

Scotia Capital Inc. staff instructions:

Client should read these 3 instruction pages, and then complete as applicable the 4 pages of the actual form (CA114) which follow the instructions. Only those 4 pages of the CA114 should be sent to your RSP Administrator for processing.



**Financial Services
Commission
of Ontario** 5160 Yonge Street
Box 85
Toronto ON M2N 6L9

Instructions for Completing Form 5.1

Application to a Financial Institution to Withdraw or Transfer up to 25% of the Money Transferred into a Schedule 1.1 LIF

General Information

Complete the attached application **only** if you want to apply to a financial institution (bank, insurance company, etc.) to withdraw or transfer up to 25% of the money transferred into an Ontario life income fund (LIF) that is governed by the requirements of Schedule 1.1 (Schedule 1.1 LIF) to Regulation 909, R.R.O. 1990 (Regulation). You **cannot** use the application to withdraw or transfer money from a locked-in account that is governed by the requirements of Schedule 1 to the Regulation or from any other locked-in account. You **cannot** use this application to withdraw or transfer up to 25% of the money transferred from one Schedule 1.1 LIF to another Schedule 1.1 LIF unless the transfer into the receiving LIF is made under the terms of an order under the *Family Law Act* or a domestic contract as defined in Part IV of that Act. **This application will not be valid if it is received by the financial institution that administers the Schedule 1.1 LIF on a date more than 60 days after the money was transferred into the Schedule 1.1 LIF.**

Please be aware that when money is withdrawn or transferred from an Ontario locked-in account to an unlocked account, the money may lose the creditor protection provided by the PBA and Regulation.

Any withdrawal or transfer from your Ontario locked-in account may have tax consequences. To find out more about any possible tax consequences, contact the Canada Revenue Agency at 1-800-959-8281.

Any withdrawal or transfer from your Ontario locked-in account may also affect your eligibility for certain government benefits. To find out more about the effect a withdrawal or transfer may have on your eligibility for government benefits, contact the government department or agency that provides those benefits.

When you have completed the application, give it and any other required document to the financial institution that administers your Schedule 1.1 LIF.

Do not send your application to the Financial Services Commission of Ontario.

Note: Under privacy legislation, it is the responsibility of your financial institution to advise you of the purposes for which personal information is collected, used or disclosed, and to obtain any necessary prior consent from you to any such collection, use or disclosure.

How to Complete the Application

Before completing any Part of the application, please read all of these instructions. When completing the application, please type or print in ink. Please keep a copy of the completed application and any other required document for your records.

How to Complete Part 1 of the Application Information About the Owner of the Schedule 1.1 LIF

1. Provide the following information about yourself:

Please fill in your full name, date of birth, mailing address (including postal code), telephone number (including area code and, if applicable, extension), fax number (if you have a fax number) and e-mail address (optional).

2. Provide the following information about your Schedule 1.1 LIF:

Provide the name of the financial institution that administers your Schedule 1.1 LIF and the policy number or account number of your Schedule 1.1 LIF. Check your Schedule 1.1 LIF contract, or the statements you have received from your financial institution (bank, insurance company, etc.). If necessary, ask your financial institution.

How to Complete Part 2 of the Application Withdrawal or Transfer of up to 25% of Transferred Money

1. What date was the money to which this application applies transferred into your Schedule 1.1 LIF?

Fill in the requested information. Check the statements you have received from your financial institution (bank, insurance company, etc.). If necessary, ask your financial institution.

2. How much money was transferred into the Schedule 1.1 LIF on that date?

Fill in the requested information. Check your Schedule 1.1 LIF contract, or the statements you have received from your financial institution (bank, insurance company, etc.). If necessary, ask your financial institution.

3. How much money do you want to withdraw or transfer from your Schedule 1.1 LIF?

Please indicate how much money you wish to withdraw or transfer. Check the appropriate box and fill in any amount required. The amount cannot exceed 25% of amount reported in question 2. If the amount you fill in is greater than 25% of the money you transferred into your Schedule 1.1 LIF on the date in question 1, you will be deemed to have requested 25% of the money transferred. Please note that you may make **only one withdrawal or transfer** with respect to the amount of money transferred into your Schedule 1.1 LIF on the date indicated in question 1.

4. Do you want to withdraw all this money or transfer all this money to an RRSP or RRIF?

Please check the appropriate box. You must withdraw all this money or transfer all this money

5. If you want to transfer all this money to an RRSP or RRIF, provide the following information about the RRSP or RRIF to which you want the transfer made:

Fill in the required information. Check the RRSP or RRIF contract, or the statements received from the financial institution (bank, insurance company, etc.) that administers the RRSP or RRIF. If necessary, ask the financial institution. If the money to be transferred consists of identifiable and transferable securities, contact your financial institution about the possibility of transferring them in that form.

How to Complete Part 3 of the Application Certification by the Owner of the Schedule 1.1 LIF

You **must** complete Part 3 of the application in the presence of a witness. Please follow the instructions in Part 3 of the application.

Part 3 will **not** be valid for the purposes of your application if it is signed on a date that is more than 60 days before the date your financial institution receives your completed application.

The following is an example of a situation where you would check the box that says **“I have a spouse, but all of the money in my Schedule 1.1 LIF was originally earned by my former spouse under his or her pension plan, and I became the owner of that money as a result of the breakdown in my relationship with my former spouse.”**

Before you signed the Certification in Part 3 of the application, you had been in a relationship with a (now former) spouse and that relationship had broken down.

- As part of the settlement with your former spouse after the breakdown of your relationship, you became entitled to a share of the pension benefits that your former spouse was entitled to through his or her employment.
- Your share of the pension benefits that your former spouse was entitled to through his or her employment was transferred to a Schedule 1.1 LIF that you are the owner of, and none of money in that Schedule 1.1 LIF is related to any pension benefits that you yourself became entitled to through your own employment.
- You subsequently started a new relationship with your current spouse, and while in this new relationship, you now apply to withdraw money from the Schedule 1.1 LIF using the application.

In this situation, you do not need to get the consent of your current spouse to your application. Instead, you may check the box in Part 3 of the application that says “I have a spouse, but all of the money in my Schedule 1.1 LIF was originally earned by my former spouse under his or her pension plan, and I became the owner of that money as a result of the breakdown in my relationship with my former spouse.”

It is a criminal offence under sections 366 to 368 of the federal *Criminal Code* for anyone to knowingly make or use a false document with the intent that it be acted on as genuine, punishable on conviction by a maximum term of 10 years

imprisonment.

How to Complete Part 4 of the Application Consent of the Owner's Spouse to the Withdrawal or Transfer

Part 4 of the application needs to be completed **only** if you certify in Part 3 of the application that you have a spouse who consents to the withdrawal or transfer of money from your Schedule 1.1 LIF. If you certify this in Part 3, you must obtain your spouse's consent to your application.

Your spouse is not obligated to consent to your application. If your spouse agrees to consent, please have your spouse complete Part 4 of the application in the presence a witness (someone other than yourself) by following the instructions in Part 4 of the application. You, the owner, **cannot** complete Part 4 of the application.

Part 4 will **not** be valid for the purposes of your application if it is signed by your spouse on a date more than 60 days before the date your financial institution receives it.

What To Do Once You Have Completed All Required Parts of the Application

Once you have completed the application, please give it to the financial institution that administers your Schedule 1.1 LIF. The financial institution must give you a receipt stating the date it received your completed application.

Please note that Part 3 (and, if applicable, Part 4) of the application will not be valid for the purposes of your application if signed on a date more than 60 days before the date the financial institution receives it.

Do not send your application to the Financial Services Commission of Ontario.

If you qualify for the withdrawal or transfer you apply for, your financial institution must pay you the money or transfer it within 30 days after it receives your completed application.

Please keep these instructions and a copy of the completed application for your records. You may also wish to fill out the following information about the financial institution that administers your Schedule 1.1 LIF:

Name of Financial Institution	Contact Name	Date Application Submitted (Year / Month / Day)
Mailing Address Street Number and Name		Suite No
City	Province	Postal Code
(area code) Telephone Number (ext.)		(area code) Fax Number



Scotia Capital Inc.

ScotiaMcLeod
ScotiaMcLeod Direct Investing
TradeFreedom

Three empty checkboxes



CA 114



Financial Services Commission of Ontario
5160 Yonge Street
Box 85
Toronto ON M2N 6L9

Account Number, Advisor Code, Customer Name (Annuitant) fields

Form 5.1

Application to a Financial Institution to Withdraw or Transfer up to 25% of the Money Transferred into a Schedule 1.1 LIF

Approved pursuant to the Ontario Pension Benefits Act, R.S.O. 1990, c. P.8 (PBA)
This form is required by Schedule 1.1 to Regulation 909, R.R.O. 1990 (Regulation)

Use this application only if you want to apply to a financial institution to withdraw or transfer up to 25% of the money transferred into an Ontario life income fund (LIF) that is governed by the requirements of Schedule 1.1 to the Regulation (Schedule 1.1 LIF). You cannot use this application to withdraw or transfer money from a LIF that is governed by the requirements of Schedule 1 to the Regulation or from any other locked-in account. You cannot use this application to withdraw or transfer up to 25% of the money transferred from one Schedule 1.1 LIF to another Schedule 1.1 LIF unless the transfer into the receiving LIF is made under the terms of an order under the Family Law Act or a domestic contract as defined in Part IV of that Act. Please read the instructions before completing the application. This application will not be valid if it is received by the financial institution that administers the Schedule 1.1 LIF on a date more than 60 days after the money was transferred into the Schedule 1.1 LIF. Please be aware that when money is withdrawn or transferred from an Ontario locked-in account to an unlocked account, the money may lose the creditor protection provided by the PBA and Regulation.

When you have completed the application, give it and any other required document to the financial institution that administers your Schedule 1.1 LIF.

Do not send your application to the Financial Services Commission of Ontario.

Part 1
Information About the Owner of the Schedule 1.1 LIF

1. Provide the following information about yourself:

Form with fields for Last Name, First Name, Middle Initial(s), Date of Birth, Mailing Address, Street Number and Name, Suite No., City, Province, Postal Code, Telephone Number, Fax Number, and E-mail Address.

2. Provide the following information about your Schedule 1.1 LIF:

Check your Schedule 1.1 LIF contract, or the statements you have received from your financial institution (bank, insurance company, etc.). If necessary, ask your financial institution.

Form with fields for Name of the financial institution that administers your Schedule 1.1 LIF and Policy Number or Account Number of your Schedule 1.1 LIF.

Note: Under privacy legislation, it is the responsibility of your financial institution to advise you of the purposes for which personal information is collected, used or disclosed, and to obtain any necessary prior consent from you to any such collection, use or disclosure.

Part 2
Withdrawal or Transfer of up to 25% of Transferred Money

1. What date was the money to which this application applies transferred into your Schedule 1.1 LIF?

(Year / Month / Day)

Note: This application will not be valid if it is received by the financial institution that administers the Schedule 1.1 LIF on a date more than 60 days after the money was transferred into the Schedule 1.1 LIF.

2. How much money was transferred into the Schedule 1.1 LIF on that date?

\$ _____

3. How much of this money do you want to withdraw or transfer from your Schedule 1.1 LIF?

Check **only one** box:

25% of this money.

The amount of \$ _____, which is **less** than 25% of this money.

Fill in how much money you want to withdraw or transfer. If the amount you fill in is greater than 25% of the money you transferred into your Schedule 1.1 LIF on the date in question 1, you will be deemed to have requested 25% of the money transferred.

4. Do you want to withdraw all this money, or transfer all this money to an RRSP or RRIF?

Check **only one** box

Withdraw all this money.

Transfer all this money to an RRSP or RRIF.

5. If you want to transfer all this money to an RRSP or RRIF, provide the following information about the RRSP or RRIF to which you want the transfer made:

Check the RRSP or RRIF contract, or the statements received from the financial institution (bank, insurance company, etc.) that administers the RRSP or RRIF. If necessary, ask the financial institution.

Name of the financial institution that administers the RRSP or RRIF

Policy Number or Account Number of the RRSP or RRIF

Note: If the money to be transferred consists of identifiable and transferable securities, contact your financial institution about the possibility of transferring them in that form.

Form 5.1 - Application to a Financial Institution to Withdraw or Transfer up to 25% of the Money Transferred into a Schedule 1.1 LIF

**Part 3
Certification by the Owner of the Schedule 1.1 LIF**

Please read the definition of “spouse” found at the bottom of this page and the Certification below. Then check only one of the boxes in the Certification. If you are satisfied that the Certification correctly describes your situation, then, **in the presence of a witness**, please sign and date the Certification, and have your witness sign and fill in the information, where indicated.

The Certification will not be valid for the purposes of your application if it is signed on a date more than 60 days before the date the financial institution that administers your Schedule 1.1 LIF receives this completed application.

Certification

I own the Schedule 1.1 LIF identified in Part 1 of this application and hereby apply to withdraw or transfer money from it as set out in this application. I certify that on the date I sign this Certification:
(Check only one of the boxes below.)

- I do not have a spouse.
- I have a spouse, but on the date I sign this Certification, I am living separate and apart from my spouse.
- I have a spouse, but all of the money in my Schedule 1.1 LIF was originally earned by my former spouse under his or her pension plan, and I became the owner of that money as a result of the breakdown in my relationship with my former spouse.
- I have a spouse, and my spouse consents to the withdrawal or transfer of money from my Schedule 1.1 LIF.
(If you check this box, you will need your spouse to complete Part 4 of this application.)

I also certify that all of the information contained in this application is true, complete and correct.

I understand that the financial institution that administers my Schedule 1.1 LIF may reject my application if the information contained in this application is not true, complete and correct.

I understand that it is a criminal offence under the *Criminal Code* of Canada for anyone to knowingly make or use a false document with the intent that it be acted on as genuine.

Date the Owner Signed this Certification in the Presence of a Witness (Year / Month / Day)

Signature of Witness			Signature of Owner		
Name of Witness (print)		First Name	Middle Initial(s)		
Last Name					
Witness Address	Street Number and Name	Suite No			
City	Province	Postal Code			

Definition of “Spouse”

For the Purposes of this application, you have a “**spouse**” if you and another person:

- (a) are married to each other, or
- (b) are not married to each other and are living together in a conjugal relationship continuously for a period of at least three years, or in a relationship of some permanence if you and the person are the natural or adoptive parents of a child, both as defined in the Ontario *Family Law Act*.

Form 5.1 - Application to a Financial Institution to Withdraw or Transfer up to 25% of the Money Transferred into a Schedule 1.1 LIF

**Part 4
Consent of the Owner's Spouse to the Withdrawal or Transfer**

This Part needs to be completed **only** if the owner of the Schedule 1.1 LIF certifies in Part 3 of this application that the owner has a spouse who consents to the withdrawal or transfer of money from the Schedule 1.1 LIF. The owner of the Schedule 1.1 LIF cannot complete this Part.

If you are the spouse of the owner of the Schedule 1.1 LIF identified in Part 1 of this application and you are asked to consent to this application to withdraw or transfer money from the owner's Schedule 1.1 LIF, you should get advice from a lawyer about your rights and the legal consequences of signing the Consent below. You are not obligated to sign the Consent below.

If you wish to consent, then please read the Consent below. If you are satisfied that the Consent correctly describes your situation, then, **in the presence of a witness (someone who is not the owner of the Schedule 1.1 LIF)**, please sign, date and fill in the information on the right side of the bottom of the Consent, and have your witness sign and fill in the information on the left side of the bottom of the Consent.

The Consent will not be valid for the purposes of the owner's application if the Consent is dated more than 60 days before the date the financial institution that administers the Schedule 1.1 LIF receives it.

Consent

I am the spouse of the owner of the Schedule 1.1 LIF identified in Part 1 of this application.

I understand that:

- (a) the owner is making an application to withdraw or transfer money from the Schedule 1.1 LIF, and that the owner cannot withdraw or transfer the money from the Schedule 1.1 LIF without my consent;
- (b) I am not required to give my consent;
- (c) as long as this money is kept in the Schedule 1.1 LIF, I may have a right to a share of this money if there is a breakdown in our relationship or if the owner dies; and
- (d) if any money is withdrawn or transferred from the Schedule 1.1 LIF, I may lose any right that I may have to a share of the money withdrawn or transferred.

I consent to the owner's application to withdraw or transfer money from the Schedule 1.1 LIF.

I give my consent by signing and dating this Consent in the presence of a witness.

Date the Owner's Spouse Signed this Consent in the Presence of a Witness (Year / Month / Day)

Signature of Witness			Signature of Owner's Spouse		
Name of Witness (print)			Name of Owner's Spouse (print)		
Last Name	First Name	Middle Initial(s)	Last Name	First Name	Middle Initial(s)
Address of Witness			Address of Spouse		
Street Number and Name		Suite No.	Street Number and Name		Suite No.
City	Province	Postal Code	City	Province	Postal Code