The Bank of Nova Scotia ("Scotiabank")
Scotia Capital Inc. ("ScotiaMcLeod"),
("ScotiaMcLeod Direct Investing (SMDI)")
("TradeFreedom")
Scotia Securities Inc.
The Bank of Nova Scotia
Trust Company ("Scotiatrust")

Transfer Authorization for Registered Investments

CA63

(RSP, LIRA, LRSP, RIF, LRIF, LIF, RLIF)
This form can be used for RSP to RSP transfers (except for transfers due to death and transfers due to marital break-up), RSP to RIF transfers and RIF to RIF transfers and TFSA to TFSA transfers.
Please note: *The data entered on this form may be scanned and stored electronically. Please print neatly in the spaces provided to ensure completeness, accuracy and machine readability.*

Client Identification

Account/Policy Holder Last Name	First Name	Initial

Address	City	Province	Postal Code

Social Insurance Number(s)	Home Telephone Number	Business Telephone Number

Receiving Institution Information

☐ **Scotiabank (Domestic Retail) Branches**

☐ **Scotia Securities Inc.**
Dealer #: **7689**

Receiving Address: **Transit** ____
(Scotiabank, ScotiaMcLeod and Scotiatrust branches, Scotia Securities Inc.)

Contact Phone No.: ____

☐ **Scotiatrust**
40 King St. West, Transit 81398
P.O. Box 4085, Station A,
Scotia Plaza, Toronto, ON M5W 2X6
FINS #: **T525** CUID #: **BNSC**
DTC #: **4816** Intermediary code: **BNSG**

Assets for accounts managed by **Scotia Cassels Investment Counsel Limited** must be delivered/made payable to Scotiatrust.

Client Account/Policy Number

Group Plan Number (if applicable)

Advisor/Relationship Manager/MFR Name

Advisor/MFR Code

Dealer Account Number

Registered Type:
☐ RSP ☐ RIF ☐ RLSP ☐ PRIF
☐ Spousal RSP ☐ Spousal RIF ☐ RLIF
☐ LRSP ☐ LIF ☐ TFSA
☐ LIRA ☐ LRIF ☐ Other

Scotia Capital Inc.

☐ **ScotiaMcLeod**
40 King St. West,
Transit 81398
P.O. Box 4085, Station A,
Scotia Plaza
Toronto, ON, M5W 2X6

☐ **ScotiaMcLeod Direct Investing**
Transit 13938
P.O. Box 603
Toronto, ON, M1K 5C5

☐ **TradeFreedom**
Tour Scotia
1002 Sherbrooke St. West,
10th Floor
Montreal, QC, H3A 3L6

Dealer Code: **9155**
CLEAR STREAM #: **52065**
FINS #: **T085**
DTC #: **5011**
CUID #: **SCOT**

For Locked-in Plan use only

Locked-in Plan Transfer Acknowledgement

Scotiabank, Scotia Securities Inc., and Scotia Capital Inc. as agents for Scotiatrust, acknowledge that all locked-in funds from the registered plan noted in the Client Direction to Relinquishing Institution section below, will be transferred to the registered plan type noted and will continue to be administered in accordance with the governing pension legislation or contractual conditions of

____
Governing Legislation (province or territory - specify)

Any subsequent transfer of these locked-in funds to another trustee or financial institution will be made only to another registered plan which must continue to be administered in accordance with legislation of the jurisdiction noted above. No transfer of locked-in funds will be permitted unless the receiving plan is appropriately registered and in compliance with the applicable pension legislation regulations and the Income Tax Act (Canada). Scotiatrust appears on the Superintendent's List of Financial Institutions authorized to administer funds in the Jurisdiction noted above.

Authorized Signature	DD MM YY

Client Direction to Relinquishing Institution

☐ GICs
☐ Mutual Funds
☐ Other

Relinquishing Institution Name

Address	City	Province	Postal Code

Client Account/Policy Number	Group Plan Number (if applicable)

Transfer: (check one box only) ☐ All in Kind (as is) ☐ All in Cash* ☐ Cash balance only as at date of transfer by Relinquishing Institution ☐ All assets*, but mixed in cash and in kind; see list below or check here ☐ if list attached ☐ Partial*: see list below or check here ☐ if list attached

Please refer to statement in bold in Client Authorization section below:

				FOR USE BY RELINQUISHING INSTITUTION
In Kind ☐	In Cash ☐	Investment Amount/Maturity Date	Symbol and/or Certificate No. or Policy Number	DELAY DELIVERY UNTIL
Shares/Unit ☐	Dollars ☐	Investment Description		
In Kind ☐	In Cash ☐	Investment Amount/Maturity Date	Symbol and/or Certificate No. or Policy Number	DELAY DELIVERY UNTIL
Shares/Unit ☐	Dollars ☐	Investment Description		

Client Authorization and Agreement

Please note: We require a copy of your most recent statement.

I hereby request the transfer of my account and its investments as described above. **Please cancel all open orders (G.T.C./SWF/PAC/AWD/SWP, etc.) for my account on your books. * Where I have requested a transfer in cash, I authorize the liquidation of all or part of my investments, as indicated. I agree to pay any applicable fees, charges or adjustments as per disclosure related to this transfer. Upon completion of this form, forward to applicable address in the receiving institution section above.** I understand and agree that any beneficiary designation(s) under the plan(s) from which this transfer is made will not follow on this transfer, and that I am solely responsible for providing the Receiving Institution with any beneficiary designation(s) I may wish to make under the plan(s) that I hold with the Receiving Institution. I further understand and agree that the Receiving Institution denies any responsibility whatsoever for ensuring that I designate a beneficiary under the plan(s) to which this transfer is made. Without limiting the generality of the foregoing, I understand and agree that the provisions of this paragraph apply regardless of whether this transfer is between members of the Scotiabank group of companies.

I have read the disclosure on reverse and authorize transfer as above.

____ ____
Signature of Account Holder Date

Irrevocable Beneficiary: I consent to the transfer of the account.
Signature of Irrevocable Beneficiary (if applicable)

____
Date

SIGNATURE GUARANTEED
☐ **The Bank of Nova Scotia** ☐ **Scotia Capital Inc.**
☐ **Scotia Securities Inc.** ☐ **The Bank of Nova Scotia Trust Company**
PER:

For Use By Relinquishing Institution Only

Contact Name	Telephone Number	Fax Number
	( ) –	( ) –

Registered Plan Type: ☐ RSP ☐ LIRA ☐ LRSP ☐ RLSP ☐ RIF: ☐ Qualified ☐ Non Qualified ☐ LRIF ☐ LIF ☐ RLIF ☐ Pension ☐ TFSA ☐ Other ☐ PRIF

Spousal Plan: ☐ No ☐ Yes - if yes:

Last Name	First Name	Social Insurance Number

Tick if applicable
☐ New LIF ☐ Old LIF

Status of Plan Holder: ☐ Member/Annuitant ☐ Spouse of Member ☐ Former Spouse of Member

Locked In:
☐ No ☐ Yes

Locked-In Funds	Governing Legislation (province or territory - specify)	Original Pension Plan Name
$		

____
Record Current year's investment earnings to date

On what basis are the pension funds to be administered? ☐ based on Gender ☐ not based on Gender

For funds transferred to a LIF/LRIF, have the appropriate spousal waiver and/or consent forms being signed?

☐ Yes - attached ☐ No - specify reason ____

Authorized Signature	DD MM YY

www.scotiabank.com

1961810 (05/09)

1 - A/C Transfers Dept./ or Customer Completed (For BNS Branches Only) **2 - Branch (Holdout File)** **3 - Relinquishing Institution** **4 - Customer**

ACCOUNT TRANSFER CLIENT DISCLOSURE

In our business we are dedicated to continually improving Client Service. This Client Disclosure and informational document was developed to help you understand the account transfer process. It is important to read this document carefully before signing the section called CLIENT AUTHORIZATION on this Account Transfer form. Should you have any questions after reading this document, please be sure to address your enquiries with your Receiving Institution's Representative.

What is the difference between "IN CASH" and "IN KIND"?

"IN CASH" means that all your assets which are not currently held as cash are to be liquidated, sold, redeemed, etc. in order that your account can be transferred to the Receiving Institution in the form of cash.

IT IS IMPORTANT TO NOTE THAT IF YOU HAVE INDICATED AN "IN CASH" TRANSFER OF YOUR ACCOUNT, ALL TRADES WILL BE EXECUTED "AT THE MARKET". ALL TRADES WILL BE PLACED ON A BEST EFFORTS BASIS SUBSEQUENT TO THE RECEIPT OF THE TRANSFER FORM AND ARE SUBJECT TO NORMAL COMMISSION CHARGES. IN ORDER TO AVOID DELAYS, YOU MAY PLACE THE TRADES YOURSELF WITH THE RELINQUISHING INSTITUTION AT THE TIME OF SIGNING THIS TRANSFER FORM.

"IN KIND" means that you want the assets in the account transferred, as is. If you hold investments and a cash balance, then the investments will be transferred as well as the cash balance in their current state, if the assets can be transferred.

How long will my transfer take?

The time required to transfer the account will depend on the type of asset you are transferring. Please note that all your assets may not be transferred at the same time.

Types of Investment Products

Registered Accounts

For Stocks and Bonds

Under current IDA guidelines, this type of transfer generally take between 10 - 25 business days from the time of receipt by the Relinquishing Institution, subject to the exceptions below. Non-IDA member institutions may or may not observe similar guidelines.

For Mutual Funds

Mutual Funds from other financial institutions (ATON) take 5 - 10 business days from the time all necessary documentation is received by the Receiving Institution.

For Guaranteed Income Certificates (GICs)

Often a Guaranteed Investment Certificate (including Term Deposits) is not transferable "IN KIND" (as is) prior to its maturity. Most GICs can be transferred in cash on their maturity. There are some exceptions, please check the terms and conditions with the Institution which issued your GIC.

Please note: Most Scotiabank Group issued GICs are readily transferrable "IN KIND" within the Group.

Locked In Accounts:

These accounts generally take longer to transfer, as additional documents are required under various Provincial and Federal Pension Legislation in order for the Receiving Institution to administer the account. The account opened at the Receiving Institution must be opened as LOCKED IN, and administered in accordance with the same Provincial or Federal Legislation as your current account. Failure to provide the required locked-in plan information will delay the transfer of your account.

Spousal Accounts:

These types of plans generally take 10 - 25 business days, as long as you ensure that the account opened at the Receiving Institution is opened as a SPOUSAL account. Failure to do so may cause a delay in your transfer.

RRIF Accounts:

The Relinquishing Institution is required to pay you the current year's Minimum RRIF Payment in full before it can transfer your RRIF account. This must be done before the account can be closed. To avoid delay please ensure that there is sufficient cash in your RRIF account to cover the minimum annual payment.

Other Investments:

There are many other investments which may be non-transferable, non-redeemable or delay the transfer of your account. These investments include mortgages, foreign securities and non-transferable bonds.

Rejected Transfers:

An account transfer request may be rejected by the Relinquishing Institution for a number of reasons, such as, insufficient cash to cover fees, account not in good standing, (i.e. under-margin, outstanding short position). If your transfer has been rejected for any reason by the Relinquishing Institution, they may return the transfer to the Receiving Institution unprocessed. When the reason for a rejection has been rectified, the transfer process will begin again and the Relinquishing Institution may then have 10 - 25 business days, from the date of receipt of the transfer documents to process the transfer.

How much will it cost to transfer my account?

Transfer Fees:

Many relinquishing institutions charge a fee, the cost of which may vary.

Administration Fees:

Most institutions charge Self-Directed Administration Fees the cost of which will vary. It is important to ensure that you have sufficient cash available in your account at the Relinquishing Institution to cover transfer and administration fees, or the Relinquishing Institution may reject the transfer request, thus causing a delay.

Glossary:

FINs = Financial Institution Number
DTC = Depository Trust Company
PAC = Pre-Authorized Chequing
SWF = Systematic Withdrawal Funds
G.T.C. = Good Till Cancelled
CUID = Customer Unit Identifier
IDA = Investment Dealers Association
SWP = Systematic Withdrawal Plan
AWD = Automatic Withdrawal Plan

Contact the following for Customer Service

ScotiaMcLeod	**Contact your Investment Advisor**
ScotiaMcLeod Direct Investing	Contact Telephone Number **1 800 263-3430**
TradeFreedom	Contact Telephone Number **1 866 837-3336**
Scotiatrust	**Contact your local Scotiatrust office**
Scotiabank/Scotia Securities Inc.	**Contact your local Scotiabank branch**