) ◆ Intermediary Entity Director/Owner Information Form ◆ Evidence of existence of the entity, its name and address (Articles of Incorporation, Certificate of Incorporation, Notice of Assessment, Annual Filing, Articles of Association, Partnership Agreement etc.) ◆ Authorization to bind the entity (such as Certificate of Incumbency, Corporate Resolution of the Board of Directors) <p>* The plan is opened in the name of the entity in c/o signing officer. The signing officer signs on behalf of the entity.</p>
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	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ GP Accredited Investor Documents (if applicable) ◆ GP PAC Form (required to set-up a PAC) ◆ Mutual Fund Company Application (optional) 	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ GP Signature Service Account Addendum (if opening a Fee For Service Account) ◆ GP Scheduled Mutual Fund Redemption Form (if opening a Signature Service Account) ◆ Accredited Investor Documents (if applicable) ◆ Intermediary PAC Form (required to set-up a PAC)
RRSP Individual	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Mutual Fund Company RRSP Application 	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Intermediary Application (B2B Dealer Services Retirement Plan Application or CWT New Account Application)
	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ Limited Trading Authorization Form (LTA) (if applicable) ◆ Power of Attorney Form (if applicable) ◆ GP Accredited Investor Documents (if applicable) ◆ GP PAC Form (required to set-up a PAC) 	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ GP Signature Service Account Addendum (if opening a Fee for Service Account) ◆ GP Scheduled Mutual Fund Redemption Form (if opening a Signature Service Account) ◆ Power of Attorney Form (if applicable) ◆ Accredited Investor Documents (if applicable) ◆ Intermediary PAC Form (required to set-up a PAC)
Plan Type	Client Name	Intermediary
RRSP Spousal	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Mutual Fund Company RRSP Application 	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Intermediary Application (B2B Dealer Services Retirement Plan Application or CWT New Account Application)
	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ Limited Trading Authorization Form (LTA) (if applicable) ◆ Power of Attorney Form (if applicable) ◆ GP Accredited Investor Documents (if applicable) ◆ GP PAC Form (required to set-up a PAC) 	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ GP Signature Service Account Addendum (if opening a Fee For Service Account) ◆ GP Scheduled Mutual Fund Redemption Form (if opening a Signature Service Account) ◆ Power of Attorney Form (if applicable) ◆ Accredited Investor Documents (if applicable) ◆ Intermediary PAC Form (required to set-up a PAC)
RRSP Individual Leveraged	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Mutual Fund Company RRSP Application ◆ Lender's Loan Application ◆ GP Leverage Disclosure Statement ◆ GP Leverage Approval Form (Loans >\$20,000) ◆ Proof of Income (Refer to GP Wealth Leverage Policy) ◆ Verification of Assets 	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Intermediary Application (B2B Dealer Services Retirement Plan Application or CWT New Account Application) ◆ Lender's Loan Application ◆ GP Leverage Disclosure Statement ◆ GP Leverage Approval Form (Loans >\$20,000) ◆ Proof of Income (Refer to GP Wealth Leverage Policy) ◆ Verification of Assets
	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ Limited Trading Authorization Form (LTA) (if applicable) ◆ Power of Attorney Form (if applicable) ◆ GP Accredited Investor Documents (if applicable) ◆ GP PAC Form (required to set-up a PAC) 	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ Power of Attorney Form (if applicable) ◆ Accredited Investor Documents (if applicable) ◆ Intermediary PAC Form (required to set-up a PAC)
Locked-in (LIRA, LRSP)	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Mutual Fund Company LIRA Application Addendum ◆ Pension Documents ◆ Locked-in Agreement 	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Intermediary Application (B2B Dealer Services Retirement Plan Application or CWT New Account Application) ◆ Addendum

	<ul style="list-style-type: none"> ◆ Spousal Consent, Ontario only (if the account holder has a spouse) ◆ T2151 	<ul style="list-style-type: none"> ◆ Pension Documents ◆ Locked-in Agreement ◆ Spousal Consent, Ontario only (if the account holder has a spouse) ◆ T2151
	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ Limited Trading Authorization Form (LTA) (if applicable) ◆ Power of Attorney Form (if applicable) ◆ GP Accredited Investor Documents (if applicable) 	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ GP Signature Service Account Addendum (if opening a Fee For Service Account) ◆ GP Scheduled Mutual Fund Redemption Form (if opening a Signature Service Account) ◆ Power of Attorney Form (if applicable) ◆ Accredited Investor Documents (if applicable)

RRSP Group	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Mutual Fund Company GRSP Application ◆ Enrolment Form 	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Intermediary Application (B2B Dealer Services Retirement Plan Application or CWT New Account Application) ◆ Enrolment Form
	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ Limited Trading Authorization Form (LTA) (if applicable) 	<ul style="list-style-type: none"> ◆ Client Information Document (new client)

Plan Type	Client Name	Intermediary
RIF Individual	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Mutual Fund Company RIF Application 	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Intermediary Application (B2B Dealer Services Retirement Plan Application or CWT New Account Application)
	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ Limited Trading Authorization Form (LTA) (if applicable) ◆ Power of Attorney Form (if applicable) ◆ GP Accredited Investor Documents (if applicable) 	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ GP Signature Service Account Addendum (if opening a Fee For Service Account) ◆ GP Scheduled Mutual Fund Redemption Form (if opening a Signature Service Account) ◆ Power of Attorney Form (if applicable) ◆ Accredited Investor Documents (if applicable)

RIF Spousal	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Mutual Fund Company RIF Application 	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Intermediary Application (B2B Dealer Services Retirement Plan Application or CWT New Account Application)
	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ Limited Trading Authorization Form (LTA) (if applicable) ◆ Power of Attorney Form (if applicable) ◆ GP Accredited Investor Documents (if applicable) 	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ GP Signature Service Account Addendum (if opening a Fee For Service Account) ◆ GP Scheduled Mutual Fund Redemption Form (if opening a Signature Service Account) ◆ Power of Attorney Form (if applicable) ◆ Accredited Investor Documents (if applicable)

Locked-in (LIF, LRIF)	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Mutual Fund Company LIF/LRIF Application Addendum ◆ Unlocked Forms ◆ Spousal Consent, Ontario only (if the account holder has a spouse) ◆ T2151 	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Intermediary Application (B2B Dealer Services Retirement Plan Application or CWT New Account Application) ◆ Addendum ◆ Unlocked Forms ◆ Spousal Consent, Ontario only (if the account holder has a spouse) ◆ T2151
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	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ Limited Trading Authorization Form (LTA) (if applicable) ◆ Power of Attorney Form (if applicable) ◆ GP Accredited Investor Documents (if applicable) 	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ GP Signature Service Account Addendum (if opening a Fee for Service Account) ◆ GP Scheduled Mutual Fund Redemption Form (if opening a Signature Service Account) ◆ Power of Attorney Form (if applicable) ◆ Accredited Investor Documents (if applicable)
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Locked-in (Estate)	<ul style="list-style-type: none"> ◆ Original or notarized copy of the Death Certificate ◆ Letter of Direction signed by the spouse, including the spouse's SIN, with a Signature Guarantee Stamp affixed ◆ Mutual Fund Company application if spousal rollover/transfer is requested and where the spouse does not hold an existing account ◆ Appropriate transfer documents (T2033) if transferring LIF to another institution 	<ul style="list-style-type: none"> ◆ Original or notarized copy of the Death Certificate ◆ Letter of Direction signed by the spouse, including the spouse's SIN, with a Signature Guarantee Stamp affixed ◆ Intermediary application if spousal rollover/transfer is requested and where the spouse does not hold an existing account ◆ Appropriate transfer documents (T2033) if transferring LIF to another institution
	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) (If spouse does not hold and existing account) ◆ Mutual Fund Company Lock-in RSP Application (If spouse does not hold and existing account) 	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) (If spouse does not hold and existing account) ◆ Intermediary Application (B2B Dealer Services Retirement Plan Application or CWT New Account Application) (If spouse does not hold and existing account)

Plan Type	Client Name	Intermediary
RLIF	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Mutual Fund Company RLIF Application Addendum ◆ Spousal Consent, Ontario only (if the account holder has a spouse) 	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Intermediary Application (B2B Dealer Services Retirement Plan Application or CWT New Account Application) ◆ Addendum ◆ Spousal Consent, Ontario only (if the account holder has a spouse)
	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ Limited Trading Authorization Form (LTA) (if applicable) ◆ Power of Attorney Form (if applicable) ◆ GP Accredited Investor Documents (if applicable) 	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ GP Signature Service Account Addendum (if opening a Fee For Service Account) ◆ GP Scheduled Mutual Fund Redemption Form (if opening a Signature Service Account) ◆ Power of Attorney Form (if applicable) ◆ Accredited Investor Documents (if applicable)

RLSP	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Mutual Fund Company RLSP Application ◆ Addendum 	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Intermediary Application (B2B Dealer Services Retirement Plan Application or CWT New Account Application) ◆ Addendum
	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ Limited Trading Authorization Form (LTA) (if applicable) ◆ Power of Attorney Form (if applicable) ◆ GP Accredited Investor Documents (if applicable) 	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ GP Signature Service Account Addendum (if opening a Fee For Service Account) ◆ GP Scheduled Mutual Fund Redemption Form (if opening a Signature Service Account) ◆ Power of Attorney Form (if applicable) ◆ Accredited Investor Documents (if applicable)

DBPP	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Mutual Fund Company DBPP Application ◆ Enrolment Form 	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Intermediary Special Application ◆ Enrolment Form
	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ Power of Attorney Form (if applicable) 	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ Power of Attorney Form (if applicable)

	<ul style="list-style-type: none"> ◆ GP Accredited Investor Documents (if applicable) 	<ul style="list-style-type: none"> ◆ Accredited Investor Documents (if applicable)
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DCPP	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Mutual Fund Company DCP Application ◆ Enrolment Form 	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Intermediary Special Application ◆ Enrolment Form
	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ Power of Attorney Form (if applicable) ◆ GP Accredited Investor Documents (if applicable) 	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ Power of Attorney Form (if applicable) ◆ Accredited Investor Documents (if applicable)

DPSP	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Mutual Fund Company DPSP Application ◆ Enrolment Form 	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Intermediary Special Application ◆ Enrolment Form
	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ Power of Attorney Form (if applicable) ◆ GP Accredited Investor Documents (if applicable) 	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ Power of Attorney Form (if applicable) ◆ Accredited Investor Documents (if applicable)

Individual RESP Individual	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Mutual Fund Company RESP Individual Application ◆ CESG Application ◆ Beneficiary SIN 	<ul style="list-style-type: none"> ◆ Not available
	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ Limited Trading Authorization Form (LTA) (if applicable) ◆ Power of Attorney Form (if applicable) ◆ GP Accredited Investor Documents (if applicable) ◆ GP PAC Form (required to set-up a PAC) 	

Plan Type	Client Name	Intermediary
Joint RESP Individual	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Mutual Fund Company RESP Individual Application ◆ CESG Application ◆ Beneficiary SIN 	<ul style="list-style-type: none"> ◆ Not available
	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ Limited Trading Authorization Form (LTA) (if applicable) ◆ Power of Attorney Form (if applicable) ◆ GP Accredited Investor Documents (if applicable) ◆ GP PAC Form (required to set-up a PAC) 	

Individual RESP Family	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Mutual Fund Company RESP Family Application ◆ One CESG Application per beneficiary ◆ Beneficiary SIN 	<ul style="list-style-type: none"> ◆ Not available
	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ Limited Trading Authorization Form (LTA) (if applicable) ◆ Power of Attorney Form (if applicable) ◆ GP Accredited Investor Documents (if applicable) 	

	<ul style="list-style-type: none"> ◆ GP PAC Form (required to set-up a PAC) 	
Joint RESP Family	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Mutual Fund Company RESP Family Application ◆ One CESG Application per beneficiary ◆ Beneficiary SIN 	<ul style="list-style-type: none"> ◆ Not available
	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ Limited Trading Authorization Form (LTA) (if applicable) ◆ Power of Attorney Form (if applicable) ◆ GP Accredited Investor Documents (if applicable) ◆ GP PAC Form (required to set-up a PAC) 	
TFSA	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Mutual Fund Company TFSA Application 	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Intermediary TFSA Application
	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ Limited Trading Authorization Form (LTA) (if applicable) ◆ Power of Attorney Form (if applicable) ◆ GP Accredited Investor Documents (if applicable) ◆ GP PAC Form (required to set-up a PAC) 	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ GP Signature Service Account Addendum (if opening a Fee For Service Account) ◆ GP Scheduled Mutual Fund Redemption Form (if opening a Signature Service Account) ◆ Power of Attorney Form (if applicable) ◆ GP Accredited Investor Documents (if applicable) ◆ Intermediary PAC Form (required to set-up a PAC)
RDSP	<ul style="list-style-type: none"> ◆ GP NAAF (Complete Sections 1, 3, 4, 5, 6, 7, 8, 9 and 10) ◆ Mutual Fund Company RDSP Application ◆ Canada Disability Savings Grant Application ◆ Canada Disability Savings Bond for Beneficiaries under age of 18 (if applicable) ◆ Beneficiary SIN ◆ Declaration of Trust ◆ Trustee Identifications 	<ul style="list-style-type: none"> ◆ Not available
	<ul style="list-style-type: none"> ◆ Client Information Document (new client) ◆ Limited Trading Authorization Form (LTA) (if applicable) ◆ Power of Attorney Form (if applicable) ◆ GP Accredited Investor Documents (if applicable) ◆ GP PAC Form (required to set-up a PAC) 	

Notes:

- ▶ An account holder with more than \$250,000 in assets under administration must complete an IPQ for each specific planning objective as part of the KYC process.
- ▶ For a plan under authority, a certified true copy of the Power of Attorney document or other legal document authorizing the plan opener to act on behalf of the account holder is required.
- ▶ Use this table in conjunction with our Anti-Money Laundering Policy and Procedures.
- ▶ A person's identification must be ascertained for all non-registered plans for authorization to be provided for instructions on the plan, A Third-Party

Determination Statement must be completed if a third party is involved with a plan.

- ▶ Provide an account holder's residential address and at least one phone number. If an account holder's mailing address is different from the account holder's residence address, provide both addresses.

2.5.2 Completing a New Account Application Form (NAAF)

A New Account Application Form (NAAF) must be completed for each new plan that is opened for an account holder. For joint plans with 3 or more account holders, please attach additional pages 2, 3, 4 and 5 of NAAF. When completing a GP Wealth New Account Application Form (NAAF), the following requirements apply:

Section 1: Account Holder Information

- ✓ Indicate the Plan Type and Plan ID in the top right of the page.
- ✓ Check off the account holder salutation and indicate whether the account holder is an existing account holder or a new account holder.
- ✓ For individual plans, enter the account holder's correct legal name, Social Insurance Number (SIN) and Date of Birth.
- ✓ The name of the account holder must not be abbreviated and must match with the original identification documents ascertained by the Financial Advisor.
- ✓ GP Wealth Management cannot approve a new plan for a Canadian resident account holder without either a SIN or Business Identification Number (BIN). The number is required for tax reporting purposes. Information is required to establish that the account holder has reached age of majority. A contract entered into by a minor is not valid.
- ✓ For entity accounts, enter the entity's correct legal name, and Business Identification Number.
- ✓ Enter the account holder's current physical address. Account holder address is required to establish the account holder's jurisdiction of residence and to deliver official account statements by mail, trade confirmations and other information. Except for family members that reside with a Financial Advisor, a Financial Advisor's residence, c/o or other address must not be used for account holder mail. If the account holder mailing address is different from the account holder residential address, enter the mailing address in section 1 and residential address under Financial Advisor Comments in Section 10.
- ✓ Enter the account holder home phone number, business phone number, mobile number, facsimile number, and email address. At least one phone number is required to meet Anti Money Laundering and Terrorist Financing legislation requirements and to contact the account holder if circumstances require immediate communication with the account holder. Email information is required if the client opts for electronic delivery of account statements and may be used for other account

holder communications. If the client chooses E-delivery of account statements, check off "I agree to E-delivery"

- ✓ Enter particulars of the identification document, other than Social Insurance Number card, when ascertaining the identity of the person authorized to provide instructions on the plan. An account holder's ID must be ascertained when opening a non-registered plan. For ID requirement details, refer to Anti Money Laundering & Terrorist Financing Policy and Procedures.
- ✓ Indicate whether the account holder is a politically exposed person, Head of an international organization, are a close associate of a PEP or HIO. If yes, provide the required details.
- ✓ Indicate whether the account holder is a US citizen, resident or entity for US tax purposes. If yes, provide Tax ID Number.
- ✓ Enter the account holder banking information and attach a void cheque, if available. The information, although not mandatory for all plan approvals, is required and mandatory to set up PACs, SWPs and approved banking information on file for any future redemption via ETF. Where a VOID cheque is being provided, the void cheque must be a personalized cheque with the account holders name pre-printed on the cheque. Where the account holder does not have a personalized cheque, we will require a document from the bank, stamped by an authorized employee of the bank, confirming the account number listed belongs to the account holder. This can include a completed bank PAD form stamped by an authorized employee of the bank.
- ✓ Indicate whether the account holder has a spouse. If yes, check off whether the spouse is a joint applicant. Indicate whether the account holder has any dependents. If yes, indicate the number of dependents. If the spouse is not a joint applicant, enter spouse's name, employer and occupation. If the spouse is a joint applicant complete section 3.

Section 2: Co-Account Holder Information (Spousal Contributor of Joint Applicant)

- ✓ Complete Section 2 explained above for all types of joint accounts, spousal accounts and retirement income accounts where the payment is to be calculated based on the account holder's spouse's age.

Section 3: Client Financial Information

- ✓ Check off account holder's Gross Annual Income range. If there is a co-account holder, check off the co-account holder's Gross Annual Income range.
- ✓ Check off account holder's Investment Knowledge. If there is a co-account holder, check off the co-account holder's Investment Knowledge.
- ✓ Enter the account holders' liquid assets, fixed assets and liabilities, totaling the information to provide the account holder's Net Worth. Indicate whether the net worth includes the spouse of the account holder.

- ✓ Indicate the investment experience of the account holder.
- ✓ Where the co-account holder is **not** the spouse of the account holder, complete the net worth calculation for the co-account holder.
- ✓ Indicate investment experience of the co-account holder. Note that this is required even where the co-account holder is the spouse of the account holder.

Important Notice

For entity accounts, the Gross Annual Income and Net Worth are those of the entity, the Investor Knowledge and Investment Experience are those of the person with signing authority for the account.

Section 4: Employer Information

- ✓ Enter an account holder's employer name, employer address, description of occupation and length of employment with the employer. A complete description of occupation is required for complying with Anti-Money Laundering & Terrorist Financing requirements. Simply stating "student", "consultant" or "self-employed" etc. is unacceptable. Refer to the Anti-Money Laundering & Terrorist Financing Policy for complete details.

Section 5: Account Registration & Plan Type

- ✓ Check off either (i) Investment Account; or (ii) Registered Account
- ✓ Check off "Leverage", if the account holder will be using borrowed funds within the plan.
- ✓ Check off either (i) Client Name); or (ii) "Intermediary/Self Directed", if the plan will be opened with an intermediary (B2B/ CWT).
- ✓ Check off the box that is relevant to the plan type.

Important Notice

- ✓ Registered Plans can be opened in "client name" or "intermediary name".
- ✓ Leverage Plans are opened as intermediary plans
- ✓ RESP Plans are opened in client name only.

Section 6: Designation of Beneficiary/ITF Applicant/TFSA Successor

- ✓ Enter beneficiary information for ITF, RRSPs, LIRA, RIF, LRIF and RESP Plans or successor information for a TFSA Plan. To register an RESP and receive a Canada Education Savings Grant, the child's SIN is required and all information must match against the Social Insurance Registry (SIR).

Section 7: Plan Information

- ✓ Enter plan specific Investment Objective percentages.
 - ✓ Enter plan specific Risk Tolerance percentages. *
 - ✓ Check off plan specific Time Horizon range.
 - ✓ Determine if the account holder(s) is purchasing an exempt product as an accredited investor. Please note that an account holder's qualification as an exempt investor or accredited investor based on either net worth or annual income has no relationship with the account holder's ability to assume risk. Such qualification only informs us that the account holder qualifies to purchase certain securities based on net worth (but not necessarily on risk tolerance).
 - ✓ Determine if a third party has an interest in the plan. If yes, complete Third Party Determination Statement.
 - ✓ Determine if the plan is being opened by a General Power of Attorney or Public Trustee etc. If yes, attach original or notarized governing document with the application.
 - ✓ Determine if the account holder or the account holder's spouse has an existing Plan administered with GP Wealth Management.
 - ✓ Indicate whether the plan is a Leveraged Plan. If so provide a signed Leverage Disclosure Document. Please note that the Leverage Disclosure Statement is provided to all new account holders and must be signed for all account holders who open a Leverage Plan.
 - ✓ Enter intended use of the plan for any non-registered plan.
 - ✓ Determine if the plan is being opened for a not for profit entity. If yes, determine whether the entity is a registered charity. If yes, verify its existence with Canada Revenue Agency's list. If no, ask the account holder if the entity solicits charitable donations from the public.
-
- If the Risk Tolerance is designated as 100% High Risk, it is mandatory to complete an Investment Profile Questionnaire

Section 8: Investment Fund Details

- ✓ Enter the source of account holder funds.
- ✓ Enter relevant investment instructions. All transactions are processed according to Industry Standard Fund Codes (FAS#) as opposed to the written Fund Name.
- ✓ If the FAS Code written is incorrect, a trading error may occur resulting in a trading loss to a Financial Advisor. This section is not required to be completed for Transfers-In-Kind or a Change of Dealer.

Section 9: Account Agreement (Joint Options with Signature Required)

- ✓ For JOINT PLANS ONLY, check off the type of joint plan, either (i) joint tenants with rights of survivorship and not tenant in common or (ii) tenants in common without rights of survivorship. If “Tenants in Common”, enter account holders’ names and percentages of account holders’ interest in the plan. Regardless of type of joint plan, have the account holders sign this section.

Section 9: Account Agreement (Signature Required)

- ✓ For all plan types, have the account holder(s) or authorized person(s) sign and date this section. A NAAF is not approved if it is not signed by the account holder. The application must be dated by the account holder(s) to establish timeline.

Section 10: Dealer/Financial Advisor Information

- ✓ Answer questions in section 10. Indicate if the initial order was solicited or unsolicited. If there is any additional information, supply the information under “Financial Advisor’s Comments”. Sign, name and date this section.
- ✓ Explain agreements, disclosures, and product risk(s) to the account holder. Provide a copy of all documents to the account holder; make photocopies of all the documents for your records and forward original NAAF and supporting documents to Head Office for approval. Process the NAAF in the GP Wealth Client Management System.

Important Notice

The account holder must initial any changes to the original New Account Application Form. GP Wealth Management does not approve a new plan without all required information and documentation. A trade approval cannot be granted without a plan approval.

Additional Notes

- ▶ A New Account Application Form (NAAF) must be completed for each new plan to conform to the KYC requirements.
- ▶ An account holder with more than \$250,000 in assets under administration must complete an IPQ for each specific planning objective.
- ▶ The New Account Application Form (NAAF) must be approved by a Branch Manager or a designated director, partner or officer, prior to an initial trade.

- ▶ A complete set of documentation must be maintained by GP Wealth Management Corporation. A Financial Advisor must also maintain a copy of the NAAF.
- ▶ GP Wealth Management and its Financial Advisors must update a Know Your Client Form whenever they become aware of a material change in account holder information. Notwithstanding the foregoing, GP Wealth Management Corporation must, on an annual basis, request in writing that account holders notify them if the KYC information previously provided, or the account holder's circumstances, have materially changed.
- ▶ The last date upon which the form documenting KYC information has been updated must be indicated in the account holder's file within the Client Management System.
- ▶ When there is a change of Financial Advisor, the new Financial Advisor must verify the information on the NAAF and any separate KYC forms to ensure it is current and record the date of verification on the form or forms.

Account numbers must not be assigned unless they are accompanied by the proper name, address and telephone number of the account holder and such name, address and telephone must be supported by a properly completed NAAF.

2.5.3 Deficiencies in Completing Documents

A Financial Advisor must process any documents with trade execution instructions on the day of receipt by an account holder if received before 2:00 pm Eastern Standard Time. The responsibility for complete and accurate documents lies with a Financial Advisor and as a result, if the reporting Branch Manager receives documentation that is deficient, the Financial Advisor must immediately address all documents that are not in good order in a timely manner.

GP Wealth Management Supervisory Staff and Branch Managers are required to document and track all deficiencies. Documents returned to a Financial Advisor that are not in good order, will be accompanied by a "Delay in Processing Form detailing the deficiencies.

2.6 Dealer of Record Change

A transferred-in plan (account) from another dealer must be recorded and approved as a new plan (account). To transfer a plan (account) from another dealer to GP Wealth Management Corporation, the following is required:

- A GP Wealth Management New Account Application Form duly completed
- A GP Wealth Management Change of Dealer Request Form (for client name plans) or the Intermediary transfer form
- Any other account opening documents required

2.7 Account Transfer Document Requirements

GP Wealth Management must act diligently and promptly to facilitate the transfer of an account holder's authorized plan (account). A negative confirmation from the account holder is not considered an acceptable form of account holder authorization.³ An account holder's confidential information must not be transferred to another person or entity without prior written consent of the account holder.⁴

For a transfer to occur, the account holder must have an approved plan administered with GP Wealth Management. The plan may be an existing plan or a new plan. To open a new plan, plan opening documentation requirements must be followed. The original Transfer Authorization Form must be forwarded by the Financial Advisor to the transferring institution. A Financial Advisor must then include a copy of the Transfer Authorization Form when forwarding the appropriate paperwork to the Branch, Dealer, and Mutual Fund Company/Intermediary. Prior to the transfer-in of holdings, GP Wealth Management must verify the holdings for acceptability. To transfer RRSP funds from one Mutual Fund Company to another Mutual Fund Company, the transfer-in must be "in cash".

The authorization to transfer must be obtained by completing the appropriate transfer-in documents as listed in the table below:

Transfer-in Document Requirements			
	Account Type	Relinquishing Financial Institution	Relinquishing Dealer
Client Name Account	Registered Account (except RESP)	T2033/T2151	GP Wealth Management Dealer Change Form
	Non-Registered Account	Letter of Direction	
	RESP Account	RESP Transfer Form (available from Human Resources and Skills Development Canada) ⁵	
Intermediary Account	Registered Account	T2033 (provided by intermediary)	Dealer Change Form (provided by intermediary)
	Non-Registered Account	Letter of Direction (may be supplied by intermediary)	

³ Except (i) where GP Wealth Management ceases to carry on business as a mutual fund dealer, surrenders its registration and resigns from the MFDA membership (ii) in the case of corporate reorganizations, mergers and amalgamations where one MFDA member ceases to carry on business as a mutual fund dealer, surrenders its registration, resigns from MFDA membership and the account holder is left without representation for their account.

⁴ MR-0017

⁵ Available at [http://www.hrsdc.gc.ca/en/hip/lld/cesg/promotersection/files/HRSDC_SDE_0050_\(2005-07-005\)_E.pdf](http://www.hrsdc.gc.ca/en/hip/lld/cesg/promotersection/files/HRSDC_SDE_0050_(2005-07-005)_E.pdf)

2.7.1 Other Registered Account Transfer Requirements

The following table lists the forms that are required for other types of account transfers:

Form Name	Used For	Available At
T2033 - Direct Transfer Under Sub-paragraph 60(l)(v)	Transferring from one RRSP/RRIF to another RRSP RIF	http://www.cra-arc.gc.ca/E/pbg/tf/t2033/
T2151 - Direct Transfer of a Single Amount Under Subsection 147(19) or Section 147.3	Transferring a Registered Pension Plan to an RRSP or LIRA/LRSP	http://www.cra-arc.gc.ca/E/pbg/tf/t2151/README.html
T2220 - Transfer from an RRSP or RRIF on Marriage Breakdown or Common-law Partnership	Division of Registered assets as a result of marriage breakdown	http://www.cra-arc.gc.ca/E/pbg/tf/t2220/README.html
T3012A - Tax Deduction Waiver on the Refund of Your Unused RRSP Contributions	RRSP over-contribution redemption	http://www.cra-arc.gc.ca/E/pbg/tf/t3012a/README.html
RC96 - Lifelong Learning Plan (LLP) Request to withdraw funds from an RRSP	Life Long Learning Plan redemption from RRSP	http://www.cra-arc.gc.ca/E/pbg/tf/rc96/README.html
T1036 - Home Buyers' Plan (HBP) Request to Withdraw Funds from an RRSP	Home Buyers Plan redemption from RRSP	http://www.cra-arc.gc.ca/E/pbg/tf/t1036/

Breakdown of marriage or common-law partnership

An account holder must complete a T2220 in order to transfer plan assets when there is a breakdown of marriage or common-law partnership. T4RSP and T4RIF receipts are then issued for amounts that are transferred due to a breakdown of marriage or common-law partnership.

To transfer plan assets, the following requirements must be met:

A completed T2220 must be signed by both parties. However, if the account holder/annuitant's spouse/common law partner will not sign the T2220, an Intermediary or Mutual Fund Company can then review a court order decree or written separation agreement and approve the transfer of funds.

Please note that some pension legislation restricts the amount allowable for transfer.

2.8 Non-resident Account

Securities laws and anti-money laundering laws of countries other than Canada, govern what a non-Canadian and a Canadian residing abroad can do in terms of investing in

Canadian Mutual Funds. The following countries are considered “Closed Countries” to purchase and switch requests from an account holder residing in any of these countries:

Australia	Gibraltar	Jamaica	Nigeria	Singapore	USA
Brazil	India	Pakistan	North Korea	South Korea	UK.
China	Israel	Myanmar (Burma)	Russia	Thailand	

Note: An account holder plan designated as non-resident is restricted to redemptions only.

In addition, an Intermediary or Mutual Fund Company may reject any transaction in a plan designated as non-resident as part of its own internal policy. Although the US Securities and Exchange Commission (SEC) adopted new rules effectively granting the necessary exemptions to Canadian mutual funds purchased in a tax-advantaged retirement plan, each individual state has their own requirements. **Please refer to the Registration, Remuneration and Education Manual for additional details and procedures.**

2.9 New Client Welcome Package

GP Wealth Management on behalf of its Financial Advisors delivers to the account holder a “GP Wealth New Client Welcome Package” following the approval of a new account holder who has completed a New Account Application Form. The new account holder receives by mail the following information:

1. Client Welcome Letter
2. Company Profile Brochure
3. Client On-line Access Brochure
4. Leverage Disclosure Document
5. Dual Occupation Disclosure Document
6. Client Complaint Handling Disclosure Document
7. Privacy Policy Disclosure Document
8. Compensation Disclosure Document

3.0 Servicing of Account Holder Plans (Accounts)

Where GP Wealth Management Corporation has an approved agreement with an Intermediary (nominee) or Mutual Fund Company (client name), the agreement provides for access to all the financial information related to those investments held by each account holder plan where GP Wealth Management has been appointed the dealer of record. All account holder plans where GP Wealth Management is appointed dealer of record will in turn include the appointment of a Financial Advisor registered with GP Wealth Management for each account holder plan. The account holder information available includes all financial transactions recorded with an account holder(s) plan, all investments held in the plan, trade confirmations and account holder plan statements.

All plan information is readily available through accessing the Client Management System, an Intermediary's Client Management System and the Mutual Fund Company Client Management System. GP Wealth Management Corporation retains all account holder records and updates records electronically with each Intermediary and Mutual Fund Company.

In addition, GP Wealth Management retains the original documentation for each account holder that includes the GPWM New Account Application Form (NAAF), Mutual Fund Company Account Application Forms, transaction documents, Non-financial account changes, Know Your Client Forms, and any other relevant documents as it would pertain to the management of an account holder plan.

Refer to the GP Wealth Management Privacy Policy for additional information on data retention.

3.1 Payment for Deposit (Purchase)

GP Wealth Management and its Financial Advisors can accept funds for deposit into a plan from an account holder using the following options:

Personal cheque
Bank Draft or Certified Cheque
Wire Payment Transfer
Electronic Bill Payment
E-Mail Transfer

A cheque for deposit must be made payable to “**GP Wealth Management, in Trust**” for all plans except the following plans which are to be payable as follows:

1. B2B High Interest Savings Account; make cheque payable to: **B2B Bank**
2. Manulife Business Advantage Account; make cheque payable to: **Manulife Bank**

3. Principal pay down on a Loan Account; make cheque payable to: **Loan Carrier**

Bank Draft or Certified Cheque

Where a bank draft or certified cheques is being provided for deposit into a non-registered plan, the name of the account holder must be pre-printed on the bank draft or certified cheque at the time the bank draft is issued. If the name of the account holder is not pre-printed on the bank draft proof that the funds used to purchase the bank draft originated from a bank account in the name of the account holder must be provided.

This can be provided by:

1. Where the account holder has approved banking information on file with GP Wealth Management, a copy of the receipt for the bank draft, indicating the bank account number used to purchase the bank draft is sufficient. This account number must match the approved banking information on file with GP Wealth Management;
2. A letter from the bank, on bank letterhead and stamped by an authorized bank employee, confirming that the funds used to purchase the bank draft came from a bank account in the name of the account holder.

E-Mail Transfer

In addition to the payment methods noted above, GP Wealth Management will also accept an E-Mail Transfer from any Canadian Bank. To complete an E-mail Transfer, the account holder and Financial Advisor must complete the following steps:

Step 1:

1. The account holder logs in to their personal online banking
2. Go to "Pay Bills and Transfer Funds" option
3. Choose Interac E-MailTransfer
4. Send the money transfer to GP Wealth via e-mail to accountsreceivable@gpwealth.ca with a security question
5. The security question must be: "My advisor's code?"
6. The answer to the security question which must be provided to the account holder is "7597-XXXX" ("XXXX" must be replaced with the financial advisor's four digit advisor code)

Note: The answer to the security question must be entered by the account holder exactly as shown above, including the hyphen between the digits.

Step 2:

1. The Financial Advisor must notify Advisor Services immediately of the pending e-mail money transfer, including the name of the account holder and the dollar amount.

When accepting an E-Mail Transfer, be aware that each Bank Sets a daily limit on the dollar amount that can be delivered via an E-Mail Transfer, and that this method of payment may not be appropriate for all situations.

Important Notice:

For Registered Plans that are transferred in from a relinquishing institution using an industry standard transfer form, for example from a T2033 or T2151 must make the cheque payable in trust to the receiving institution for the account holder.

3.1.1 Unacceptable Methods of Payment for Deposit

GP Wealth Management and its Financial Advisors are unable to accept the following payment options from an account holder:

1. Cash
2. An individual's personal cheque issued to another individual and then endorsed to GP Wealth Management
3. Drafts or money orders from other countries, Canada Post or cheque-cashing institutions
4. Travellers' Cheques

3.1.2 Providing a Sample or VOID Cheque

Where a Sample or VOID cheque is being provided, the Sample or VOID cheque must be personalized with the name of the account holder(s) pre-printed on the cheque. Where the account holder does not have a personalized cheque, supervisory staff will require a document from the financial institution (bank, trust or credit union), stamped by an authorized employee confirming that the account number listed belongs to the account holder. This can include a completed PAD form stamped by an authorized bank employee.

Please refer to the Anti-Money Laundering Policy and Procedures Manual for additional details and procedures.

Important Notice:

Any losses or fees resulting from items returned by a financial institution for any reason are the responsibility of the account holder and Financial Advisor. These include:

1. Non-sufficient funds
2. Funds not cleared
3. Stop payment
4. Closed account
5. Absence of chequing privileges

All transactions must be authorized by the account holder(s) and must flow through GP Wealth Management books and records. Before accepting a deposit into the GP Wealth Management Trust Account, a Financial Advisor must review the prospectus to verify the requirements from each Mutual Fund Company including minimum initial deposit and subsequent deposit limits.

3.1.3 Post-Dated Cheque

Under no circumstance can supervisory staff or a Financial Advisor execute a financial transaction with a post-dated cheque.

3.2 Wire Order Procedures

GP Wealth Management and its Financial Advisors can place wire orders with an Intermediary or Mutual Fund Company where an account holder plan is registered in the following ways:

1. A wire order can be submitted through the Client Management System via FundSERV
2. Where a wire order cannot be placed, a fax or scanned copy can be submitted to HO compliance department for review and approval, then forwarded to the Intermediary or Mutual Fund Company
3. As needed, supervisory staff can place a wire order via telephone directly with an Intermediary or Mutual Fund Company

In all cases, a trade date and a price are reserved with the wire order and supervisory staff is required to deliver all the proper settlement documentation and/or payments within the specified time frame as required.

All documentation must be complete before a wire order can be placed.

Every effort must be made to place a wire order for a buy (purchase), sell (redemption) and switch using the Client Management System via FundSERV.

When executing a wire order the following information is required:

1. Dealer code
2. Advisor code

3. Fund number and name
4. For switches, the fund being redeemed, and the fund being purchased
5. Dollar or unit/share amount
6. intermediary or Mutual Fund Company account number
7. Whether the order is gross or net of commissions for a buy (purchase)
8. Whether the order is gross or net of fees for a sell (redemption)
9. Whether any fees or charges will be incurred as a result of this transaction, and the amount in dollars of those fees or charges
10. Applicable commissions for a buy (purchase) or switch
11. Account holder information including account type, SIN and date of birth for new accounts

Generally, an Intermediary or Mutual Fund Company may accept a wire order any day that the Toronto Stock Exchange (TSX) is open for business. A buy (purchase) or sell (redemption) of shares or units in a mutual fund are at the net asset value of the share or unit calculated as of the end of day, as long as the Intermediary or Mutual Fund Company receives the order before 4:00 pm ET or the close of the Toronto Stock Exchange (TSX) on that day whichever is earlier. If the Intermediary or Mutual Fund Company receives the order after 4:00 pm ET, the transaction is date stamped and will be processed the next business day.

Supervisory staff requires a New Order receipt or GP Financial Account Changes Form for a "client name" plan or an Intermediary Transaction Processing Form for an intermediary plan to be completed for a transaction type.

It is a requirement that a buy (purchase) transaction placed through the GP Wealth Client Management System be accompanied by a valid form of payment as outlined in Section 2.1 above.

Some exceptions may apply; please see section "Payment for Purchases" for complete details.

A Financial Advisor is responsible for following up on all trades to ensure that the trade has been executed as per the instructions of an account holder. As a result, a Financial Advisor should review the mutual fund, the fund type and code, the trade amount and/or quantity of shares/units, the load type and the purchase/redemption/switch to determine that the trade is accurate. If a processing error occurs, a Financial Advisor must notify the advisor services department immediately to rectify any errors. This includes all transactions executed by the Financial Advisor as well as any transactions executed on the Financial Advisor's behalf.

A Wire order can be placed for the following types of transactions:

Client Name Plan (Account): Cash purchases, redemptions, in cash transfers, in kind transfers and switches

Intermediary Plan (Account): Cash purchases, purchases from a cash position, and redemptions to a cash position, switches and conversions

Refer to Section 5 Financial Account Changes for further details.

3.2.1 Wire Order Requirements

All wire orders must follow the requirements set out below:

1. Wire orders for a buy (purchase) must be in dollar amounts.
2. Wire orders for a sell (redemptions) must be in dollar amounts, specific unit amounts, percentages OR 100%/All Units.
3. Wire orders for a switch must be in dollar amounts, specific unit amounts, percentages OR 100%/All Units.

An Intermediary or Mutual Fund Company requires payment and all necessary documents to process the order before 4 pm ET (or at the close of the TSX, whichever is earlier) on the settlement date, otherwise they offset the order. In certain instances, the settlement documentation must be forwarded to the Intermediary or Mutual Fund Company regardless of the settlement method.

Electronic Wire orders can be placed up to 4:00pm Eastern Standard Time (EST). Any request for wire orders after 4:00pm Eastern Standard Time cannot be accepted and will only be placed on the following business day. Any changes to wire orders after 4:00pm Eastern Standard Time (EST) will require a Letter of Indemnity (LOI) from a Financial Advisor.

It is mandatory that HO compliance department receive all sell (redemption) settlement documents prior to the "settlement date" to ensure verification of the transaction. The settlement date is next business day for money market orders and 3 business days after the trade date for all other orders. Sell (redemption) settlement documents can be delivered via e-mail or fax to meet trade settlement requirements, however the original client signed documents must be provided to HO compliance department in a timely manner. Original switch and buy (purchase) instructions must also be provided to HO compliance department in a timely manner.

With an intermediary or client name account buy (purchase), an Intermediary or Mutual Fund Company requires:

1. Payment, if not N\$M settled through FundSERV
2. Full account set-up instructions for a new plan (account)
3. Necessary application forms for specialized plan types and services

With an intermediary or client name account sell (redemption), an Intermediary or Mutual Fund Company requires the signature of the account holder and a signature guarantee of the account holder if:

1. The amount is greater than \$25,000 (review prospectus as each Mutual Fund Company may set different limits)
2. The proceeds are payable, or deliverable, to someone other than the account holder
3. Proceeds of sell (redemption) is being mailed to an address other than the address on record with the Mutual Fund Company
4. The void cheque for an Electronic Funds Transfer (EFT) does not include an imprint of the account holder information
5. Any other format that is not an imprinted void cheque
6. The proceeds are not payable to all joint owners named on the plan (account)
7. The return of any outstanding share certificate and/or notification of a release of assignment, if applicable

3.3.2 Wire Order Exceptions

The following transaction types are exceptions where a wire order cannot be placed:

1. PAC Transaction
2. Investment Loan Account although some exceptions apply
3. Locked-In Registered Plan purchase
4. RPP and DPSP purchases
5. Prescribed Retirement Income Fund (PRIF) and Registered Retirement Income Fund purchases and redemptions
6. Systematic Withdrawal Plan administered by a Mutual Fund Company
7. Registered Plan transfer out of a Mutual Fund Company
8. RESP redemptions
9. Financial unlocking, redemptions from locked in accounts
10. Estate Account redemption
11. Assigned or certified units/shares redemptions or switches
12. Switches in Estate accounts
13. Switches between different load options (there may be exceptions)

3.3.3 Cancelling a Wire Order

If a wire order needs to be cancelled, it can be cancelled electronically before 4:00 pm EST on the same day the wire was placed using the GP Wealth Client Management System. Should a wire order need to be cancelled after 4:00 pm on the date it was

originally placed, the Financial Advisor must submit a Letter of Indemnity Request to HO compliance department in order to have the trade cancelled.

If a wire order was cancelled via an LOI, there may be a fund price difference in correcting the transaction. If there is an offset transaction and the offset transaction results in a net gain, the net gain remains with the Mutual Fund Company.

If the transaction results in a net loss, GP Wealth Management and the Financial Advisor will be required to reimburse the net loss to the Mutual Fund Company. If a payment for any loss is not made within 10 business days of receiving the net loss report, the amount of a loss will be deducted from GP Wealth Management's accounts receivable report for the Mutual Fund Company.

3.4 Non-Wire Order Procedures

Non-wire orders will be placed only when it is not possible for them to be placed via FundSERV using the Client Management System. Where an electronic wire order cannot be placed, the Financial Advisor must send the trade instructions to HO compliance department, who will then send the order request and settlement documentation utilizing the timeliest method available.

3.5 Direct Orders

Under no circumstances can a Financial Advisor place an order directly with an Intermediary or Mutual Fund Company and by-pass the trade supervision process without approval.

3.6 B2B Dealer Services Trades

B2B Bank Dealer Services has implemented a policy requiring all Investment Dealers to process trades electronically where possible. All trades must be processed by the Financial Advisor using the GP Client Management System. B2B Dealer Services may charge an account holder \$5 for each mutual fund trade where the trade could have been executed electronically, but instead was faxed. B2B-initiated "in-cash transfer-out" trades are also charged the \$5 fee.

Please note the B2B Dealer Services fee is waived for all:

1. GP Client Management System placed wire orders;
2. A PAC or SYSTEMATIC WITHDRAWAL PLAN (SWP);
3. A Trade placed in a group account;
4. Certain trades in investment accounts pledged as collateral for an investment loan from B2B Bank;
5. Money Maximizer transactions - purchases/deposits and redemptions only.

A (buy) purchase, sell (redemption), switch (from one fund to another within the same mutual fund company) or conversion (sell one fund and buy one or more funds of a different Mutual Fund Company) transaction can be entered using any of the following amount types:

T = 10% free units. (Units allowed to be redeemed not subject to DSC, and excluding matured units)

M = Matured units only

F = All units not subject to DSC (also known as M+T free)

D = Dollars

S = Shares

A = All

P = Percentage of units

To place a transaction electronically and avoid the B2B Dealer Services \$5 charge, place the transaction using the amount type indicated in the table below. Forward all transaction to be placed via “Fax” to HO compliance department for processing. For any Mutual Fund Companies not listed please contact Advisor Services for additional information.

MUTUAL FUND COMPANY NAME	REDEMPTION			SWITCH			CONVERSION		
	T (10% Free)	M (Mature)	F (Free)	T (10% Free)	M (Mature)	F (Free)	T (10% Free)	M (Mature)	F (Free)
AGF MANAGEMENT (AGF)	Y	D/S	D/S	Y	N	N	Y	D/S	D/S
INVESCO FUNDS (AIM)	Y	Y	Y	Y	Y	Y	Y	Y	Y
CIBC ASSET MANAGEMENT (ATL)	Y	Y	Y	Y	Y	Y	Y	Y	Y
BMO GUARDIAN GRP OF FUNDS (GGF)	Y	Y	Y	Y	Y	Y	Y	Y	Y
BRIDGEHOUSE ASSET MANAGERS (BIP)	Y	Y	Y	Y	Y	Y	Y	Y	Y
CI INVESTMENTS (CIG)	Y	Y	Y	Y	Y	Y	Y	Y	Y
DYNAMIC MUTUAL FUNDS (DYN)	Y	Y	Y	Y	Y	Y	Y	Y	Y
FIDELITY CANADA (FID)	Y	Y	Y	Y	Y	Y	Y	Y	Y
FRANKLIN TEMPLETON (TML)	Y	Y	Y	Y	Y	Y	Y	Y	Y
HARMONY INV. PROGRAM (HAR)	Y	D/S	D/S	Y	N	N	Y	D/S	D/S

IA CLARINGTON INV. (CCM)	Y	Y	Y	Y	Y	Y	Y	Y	Y
MACKENZIE FINANCIAL (MFC)	Y	Y	Y	Y	Y	Y	Y	Y	Y
MANULIFE MUTUAL FUNDS (MMF)	Y	Y	Y	Y	Y	Y	Y	Y	Y
MARQUEST ASSET MANAGEMENT (MAV)	Y	Y	Y	Y	Y	Y	Y	Y	Y
NORTHWEST & ETHICAL MUTUAL (NWT)	Y	Y	Y	Y	Y	Y	Y	Y	Y
ROYAL BANK FUNDS (RBF)	Y	Y	Y	Y	Y	Y	Y	Y	Y
STONE & CO. (SCL)	Y	Y	Y	Y	Y	Y	Y	Y	Y
TD MUTUAL FUNDS (TDB)	Y	Y	Y	Y	Y	Y	Y	Y	Y
YORKVILLE MUTUAL FUNDS (YAM)	Y	Y	Y	Y	Y	Y	Y	Y	Y

- T: 10% free units. Units allowed to be redeemed not subject to DSC, and excluding matured units
- M: Matured units only
- F: All units not subject to DSC (also known as M+T free)
- D/S: “D” is Dollar Amount, “S” is number of shares. If a D/S switch or conversion order is rejected, simply place separate redemption and buy orders instead of switches. A Mutual Fund Company will not always redeem free units first. The buy side will not necessarily receive the same trade date as the redemption. Contact the Mutual Fund Company if you have any specific questions.
- Y: The Mutual Fund Company accepts the code for the type of transaction indicated.
- A: Place order with amount type A if all units are mature.
- Fax: Processing team to fax the completed trade ticket along with the Processing Instruction Form to MRS. Not to be faxed to the Mutual Fund Company.
- Doc: Contact the Mutual Fund Company for additional required documentation.

3.7 Trust Accounting

GP Wealth Management holds “in trust” cash, securities or other property of its account holders separate and apart from its own property. ⁶

A Financial Advisor or Branch Manager responsible for placing wire order transactions must carry out General Trust Accounting procedures. The Financial Advisor or Branch Manager must deposit on the same day a cheque received by an account holder for a

⁶ Please refer to MFDA Rule 3.3

buy (purchase) transaction. A copy of the cheque must be included with the transaction documents.

All cheques made payable to “GP Wealth Management, In Trust” must be deposited to:

Canadian Trust Account

Royal Bank of Canada
Acct # 06302-104-903-0

US Trust Account

Royal Bank of Canada
Acct # 06302-400-600-3

All cheques for the buy (purchase) of investments other than mutual funds (i.e. GIC’s and Savings Accounts) must be made payable to “GP Wealth Management, In Trust” and must be deposited to one of the trust accounts noted above. As these deposits would not correspond to any wire orders, HO compliance department must be notified so that a manual cheque can be issued. The notification must be sent to compliance@gpwealth.ca, and the subject of the e-mail should include “Manual Cheque Request”.

Cheques for insurance products, payable to “GP Capital Insurance, In Trust”, must be deposited to the GP Capital Insurance Agency Trust Account. Please refer to the GP Capital Insurance Policies and Procedures Manual for additional information.

4.0 Non-Financial Account Changes

A GP Wealth Management Non-Financial Account Change Form must be completed and where required signed by the account holder with supporting documents attached for any of the following changes:

1. Name Change
2. Address Change
3. Modification, addition or removal of a beneficiary
4. Change existing or adding additional Banking Information
5. Systematic Withdrawal Plan (SWP) or RIF/LIF payment on an existing plan, distributions change

A GPWM Non-Financial Account Change Form may be used for any of the following Non-Financial Account changes/corrections:

1. Date of Birth*
2. Language Code
3. Plan amalgamations
4. SIN*
5. Registered Business Number (The federal Business Number consists of 15 characters: 9 digits, 2 letters and 4 digits, for example, 123456789RC0001)*
6. Withholding tax rate change (Approval from CRA is required if the account holder requests a lesser tax than prescribed by the Income Tax Act (Canada))
7. Email address changes

4.1 Change of Address

To change the address on a “client name” or an “intermediary name” account, a GP Wealth Management Non-Financial Account Changes Form must be completed and signed by the account holder and financial advisor of record. Please note that only one form per account holder and not per plan (account) is required.

A Financial Advisor may also provide evidence from the account holder authorizing a change of address where an account holder’s signature is not present on the GP Wealth Management Non-Financial Account Changes Form with any of the following:

1. An address change notification from Canada Post with the account holder’s signature. The notification from Canada Post request must be attached to a GP Wealth Management Non-Financial Account Changes Form with a reference to the attached notification from Canada Post and signed by the Financial Advisor of record. In addition, GPWM Supervisory staff and the Financial Advisor must verify

the account holder's signature on the notification from Canada Post with the account holder's signature on file.

2. A letter of direction from the account holder with the account holder's signature. The Letter of Direction must be attached to a GP Wealth Management Non-Financial Account Changes Form with a reference to the attached letter of direction and signed by the Financial Advisor of record. In addition, GPWM Supervisory staff and the Financial Advisor must verify the account holder's signature on the letter of direction with the account holder's signature on file.

4.1.1 Hold Mail

All hold mail must be authorized by the account holder in writing. Hold mail must be controlled, reviewed on a regular basis and maintained by the responsible supervisor.

4.1.2 Return Mail

All Financial Advisors, Employees, Supervisors and Senior Management must freeze an account holder plan if notice has been received of any returned mail.

When initially received, the address must be verified. If the correct account holder address is verified, the returned mail should be resent. If the address cannot be verified, insert a checkmark in the "returned mail" check box in the Client Management System and immediately inform the financial advisor of record of the returned mail item.

Financial Advisors, Employees, and Supervisors must promptly investigate and make a reasonable effort to obtain the correct address for the account holder. If the account holder's address has changed, please see procedures to complete a change of address using a Non-Financial Account Change Form.

4.2 Change of Banking

To change or add banking information on a "client name" or an "intermediary name" plan (account) a GP Wealth Management Non-Financial Account Changes Form must be completed and signed by the account holder. Please note that only one form per account holder and not per plan (account) is required.

A financial advisor may provide evidence from the account holder authorizing a change where an account holder signature is not present on the GP Wealth Management Non-Financial Account Changes Form with any of the following:

1. By including an imprinted sample void cheque form (original) or bank PAD form from the account holder's bank signed by the account holder and stamped by an authorized employee of the bank. The imprinted sample void cheque form must be

attached to a GP Wealth Management Non-Financial Account Changes Form with a reference to the attached form and signed by the Financial Advisor of record

2. A letter of direction from the account holder. The Letter of Direction must then be attached to GP Wealth Management Non-Financial Account Changes Form and signed by the Financial Advisor on record with a sample cheque marked "VOID" and the name on the sample cheque matching the account holder.

The banking information must be completed on the Non-Financial Account Changes Form regardless of attached supporting documentation.

Where the name recorded on the sample cheque does not match the name of the account holder then a GP Wealth Management Non-Financial Account Changes Form must be completed and signed by the account holder. In addition, Supervisory Staff and the Financial Advisor must verify and evidence the account holder's instructions including verifying the bank account holder's identity.

For an Intermediary account, please complete an Intermediary Non-Financial Account Change Form.

4.3 Change of Name

To change the registered name of an account holder, legal documents supporting the name change such as a marriage certificate, divorce certificate, name change certificate etc., must be provided with a GP Wealth Management Non-Financial Account Changes Form completed and signed by the account holder and Financial Advisor of record.

Please note that only one form per account holder and not per plan (account) is required for changes on a "client name" or an "intermediary name" plan.

Important Notice:

A Change of Name is deemed a material change to an account holder's profile and will require an updated Limited Trading Authorization Form.

4.4 Updating Know-Your-Client Information

A Know Your Client Form (KYCF) must be used and completed when updating any material change in the account holder information whenever GPWM or the Financial Advisor becomes aware of such a change, and a copy of the signed KYC Form must be provided to the account holder. The account holder must initial any changes to the original KYCF. The KYCF must be dated and signed by the account holder and the Financial Advisor and must be reviewed and approved by Supervisory Staff.

When a Know Your Client Form (KYCF) is updated and delivered, the Financial Advisor must review the account holder's plan (account) to ensure they meet the risk tolerance, investment objectives and time horizon as outlined by the account holder(s) on the Know Your Client Form (KYCF).

The information from the updated Know Your Client Form (KYCF) must be recorded in the GP Client Management System by the Financial Advisor on the same day the documentation is signed by the account holder.

The KYCF and supporting documentation must then be delivered to Head Office. If the updated KYC information triggers a change in the plan risk tolerance or investment objective that is not consistent with the plan risk composition of the account holder, appropriate changes must be made to bring the portfolio in compliance with the updated Know Your Client Form (KYCF). For more details on portfolio suitability and KYC information please refer to the Portfolio Suitability Guidelines Document.

4.4.1 Completing an Investment Profile Questionnaire with the KYC Form

An Investment Profile Questionnaire is requirement to be completed with the account holder when:

- An account holder has more than \$250,000 in assets under administration registered with the Financial Advisor.
- An account holder with a Leveraged Plan registered with the Financial Advisor.
- An account holder indicates a Risk Tolerance of 100% High Risk for a Plan registered with the Financial Advisor.

Important Notice:

A Financial Advisor may choose to use one IPQ for multiple plans that are associated with the specific planning objective. For example, if the objective is retirement funding and the account holder designates an RRSP, TFSA and Open Plan towards the objective.

4.4.2 KYC and Suitability Review Triggers

A Financial Advisor is required to update Know-Your-Client (KYC) information of an account holder at a minimum of once every 36 months.

In addition to the minimum requirement to update Know- Your-Client (KYC) information of an account holder, a Financial Advisor should review or update the Know- Your-Client (KYC) information for an account holder as follows:

1. Upon triggering any of the following circumstances:

- (a) Material change in the personal circumstances of the account holder
- (b) Information in the Client Investment Management System is incomplete
- (c) As part of a portfolio review prompted by downward fluctuations in the market
- (d) Upon a portfolio review requested by the account holder
- (e) A trade including redemptions
- (f) A trade greater than \$10,000
- (g) A trade in a Leverage Plan

If a proposed financial transaction (trade) is determined to be unsuitable based on the KYC for the account holder, the trade will be marked as “declined” and the Financial Advisor will be notified explaining the reason for the “decline” including what options, if any, are available to approve the transaction (trade).

If an existing plan (portfolio) for an account holder is considered unsuitable as a result of a KYC update, the account holder plan should be tagged as “frozen” and the Financial Advisor will be notified explaining the reason for the status of the account holder plan including what options are available to “unfreeze” the plan.

4.4.3 Incomplete or missing KYC information

Generally, any account holder plan where KYC information is identified as “incomplete” or “missing” Know-your-client (KYC) information” will be tagged as “frozen” until a branch manager or supervisory staff approve an updated KYC Form from the account holder. Where the account holder plan is tagged as “frozen”, transactions (trades) will be restricted to “PACs” and “Redemptions” only.

A Financial Advisor must ensure that all the required account holder(s) Know-your-client (KYC) information is complete, accurate, and up-to-date in the Client Management System prior to recommending a transaction (trade) in an account holder plan. In addition, the Financial Advisor should review the existing and proposed plan (investments) to ensure that any recommendations made are in line with the KYC information for the account holder.

4.5 Non-Financial Account Changes Form User Guide

Section 1: Client Information Account Holder

Account Holder, Co-Account Holder Name, DOB: Enter salutation and name(s) and DOB(s) of all account holders.

Section 2: Non-Financial Changes

Change Address: To change account holder's mailing address, enter new address and at least one (1) contact number. Verify that the "returned mail" checkbox is not tagged. **Only one form is required from the account holder for an address change.**

Banking Information: Indicate if the form is for the "Change of Bank" information or if the account holder is "Adding Additional Banking Information". Enter the name of the Financial Institution (bank, trust company, credit union etc.), branch address, transit number, bank number, account number and account type.

Attach a void cheque or a photocopy of a void cheque with the account holder information imprinted on it. The information on the attached void cheque must match with information provided in this section.

Note that selecting "Change Banking Info" will result in the banking information being changed on all plans, unless otherwise specified in the "Notes" section. Selecting "Add Additional Banking Info" will result in the current banking information being maintained as approved banking information on file, but the information will not be forwarded to any fund companies or intermediary, unless otherwise specified in the notes section.

Change Name: To change name, enter the account holder's new name in Section 1; Client Information, then enter former name and provide former signature in Section 2. Check off and attach acceptable evidence of name change such as new Driver's License, Marriage Certificate, Passport, Divorce documents etc. The account holder must sign his or her new signature in Section 4.

Add Beneficiary: To add a beneficiary to an existing registered plan (account), indicate with a check mark in the check box to "Add Beneficiary". Enter the beneficiary's name, relationship to account holder and percent allocation of the plan (account) to the beneficiary.

Remove Beneficiary: To remove an existing beneficiary on a registered plan (account), indicate with a check mark in the check box to "Remove Beneficiary". Enter the name of the beneficiary that is to be removed from the plan (account).

Modify Beneficiary: To change an existing beneficiary on a registered plan (account), indicate with a check mark in the check box to “Modify Beneficiary” information. Enter new beneficiary’s name, relationship to account holder and percent allocation of the plan (account) to the beneficiary.

Mutual Fund Company Name, Account Number and Plan: Enter Mutual Fund Company name and account for all non-financial account changes except for Name Change and Address Change. Note that for a Change of Banking Information, if no plan (account) is indicated, the banking information will be changed for all plans.

Section 3: RIF/LIF/SWP Investment Fund Details

Start Payment Details: To start a RIF/LIF or SWP payment, indicate with a check mark in the check box the type first; SWP or RIF/LIF Payment, then enter the start date (option available for a second date) and then enter the GP Plan ID Number (required).

Frequency Options: Check off appropriate frequency option

Fund Details: Enter Fund Code(s), whether it is a start or a stop, fund name, account number and dollar amount or number of shares/units.

Special Requests: Enter any special requests such as treatment of distributions (reinvestment or payment in cash), T-series option etc.

Section 4: Account holder Signature Required

All account holders must sign and date the form.

Section 5: Dealer/Financial Advisor Information

The Financial Advisor must sign the form and forward it to Head Office or Branch Office for approval.

4.6 Internal Change of Financial Advisor

A GP Wealth Management Internal Change of Financial Advisor Form must be completed when there is a change of Financial Advisor. The new Financial Advisor must verify the most recent account holder information and current KYC information to ensure its currency and record the date of such verification on the relevant form(s) prior to initiating any transactions. If there are no changes to the KYC, the Financial Advisor must note that the KYC was reviewed with the account holder and that there are no material changes at this time. If there are any changes, a Know Your Client Form must be completed and signed by the account holder. Supervisory staff shall notify the

relinquishing Financial Advisor of the change request. A Financial Advisor change shall be processed within 2 business days.

If several accounts or more are being assigned to another Financial Advisor registered with GP Wealth Management, the bulk movement of accounts should be submitted electronically as a ModBulkRep through FundSERV by Head Office. The receiving Financial Advisor must be set up in the Client Management System prior to a transfer.

Important Notice:

A ModBulkRep transaction will not move the following accounts:

1. Inactive plan (account)
2. Plan (account) assigned to the Public Curator
3. F Series fund where GP Wealth Management is not eligible

Alternatively, the bulk transfer request can be sent directly to a Mutual Fund Company by Head Office through a Letter of Direction signed by an authorized signatory of GP Wealth Management. The letter must contain at least the following information:

1. Existing and new Financial Advisor Codes
2. Whether or not the relinquishing Financial Advisor's code is to be inactivated
3. Information of the new Financial Advisor if not already set up.

5.0 Financial Account Changes

When initiating a financial account change or executing a financial transaction the use of the “New Order” tab in the GP Client Management System or the Financial Account Changes Form (“FACF”) should be used to document and execute a financial transaction in an existing plan of an account holder.

When executing a financial transaction, record all the information including notes in the required data fields. Refer to MFDA Rule 2.4.4 for additional information and guidance when documenting transaction fees or charges.

A financial transaction can be broadly divided into several categories:

1. Buy (including contributions)
2. Sell (including withdrawals)
3. Switch (between fund family)
4. In Cash Transfer
5. Internal Transfer

The screenshot shows the 'New Order' form in the GP Client Management System. The form is titled 'New Order' and has tabs for 'Buy', 'Sell', 'Switch', 'In Cash Transfer', and 'Internal Transfer'. The 'Buy' tab is selected. The form displays client information: 'Name: Client, Jay' and 'File ID: 1079729'. Below this, there are sections for 'Trading' and 'Risk Suitability'. The 'Buy' section includes fields for 'Plan' (OPEN 64112/7597-9999/Individual) and 'Account' (HFC735 (New) - MACKENZIE CUNDILL VALUE FUND (1118.3190 @ \$11,7747 = \$13,167,8590) - FEL). The 'Transaction Details' section contains various input fields and checkboxes, including 'Amount Type' (Dollars (Gross)), 'Amount / Units', 'FEL Rate', 'DSC Rate', 'Bonus', 'Use Trust Account', 'Commission Settlement' (Gross/Net), 'Trust Account', 'Contribution Period' (First 60 days), 'Contribution Code' (N/A), 'Settlement Source' (Dealer/Intermediary), 'Settlement Method' (NSH), and 'Source of Fund' (External/Internal). At the bottom, there are buttons for 'Create Transaction' and 'Add To Order Basket'. Below the form is an 'Order Basket' table with columns for ID, Tax Type, Fund Account, Fund Risk, Amount Type, Amount, and User ID. The basket is currently empty. At the very bottom, there are buttons for 'W.fundfacts', 'Print Order Receipt', 'Fees or Charges Disclosed', 'Send Order Realtime', 'Submit Order Basket', and 'Close'.

A financial transaction must be authorized by an account holder prior to execution. If a plan is registered as a joint plan (account), only one account holder signature is required on the Financial Account Change Form to execute a transaction. A financial transaction requires the original signature of the account holder and a Financial Advisor unless an approved Limited Trading Authorization Form (LTA) is recorded on file for the account holder.

Without an LTA on record for the account holder, a Financial Account Change Form must be completed and signed by the account holder to execute a financial transaction.

It is a mandatory requirement to disclose to the account holder all **transaction fees and charges**⁷ connected to the execution of a financial transaction, including commissions, trailer fees and other charges as outlined in the Fund Facts Document. To the extent possible, fees are to be disclosed as exact amounts. Where the amount cannot be known precisely due to, for example, market fluctuations, fees should be disclosed in a reasonable estimation of the fee in dollars or as a percentage.

A financial transaction executed with a verbal authorization without an account holder signature must be accompanied by an approved Limited Trading Authorization Form and GP Client Contact Record Form (CCRF) documenting the particulars of the account holder(s) and financial advisor communications related to the financial transaction. A Financial Advisor must record the financial transaction on the prescribed CCRF unless the necessary notes which would normally be recorded on the CCRF are recorded on the “New Order” receipt.

All financial transaction documentation required for trade settlement (Buy, Sell/Redemption and Switch) must be delivered to HO compliance department on the same day the financial transaction is executed.

When delivering original documentation to head office for review and approval, we define the term “delivering” to mean all forms of delivery that include by facsimile, by email link or attachment and uploaded to the Document Management Systems as acceptable forms of delivery.

Documents delivered by facsimile, email link or attachment and uploaded to the Document Management System must be a true copy of the original documentation. A Financial Advisor is responsible for verifying all original documentation has been delivered.

5.1 Buy (Purchase) Request

Client Name Plan (Account):	A “New Order” Receipt or GP Financial Account Changes Form (FACF) must be completed.
Intermediary Plan (Account):	A “New Order” Receipt, Intermediary Financial Account Changes Form or GPWM FACF must be completed.

⁷ 2.4.4 **Transaction Fees or Charges.** Prior to the acceptance of any order in respect of a transaction in a client account, the Member shall disclose to the client any transaction charges and:

- (a) charges in respect of the purchase or sale of a security or a reasonable estimate if the actual amount of the charges is not known to the Member at the time of disclosure;
- (b) in the case of a purchase of a security to which deferred charges apply, that the client might be required to pay a deferred sales charge on the subsequent sale of the security and the fee schedule that will apply; and
- (c) whether the Member will receive trailing commissions in respect of the security.

An Intermediary may not accept instructions on a GP FACH however they may accept the account holder's signature on the GP FACH with an Intermediary Financial Account Changes Form attached with a Financial Advisor signature. Where the account holder's signature is present on the GPWM FACH please attach a completed Intermediary Financial Account Changes Form with a reference to the GPWM FACH.

5.1.1 Commission Rebate Purchase Transaction and Disclosure Document

There may be instances where a Financial Advisor, on behalf of an account holder(s), may redeem a mutual fund from one Mutual Fund Company (where a deferred sales charge fee is incurred as a result of the redemption) and re-purchase a new mutual fund using the deferred sales charge purchase method. The Financial Advisor may request that any fees from the redemption be rebated back to the account holder and accordingly must obtain a signed copy of the GP Wealth Commission Rebate Disclosure Document.

Under the Sales Practices Code that went into effect on May 1, 1998, in order to process a commission rebate, the Financial Advisor must demonstrate that the account holder has been advised of the following:

1. The actual or approximate amount of fees or commissions being paid on the redemption;
2. The general tax consequences of the redemption, and;
3. A reasonable estimate of the redemption charges and schedule for the new fund(s) being purchased.

The GP Wealth Management Commission Rebate Disclosure Document is compliant with the requirement of the Sales Practices Code.

When initiating a commission rebate a Financial Advisor must include the rebate instructions on the GP Wealth Management Financial Account Changes Form and the Mutual Fund Company Account application if necessary.

The Financial Advisor is responsible for completing all the necessary documentation including the Commission Rebate Disclosure Document that must be signed by the account holder.

5.1.2 Unsuitable Position or Transaction

In the event that an account holder(s) initiates a financial transaction with a Financial Advisor where it appears that the financial transaction is unsuitable, (i.e. does not fit with the stated account holder's investment objectives, risk tolerance, time horizon, etc.), it is incumbent on GP Wealth Management Corporation and its Financial Advisors to document an adequate record of each financial transaction, and of any other

instructions given or received for the purchase or sale of securities, whether executed or unexecuted.⁸ Where an unsolicited financial transaction is determined to be unsuitable for the account holder, the record of the financial transactions must include, at a minimum, evidence that:

1. The transaction was unsolicited;
2. A suitability review was performed; and
3. The account holder was advised that the proposed transaction was unsuitable.

A financial advisor cannot recommend any unsuitable transaction to an account holder(s). Unsuitable transactions can only be initiated by an account holder(s). If the account holder information has changed, a Know Your Client form must be completed and updated in an account holder(s) file. If the account holder KYC information has not changed and the proposed trade is unsuitable in light of the information on the NAAF or KYC forms, GP Wealth Management Corporation and its financial advisor is required to inform the account holder that the proposed transaction is not suitable based on the KYC information on file and provide appropriate cautionary advice.

If the account holder insists on proceeding with a transaction that is determined to be unsuitable and not in keeping with the account holder's risk tolerance, GP Wealth Management Corporation and its financial advisor is required to have an account holder(s) acknowledge the transaction as unsuitable by signing an *Unsuitable Position/Transaction Acknowledgement Form*.

A Financial Advisors must report any unsuitable, unsolicited financial transactions with their Branch Manager or Compliance Officer before proceeding with the financial transaction.

Important Notice:

GP Wealth Management Corporation reserve the right to reject a financial transaction from an account holder that is determined to be unsuitable.

5.2 Pre-Authorized Chequing (PAC) Plan

A Pre-Authorized Chequing Plan (PAC) provides an Intermediary or Mutual Fund Company the authorization to deliver a request to a financial institution to debit the chequing account of an account holder and electronically deliver the proceeds to the account holder plan of said Intermediary or Mutual Fund Company.

⁸ Please refer to MFDA Rule 5.1(b)

5.2.1 Setting up a Pre-Authorized Chequing (PAC) Plan

A Pre-Authorized Chequing (PAC) can be set up for all plan types with the following exceptions:

1. Registered Retirement Income Fund (RRIF)
2. Locked-In Registered Plans
3. US Dollar Plan
4. An account holder residing in a closed country
5. An account holder who is a non-resident in Canada

When completing a Pre-authorized Chequing Plan (PAC) certain procedures apply to a client name account and an intermediary account.

For an Intermediary Account (Plan):

Complete an Intermediary Pre-authorized Chequing Plan Agreement Form. Each Intermediary provides a Pre-authorized Chequing Plan Agreement that must be completed and signed to authorize a debit request.

For a Client Name Account (Plan):

Complete a GP Pre-authorized Chequing Agreement Form. A Pre-authorized Chequing Plan Agreement must be completed and signed to authorize a debit request.

Attach an imprinted sample void cheque (original or photocopy) that contains the account holder name and bank account information to the Pre-authorized Chequing Plan Agreement Form (Please note that the information on the cheque must reflect the information on the PAC application). Where a VOID cheque is being provided, the void cheque must be a personalized cheque with the account holders name pre-printed on the cheque. Where the account holder does not have a personalized cheque, we will require a document from the bank, stamped by an authorized employee of the bank, confirming that that the account number listed belongs to the account holder. This can include a completed bank PAD form stamped by an authorized employee of the bank.

If a PAC is being debited from a bank account held jointly and requires all signatures of the account holders, then all account holders must sign the Pre-authorized Chequing Plan Agreement Form authorizing the bank to withdraw funds from the joint account holder's bank account.

Record the account holder's banking information in Section 3 of the Pre-authorized Chequing Plan (PAC) Agreement Form.

If an account holder has an existing plan (account) with a Mutual Fund Company/Intermediary and wishes to start a Pre-authorized Chequing Plan (PAC) where the deposit will be directed into the existing plan, then the account holder must specify the plan number.

If an account holder wishes to set up a Pre-authorized Chequing Plan (PAC) in a separate plan, then the account holder must specifically state, "new plan" on the PAC Agreement Form.

Allow 5 to 10 business days for a Pre-authorized Chequing Plan (PAC) to be set up. If an Intermediary or Mutual Fund Company receives a request to set up Pre-authorized Chequing Plan (PAC) after their stated cut-off date, then the Pre-authorized Chequing Plan (PAC) will be set up for the next scheduled run date.

An Intermediary or a Mutual Fund Company may have a Pre-Authorized Chequing Plan (PAC) with various options available. Generally, the options available from an Intermediary or Mutual Fund Company include:

1. minimum Pre-authorized Chequing Plan (PAC) amount thresholds
2. automatic annual Pre-authorized Chequing Plan (PAC) increases by dollar or percentage amount
3. frequency of deposits (weekly, bi-weekly, bi-monthly, monthly, quarterly, semi-annually or annually)
4. multiple fund purchases

In addition, an Intermediary or a Mutual Fund Company may provide a range of dates where a Pre-authorized Chequing Plan (PAC) payment may be electronically deposited. An account holder may have a choice of dates for a Pre-authorized Chequing Plan (PAC) to start and continue. If the date does not fall on a business day, the Intermediary or Mutual Fund Company will process the deposit on the next business day.

All approved forms can be accessed from the Client Management System.

Important Notice:

A Limited Trading Authorization Form (LTA) may be used to setup a Pre-authorized Chequing Plan (PAC). Please verify that the appropriate LTA has been signed by the account holder that allows for the setup of a PAC.

The correct version of the LTA is "Version IFIC/LA-I&J-December 2013".

5.2.2 Setup a Pre-Authorized Chequing (PAC) Plan for an Entity Plan (Account)

For an entity account, an Intermediary or Mutual Fund Company will require the following additional information:

1. The signature(s) of the authorized signing officer(s) for the entity bank account on the Pre-authorized Chequing Plan (PAC) section of the Application Form
2. A copy of the corporate resolution including names of authorized signing officers and the corporate seal affixed

Important Notice:

A Limited Trading Authorization Form (LTA) cannot be used to setup a Pre-authorized Chequing Plan (PAC) for an entity plan (account).

5.2.3 Changing a Pre-authorized Chequing Plan (PAC)

An Intermediary or Mutual Fund Company allows for the following changes to a PAC:

1. Change the Pre-authorized Chequing Plan (PAC) information (frequency, dollar amount and fund)
2. Stall a Pre-authorized Chequing Plan (PAC) (with a restart date)
3. Stop a Pre-authorized Chequing Plan (PAC)
4. Restart a Pre-authorized Chequing Plan (PAC)

To change or restart a Pre-authorized Chequing Plan (PAC) in a client-name or intermediary plan, complete a Pre-authorized Chequing Agreement Form. To ensure the changes are processed in a timely manner, an Intermediary or Mutual Fund Company must receive the request 5 business days prior to the next scheduled Pre-authorized Chequing Plan (PAC) date.

Important Notice:

A Limited Trading Authorization Form (LTA) may be used to change a Pre-authorized Chequing Plan (PAC). Please verify that the appropriate LTA has been signed by the account holder that allows for the change of a PAC.

The correct version of the LTA is “Version IFIC/LA-I&J-December 2013”.

5.2.4 Transferring Pre-authorized Chequing Plan (PAC) Instructions

For the most part, a Pre-authorized Chequing Plan (PAC) will transfer to the new account/fund for all-unit switches and all-unit transfers where the dealer code, intermediary code, account type and beneficial owner remain the same.

A Financial Advisor is responsible for verifying with an Intermediary or Mutual Fund Company as to how a PAC will be impacted by a switch, transfer or redemption.

5.2.5 Confirming a Pre-authorized Chequing Plan (PAC) Purchase

An Intermediary or Mutual Fund company produces a transaction confirmation for a Pre-authorized Chequing Plan (PAC) only on the initial purchase and for the first transaction after a change has been submitted. An Intermediary or Mutual Fund Company will include all transaction details of a Pre-authorized Chequing Plan (PAC) on official annual account statement reports which are delivered to account holders.

A Financial Advisor is responsible for verifying the set-up, modification or stop of a PAC is properly executed in a timely manner.

5.2.6 PAC Returned Not Sufficient Funds (NSF)

Where a Pre-authorized Cheque Plan (PAC) transaction is declined due to not sufficient funds (NSF) or for any other reason, then the Intermediary or the Mutual Fund Company may:

1. Reverse the transaction (purchase of shares or units of a mutual fund)
2. Stop the Pre-authorized Chequing Plan (PAC)
3. Notify the account holder of their options above including a request to resubmit the PAC to the financial institution by special request

In addition, a Pre-authorized Chequing Plan (PAC) can be re-started at any time provided there has not been any change in the account holder's banking information and the Intermediary or the Mutual Fund Company will accept a request to re-start a PAC by phone instruction from a Financial Advisor or a GP Wealth Management Head Office authorized employee.

It is important to note that an Intermediary or Mutual Fund Company may reverse the transaction as described depending on their internal policies. If a loss is incurred as a result of the Intermediary or Mutual Fund Company reversing the transaction, GP Wealth Management must immediately forward the loss amount to the Intermediary or Mutual Fund Company.

Any losses incurred from a a Pre-authorized Chequing Plan declined by a bank for Non-Sufficient Funds are the responsibility of the account holder and the Financial Advisor. GP Wealth Management's policy is to recover the losses including banking administration costs from the Financial Advisor.

5.3 Sell (Redemption) Request

- Client Name Plan (Account): A "New Order" Receipt or GP Financial Account Changes Form (FACF) must be completed.
- Intermediary Plan (Account): A "New Order" Receipt, Intermediary Financial Account Changes Form or GPWM FACF must be completed.

An account holder must authorize a partial or full redemption of a "client name plan" and a Financial Advisors must provide a completed "New Order" Receipt for a sell (redemption) or Financial Account Changes Form.

When executing a Sell (Redemption) a Financial Advisor must provide the following:

1. A "New Order" Receipt for a sell (redemption) or a Financial Account Changes Form (Complete the "Redemption Details" section - Fund Code, Account Number, Dollar Amount, whether net or gross, any fees or charges incurred on the transaction, number of units or number of free units and destination of the redemption amount).
2. If the plan (account) is registered jointly with more than one account holder name, all account holder names must be recorded on the "New Order" Receipt for a sell (redemption) or a Financial Account Changes Form for a sell (redemption). Supervisory staff may act on the instructions of any one account holder.
3. The sell (redemption) amount must be specified in dollars, number of shares or percentage amount.
4. If the account holder has a share certificate for the shares held in their plan (account), the account holder must be in possession of the share certificate before a sell (redemption) transaction can be executed. A Mutual Fund Company will not execute a sell (redemption) of shares in a plan (account) without the possession of the share certificate. If an account holder has pledged shares with a lending institution as collateral for a debt, the lending institution must authorize the release and deliver the share certificate and the power of attorney to the Mutual Fund Company prior to the execution of the sell (redemption) transaction. The redemption proceeds must then be made payable to the name of the lending institution, if so requested.
5. A sell (redemption) transaction requires the original signature of the account holder and the Financial Advisor unless the sell (redemption) transaction has been authorized by Limited Trading Authorization from the account holder
6. The original copies of the sell (redemption) transaction delivery by fax or e-mail for settlement purposes however the original documents must be provided to HO compliance department within a reasonable time frame to complete the financial transaction.
7. A Financial Advisor must not accept the delivery of a fax or email with an account holder signature as acknowledgement of a financial transaction unless the Financial Advisor has verbally confirmed the transaction with the account holder and has been authorized by Limited Trading Authorization by the account holder

8. Without an approved Limited Trading Authorization Form on file for the account holder, a Financial Advisor must only execute a financial transaction with the original financial transaction documents in their possession.
9. A sell (redemption) transaction must be “signature guarantee” stamped and signed by an authorized branch manager or compliance officer.
10. The Dealer Number, Financial Advisor (Rep) Code and Plan ID Number must appear on all financial transaction documents.
11. A copy of the sell (redemption) document signed by the account holder must be provided to the account holder.
12. The original sell (redemption) documents must be delivered to HO compliance department.

Important Notice:

If an account holder(s) is executing a sell (redemption) transaction in more than one plan, then a separate “New Order” Receipt for a sell (redemption) or GP Financial Account Changes Form must be completed for each plan.

A Mutual Fund Company will, by default option, send the proceeds of a sell (redemption) transaction by cheque via regular mail to the registered shareholder at the registered address unless otherwise specified on the “New Order” Receipt Financial Account Changes Form.

There are no minimum order amounts for a sell (redemption) transaction. However, a Mutual Fund Company has the discretion to impose a minimum plan (account) balance amount. In a case where an account holder plan has a balance amount that falls below the minimum threshold, with reasonable notice the Mutual Fund Company reserves the right to sell (redeem) the plan (account) in full and deliver the net proceeds to the account holder(s).

Please note that a Mutual Fund Company:

1. may not accept a fax directly from an account holder(s) for a sell (redemption) transaction
2. may not deliver proceeds of a sell (redemption) transaction to a bank or trust Line of Credit Account or a US Dollar Bank Account
3. may only settle the proceeds of a sell (redemption) in the currency in which the shares or units were bought (purchased)
4. will deliver the proceeds of a sell (redemption) to the receiving institution of the account holders by request

5.3.1 Redemption on Investment Loan Account

A redemption transaction on a Leverage Plan (Investment Loan Account) must be signed by the account holder(s). GP Wealth Management and its approved Investment Loan Carriers will not accept instructions for any financial transaction via telephone or other means.

GP Wealth Management and its Financial Advisors are responsible to ensure that all necessary financial and non-financial transaction documentation has been obtained from an account holder for proper execution of instructions on a Leverage Plan (Investment Loan Account). All financial transactions must be processed on the same business day as the account holder meeting, and standard wire order procedures must be followed. Please see section “Wire Order Procedures” for details.

5.3.2 Sell (Redemption) of a Certificate Account

To sell (redeem) from a plan registered as a Certificate Account, follow the directions as outlined under the “Sell (Redemption) Requests” section above as well as the following:

1. The share certificate must be endorsed on the back in the same manner that it was endorsed when the certificate account was registered. The account holder signature must then be guaranteed to make the share certificate negotiable.
2. It is advisable to instruct the account holder to deliver the share certificate to the Mutual Fund Company by registered mail along with the Power of Attorney. It is advisable that a Financial Advisor not handle the delivery of a share certificate to avoid the liability for the value of any lost share certificate.

An account holder should be advised to deliver a share certificate, fully endorsed as required in the Prospectus, directly to the Mutual Fund Company via **registered mail**.

5.3.3 Withdrawing from Registered Plans

An account holder can request the partial or full withdraw of assets from a LIF, LRIF, RRIF and RRSP by completing and authorizing a sell (redemption) transaction document as outlined above. An account holder can withdraw assets from their LIRA or LRSP only under certain circumstances as governed by the applicable pension legislation, for example, small balance, financial hardship, shortened life expectancy or non-resident status. LIFs and LRIFs have annual withdrawal minimums and maximums whereby RRIFs have only annual withdrawal minimums.

All Registered Plans (Accounts) held with an Intermediary (nominee) or Mutual Fund Company (client name) with a zero balance at the end of the year will be terminated and as a result an Intermediary (nominee) or Mutual Fund Company (client name) may

require a new account application form for any new buy (purchase) transaction after calendar year end.

When an account holder sells (redeems) assets from a registered plan (except RESP), the plan administrator is required to withhold an amount for potential taxes owing as per the following schedule:

Amount Redeemed	Withholding Rate (non-Quebec residents)
Up to \$5,000	10%
\$5,000.01-\$15,000	20%
More than \$15,000	30%

The minimum withdrawal amounts under LIF, LRIF and RRIF plans are not subject to a withholding tax. SYSTEMATIC WITHDRAWAL PLAN (SWP) withdrawals from a LIF/LRIF/RRIF account are subject to the applicable federal withholding tax based on the total amount to be withdrawn for the full year. For example, a \$2,000 monthly withdrawal from an account with a \$6,000 minimum ($\$2,000 \times 12 - \$6,000 = \$18,000$) will be subject to a 30% federal withholding tax (\$5,400). A withholding tax is deducted equally from the proceeds of each sell (redemption). Any other withdrawals outside the pre-set SYSTEMATIC WITHDRAWAL PLAN (SWP) are subject to the federal rate based on the specific withdrawal regardless of any amount that has already been withdrawn.

The following transactions below are exempt from a withholding tax:

1. Amounts transferred directly to another registered plan
2. Refund of unused RSP contributions, with a T3012A form approved by CRA
3. HBP withdrawals
4. LLP withdrawals
5. Payments after death that are received or deemed to be received by an individual or estate resident in Canada

Proceeds from a registered plan must be included as taxable income in the calendar year in which they were received by the account holder. The plan administrator must issue tax receipt by no later than the last day in February in the following year.

Please refer to the list of additional fees and charges from the trustee for a partial sell (redemption) transaction or the closing out of an account holder's plan. It is advisable that a Financial Advisor reviews the Prospectus and contacts the trustee prior to executing on an account holder's request for a sell (redemption) withdrawal.

5.3.4 10% Free and Matured Unit Entitlement for DSC and other LL Shares/Units

Within a calendar year, an account holder(s) may be permitted to exercise the option to sell (redeem) up to 10% of their shares or units and/or all matured shares or units purchased under the DSC and/or LL options without incurring a deferred sales charge. (Please refer to the fund facts of the Mutual Fund Company for complete details)

A Mutual Fund Company will generally calculate the 10% entitlement as the share or unit balance of the plan as at December 31 of the previous year plus any shares or units purchased or received from reinvested distributions in the current year multiplied by 0.1. The amount of this entitlement maybe reduced by:

1. share or unit amount of any sell (redemption) proceeds, exchanges or transfers-out requested in the current year
2. share or unit equivalent of any cash distributions paid to the account holder in the current year
3. number of matured shares or units in the plan

Generally, a Mutual Fund Company does not provide for an account holder to carry forward any unused portion of this entitlement into the next calendar year.

When a Mutual Fund Company processes the sell (redemption) of shares or units, the transaction is generally processed in the following order:

1. Matured shares or units
2. Shares or units available under the 10% free entitlement where applicable (includes any matured shares or units that meet or are less than the 10% free unit entitlement)
3. Shares or units in the order that they were purchased, starting with the oldest shares or units first
4. Reinvested distributions (if applicable)

When calculating the sales charge fees payable to a Mutual Fund Company under a deferred sales charge purchase option, the Mutual Fund Company calculates the deferred sales charge based on the date of the purchase and cost/price of the shares/units that are being redeemed. A Mutual Fund Company reserves the right to change or discontinue the free unit option. Refer to the prospectus for complete details.

Refer to [MSN-0041 - Automatic Conversion of Deferred Sales Charge to 0% - Front End Load Units Without Client Knowledge or Consent](#) (Issued: June 8, 2005)

5.3.5 Requirement to Obtain Account Holder Consent and Provide Disclosure

Prior to initiating a 10% Free or Matured unit transaction a Financial Advisor must obtain a completed "Free/Matured Unit Consent and Disclosure" with an account holder

signature. A signed copy must be delivered to the account holder and the originals must be delivered to HO compliance department for approval.

5.3.6 Consent to Transact Annually in Free or Matured Units

A Financial Advisor wishing to initiate a Free or Matured Unit transaction in an account holder plan annually can do so with an account holder signature or with the use of an LTA and the account holder's verbal consent. A Financial Advisor may also initiate a Free or Matured Unit transaction in an account holder plan annually by way of an approved negative confirmation letter or e-mail delivered to the account holder and an approved GP Fee Unit/Matured Unit Consent Form on file.

Note that a Free or Matured Unit transaction will not be approved if at the time of the transaction the plan risk composition is not suitable based on the approved plan KYC on record for the account holder. A Financial Advisor must perform a suitability assessment for the plan of an account holder prior to executing a financial transaction including a Free or Matured Unit transaction.

Refer to: Template Letter: Free Unit Consent Letter to Clients

5.4 Systematic Withdrawal Plan (SWP)

A Systematic Withdrawal Plan (SWP) provides an account holder a specific amount of funds at regular intervals from their plan. An Intermediary or Mutual Fund Company will automatically redeem shares or units from an account holder's plan to provide the specific amount of funds. Generally, an Intermediary or Mutual Fund Company can add a Systematic Withdrawal Plan (SWP) to all plan types with the exception of the following:

1. Locked-In Retirement Account (LIRA)
2. Locked-In Retirement Savings Plan (LRSP)
3. Registered Educational Savings Plan (RESP)
4. OPEN Accounts held as collateral for investment loans.

A Systematic Withdrawal Plan (SWP) is available for most mutual funds. An Intermediary or Mutual Fund Company may have its own minimum Systematic Withdrawal Plan (SWP) amount thresholds although an account holder can choose to withdraw a specific dollar amount or a specific unit/share amount. An account holder can choose to split the withdrawal amount among multiple funds and select to have withdrawals made on a weekly, every two weeks, twice monthly, monthly, every two months, quarterly, semi-annual or annual basis. An account holder can select any business day of the month for Systematic Withdrawal Plan (SWP) to start. An Intermediary or Mutual Fund Company will automatically process the Systematic Withdrawal Plan (SWP) withdrawal on that day. If the specified date does not fall on a

business day, an Intermediary or Mutual Fund Company will process the transaction on the business day immediately before the scheduled date. To be certain, a Financial Advisor should check the prospectus of the appropriate Mutual Fund Company. There is also a maximum withdrawal amount for LIF and LRIF plans.

An Intermediary or Mutual Fund Company will make a payment to an account holder via cheque or via electronic funds transfer (EFT) to an approved bank account.

5.4.1 Set-up a Systematic Withdrawal Plan (SWP)

To set up a Systematic Withdrawal Plan (SWP), an account holder must have a minimum account value required by an Intermediary or Mutual Fund Company.

The following procedures apply to a Systematic Withdrawal Plan (SWP):

1. Complete a Non-Financial Account Changes Form
2. Specify the mutual fund and account number;
3. Specify if the Systematic Withdrawal Plan (SWP) funds are to be mailed or provide approved banking information by including an imprinted sample void cheque (original or photocopy) from the account holder's bank account for direct deposit. A guaranteed signature acceptable to an Intermediary or Mutual Fund Company must be on the GP Non-Financial Account Changes Form.
4. The signature(s) of the account holder must be guaranteed if:
 - (a) a cheque is provided without an imprint of the account holder information
 - (b) Any other format that is not an imprinted void cheque
 - (c) The cheque delivery address is different than the account holders address on file
(a GP NFACF with Change of Address is required)
 - (d) The proceeds are not payable to all joint account holders on the account

To ensure a new Systematic Withdrawal Plan (SWP) is set up on time, an intermediary or Mutual Fund Company will require 5 business days before the Systematic Withdrawal Plan (SWP) start date. If an Intermediary or Mutual Fund Company does not receive instructions in time, they set up the Systematic Withdrawal Plan (SWP) for the next scheduled run date.

Important Notice:

A Limited Trading Authorization Form (LTA) may be used to setup a Systematic Withdrawal Plan (SWP). Please verify that the appropriate LTA has been signed by the account holder that allows for the setup of a SWP.

The correct version of the LTA is "Version IFIC/LA-I&J-December 2013".

5.4.2 Changing or stopping a Systematic Withdrawal Plan (SWP)

An Intermediary or Mutual Fund Company will allow the following changes to a Systematic Withdrawal Plan (SWP):

1. Change the Systematic Withdrawal Plan (SWP) information (frequency, dollar amount and fund)
2. Stall a Systematic Withdrawal Plan (SWP) with a restart date
3. Stop a Systematic Withdrawal Plan (SWP)
4. Restart a Systematic Withdrawal Plan (SWP)

To change, stall, stop or restart a Systematic Withdrawal Plan (SWP) in a client-name plan (account), complete the GP Wealth Management Non-Financial Account Changes Form. To ensure the changes are processed on time, the Intermediary or Mutual Fund Company must receive the change request 3 business days before the next scheduled Systematic Withdrawal Plan (SWP) transaction. An LTA is not required to stop or stall a PAC or SWP.

Important Notice:

A Limited Trading Authorization Form (LTA) may be used to change a Systematic Withdrawal Plan (SWP). Please verify that the appropriate LTA has been signed by the account holder that allows for the change of a SWP.

The correct version of the LTA is “Version IFIC/LA-I&J-December 2013”.

5.4.3 Transferring Systematic Withdrawal Plan (SWP) instructions

The procedures to transfer a Systematic Withdrawal Plan (SWP) can vary with an Intermediary or Mutual Fund Company; please contact Advisor Services, the Intermediary or Mutual Fund Company to verify instructions.

5.4.4 Confirming Systematic Withdrawal Plan (SWP) withdrawals

An Intermediary or Mutual Fund Company must produce a transaction confirmation for a Systematic Withdrawal Plan (SWP) only on the initial payment and for the first transaction after a change has been made. For LIF, LRIF, and RIF plans, an Intermediary or Mutual Fund Company will send a transaction confirmation for every payment. An Intermediary or Mutual Fund Company can include transaction details on a semi-annual and annual account statement.

Financial Advisors are responsible for verifying the set-up, modification or stop of a SWP is properly executed.

5.4.5 Depletion of Systematic Withdrawal Plan (SWP) Funds

When there are an insufficient number of shares or units in the fund/account to meet the withdrawal request, an Intermediary or Mutual Fund Company will redeem the remaining shares or units in the fund/account, send the proceeds to the indicated payee and stops the Systematic Withdrawal Plan (SWP). The procedures can vary with an Intermediary or Mutual Fund Company, please contact Advisor Services, the Intermediary or Mutual Fund Company to verify instructions.

5.5 Switch Requests

A switch transaction occurs when an account holder(s) sells (redeem) shares or units from one mutual fund to another within the same Mutual Fund Company.

For example: From - Ivy Canadian Equity Fund | To - Ivy Foreign Equity Fund

An account holder can execute a switch transaction between any mutual funds within the same sales charge option. A switch transaction can be executed for a specific dollar amount or as a percentage of the fund held by the account holder. The “switched-in fund” inherits the deferred sales charge schedule for new units or shares. The original cost and date remain the same regardless of the frequency of switch transactions.

Please note that any transaction/trading activity where a Financial Advisor earns additional compensation, but the account holder does not receive any discernible economic benefit will be flagged for review and a trade rationale will be requested. Transactions that are executed simply to generate a commission are strictly prohibited. For example:

1. The sell (redemption) and subsequent buy (purchase) of the same fund, generating a commission on the transaction for a Financial Advisor
2. A transaction between funds in the same fund family executed as a sell (redemption) and buy (purchase) rather than a switch transaction, generating a commission higher than a typical switch transaction fee
3. Temporarily parking shares between the sell (redemption) and sell (purchase) by purchasing shares of a money market fund or a no-load fund or leaving the proceeds in cash to evade controls to effectively execute the transactions mentioned above.

A “New Order” Receipt or the “Switch Details” of a Financial Account Changes Form must be completed by including the following:

1. Transfer From: Mutual Fund Code
2. Transfer To: Mutual Fund Code
3. Account number
4. Number of shares or dollar amount to be transferred

5. Signature of account holder
6. Account holder signature guaranteed if applicable
7. Date of transfer
8. Financial Advisor's signature
9. Branch Manager's signature
10. If this is a certificate account - attach the share certificate
11. Deliver the original "New Order" Receipt or Financial Account Changes Form to HO compliance department after the switch transaction has been executed.
12. If the transfer account has an active Pre-authorized Chequing Plan (PAC) or Systematic Withdrawal Plan (SWP), provide new PAC or (SWP) application and void cheque if applicable.

Important Notice:

A Mutual Fund Company may not automatically move a PAC or SWPs to the new fund.

5.5.1 Short-term Trading

Supervisory Staff and all approved Mutual Fund Companies monitor frequent trading activity to detect any short-term trading within an account holder plan. If an account holder initiates a redemption or switch transaction within 90 days of the purchase of a mutual fund within a plan, then GP Wealth Management supervisory staff or the Mutual Fund Company reserve the right to charge a "short-term trading fee" for executing the transaction. The short-term fee can be as high as 2.00% of the executed financial transaction. Specific details can apply to each Mutual Fund Company based on their policies as outlined in their respective prospectus. Refer to the prospectus to verify the Mutual Fund Company's policy on short term trading.

5.6 Transfer-in-Kind

Where an account holder has an existing plan (account) and wishes to transfer a dollar amount of shares to another plan without a sell (redemption) transaction (effectively contributing with the shares in the mutual fund). To execute a transfer-in-kind a Transfer Authorization of Investment Form (In Kind/Cash) or an intermediary equivalent must be completed.

This type of transaction can be processed from the Client Management System except where the funds are moving from or to a plan registered jointly. Where the transfer-in-kind involves a jointly registered account, the Transfer Authorization of Investment Form (In Kind) or an intermediary equivalent cannot be processed electronically.

Important Notice:

All potential fees and tax implications must be disclosed to the account holder prior to executing a transfer-in-kind transaction. A transfer from an Open Plan (account) to a Registered Plan (account) may result in a capital gain or capital loss as applicable and may also generate a contribution receipt if moved into an RRSP. A transfer-in-kind from a registered plan (account) to an Open Plan (account) may result in taxes withheld at source.

Below is a chart of the permitted combinations:

From Plan		To Plan		Processed on GP Client Management System (Y/N)
Plan Type	Ownership	Plan Type	Ownership	
Open	Individual	Open ITF	Individual	Yes
Open	Individual	Open	Joint	Yes
Open	Individual	RRSP		Yes
Open	Individual	RRSP-Spousal		Yes
Open	Individual	RRSP-Group		Yes
Open	Individual	RESP		Yes
Open	Individual	TFSA		Yes
Open	Joint	RRSP		No
Open	Joint	RRSP-Spousal		No
Open	Joint	RRSP-Group		No
Open	Joint	RESP		No
Open	Joint	TFSA		No
Open	Joint	Open	Individual	No
Open	Joint	Open ITF	Individual	No
RRSP		Open	Individual	Yes
RRSP-Spousal		Open	Individual	Yes
RRSP-Group		Open	Individual	Yes
RRIF		Open	Individual	No
RRIF		TFSA		No
TFSA		Open	Individual	Yes
RRSP		Open	Joint	No
RRSP-Spousal		Open	Joint	No
RRSP-Group		Open	Joint	No
TFSA		Open	Joint	No

5.7 Sell (Redemption)/Buy (Purchase) Transactions and In-Cash Transfer (ICT)

An In-Cash Transfer (ICT) allows for the proceeds of a “**Client Name**” plan to be transferred in-cash between mutual fund companies. An In-Cash Transfer (ICT) may also be executed between a “**Client Name**” and “**Intermediary**” plan (account). That is, to sell (redeem) shares from one Mutual Fund Company and buy (purchase) shares with another Mutual Fund Company. Below is a chart of the permitted combinations:

From Plan		To Plan		Processed on GP Client Management System (Y/N)
Plan Type	Ownership	Plan Type	Ownership	
Open	Individual	Open	Individual	Yes
Open	Joint	Open	Joint	Yes
Open	Individual ITF	Open	Individual ITF	Yes
Open	Entity	Open	Entity	Yes
RRSP		RRSP*		Yes
RRSP-Spousal		RRSP-Spousal*		Yes
RRSP-Group		RRSP-Group*		Yes
RRSP		RRSP-Group*		Yes
RESP		RESP*		No
TFSA		TFSA*		Yes
Open	Individual	Open ITF	Individual	Yes
Open	Individual	Open	Joint	Yes
Open	Individual	RRSP		Yes
Open	Individual	RRSP-Spousal		Yes
Open	Individual	RRSP-Group		Yes
Open	Individual	RESP		Yes
Open	Individual	TFSA		Yes
Open	Joint	RRSP		No
Open	Joint	RRSP-Spousal		No
Open	Joint	RRSP-Group		No
Open	Joint	RESP		No
Open	Joint	TFSA		No
Open	Joint	Open	Individual	No
Open	Joint	Open ITF	Individual	No
RRSP		Open	Individual	Yes
RRSP-Spousal		Open	Individual	Yes
RRSP-Group		Open	Individual	Yes
RRIF		Open	Individual	No
RRIF		TFSA		No

TFSA		Open	Individual	Yes
RRSP		Open	Joint	No
RRSP- Spousal		Open	Joint	No
RRSP- Group		Open	Joint	No
TFSA		Open	Joint	No

* An In-Cash Transfer for a registered plan (account) requires the appropriate transfer document, i.e. T2033.

The following types of transaction are exceptions that do not allow for the execution of an In-Cash Transfer (ICT):

An ICT for a buy (purchase) of shares in a Money Market Fund cannot be executed and transacted due to shortened settlement cycle (T+1).

An In-Cash Transfer (ICT) **transaction** between Mutual Fund Companies is different than an In-Cash or In-Kind Transfer between Investment Dealers. In the case of an ICT, there is no change in the registration of a plan with GP Wealth Management.

To execute a transfer, a Transfer Authorization of Investment (In Kind/Cash) form must be used. Alternatively, a FACH can also be used. Where an ICT has been executed from the Client Management System, the completed form must be provided to HO compliance department on the same day the transaction is executed. Where the Financial Advisor delivers documents to HO compliance department via e-mail or fax, the original documents must be provided by courier, Canada Post or hand delivered within a reasonable time frame to complete the transaction.

For plans where an ICT cannot be placed via the Client Management System, the following procedure is used when an account holder wishes to move funds from one Mutual Fund Company to another.

Documentation required:

1. Financial Account Changes Form - A Financial Account Changes Form with sell (redemption) and buy (purchase) instructions is required for a "client name" plan (account). A Financial Advisor may direct a Mutual Fund Company to make the proceeds payable to: GP Wealth Management Corporation ITF / Account Holder Name by checking the appropriate box in Section 3: Redemption Details. Alternatively, the proceeds can be made payable to the receiving institution and delivered directly by the relinquishing institution by indicating the name and address of the receiving institution in the "Special Instructions" section of the FACH.

2. Financial Account Changes Form - When a Financial Advisor receives the sell (redemption) proceeds from the Mutual Fund Company, the Financial Advisor must then submit the buy (purchase) instructions for the Mutual Fund Company receiving the proceeds. A Financial Advisor must indicate the dollar value of the buy (purchase) on the Financial Account Changes Form.
3. Please note that if a redemption/repurchase is executed within an intermediary plan (account) (hence non-ICT), the appropriate form for the Intermediary must be completed.
4. COMMISSION REBATE DISCLOSURE FORM - A Financial Advisor may choose to rebate a redemption sales charge fee as a result of a transaction to the account holder plan by completing, a Commission Rebate Disclosure Form. This form must be signed by the account holder and submitted together with the buy (purchase) instructions. The amount of the commission rebate must be indicated on the same page as the buy (purchase) instructions and on any Mutual Fund Company application.

For registered accounts not covered under ICT, please refer to transfer requirements for registered accounts.

To address any ICT-related issues, please refer to ICT Operating Guide.

5.7.1 ICT Operating Guide

SCENARIO	ISSUE	PROCESS	ACTION BY GP WEALTH MANAGEMENT
1. ORDER REJECTED BY RELINQUISHING FUND CO.			
Order rejected by "Relinquishing Fund Co."		No "buy" transaction is generated by FundSERV as the order was rejected by the "Relinquishing Fund Co."	Research the error code to determine why rejected and fix and/or replace order, as per current standards
Part of order reject by "Relinquishing Fund Co."		The transaction settles and proceeds are exchanged through N\$M on T+3.	Research the error code to determine why rejected and fix and/or replace order, as per current standards
2. CONTRACT REJECTED BY RELINQUISHING FUND CO.			
Contracts are rejected by the "Relinquishing Fund Co."		No "buy" transaction is generated by FundSERV as the contracts were rejected by the "Relinquishing Fund Co."	Research the error code to determine why rejected and work with the "Relinquishing Fund Co." to fix and/or replace order. Contact "Relinquishing Fund Co." to establish resolution

Part of contract reject by the "Relinquishing Fund Co."		The transaction settles and proceeds are exchanged through N\$M on T+3.	Research the error code to determine why rejected and contact the "Relinquishing Fund Co." to arrangement to accept partially or cancel the ICT. Determine whether to Cancel the entire ICT prior to 4:00 pm on T+1 or after 8:00 am on T+2. Cancel may result in dilution of the contracted orders.
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3. ORDER REJECTED BY THE RECEIVING FUND CO.

Order Rejected by the "Receiving Fund Co."		The transaction does not settle, and proceeds are not exchanged through N\$M.	Research the error code and work with the "Receiving Fund Co." to determine why the reject occurred. ICT sell side will be settled individually unless the trade is cancelled by GP Wealth Management.
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4. CONTRACTS ARE REJECTED BY THE RECEIVING FUND CO.

Contracts are rejected by the "Receiving Fund Co."		The transaction does not settle, and proceeds are not exchanged through N\$M.	Research the error code and work with the "Receiving Fund Co." to determine why the reject occurred. ICT sell side will be settled individually unless the trade is cancelled by GP Wealth Management.
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5. CONTRACTS ARE AMENDED BY THE RELINQUISHING FUND CO.

Contracts are amended by the "Relinquishing Fund Co." with no errors	The "Relinquishing Fund Co." removes the original contracts from settlement. It issues a second set and advises GP Wealth Management that the ICT is accepted for non-N\$M (Individual) settlement.	The transaction does not settle, and proceeds are not exchanged through N\$M.	Follow up with "Relinquishing Fund Co." to determine why the order was changed to individual settlement and resolve. Ensure that backup gets sent to the "Relinquishing Fund Co." to settle trades and if possible, have "Relinquishing Fund Co." send cheque to "Receiving Fund Co." to settle the purchase trades to avoid dilution.
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Contracts are amended by the "Relinquishing Fund Co." but sequenced incorrectly	Amended contracts are issued by the "Relinquishing Fund Co." but sequenced incorrectly (The "Relinquishing Fund Co." issues 2 sets of ICT contracts. The amended second set uses the same sequence number as the first set.)	The transaction does not settle, and proceeds are not exchanged through N\$M.	Follow up with "Relinquishing Fund Co." to determine why the order was changed to individual settlement. Ensure that backup gets sent to the "Relinquishing Fund Co." to settle trades and if possible, have "Relinquishing Fund Co." send cheque to "Receiving Fund Co." to settle the purchase trades to avoid dilution.
Contracts are amended by the "Relinquishing Fund Co." but sequenced incorrectly	The "Relinquishing Fund Co." issues a single set of ICT contracts containing double the number of funds than the number of funds associated with the order.	The transaction settles and proceeds are exchanged through N\$M. The original contracts remain valid.	No action expected
Contracts are amended by the "Relinquishing Fund Co." but sequenced incorrectly	Amended contracts are issued by the "Relinquishing Fund Co." but with an invalid multi-line count (multi-line records sequenced incorrectly).	The transaction settles and proceeds are exchanged through N\$M. The original contracts remain valid.	No action expected
Contracts are amended by the "Relinquishing Fund Co." but sequenced incorrectly	Accepted contracts sequenced ahead of rejected contracts	The transaction does not settle, and proceeds are not exchanged through N\$M because the "Relinquishing Fund Co." issued amended rejected contracts.	Follow up with "Relinquishing Fund Co." to determine why the order was changed to individual settlement. Ensure that backup gets sent to the "Relinquishing Fund Co." to settle trades and if possible, have "Relinquishing Fund Co." send cheque to "Receiving Fund Co." to settle the purchase trades to avoid dilution.

6. CONTRACTS ARE AMENDED BY THE RELINQUISHING FUND CO.

Contracts are amended by the accepting		The transaction does not settle, and proceeds are not exchanged through N\$M because the	If as a result of GP Wealth Management instructions, no action is required. If not as a result
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"Relinquishing Fund Co."		"Receiving Fund Co." issued amended rejected contracts.	of GP Wealth Management instructions, contact "Receiving Fund Co." to investigate. Failure to notify "Relinquishing Fund Co." would result in a cheque delivered to "Receiving Fund Co." as per original documentation.
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7. LATE CONTRACTS

Contracts are issued late by the "Relinquishing Fund Co."		No "Buy" transaction is generated as contracts were not received prior to 06:00 on T+1.	Contact "Relinquishing Fund Co." to establish resolution. Recommended approach: determine redemption proceeds from "Relinquishing Fund Co." and place wire order for equivalent amounts, and ensure that "Relinquishing Fund Co." can get funds to "Receiving Fund Co." in time for settlement
Contracts are amended but issued late by the "Relinquishing Fund Co."		The transaction settles and proceeds are exchanged through N\$M because the subsequent amended contracts issued by the "Relinquishing Fund Co." (instructions to remove the contracts from N\$M settlement) were not received prior to settlement date.	Provide "Relinquishing Fund Co." with In Good Order ICT settlement documentation asap.

5.8 Home Buyers' Plan (HBP)

The Home Buyers' Plan is essentially an interest free loan available from an account holder's RRSP but excludes locked-in retirement plans such as LRSPs and LIRAs. It enables a first-time home buyer to withdraw up to \$25,000 net of fees (deferred sales charge, low load fee and transaction fee.) from their RRSP to purchase or construct a qualifying home for themselves' or a related person with a disability. The home must be purchased before October 1st of the year following the withdrawal and there are no withholding taxes on the withdrawal.

To be eligible for an HBP withdrawal, the RRSP account holder must meet the following conditions:

1. Have a written agreement to purchase or construct a house
2. Intend to occupy the house as his or her principal place of residence
3. Be considered a first-time home buyer (for details, please refer to CRA's guide RC4135 Home Buyers' Plan)
4. Have an HBP balance of zero on January 1 of the year he or she intends to make an HBP withdrawal
5. Be a Canadian resident
6. Did not own the qualifying home more than 30 days before the withdrawal
7. Complete CRA form T1036 with original account holder signature
8. Receive all withdrawals in the same year or by the end of January of the following year.

A Financial Advisor may execute a HBP sell (redemption) transaction via the GP Client Management System or by completing the GP Financial Account Changes Form; a T1036 Form complete with original account holder signature is required as part of the settlement documents to complete the transaction. A Financial Advisor must deliver by mail or by fax the appropriate documents to a Mutual Fund Company.

Once the proceeds have been used by the account holder to purchase a home, the account holder will have up to 15 years to repay the amounts withdrawn under the HBP. Repayments must start the second year following the year the withdrawal was made and can be made to any active RRSP for which the participant is the annuitant. Each year the account holder is required to repay a proportionate amount of the outstanding balance (for example 1/15 in the first year). The account holder is required to make repayments even if the account holder does not have an RRSP deduction limit. If a repayment does not occur, the minimum amount of repayment must be included as taxable income for income tax purposes. A T4RSP will be issued by the trustee for the amount withdrawn from an RRSP for participation in the HBP.

The 15-year repayment schedule of a HBP withdrawal may be impacted by any of the following:

1. Death of the account holder
2. Account holder becomes a non-resident
3. The year the account holder turns 72 years of age

The participant can cancel the HBP withdrawal if the participant meets either of the following conditions:

1. Account holder did not purchase or construct a house
2. Account holder became a non-resident before purchasing or constructing

The HBP Cancellation Form must be completed and can be found in the CRA's guide, RC4135 Home Buyers' Plan.

5.9 Lifelong Learning Plan (LLP)

The LLP is essentially an interest free loan available from an account holder's RRSP to finance the account holder's or account holder's spouse's full-time education or training at a qualifying educational institution. A qualifying individual can withdraw up to \$10,000 a year from an RRSP. An individual is limited to a \$20,000 withdrawal net of fees (deferred sales charge, low load fee and transaction fee) in total over a four-calendar-year period while enrolled in a qualifying program. There are no withholding taxes on the withdrawal.

Financial Advisors may execute a LLP sell (redemption) transaction via the GP Client Management System or by completing the GP Financial Account Changes Form; a RC96 Form completed with original account holder signature is required as part of the settlement documents to complete the transaction. A Financial Advisor must deliver by mail or by fax the appropriate documents to a Mutual Fund Company. The redemption is not subject to withholding tax and the trustee will issue a T4RSP for the amount withdrawn from an RRSP for participation in the LLP.

To be eligible for a LLP withdrawal, the RRSP account holder must meet the following conditions at the time of withdrawal:

1. Account holder is a Canadian resident
 2. Account holder has enrolled or received an offer to enroll prior to March of next year in a qualifying program at a designated educational institution as a full-time student
- If an individual meets the disability conditions, the individual may qualify for LLP withdrawals for a part-time enrolment in a qualifying program.

The participant is required to repay the RRSP over a 10-year period, beginning the earlier of:

1. The fifth calendar year following the year of the initial withdrawal, or
2. The second consecutive year in which the student cannot claim an education credit for at least a 3-month period.

Every year the participant must repay a portion of the amount borrowed, starting with 10% of the outstanding balance in the first year. Repayments can be applied to any active RRSP for which the participant is the annuitant.

5.10 Financial Account Change Form User Guide

Complete one form per account holder plan. Use the check box at the top of the form to identify a “client name” or “Intermediary” account, if the account is a “leverage plan” and include the GP Plan Type and ID Number (required).

1. Account holder Information

Enter salutation and name(s), and DOB(s) of account holder(s).

2. Purchase Details

For a purchase, check off or enter source of funds.

For a mutual fund purchase, provide Fund Code, Mutual Fund Company Account Number, dollar amount, load type. If purchasing on front end, indicate the percentage. Also indicate if the “Fund Fact Document” has been delivered to the account holder. If the transaction includes a commission rebate, enter the commission rebate dollar amount or percentage. Where the FACH is being used for an In-Cash Transfer within the same plan, indicate that the purchase is part of the ICT by checking off the “ICT” box.

Enter the wire order number(s) on the Financial Account Changes Form after the transaction has been validated (contracted) with the Mutual Fund Company. A copy of the cheque should accompany the Financial Account Changes Form or Order Receipt when submitted to head office.

3. Redemption Details

All mutual fund redemptions must include the Fund Code, Mutual Fund Company Account Number, dollar amount or number of units. The appropriate check box must be marked for a “net” or “gross” amount of the redemption, as well as the destination of the funds. All redemption of funds marked as “EFT to account holder(s) bank account must include approved banking information.

Where the FACH is being used for an In Cash Transfer within the same plan, indicate that the redemption is part of the ICT by checking off the “ICT” box.

GP Wealth Management and its Financial Advisors are required to disclose to the account holder all fees and commission charges connected to the execution of a financial transaction, including any DSCs, taxes or transaction fees. To the extent possible, fees are to be disclosed as exact amounts. Where the amount cannot be known precisely due to, for example, market fluctuations, fees should be disclosed in a reasonable estimation of the fee in dollars or as a percentage.

4. Switch Details

For a mutual fund switch enter the “Switch From” Fund Code, Mutual Fund Company Account Number and dollar amount, units or percentage. Enter “Switch To” Fund Code, Mutual Fund Company Account Number (if different from the Account Number already provided), and sales charge if any. Also indicate if the “Fund Fact Document” has been delivered to the account holder.

5. Account Holder Signature Required

Account holder(s) must sign and date the form. If an account holder has provided Limited Trading Authorization, a Client Contact Record Form can be used in lieu of account holder signature. If a Financial Advisor does not record the details of the transaction on a CCRF, the Financial Advisor must ensure that the notes provided include all of the information normally recorded on the CCRF.

6. Dealer/Financial Advisor Information

A Financial Advisor must sign and deliver the FACH document to Head Office.

Account Holder Instructions

When executing a financial transaction in an existing account holder(s) “client name plan”, a Financial Account Changes Form must be completed. The use of an “Order Receipts” generated from the Client Management System is also acceptable. All financial transactions must flow through the books of GP Wealth Management Corporation and originals must be delivered to Head Office. Under no circumstances can a Financial Advisor send a financial transaction directly to an Intermediary or Mutual Fund Company without approval from HO.

6.0 Other

6.1 General Business Conduct with an Account Holder

6.1.1 Disclosing and Addressing Conflicts of Interest

GP Wealth Management Corporation recognizes the possibility of conflicts of interest arising between the interests of its Financial Advisors and the interests of the account holder.

MFDA Rule 2.1.4 provides the following:

Where a Financial Advisor becomes aware of any conflict or potential conflict of interest, the Financial Advisor shall immediately disclose the conflict or potential conflict of interest to GP Wealth Management Corporation.⁹

In the event a conflict or potential conflict of interest arises, GP Wealth Management Corporation and its Financial Advisor must ensure that it is addressed by the exercise of responsible business judgment influenced only by the best interests of the account holder.

Any conflict of interest that arises or can reasonably be expected to arise will be immediately disclosed in writing to the account holder by GP Wealth Management Corporation or by its Financial Advisor prior to proceeding with the proposed transaction giving rise to the conflict or potential conflict of interest.

Since there is a potential conflict of interest in all paid referral arrangements, the account holder must be given sufficient information to appreciate the extent of the conflict before the referral takes place. The account holder must not be misled as to the nature of the relationship between the referral arrangement parties or as to any licensing limitations of the parties.

With respect to the sale of exempt securities of a related party, the disclosure alone may not be sufficient. GP Wealth Management Corporation and its Financial Advisor must be able to demonstrate that the conflict has been adequately dealt with through the exercise of responsible business judgment influenced only by the best interests of the account holder. The practice of selling exempt securities in the following situations will be generally considered as conflict of interest:

1. shares or debentures in corporations owned by GP Wealth Management Corporation or a Financial Advisor;
2. promissory notes issued by entities related or connected to GP Wealth Management Corporation or a Financial Advisor;
3. investments in limited partnerships where the Financial Advisor acts as general partner or manager;
4. other ventures such as investment notes issued by entities related or connected to GP Wealth Management Corporation or its Financial Advisor;
5. securities guaranteed directly by GP Wealth Management Corporation;
6. Any investments held by GP Wealth Management Corporation, any limited partnerships.

Transactions with respect to the above-mentioned securities cannot be structured as a referral arrangement to avoid any conflicts of interest.

⁹ Please refer to MFDA Rule 2.1.4

6.1.2 Protecting Account Holder Information

All information received and collected by GP Wealth Management Corporation relating to an account holder(s) or the business and affairs of an account holder(s) must be maintained in confidence by GP Wealth Management Corporation, its Financial Advisors and employees and agents.¹⁰ No such information shall be disclosed to any other person or used for the advantage of GP Wealth Management Corporation or its Financial Advisors or employees and agents without the prior written consent of the account holder or as required or authorized by legal process or statutory authority or where such information is reasonably necessary to provide a product or service that the account holder has requested.

GP Wealth Management Corporation is committed to protecting the privacy of account holder personal information that we collect and maintain in the course of carrying on our business.

GP Wealth Management Corporation, its Financial Advisors and employees and agents adhere to the following Principles:

Principle 1 - Accountability

Each Financial Advisor and employee of GP Wealth Management Corporation is responsible for personal information under his or her control and GP Wealth Management Corporation shall designate an individual or individuals to be accountable for compliance with this Code.

Principle 2 - Identifying Purposes

The purposes for which personal information is collected shall be identified before or at the time the information is collected.

Principle 3 - Consent

The prior knowledge and permission of the individual are required for the collection, use or disclosure of personal information, except for legal or security reasons.

Principle 4 - Limiting Collection

The collection of personal information shall be limited to that which is necessary for the purposes identified. Personal information shall be collected by fair and lawful means.

¹⁰ Please refer to MFDA Rule 2.1.3

Principle 5 - Limiting Use, Disclosure and Retention

Personal information will not be used, disclosed or retained for purposes other than those for which the information was collected, except with the permission of the individual, or as permitted or required by law.

Principle 6 - Accuracy

Personal information shall be as accurate, complete and current as is necessary for the identified purposes for which it is to be used.

Principle 7 - Safeguarding Information

Personal information will be protected with safeguards appropriate to the sensitivity of the information.

Principle 8 - Openness

GP Wealth Management Corporation will make readily available to its customers and employees' specific information about our policies and procedures relating to the management of our personal information.

Principle 9 - Individual Access

Upon request, an individual will be informed of the existence, use and disclosure of his or her personal information and shall be given access to it. An individual will be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

Principle 10 - Handling Customer Complaints and Suggestions

Individuals can address any complaint regarding compliance with the above principles with our Privacy Officer at privacyofficer@gpwealth.ca.

6.1.3 Know Your Product

GP Wealth Management and its Financial Advisors must ensure that each product that is recommended for the account holder is suitable for the account holder and fits with their investment objectives.

As the Know-your-client requirements are fundamental to the suitability requirements; knowing the product is an integral part of this obligation.

To discharge Know-Your-Client obligations, a Financial Advisor must understand the product recommended to the account holder. Financial transactions (trades) can only be placed with products that are available on GP Wealth Management's approved product list.

For detailed information please refer to the "Know Your Product Policies and Procedures Manual", which have been approved by senior management, and must be adhered to by all Financial Advisors with respect to the sale of all products.

For a complete list of approved products go to gpwealth.ca and click "Resources Section".

6.1.4 Investment Fund Disclosure Requirements

GP Wealth Management and its Financial Advisors must communicate with their respective account holder(s) certain information before or when executing a financial transaction, which includes but is not limited to the information as follows:

1. That there is no guarantee of any mutual fund performance;
2. That past performance is no guarantee of future performance;
3. That all purchases and redemptions of mutual funds receive the same day trade date that the transaction is wired. (Please see "Wire Order Exceptions" section for details);
4. That a purchase or redemption transactions will not settle until all necessary original documents are received in good order by GP Wealth Management.
5. That any type of compensation received from a financial transaction is disclosed as required by the rules and regulations of the Securities Commissions and the MFDA.
6. A copy of the Fund Facts or equivalent such as an Offering Memorandum and any amendments of those documents must be delivered to the account holder and if requested a copy of the Prospectus, most recent annual audited statements and interim un-audited statements; and
7. Any other product specific documents as may be required to adhere with the By-laws, Policies and Rules of the MFDA or any other securities regulators must be delivered.

6.1.5 Disclosing Fees and Compensation Charges

GP Wealth Management and its Financial Advisors are required to disclose to the account holder all charges and compensation connected to the execution of a financial transaction, including any load type, taxes or transaction fees. GP Wealth Management and its Financial Advisors must provide a charges and compensation disclosure document at the time of account opening that includes the following information when transacting in investment funds:

1. Front End Load (FE) or Sales Charge (SC) purchase option

The account holder pays a commission at the time of purchase that may range from 0% of a financial transaction amount up to a maximum of 5.00%. The amount of the commission charged must be agreed to by the account holder.

2. Back End Load (BE) or Deferred Sales Charge (DSC) purchase option

The account holder does not pay a direct commission at the time of purchase of the investment fund however the product manufacturer will pay GPWM an up-front commission generally ranging from 0% to 6% of the purchase amount (see Fund Facts Document for complete details).

If the account holder redeems, reclassifies or converts from the original purchase option into another version of the investment fund (Front End or Low Load Purchase Option) generally within a 7-year period of purchasing the original investment fund (the redemption fee schedule), the account holder will be subject to a redemption charge or fee (deferred sales charge).

In the case of a switch within the same product manufacture into another investment fund with a DSC purchase option, the redemption fee schedule will continue to be in effect (i.e. a switch will not result in resetting a new redemption fee schedule).

3. Low Load (LL) purchase option

The account holder does not pay a direct commission at the time of purchase of the investment fund however the manufacturer will pay GPWM an up-front commission generally ranging from 0% to 3% of the purchase amount (see Fund Facts Document for complete details).

If the account holder redeems, reclassifies or converts from the original purchase option into another version of the investment fund (Front End or DSC Purchase Option) generally within a 3-year period of purchasing the original investment fund (the redemption fee schedule), the account holder will be subject to a redemption charge or fee (deferred sales charge).

In the case of a switch within the same product manufacture into another investment fund with a Low Load purchase option, the redemption fee schedule will continue to be in effect (i.e. a switch will not result in resetting a new redemption fee schedule).

Important Notice

An Account Holder over the age of 60: The DSC purchase option is not available. A Low Load purchase option may be permitted subject to addressing all material conflicts in favour of the account holder related to the purchase option.

An Account Holder over the age of 70: The DSC and LL purchase options are not available.

Leverage Plans: The DSC and LL purchase options are not available.

4. Embedded Compensation (Services Fees/Trailer Commissions)

Where an account holder pays a “service fee” commission sometimes called a “trailer fee commission,” which is included or embedded in the overall product cost, the commission must be disclosed at account opening.

An explanation must be provided to the account holder; for example, if you buy an investment fund, a trailer fee commission would be paid to GP Wealth Management and your financial advisor for ongoing account services and advice. This commission, based on a percentage of your assets, can generally range from 0.25% for fixed-income funds to 1.25% for equity funds.

5. Direct Fee or Fee for Service Account (Signature Service Account)

Where an account holder pays a “Direct Fee”, calculated monthly, based on the Total Average Monthly Assets of all plans registered with and administered by GP Wealth Management. The “Total Average Monthly Assets” of all plans registered with and administered by GP Wealth Management is used to determine the Direct Fee rate. The Direct Fee also referred to as the “Advisory Fee”, is charged as a percentage amount of the investment funds and other investments held within a plan designated as a fee for service account. The investment funds or investments held in the account do not include an embedded service fee or trailing commission. (Example “F Unit Funds”)

Important Notice:

Although GP Wealth Management and its Financial Advisors provide a charges and compensation disclosure document with a Client Welcome Package, the account holder must refer to the delivery of documents as outlined in Section 2.3 “Investment Fund Transaction Requirements”.

6.1.6 Restrictions on Personal Financial Dealings with a Financial Advisor and Account Holder

GP Wealth Management has a strict policy prohibiting a Financial Advisor from engaging in any personal financial dealings with an account holder without the direct formal approval of Senior Management. Any engagement outside of the contractual agreement a Financial Advisor has with GP Wealth Management must be immediately brought to the attention of Senior Management.

The following personal financial dealings are strictly prohibited:

1. Borrowing from account holders
2. Lending or extending credit to the account holder or permitting the account holder to purchase securities on margin

3. Any involvement with account holders in private investment schemes that raise significant and direct conflicts of interest
4. Investment clubs, where the Financial Advisor and account holders invest together, with the Financial Advisor making decisions on behalf of the investment club;
5. Arrangements where account holder funds are put into investments that are to be directly or indirectly managed by a Financial Advisor; and
6. Co-investment by a Financial Advisor and account holder in pyramid-like schemes or other questionable investments.
7. Monetary and non-monetary benefits provided from an account holder.
8. Monetary and non-monetary benefits provided to an account holder resulting from:

(a) Trading Losses

Any losses that are determined to be the result of normal dealings with an account holder will be confirmed and payable to the account holder by the firm.

For additional information please refer to Section 6.9 Problem Resolution and Letter of Indemnity (LOI).

(b) Settlements

Any losses that are determined to be the result of normal dealings with an account holder and the result of a client complaint must be determined by Senior Management and any agreed upon settlement will be payable to the account holder by the firm.

A financial advisor may not impose confidentiality restrictions on an account holder or a requirement to withdraw a complaint with respect to the MFDA or a securities commission, regulatory authority, law enforcement agency, SRO, stock exchange or other trading market as part of a resolution of a dispute or otherwise.

For additional information please refer to Policy 3 and Policy 6 of the Mutual Fund Dealers Association.

(c) Other compensation

Any compensation determined to be the result of normal dealings with an account holder and the result of normal administrative services such as a commission rebate, account fees or account transfer fee can be determined and payable by the financial advisor.

For addition information please refer to section 5.1.1 Commission Rebate Purchase Transaction and Disclosure Document.

Important Notice

A financial advisor who becomes aware of a real or potential loss in a plan registered to an account holder, must report the incident to their supervisor within 2 business days.

For additional information please refer to Section 6.8.1 Financial Advisor Reporting Requirements.

A financial advisor is prohibited from compensating an account holder directly and any compensation awarded to an account holder must be paid by GP Wealth Management Corporation.

For additional information please refer to Policy 3 and Policy 6 of the Mutual Fund Dealers Association.

6.1.7 Anti-Money Laundering Procedures

All Employees, Financial Advisors and Senior Management are required to adhere to GP Wealth Management's Anti Money Laundering Policy and Procedures. All Employees, Financial Advisors and Senior Management can access GP Wealth Management Corporation's Anti Money Laundering Policy and Procedures by visiting the secured site of <http://gpwealth.ca> and clicking through to the "Advisor Services Section".

6.2 Account Holder Authorization to Transact

6.2.1 Limited Trading Authorization

A transaction in a plan (account) with authorization from the account holder may be executed absent of an account holder signature if a Limited Trading Authority (LTA) is in place. GP Wealth Management Corporation or its Financial Advisor may accept a limited trading authorization from an account holder for the express purpose of facilitating trade execution. In such circumstances, a form of limited trading authorization as prescribed by GP Wealth Management Corporation and the MFDA must be completed and signed by an account holder.

A Limited Trading Authorization form allows GP Wealth Management and its Financial Advisor to sign on behalf of the account holder when executing and an authorized transaction from the account holder.

See 6.3 Transacting with a Limited Trading Authorization for complete details.

6.2.2 Electronic Signature

GP Wealth Management, through the exclusive use of DocuSign will accept an Electronic Signature, with all GP Wealth prescribed forms for client name accounts only.

The following types of prescribed forms will be accepted:

1. Account Application Form
2. Financial Account Forms
3. Transfer Forms (client name only)
4. Limited Authorization Forms
5. Non-Financial Account Change Forms

GP Wealth Management may not accept an electronic signature with the following document types:

1. Estate Settlement Documents
2. Signatures of third-party signing authorities
3. Power of Attorney forms
4. Tax or government related forms
5. Intermediary Accounts, including Signature Service Accounts
6. Corporate Resolutions

Important Notice:

Exceptions may apply as financial institutions will determine which forms or documents they will accept with an electronic signature and which forms will not be accepted with an electronic signature.

6.2.3 Signature Guarantee

A signature guarantee is required for all forms where a signature guarantee section is identified or where a third party such as an Intermediary or Mutual Fund Company requests the verification of a signature. Any transaction that requires a signature guarantee must be executed as specified in the Prospectus of the Mutual Fund Company or Financial Institution.

A signature guarantee may be required for financial account changes or non-financial account changes. Only Head Office Supervisory Staff, Compliance Officers, Branch Managers or Financial Advisors who have been granted approval by Head Office are authorized to use a GP Wealth Management "Guaranteed Signature Stamp". A Guarantee Signature Stamp can only be utilized on documents that have been signed by the account holder and properly witnessed.

It is important to understand the significance of the guaranteed signature stamp. GP Wealth Management Corporation is liable for any errors on any document(s) with a guaranteed signature stamp. Consequently, it is imperative that a Financial Advisor and/or Branch Manager take great care in processing all documents. Any loss occurring through the negligence of a Financial Advisor or Branch Manager will be charged back to the Branch Manager or Financial Advisor.

6.3 Transacting with a Limited Trading Authorization

GP Wealth Management Corporation or its Financial Advisor may accept a limited trading authorization from an account holder for the express purpose of facilitating trade execution. In such circumstances, a form of limited trading authorization as prescribed by GP Wealth Management Corporation and the MFDA must be completed and signed by an account holder.

The “Limited Trading Authorization Form” is only valid in transacting in client name accounts (plans) and is available for Individual and Joint Accounts.

For supervisory purposes, an account (plan) operating under a limited trading authorization is tagged in the Client Management System and readily identifiable.

A Limited Trading Authorization form allows GP Wealth Management and its Financial Advisor to sign on behalf of the account holder when executing an authorized transaction from the account holder.

The following types of transactions can be executed under a LTA:

1. Additional Purchases
2. Switches between Funds
3. Redemptions (Certain restrictions apply)
4. Systematic Withdrawal Plan (SWP) setup
5. Set up or make subsequent changes to a Pre-authorized Chequing Plan (PAC)*
6. Make subsequent changes to a Systematic Withdrawal Plan (SWP)*

*Verify that the correct version of the LTA signed by the account holder(s) is on file.

6.3.1 Restriction with a Limited Trading Authorization

GP Wealth Management and its Financial Advisor may not accept instructions under the execution of a Limited Trading Authorization for the following instructions:

1. Address Change
2. Name Change
3. Change of Banking

4. Beneficiary of Plan Change
5. Transfers from outside of GP Wealth Management
6. Corporate accounts
7. A transaction executed on the following account types: a formal and informal trust account and an estate account
8. RIF withholding tax rate changes
9. RESP allocation
10. Home Buyers Plan and Lifelong Learning Plan documents
11. Registered transfers (T2033)
12. Locked-in special redemption (Example, financial hardship application)

Important Notice:

A change to an account holder plan will still require a Financial or Non-Financial Account Change Form or an Intermediary or Mutual Fund Company form, however, a Financial Advisor will be signing on behalf of an account holder and no trades can be executed without prior authorization of an account holder.

6.3.2 Discretionary Trading is Prohibited

The Limited Trading Authorization does not provide for discretionary trading under any circumstances.

A Financial Advisor must ensure that the account holder understands and acknowledges that by signing a Limited Trading Authorization Form, the account holder is not granting discretionary trading authority and, accordingly, there will not be any trading in the account without the specific authorization of the account holder.

Important Notice:

A “Joint” Limited Trading Authorization Form must be completed for a “Joint” Account. An Account Holder may have both individual and jointly held accounts requiring the completion and authorized signature for an “Individual” Limited Trading Authorization Form and a “Joint” Limited Trading Authorization Form.

Important Notice:

A Limited Trading Authorization Form is required to be delivered to each Mutual Fund Company where the account holder has a plan (account) prior to accepting the Instruction Confirmation Notice (ICN) for subsequent trades.

6.3.3 Recording Instructions with a Client Contact Record Form

A Financial Advisor is required to provide evidence of the instructions upon which they acted in reliance under the Limited Trading Authorization (LTA). It is therefore required that an account holder's instructions be accurately recorded. The record must include the date the instructions were provided, the particulars of the security to be purchased or switched and confirmation as to the discussion of any fees or charges to be paid on the transaction and in the case of redemptions, a notation as to where the proceeds of redemption are to be sent or reinvested.

All instructions may be recorded through taping telephone conversations with the account holder, retaining electronic transmissions or paper copies of such transmission, taking notes at the time the instructions are given, or any other reasonable means as GP Wealth Management Corporation may determine acceptable. In addition, it is mandatory that any documentation related to a transaction executed under LTA by the Financial Advisor be delivered to the Head Office Compliance Department with either a signed and completed Client Contact Record Form or sufficient financial advisor notes.

Should a Financial Advisor choose not to utilize the GP CCRF, the Financial Advisor must ensure that the notes provided include all of the information normally recorded on the CCRF.

6.3.4 Confirming Instructions

All instructions must be confirmed to the investor through the normal trade confirmation process.

Use of Limited Trading Authorization (for client name mutual fund accounts only - Individual and Joint Accounts) is subject to the additional following conditions:

1. The Limited Trading Authorization is only intended for use in connection with individual and joint accounts held in client name only. The Limited Trading Authorization cannot be used for corporate or "formal in trust for" accounts.
2. The Limited Trading Authorization can be used for all purchases, switches and redemptions on all existing and future plans of an account holder. GP Wealth Management Corporation cannot instruct a Mutual Fund Company to open new plan for an account holder under the authority of the Limited Trading Authorization.
3. A single Limited Trading Authorization is required for providing trading instructions on all accounts held by a single account holder.
4. For joint accounts, a separate jointly signed Limited Trading Authorization is required for all accounts conducted by the joint account holders. Two or more account holders cannot operate their jointly held plan(s) under the authority of separately signed Limited Trading Authorizations.

5. The Financial Advisor code indicated on the Limited Trading Authorization must be the same as the one reflected on the plans (accounts) of the account holder.
6. A copy of the Limited Trading Authorization must accompany the initial trade authorization conveyed to each Mutual Fund Company. Thereafter, (unless specifically required by the Fund Manager), the Instruction Confirmation Notice ("ICN") may accompany each subsequent trade authorization for the purchase, redemption or switch of mutual fund securities on all plans (accounts) where the account holder's signature is normally required to execute those instructions.
7. No trades can be made without prior authorization of the account holder. The Limited Trading Authorization does not provide for discretionary trading under any circumstances.
8. An account holder's instructions must be accurately recorded, either on the GP Wealth Management Client Contact Record Form or in some other format.
9. A single witness should witness the signature of the account holder on the LTA. A Financial Advisor can act as a witness. A Financial Advisor must not guarantee an account holder's signature. Only GP Wealth Management Corporation Head Office has such authorization.
10. GP Wealth Management should retain the original Limited Trading Authorization and ICN for a period of at least seven (7) years from the date of the last trade completed in reliance upon the Limited Trading Authorization.
11. The Limited Trading Authorization expires immediately upon:
 - (a) The account holder(s) death;
 - (b) Written notice to or receipt of evidence by GP Wealth Management Corporation of the account holder's mental incapacity or bankruptcy;
 - (c) A change in dealer;
 - (d) a Financial Advisor's departure from GP Wealth Management Corporation;
 - (e) the bankruptcy of GP Wealth Management Corporation;
 - (f) The execution of a new Limited Trading Authorization in favour of GP Wealth Management Corporation.
12. Unless it is revoked or expires, the Limited Trading Authorization will continue to be in effect. The account holder must execute a new Limited Trading Authorization if the account holder wishes to make any changes to an existing Limited Trading Authorization.
13. A Mutual Fund Company or GP Wealth Management Corporation may, in its sole discretion, refuse to accept or process trades under a Limited Trading Authorization.

In the event of a legal name change by the account holder, a new Limited Trading Authorization is required to be completed by the account holder with the account holder's new legal name on it.

6.3.5 Client Name Limited Trading Authorization Form User Guide

For a client name plan (account), an IFIC approved Limited Authorization must be completed as follows:

Section A - Investor Information

The account holder's name and address is required in this section. The SIN is optional. The Limited Trading Authorization can be signed individually or jointly.

Section B - Investor Authorization

Insert "GP Wealth Management Corporation" if it is not pre-printed in the form

Section C- Expiration of Limited Authorization

No action required

Section D - Investor Acknowledgement and Consent

- Signature(s) of account holder(s), witness signature and signature guarantee stamp are required
- A Financial Advisor may witness the signature(s) of the account holder but may not guarantee the signature(s) of the account holder
- The same individual may not act as a witness and also guarantee the signature of the account holder
- A signature guarantee stamp is required and must appear on section D of the Limited Trading Authorization. No substitutes may be used for the signature guarantee stamp such as preprinted Limited Trading Authorizations stating a signature guarantee next to GP Wealth Management's name or a Commissioner of Oath's stamp
- A power of attorney will not be accepted in conjunction with the Limited Trading Authorization

Section E - Dealer Representative Confirmation and Acknowledgement

- Financial Advisor's name, signature and code are required
- A Financial Advisor's Assistant cannot sign on behalf of a Financial Advisor

Section F - Dealer Acknowledgement and Indemnity

GP Wealth Management information, including name and title, and the signature of the authorized officer of GP Wealth Management are required.

Instruction Confirmation Notice (ICN)

The following information must be provided:

1. Name and signature of the account holder
2. Financial Advisor's name, signature and dealer representative code
3. Name and signature of the authorized officer of GP Wealth Management

6.4 Power of Attorney (POA)

Power of Attorney is a legal document which authorizes another person to act on behalf of the account holder(s). In Ontario, there are two types of property-related Powers of Attorney:

1. **General Power of Attorney for Property (non-continuing):** This document gives another person the power and authority to make decisions concerning the account holder's property and financial affairs. It is usually valid for a specific time period or specific task. It expires if the account holder who gave it becomes mentally incapacitated.
2. **Continuing Power of Attorney for Property:** This document gives another person the power and authority to make decisions concerning the property and financial affairs of an account holder. It continues to take effect until written notice is provided withdrawing the authority.

Provided the account holder is mentally capable, the account holder can cancel or revoke a Power of Attorney.

GP Wealth Management or a Financial Advisor cannot accept or act upon a General Power of Attorney or other similar authorization from the account holder in favour of GP Wealth Management or a Financial Advisor or engage in any discretionary trading. The exception is where the account holder is a spouse, parent or child of the Financial Advisor.

6.4.1 Recording a Plan with POA

All account holders who designated a POA on their plans must be tagged on the GP Client Management System accordingly. The tag on the GP Client Management System is used as an identifier to require all financial and non-financial transactions to be reviewed by a branch manager, compliance officer, supervisory staff, trading officer or senior management.

6.4.2 Financial Advisor with POA on a Plan for a Family Member

Where a POA on a plan of the account holder is a Financial Advisor then the plan(s) must be assigned and serviced to another Financial Advisor other than a Financial Advisor with a POA on the Plan.

6.4.3 Trade Review on a Plan Designated with POA

Where a Plan is tagged with a POA, then all financial and non-financial transactions must be reviewed by a branch manager, compliance officer, supervisory staff, trading officer or senior management.

6.5 General Estate Procedures

The Financial Advisor, or someone connected to the estate of the deceased, must provide written notice to the estate department of the Mutual Fund Company of the death of the registered owner.

The Mutual Fund Company will flag the account as an estate account, discontinue systematic services, change the treatment of distributions to “reinvest”, change the address to the deceased executor’s, administrator’s, or lawyer’s address and notify the contact person of their transition requirements. The Mutual Fund Company will then provide a statement of the account at the date of death (if known) or at the earliest date, which lists documents that must be completed and inform the contact person of any features that have been suppressed on the account. Upon completion of the above, the account will be considered an estate account.

If the account holder dies testate (i.e. having left a will) and the executor does not intend to obtain Letters Probate, it is possible to obtain a Waiver of Probate Bond at the discretion of the Mutual Fund Company. This bond must be obtained through an insurance broker, and it indemnifies the mutual fund, all transfer agents and co-registrars (if applicable) from any further claims against the estate. The cost of the bond is 4 % of the current market value of the shares, with a minimum of \$ 50.00.

The general procedures for obtaining the bond are very similar to lost certificate procedures. The executor must complete an affidavit in quadruplicate and return the affidavit with a cheque for the amount of fees to the Mutual Fund Company and they will obtain the bond. Authorization for completing the estate, once all documents are received and the bond is in place, is obtained from the Mutual Fund Company.

When setting up an estate account it is recommended that the account is registered in the name(s) of the executor(s) or administrator(s) of the estate, thereby designating a signing authority. If the account is established in the name of the estate, the executor(s) or administrator(s) must obtain a notary copy of Letters Probate to be designated as a signing authority.

Once the Mutual Fund Company receives all requisite documents in good order, they are then processed in accordance with the executor, administrator, or surviving joint owner’s instructions to redeem or transfer all of the shares in the account. The shares are redeemed or transferred using the value of the date the fund manager received all requisite documents in good order in their office.

The documents required depend upon the province, the registration of the account, the total value of the accounts at the Mutual Fund Company and certificates (if any).

The following table lists the requirements for client-name open plans (accounts). Intermediary plans (accounts) have similar requirements. Please check the requirements with a Mutual Fund Company or an intermediary before proceeding.

Client Name Open Accounts

Document	Single ownership		Joint ownership		
	Up to \$75,000 with a will [§]	All intestacies or over \$75,000	Joint tenants with rights of survivorship	Tenants in common	
				Up to \$75,000 with a will	All intestacies or over \$75,000
Original or notarial copy of the death certificate	X		X	X	
Original or notarial copy of the will	X			X	
Original or notarial copy of: <ul style="list-style-type: none"> ▪ Letters Probate (if account holder died testate) ▪ Letters of Administration (if account holder died intestate) <p>In Ontario, Letters Probate and Letters of Administration are called Certificate of Appointment of Estate Trustee with a Will/Without a Will.</p>		X			X
Indemnity Agreement for Estates (non-registered accounts) The form is available from the Mutual Fund Company. It requires the signature(s) of the executor(s) and beneficiary (ies) of the estate with notary seal affixed.	X			X	
Declaration of Transmission The form is available from the Mutual Fund Company and requires the signature(s) of the executor(s) with notary seal affixed. or Letter of Direction with signature guarantee		X			X
Executor's Letter of Direction	X			X	
Surviving account holder's Letter of Direction with signature guarantee			X	X	X
Outstanding Certificate (if any have been issued) with signature guarantee	X	X	X	X	X
§ If the estate has been granted Letters Probate and/or Letters of Administration, please follow the requirements indicated under the "All intestacies or over \$75,000" column.					

The following table lists the requirements for client-name registered accounts. Intermediary accounts have similar requirements. Please check the requirements with a Mutual Fund Company or an intermediary before proceeding.

Client Name Registered Accounts

Document	No Beneficiary		Beneficiary	RESP	
	Up to \$75,000 with a will [§]	All intestacies or over \$75,000		Up to \$75,000 with a will [§]	All intestacies or over \$75,000
Original or notarial copy of the death certificate	X		X	X	
Original or notarial copy of the will	X			X	
Beneficiary's Letter of Direction			X		
Indemnity of RRSP/RRIF Beneficiary Under the Plan form Signature Guaranteed The form is available from the Mutual Fund Company.			X		
Indemnity Agreement for Estates (registered accounts) The form is available from the Mutual Fund Company. It requires the signature(s) of the executor(s) and beneficiary (ies) of the estate with notary seal affixed.	X			X	
Original or notarial copy of: <ul style="list-style-type: none"> ○ Letters Probate (if account holder died testate) ○ Letters of Administration (if account holder died intestate) In Ontario, Letters Probate and Letters of Administration are called Certificate of Appointment of Estate Trustee With a Will/Without a Will.		X			X
Declaration of Transmission The form is available from the Mutual Fund Company and requires the signature(s) of the executor(s) with notary seal affixed. or Letter of Direction with signature guarantee		X			X
Executor's Letter of Direction	X			X	
Mutual Fund Company Application (if the beneficiary wants to transfer assets to an account in his or her name)	X	X	X	X	X
[§] If the estate has been granted Letters Probate and/or Letters of Administration, please follow the requirements indicated under the "All intestacies or over \$75,000" column.					

6.6 Correcting an Account Registration Error

If an investment account within a plan was initially registered incorrectly and needs to be re-registered, the following information is required:

1. Mutual Fund Company name and mutual fund account number

2. Current registration
3. Revised registration
4. Letter of indemnity signed by supervisory staff.

The letter of indemnity, which must originate from Head Office, will state that GP Wealth Management Corporation will assume all responsibility for the change in registration and will hold the Mutual Fund Company harmless from any loss, cost, damage or expense that may arise because of the change in registration. If the mutual fund account was registered incorrectly but as per the New account Application Form, the Financial Advisor will be responsible for any charges arising out of the change.

Where a Financial Advisor determines that a correction needs to be made due to their error, the Financial Advisor must complete the GP Representative Letter of Indemnity and submit it to GP Head Office for execution.

6.7 Issuing Share Certificates

A share certificate is a document providing evidence that the account holder owns a certain number of fund shares or units at the time of the issue. It is advisable that the Financial Advisor discourages the account holder from requesting a share certificate unless they are to be used for collateral.

A Share Certificate cannot be issued on registered and in-trust-for plan (account). A Share Certificate can be issued for fund shares or units held in a client name non-registered plan (account) and an intermediary non-registered plan (account). The Share Certificate is registered as GP Wealth Management or Intermediary Carrier In-Trust for an account holder.

A Financial Advisor must inform the account holder that a share certificate is a negotiable document and should be kept in a safety deposit box. A Financial Advisor should not be involved in the handling of a share certificate.

If an account holder requests a share certificate, the Financial Advisor is responsible to ensure the share certificate instructions are correct on the Investment Application. Simply fill out the "Special Instructions" section on the Investment Application detailing that the share certificate is to be sent to:

1. The account holder; or
2. The account holder's appointed receiver. This is usually the account holder's bank. Where there is an appointed receiver, please include specific mailing instructions, the address, and the name of the individual authorized to receive the certificates.

If the certificate request is made after the purchase, a Mutual Fund Company will require a written request signed by the account holder and a signature guarantee. Certificates are issued in the name of registered account holder only. As a result, certificates issued on joint accounts must include the names of all the joint owners. Only one certificate is issued for the same shares or units.

6.7.1 Lost Share Certificates

The fund manager is unable to sell (redeem) any investments until a share certificate is returned, or in the case of partial redemptions, unless the plan has sufficient non-certificate issue shares in non-certificate issue form in the plan to facilitate a partial redemption.

The fund manager must be informed immediately if a share certificate has been lost or stolen. This must be done first by reporting through HO compliance department who will inform the fund manager to put a stop transfer on the plan (account). No sell (redemption) or transfer can be carried out until a replacement share certificate is obtained.

To replace a lost share certificate, a lost certificate bond in open penalty form must be obtained. This bond will cost approximately 40% of the total value of the investments represented by the certificate. Only when the lost certificate bond has been received and approved by the fund manager will the original certificate be cancelled.

After cancellation of the original share certificate, the fund manager will issue a new Share Certificate (if requested) or place the investment in to the non-certificate form.

A Financial Advisor must inform an account holder that has lost a share certificate that they may obtain their own bond; as such a loss may be covered under their household insurance policy. If the Financial Advisor is on record as receiving the Share Certificate, the Financial Advisor is responsible to provide a lost certificate bond.

The “Lost Certificate Bond” can be obtained from an insurance company authorized to transact business in the respective province. A “Lost Certificate Bond” can also be obtained through most fund managers.

The “Lost Certificate Bond” must state:

1. Mutual fund;
2. Certificate number;
3. Registered owner;
4. Number of shares;
5. The bond must indemnify the fund manager and all other transfer agents and registrars of the mutual fund; and

6. Most fund managers require three copies of the bond, an affidavit of loss, and a notarized indemnity agreement.

6.7.2 Third Party Loss

If an institution loses a certificate, the Institution must obtain its own lost certificate bond in open penalty form. Some fund managers also require the following:

1. A notarized affidavit of non-receipt from the registered owner; and
2. A notarized declaration outlining the details of loss signed by the signing officers of the Institution.

6.7.3 Lost Estate Certificates

When a certificate cannot be located for an estate account, the estate must complete, in addition to the requisite estate procedures, lost certificate procedures (either for an individual or third party).

6.7.4 Assignments

An account holder may wish to pledge their funds in a plan as collateral for a loan. Only funds held in a plan registered in client-name can be assigned to a Canadian bank, Trust company or Credit Union. Please note that:

1. Registered and in-trust accounts are not assignable
2. No certificates are issued with an assignment
3. Assignments are not possible on intermediary plan (account)

To set up an assignment, a Mutual Fund Company requires a completed, original assignment agreement (hypothecation or pledge agreement) signed by an account holder and affixed with a signature guarantee.

To remove an assignment, a Mutual Fund Company requires a letter from the assignee indicating that the terms of the assignment have been satisfied.

When a transaction involves shares or units that are assigned, a Mutual Fund Company requires authorization from the assignee before the transaction can be completed unless there are enough shares or units in unissued form to complete the transaction.

6.8 General Reporting Requirements

Any events regarding GP Wealth Management Corporation and its Financial Advisors that must be reported is not limited solely to securities related business but must include all GP Wealth Management Corporation business. The obligation to report an event is

limited to events of which GP Wealth Management Corporation or its Financial Advisor has become aware regardless of how it became aware of the event. If the reporting timeframes have expired before GP Wealth Management Corporation or its Financial Advisor has become aware of the event, the event shall be reported immediately after GP Wealth Management Corporation or Financial Advisor has become aware of such event.

GP Wealth Management Corporation is expected to be aware of events relating to Financial Advisors by the receipt of reports from Financial Advisors and by carrying out GP Wealth Management Corporation's supervisory, monitoring and review obligations over the conduct of its business.

All requirements to report events regarding former Financial Advisors are limited to events which occurred while the Financial Advisor was registered with GP Wealth Management Corporation. Financial Advisors must make all reports to GP Wealth Management Corporation's Compliance Department. Documentation associated with each reporting event must be maintained for a minimum of 7 years from the resolution of the matter and made available to the MFDA upon request.

6.8.1 Financial Advisor Reporting Requirements

A Financial Advisor must report any of the following events to GP Wealth Management Corporation's Compliance Department within 2 business days:

1. the Financial Advisor is the subject of an account holder complaint in writing;
2. the Financial Advisor is aware of a complaint from any person, whether in writing or any other form, and with respect to himself or herself, or any other Financial Advisor involving allegation of:
 - (a) theft, fraud, misappropriation of funds or securities, forgery, money laundering, market manipulation, insider trading, misrepresentation, or unauthorized trading; or
 - (b) engaging in securities related business outside of GP Wealth Management Corporation.
3. whenever the Financial Advisor has reason to believe that she or she has or may have contravened, or is named as a defendant or respondent in any proceeding, in any jurisdiction, alleging the contravention of:
 - (a) any securities law; or
 - (b) any regulatory requirements.
4. the Financial Advisor is charged with, convicted of, pleads guilty or no contest to, any criminal offence, in any jurisdiction;

5. the Financial Advisor is named as a defendant in a civil claim, in any jurisdiction, relating to the handling of an account holders plan or trading or advising in securities;
6. the Financial Advisor is denied registration or a license that allows the Financial Advisor to deal with the public in any capacity by any regulatory body, or has such registration or license cancelled, suspended or terminated, or made subject to terms and conditions;
7. the Financial Advisor becomes bankrupt or suspends payment of debts generally or makes an arrangement with creditors or makes an assignment or is declared insolvent;
8. there are garnishments outstanding or rendered against the Financial Advisor in any civil court in Canada;
9. Change in legal name, other names, residential address, telephone number, business address, telephone number, fax number, mailing address;
10. Change in personal description such as change in marital status, citizenship, change in passport if the Financial Advisor is not a Canadian citizen;
11. Change in jurisdiction or category of registration;
12. Membership in self-regulatory organizations;
13. Engagement in dual occupations or outside business activity, change in business and/or employment activities;
14. Application to be a partner or director of a corporation;
15. Start or change in personal or business website;
16. Start, change or discontinuation of use of a trade/business/style name;
17. Any change in the previous, employment information, regulatory disclosure, criminal disclosure, civil disclosure, financial disclosure or related securities firm information.

6.8.2 Failure to Report

GP Wealth Management Corporation shall be liable for and pay to MFDA levies or assessments in the amounts prescribed from time to time by MFDA for the failure of GP Wealth Management Corporation or Financial Advisor to report any information required to be reported in the manner and within the time period prescribed by MFDA.

6.8.3 Acknowledging an Account Holder Complaint

A complaint means any statement, written or verbal of an account holder, former account holder or any person acting on behalf of an account holder or former account holder alleging grievance involving the conduct, business or affairs of GP Wealth Management Corporation ("GPWM") or any Financial Advisor while the Financial Advisor was registered with GPWM. In certain instances, a verbal complaint may warrant the same treatment as a written complaint. Such a decision is made based on the nature and severity of the allegations.

Generally, a complaint is associated with the breach of a rule, act or fiduciary duty and a customer service issue is a failure of an administrative process.

A complaint received by a Financial Advisor from an account holder or former account holder must be reported to the branch manager and head office personal, specifically a compliance officer, supervisory staff or senior management within 2 business days and **must be in accordance with MFDA Policy 6, Part A, section 4.1 (a).**

Please refer to section 7.4 Financial Advisor Reporting Requirements for additional details and procedures.

Please refer to GPWM Complaint Handling Policy and Procedures Manual for additional details and procedures.

6.9 Problem Resolution and Letter of Indemnity (LOI)

If a transaction error occurs (e.g. an incorrect purchase) in an account holder plan, a Financial Advisor must give notice to HO compliance department or the reporting Branch Manager immediately for resolution. The following are some important aspects of adjustments:

1. An adjustment can be financial or non-financial in nature
2. A financial adjustment may require a fund dilution (including distribution, where applicable) calculation to determine if there is a gain or a loss to the fund
3. An adjustment can occur on settled or unsettled transactions
4. At the discretion of a Mutual Fund Company, an adjustment may be permitted after the processing date

In situations where there is a discrepancy between the “Fund Number” and “Fund Name”, the industry standard is that the “Fund Number” takes priority over the “Fund Name”.

A Fund Number is specific to:

1. Purchase option (SC, DSC, LL etc.)
2. Currency
3. Series (A, B, SC, DSC, D, F, I, P, T etc.)
4. Trust versus Class

Financial dilutions occur when a transaction is missed or when a Mutual Fund Company is required to reverse a transaction and/or process the transaction using a different amount, fund, account number, trade date or combination thereof. A financial adjustment may involve a:

1. Buy (purchase) or sell (redemption)
2. Switch or transfer in
3. Distribution
4. Pre-authorized Chequing Plan (PAC), Systematic Withdrawal Plan (SWP), or automatic rebalancing service

A net loss must be paid by the Dealer to the fund series, including distributions, and any net gains remain within the fund series itself. A gain on one fund series cannot be applied to offset the loss on a different fund series. The offsetting of gains and losses is allowed only if the characteristics such as the prices and interest yields are the same. The premise for this is that the gains and losses from different load types in the same fund series can offset one another. The offsets are allowed only if the gains and losses occur on the same day and are for the same error correction. When establishing a trade date for a late buy (purchase) or a sell (redemption) reversal, if the document is trade-dated on or before the record date, the account holder is entitled to the distribution. As a result, the Mutual Fund Company charges for the distribution paid. If the document is trade-dated after the record date, the account holder is not entitled to the distribution. If a Mutual Fund Company receives the LOI on the record date of an adjusted buy (purchase) or late adjustment to sell (redemption) transaction, then the distribution is not the responsibility of the Financial Advisor.

To initiate a correction where the “Fund Number” did not represent the intended transaction, a Financial Advisor must complete a GP Wealth Management “**Representative Letter of Indemnity**” outlining the details of the problem, how it should be investigated and/or corrected and submit it to the reporting Branch or HO Compliance Department. If a “Letter of Indemnity to Mutual Fund Company/As of Trade” is required, it should be so noted on this request. Please note that a Letter of Indemnity must be prepared by the HO Compliance Department and approved by supervisory staff prior to forwarding any request to a Mutual Fund Company or Intermediary.

The “**Representative Letter of Indemnity**” including all supporting documentation must be forwarded to the HO Compliance Department as soon as the Financial Advisor becomes aware of the error. Please note that a request to resolve an error cannot be accepted verbally and must be in writing. A Financial Advisor may fax or email all of the required documentation to the HO Compliance Department however the original documentation must be delivered at request.

Financial adjustments may have additional requirements that need to be forwarded to an Intermediary or Mutual Fund Company such as:

1. If a Mutual Fund Company is adjusting a net buy (purchase), the commission must be returned prior to processing

2. When reversing a sell (redemption), the proceeds must be forwarded with the Letter of Indemnity (LOI)
3. If a share certificate was issued for a fund, a Mutual Fund Company requires the outstanding share certificate to be returned in order to proceed with a transfer, switch or sell (redemption)
4. If a fund has been assigned or pledged, a Mutual Fund Company requires the financial institution to release the fund in order to proceed with a transfer, switch or sell (redemption)
5. If tax receipts were issued for a transaction, an Intermediary or Mutual Fund Company requires the original receipt for amendments

Important Notice:

GP Wealth Management may accept responsibility for errors made by HO only up to 3 business days after the trade date (T+3). It is a Financial Advisor's responsibility to verify that an account holder's financial transaction is executed in a timely manner as intended.

A Financial Advisor is responsible for the dilution costs to correct the account. The calculation date used to determine the fund dilution is the business day that the documentation is received in good order by an Intermediary or Mutual Fund Company.

6.9 Error Correction Process

An error correction is used to correct a transaction that was either placed in error or missed. There are 3 types of error correction transactions: reversal (REV), as-of-trade (AOT) and Cancel (CAX). The benefits to GP Wealth Management as N\$M participant are as follows:

1. Allows to electronically transmit an error correction transaction for an order that was placed in error and has been settled
2. Allows for the removal of unsettled, contracted transaction up to one business day before the settlement
3. Allows for the correction of a previously settled transaction that was placed in error (REV)
4. Allows for the placed of missed transaction (AOT)
5. Settlement occurs through N\$M on T+1
6. Transactions are allowed with buys, sells and switches

The process requires strict compliance to the rules of trading to ensure orderly settlement of error correction trades as follows:

REV Orders

- Allowed only for wire order buys, sells and switches
- Allowed only if the original order to be reversed is already settled
- Allowed if the original order was settled through N\$M
- Allowed only if the trade date of the original order is not older than 90 calendar days
- Allowed only if the trade date of the original order occurs within the same calendar year as the placement date
- Accepted only if the original order number is included in the REV wire order
- Original Order Identifier in the REV order is the same as the Order Identifier of the original settled order
- Action code must be REV
- Partial reversal of a settled order is not allowed
- A REV is not allowed if a subsequent transaction was processed in the affected fund after the order to be reversed was placed. A subsequent transaction could be a purchase, sell, switch, transfer, distribution or outstanding orders
- Order Source and Settlement Source of the REV order must be the same as the original order to be reversed
- The REV must be settled in the same way (gross or net) as the Original Order being reversed

AOT Orders

- Action code must be AOT
- Order Date must be populated with the trade date of the missed or error correction transaction
- Order Date must be within the same calendar year
- Order Date must not be older than 90 calendar days
- All gains/losses are calculated based on the Order Date and Placement Date (N\$M Actual Date)
- If an AOT order is being used to correct a REV order, the Original Order Identifier populated in the REV order must also be populated in the AOT order
- An AOT order cannot be placed for a missed buy/sell if there were subsequent transactions processed in the fund after the trade date of the missed trade. Subsequent transactions can be purchase, sell, switch, transfer, distribution or outstanding orders

CAX Order

- Action code must be CAX
- Original trade must be a fund-company-accepted, contracted trade
- May be placed only by the order source on the original order
- Order source must be GP Wealth Management or an intermediary

- Cannot be used after the cut-off time of the day (3:59 pm) before the settlement date of the original order
- Cannot be used on T+1 settlement orders
- Order date must be within the same calendar year
- CAX Orders can be placed by the Financial Advisor

Combination of REV and AOT orders

- This combination links the reversal and replacement of a buy or sell transaction mainly for offsetting purposes
- The linking of REV and AOT orders can be done through the Original Order Identifier field. That is, the value populated in the Original Order Identifier field must be the same for REV and AOT orders
- If the Original Order Identifier field in an AOT order is not populated, then an AOT order will not be linked to a REV order for the purpose of offsets
- If an AOT order is not placed on the same date as the REV order, then offset does not apply (even if the Original Order Identifier field is populated)

Combination of CAX and AOT orders

- This combination links the cancellation and replacement of a buy or sell transaction mainly for offsetting purposes
- The linking of a CAX and an AOT order can be done through the Original Order Identifier field. The value populated in the Original Order Identifier must be the same for both CAX and AOT orders
- Offset applies only if CAX and AOT are placed within the same day and FROM and TO funds are within the same fund family and same series.

6.10 Document Management

Document Management is an integral part of a financial advisors' dealings with account holders and forms the basis for supporting and supervising dealings with an account holder. A Financial Advisor is responsible for retaining all original documentation supporting the execution of any and all financial or non-financial transactions for an account holder including an inactive account holder on file. A Financial Advisor must ensure that the original documentation is not altered in any way without an account holder authorization.

6.10.1 Document Retention

A Branch Manager or Financial Advisor must retain all original documentation supporting the execution of any and all financial or non-financial transactions for an account holder including an inactive account holder on file using a standard bankers box filed by the date the documentation was upload into the Document Management System.

Unless by specific request from Head Office, a Branch Manager or Financial Advisor must retain all original documentation. Any original documentation delivered by a Branch Manager or Financial Advisor **by courier, priority post, hand delivery, facsimile, by email link or attachment** without specific request from Head Office can create the risk of duplicating a transaction resulting in a trading loss which will be the responsibility of the Branch Manager or Financial Advisor. The Branch Manager or Financial Advisor will incur all trading losses and will indemnify the dealer and the fund company if a trading loss occurs.

6.10.2 Delivering Documentation to Head Office for Review and Approval

A Branch Manager or Financial Advisor must deliver all original documentation supporting the execution of any and all financial or non-financial transactions on behalf of GP Wealth Management by uploading a scanned copy of the true original documentation into the document management system only.

When delivering a scanned copy of the “true original documentation” to HO for review and approval, we define the term “true original documentation” as the original documentation authorized for transaction by the account holder and “delivery” to mean uploaded to the Document Management System.

All other forms of delivery that include by courier, priority post, hand delivery, facsimile, by email link or attachment must be delivered to HO by request only.

A scanned copy of original documentation delivered and received from a Branch Manager or Financial Advisor to Head Office is immediately date stamped the day they are uploaded into the Document Management System. When uploading documentation into the Document Management System, a digital date stamp will be generated. As a result, all financial transactions must be processed on the day of receipt by a Branch Manager or Financial Advisor if received before 2:00 pm Eastern Standard Time. It is necessary that GP Wealth Management impose a cut-off time of 2:00 pm Eastern Standard Time in order to ensure enough time for a proper review and approval of a financial transaction.

6.10.3 Specific Request to Deliver “Original Documentation” to HO

1. A Branch Manager or Financial Advisor agrees and acknowledges that GPWM may require the “true original documentation” that was scanned and uploaded to the Document Management System by courier, priority post or hand delivery from time to time to satisfy supervision requirements, audit procedures or regulations and to provide said parties reasonable access to any such true original documentation.

2. On an annual basis, the true original documentation retained in a standard bankers box by the Branch Manager or Financial Advisor supporting the execution of any and all financial or non-financial transactions for an account holder including an inactive account holder on file for that calendar year must be delivered by courier, priority post or hand delivered to Head Office on or before 30 days following year-end of December 31st each year.

Important Notice:

When delivering true original documentation to Head Office, the Branch Manager or Financial Advisor must clearly indicate “Filed on (date). Do not duplicate”. The Branch Manager or Financial Advisor must upload a scanned copy of all true original documentation to the Document Management System.

6.10.4 Delivering Documents to an Account Holder

A Financial Advisor must deliver a signed copy of all original documents supporting financial and non-financial transactions including plan (account) opening documents which includes at minimum the New Account Application Form, the Mutual Fund Application Form/Intermediary Application Form (if applicable) and any additional information at the time of the transaction to the account holder.

6.10.5 Delivering Documents to Intermediary or Mutual Fund Company from HO

GP Wealth Management supervisory staff may be required to deliver original documentation to execute a financial or non-financial transaction to the Mutual Fund Company or Intermediary at request. The original documentation must be delivered by GP Wealth Management supervisory staff and must not be delivered directly by the Financial Advisor or the reporting Branch Manager.

If requested, GP Wealth Management must deliver all original documentation necessary in order to settle an executed financial transaction no later than 4:00 pm Eastern Standard Time on the second (2) business day from the date a wire order was placed and was confirmed valid.

Important Notice:

GP Wealth Management has entered into a Fax Agreement with all approved Intermediary Carriers and Mutual Fund Companies to deliver original documentation via Fax or Electronic Mail (Email) by completing an Introducing /Carrying Dealer Agreement with an Intermediary or a Dealer Agreement with a Mutual Fund Company.

All Fax Agreements are between GP Wealth Management Corporation and the Intermediary or Mutual Fund Company. **As such, the agreements prohibit Financial**

Advisors from faxing directly to the Intermediary or Mutual Fund Company the original documentation necessary to execute a financial or non-financial transaction without the approval of GP Wealth Management. A financial advisor may request approval by completing a Financial Advisor Fax Agreement and submitting the agreement to GP Wealth Management for approval.

7.0 Reference Documents

1. MFDA Rules
2. MFDA Policy 2
3. MFDA Policy 4
4. MFDA Notices
5. MFDA Bulletins

8.0 Document Revision History

All revisions made to this document are tracked in the following table.

Date	Author	Revision
	Mak Sangha	Created
October 19, 2009	Mak Sangha	Revised
November 17, 2010	Paula Sprentz	Updated; Section 4.19 Power of Attorney (POA) Added; Section 4.19.1 Recording a Plan with POA Added; Section 4.19.2 Financial Advisor with POA on a Plan for a Family Member Added; Section 4.19.3 Trade Review on a Plan Designated with POA Add; Section 6.7.1 Requirement to Obtain Account holder Consent and Provide Disclosure Update: Section 6.14 Problem Resolution/Letter of Indemnity (LOI) Add; Section 7.0 Reporting Requirements
December 20, 2010	Paula Sprentz	Updated; Section 3.0 Account Supervision Procedures Changed; Section 3.2 to 3.1 Branch Office Daily Reviews Updated; Section 3.1 Branch Office Daily Reviews Changed; Section 3.1 to 3.2 Head Office Daily Reviews Updated; Section 3.2 Head Office Daily Reviews Updated; Section 3.3 KYC and Suitability Review Triggers Updated; Section 3.4 Incomplete or Missing KYC Information Added; Section 3.5 Review, verify and approve an account holder's updated KYC Added; Section 3.6 Review, verify and approve an account holder's updated NAAF Added; Section 3.7 Review, verify and approve an account holder's purchase, redemption or switch Added; Section 3.7.1 Review, verify and approve an account holder's purchase Added; Section 3.7.2 Review, verify and approve account holder's redemption Added; Section 3.7.3 Review, verify and approve account holder's switch Added; Section; 3.7.4 Front End (FE) to DSC Fund Purchases (Same or Different Fund Family) Added; Section 3.7.5 10% Free Units into cash Added; Section 3.7.6 10% Free Units into DSC Funds Added; Section 3.7.7 Redemptions into cash in an Intermediary plan Added; Section 3.7.8 Purchase into DSC with Time Horizon of 3 years or less Added; Section 3.7.9 Switch between funds with a fee (Same Fund Family)

		<p>Added; Section 3.8 Transactions Requiring Further Explanation</p> <p>Added; Section 3.8.1 Short term, churning or excessive trading</p> <p>Added; Section 3.8.2 Deferred Sales Charge (DSC) to DSC Fund Switches (Different Fund Family)</p> <p>Added; Section 3.8.3 Redemption re-purchase with same Fund family</p> <p>Added; Section 3.8.4 Front End (FE) to DSC Fund Purchases (Same or Different Fund Family)</p> <p>Added; Section 3.8.5 10% Free Units into cash</p> <p>Added; Section 3.8.6 10% Free Units into DSC Funds</p> <p>Added; Section 3.8.7 Redemptions into cash in an Intermediary plan</p> <p>Added; Section 3.8.8 Purchase into DSC with Time Horizon of 3 years or less</p> <p>Added; Section 3.8.9 Switch between funds with a fee (Same Fund Family)</p> <p>Added; Section 4.12.1 Using the "Unsuitable Leverage Acknowledgement Form"</p> <p>Updated; 5.1 Updating Know-Your-Client Information</p> <p>Updated: 6.1 Financial Account Changes Form</p> <p>Changed; Section 6.2 to 6.2.1 Account holder Instructions</p> <p>Added; Section 6.7.1 Requirement to Obtain Account holder Consent and Provide Disclosure</p> <p>Updated; Section 6.14 Problem Resolution/Letter of Indemnity (LOI)</p>
October 1, 2011	Paula Sprentz	<p>Updated; Section 5.2 Updating Non-Financial Information</p> <p>Updated; Section 5.2.1 Change of Name</p> <p>Updated; Section 5.2.2 Change of Address</p> <p>Updated; Section 5.2.3 Change of Banking</p> <p>Add; Section 9.0 Reference Documents</p> <p>Change; Section 9.0 to 10.0 Document Revision History</p>
September 30, 2012	Paula Sprentz	<p>Add; Section 6.7.2 Consent to Transact Annually in Free or Matured Units</p> <p>Add; 3.5.1 Query and follow up procedures from a KYC update</p> <p>Add; 3.6.1 Query and follow up procedures from a NAAF approval</p> <p>Add; 3.7.4 Query and follow up procedures from a transaction (purchase, sell and switch)</p>
September 30, 2012		
December 30, 2015		
February 20, 2017		<p>Move; 3.0 Account Supervision Procedures to new Compliance Supervision Manual</p> <p>Move; 3.4 KYC and Suitability Review Triggers</p> <p>3.5 Incomplete or missing KYC information</p> <p>3.10 Signature Guarantee</p> <p>3.11 Document Delivery Procedures and Requirements</p> <p>3.12 Deficiencies in Completing Documents</p> <p>3.13 Anti-Money Laundering Procedures</p> <p>3.14 Know Your Product</p> <p>3.15 Unsuitable Position/Transaction</p> <p>3.16 Short-term Trading</p> <p>3.17 Non-resident Accounts</p> <p>3.18 Commission Rebate Disclosure Document</p> <p>3.19 Confidential Information</p> <p>3.20 Conflicts of Interest</p> <p>3.21 Restrictions on Personal Financial Deals with a Financial Advisor and Account Holder</p>

		<p>3.23 Hold Mail 3.24 Return Mail 3.25 Complaints 4.14 Unsuitable Leverage 4.16 Limited Trading Authorization 4.17 Recording Instructions with Client Contact Record Form 4.18 Power of Attorney 6.14 Problem Resolution and Letter of Indemnity 7.4 Financial Advisor Reporting Requirements 7.5 General Reporting requirements 7.6 Failure to Report</p>
October 30, 2018		<p>Updated: 3.17 Document Delivery Procedures and Requirements Add; 3.39 Document Management Retention Add; 3.40 Electronic Signature</p>