



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

# Transfer Authorization for Non-Registered Investments



CA56

**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

Last Name(s) or Non-Personal Name		First Name(s)		Initial
Address		City	Province	Postal Code
Social Insurance Number		Home Telephone Number		Business Telephone Number

## Receiving Institution Information

<input type="checkbox"/> Scotiabank (Domestic Retail) Branches Dealer #: 9629	<input type="checkbox"/> Scotia Securities Inc. Dealer #: 7689	<b>Scotia Capital Inc.</b> <input type="checkbox"/> ScotiaMcLeod 40 King St. West, Transit 81398 P.O. Box 4085, Station A, Scotia Plaza Toronto, ON M5W 2X6 <input type="checkbox"/> ScotiaMcLeod Direct Investing Transit 13938 P.O. Box 603 Toronto, ON M1K 5C5 Dealer Code: 9155 CLEAR STREAM #: 52065 FINS #: T085 DTC #: 5011 CUID #: SCOT CUID #: SCOM Money Market	<b>Client Account/Policy Number</b> Group Plan Number (if applicable) Agent Number (if applicable) IE/Relationship Manager Name Rep. Code (if applicable) Dealer Account Number (ScotiaMcLeod and SMDI)
<b>Receiving Address:</b> <b>Transit</b> (Scotiabank, ScotiaMcLeod and Scotiabank branches)			
<b>Contact Phone No.:</b>			
<input type="checkbox"/> Scotiabank 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: BSNG			

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

## Client Direction to Relinquishing Institution

- GICs
- Mutual Funds
- Other

Relinquishing Institution	Contact
Address	Telephone Number
This is my authorization to deliver to the Receiving Institution, the account you hold for me and for the Receiving Institution to receive the account. This includes all securities long and short and debit or credit balances. Delivery is to be made by the Receiving Institution of all securities short against payment. These instructions are given subject to the Receiving Institution's approval of my account.	
Account Number at Relinquishing Institution	All    Cdn \$ only    US \$ only    Other <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Transfer: (check one box only)</b> <input type="checkbox"/> All in Kind (as is) <input type="checkbox"/> All in cash* <input type="checkbox"/> All assets*, but mixed in cash and in kind (as is), see list below or attached list <input type="checkbox"/> Partial* - as listed below or on attached list	

<b>*Please refer to statement in bold in Client Authorization section below:</b>				<b>FOR USE BY RELINQUISHING INSTITUTION</b>
In Kind	In Cash	Investment Amount/Maturity Date	Symbol and/or Certificate No. or Policy Number	
<input type="checkbox"/>	<input type="checkbox"/>			DELAY DELIVERY UNTIL
Shares/Unit	Dollars	Investment Description		
<input type="checkbox"/>	<input type="checkbox"/>			
In Kind	In Cash	Investment Amount/Maturity Date	Symbol and/or Certificate No. or Policy Number	DELAY DELIVERY UNTIL
<input type="checkbox"/>	<input type="checkbox"/>			
Shares/Unit	Dollars	Investment Description		
<input type="checkbox"/>	<input type="checkbox"/>			

## Client Authorization

**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 have read the disclosure on reverse and authorize transfer as above.		SIGNATURE GUARANTEED	
Signature of Account Holder	Date	<input type="checkbox"/> The Bank of Nova Scotia	<input type="checkbox"/> Scotia Capital Inc.
Signature of Account Holder (if Joint)	Date	<input type="checkbox"/> Scotia Securities Inc.	<input type="checkbox"/> The Bank of Nova Scotia Trust Company
		PER:	

# ACCOUNT TRANSFER CLIENT DISCLOSURE

In our business we are dedicated to continually improving client service. This Client Disclosure 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 section, please be sure to address your inquiries to 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 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 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

### For Stocks and Bonds

Under current IDA guidelines, this type of transfer generally takes 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.

### 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.

## 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

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## Contact the following for Customer Service

<b>ScotiaMcLeod</b>	Contact Telephone Number	<b>(416) 945-4524</b>
	Fax	<b>(416) 863-7518</b>
<b>Account Transfers Dept.</b>		
<b>ScotiaMcLeod Direct Investing</b>	Contact Telephone Number	<b>1 800 263-3430</b>
<b>Scotiabank</b>	<b>Contact your local Scotiabank branch</b>	
<b>Scotiabank/Scotia Securities Inc.</b>	<b>Contact your local Scotiabank branch</b>	

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Scotiastrust	Contact your local Scotiastrust office
Scotiabank/Scotia Securities Inc.	Contact your local Scotiabank branch