

SUN LIFE GLOBAL INVESTMENTS (SLGI)

TRANSFER CHECKLIST

COMPLETING TRANSFERS INTO REGISTERED PLANS:

STEP 1: When meeting with a client, complete and submit the forms and documentation that apply:

- 4823 – Transfer authorization for Registered Investments (if applicable)
 - Signed Investment Application (if a new SLGI account)
 - Additional forms for locked-in accounts
 - Relinquishing institution locking-in agreement with jurisdictional information (locking-in agreement must be signed by SLGI, not advisor, before money can be released)
- Note: Your dealer will forward the locked in agreement to SLGI for the form to be signed and sent to the relinquishing institution
- Government Forms
 - T2033 – For RRSP to RRSP or RRIF to RRIF transfers
 - T2151 – For pension transfers: LIRA to LIF, LIF to LIF
 - T2030 – For LIF to RRIF, LIF to LIRA or RRIF to RRSP
 - T2220 – Marriage breakdown
 - SDE0100 Part A – RESP Transfer form
 - Any other applicable unlocking or pension transfer documentation

COMPLETING TRANSFERS INTO NON-REGISTERED PLANS:

STEP 1: When meeting with a client, complete and submit the forms and documentation that apply:

- A signed letter of authorization is required to initiate the transfer request and must include the following:
 - Name of the account owner
 - Fund Account number
 - Name, address and account number of receiving institution
 - Dated
 - Signed – The appropriate signatures (For example: client, joint owner, irrevocable beneficiary, POA)
 - Investment Instructions
- Signed Investment Application (if a new SLGI account)

THE FOLLOWING STEPS APPLY TO TRANSFERS INTO REGISTERED AND NON-REGISTERED CONTRACTS:

STEP 2: For both registered and non-registered accounts the following must be given to the client:

- Copy of all forms

STEP 3: Submit transfer forms

- Where to send forms:
- Original copies of the transfer form sent to the relinquishing institution
 - If Locked-in account, copy of SLGI authorized relinquishing institution locking in agreement will suffice (original not required)

STEP 4: Transfer follow ups

- Transfer forms copies should be sent to Sun Life Global Investments (Canada) Inc. by:
 - Fax: 1-877-805-9310
 - Mail: 30 Adelaide St E, Suite 1, Toronto, ON M5C 3G9
- Sending copies to SLGI will ensure we can follow up with relinquishing on your behalf.
- Note: Pension administrators may request original client signature on applicable unlocking or pension transfer forms

DON'T FORGET

- Forms are subject to change. **To access up-to-date forms visit www.sunlifeglobalinvestments.com**
- Locked-in transfers can take up to 8 weeks in average for completion
- Registered transfers can take up to 4 weeks on average for completion
- Ensure forms(s) are completed in full including:
 - Investment instructions
 - Relinquishing and receiving account/contract number(s)
 - Type of transfer (i.e. 'in cash' or 'in kind')
 - Transfer amount (full transfers select "all"; otherwise provide the specific dollar amount)
 - Applicable signatures
 - Date

Contact information

Toll Free English: 1-877-344-1434 (Opt 2 for French)
Fax: 1-877-805-9310
Sun Life Global Investments (Canada) Inc.
30 Adelaide Street East, Suite 1
Toronto ON, M5C 3G9



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