

# Application for direct transfer of assets

Use this form for transfer of registered and non-registered plan assets from another financial institution to Sun Life.

For SL use:
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### Instructions for annuitant/owner

(The term "annuitant" means the person who is entitled to receive payments from the plan.)

- Complete sections 1, 2, 3 and 6.
- **Forward the signed form to:**  
PO Box 699, Stn Waterloo, Waterloo ON N2J 4B8

### Instructions for relinquishing institution (financial institution currently holding the assets)

- Complete section 5 and return the form to Sun Life at the address indicated below, along with a cheque for deposit into the annuitant/owner's account.

Waterloo: PO Box 2025 Stn Waterloo, Waterloo ON N2J 0B4  
 Courier address: 227 King Street South, Waterloo, ON N2J 1R2

Nota : La version française de ce document est également disponible.

Please PRINT clearly.

## 1 Owner/annuitant identification

First name		Middle initial	Last name	
Date of birth (dd-mm-yyyy)			Social Insurance Number*	
Address (street number and name)				Apartment or suite
City		Province	Postal code	Telephone number (day)
Email address				Telephone number (evening)

\*Your Social Insurance Number is used for administrative purposes so that information on this form is applied to your account.



## 2 Direction to relinquishing institution

If transfer is from more than one source, complete a separate form for each source product.

Relinquishing institution name			
Address (street number and name)			Apartment or suite
City	Province	Postal code	Telephone number
Individual account number or Group identification number			Group Plan Name

Transfer all assets as at date of transfer in cash. or  Transfer \$ \_\_\_\_\_ in cash.

### From my:

RRSP\*  LIRA  RPP  RRIF  LIF  LRIF  RLIF  PRIF

\*Spousal RRSP's are NOT eligible for transfer to the UBC Faculty Pension Plan. To be eligible, the contributions to the RRSP you are requesting transferred must have been made by yourself (the plan member) in your own name and not by or for a spouse.

### As a lump sum transfer to my plan with Sun Life:

Plan sponsor name <b>The Trustees for the UBC Faculty Pension Plan</b>	Client ID <b>COKHL</b>	My account number
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## 3 Authorization

I hereby request the transfer of my investments as described above. I authorize the liquidation of all or part of my investments and agree to pay any applicable fees, charges or adjustments.

Signature of annuitant/owner X	Date (dd-mm-yyyy)
Signature of irrevocable beneficiary/former spouse (if applicable) X	Date (dd-mm-yyyy)

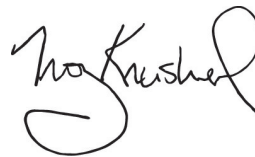
## 4 Locked-in confirmation

Sun Life acknowledges that the assets to be transferred may be subject to restrictions regarding locked-in or non-registered funds, and confirms that the funds will continue to be administered in accordance with the applicable legislation.

Sun Life Assurance Company of Canada's acceptance of application.



Authorized signatures: President and Chief Executive Officer



Corporate Secretary

## 5 Certification by relinquishing institution

Return the completed form along with a cheque for deposit into the owner's account.

Transferred assets must be sent in cash (not in kind).

Do not issue a T4RSP, T4RIF or T4A for the amount transferred.

I confirm that \$ \_\_\_\_\_ is transferred as directed in section 2.

Locked in amount \$	Pension jurisdiction	Pre amount \$	Post amount \$
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Note: A RRIF carrier that makes a direct transfer under subsection 146.3(14.1) or paragraph 146.3(2)(e) has to pay the annuitant the minimum amount for the year.

**If the transfer is from a RRIF**, complete the following:

Is the transfer from a qualifying RRIF?  Yes  No

I certify that the information in this section is true, correct and complete.

Name of institution	
Signature of authorized person X	Date (dd-mm-yyyy)

## 6 Deposit of transferred assets

The transferred assets will be deposited 100% to the UBC FPP Balanced Fund. Investment changes can be made online at [mysunlife.ca/ubcfpp](http://mysunlife.ca/ubcfpp) or through the Sun Life Client Care Centre at 1-844-UBC-3131.

Signature of annuitant/owner X	Date (dd-mm-yyyy)
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## 7 Respecting your privacy

Our Purpose is to help our Clients achieve lifetime financial security and live healthier lives. We collect, use and disclose your personal information to: develop and deliver the right products and services; enhance your experience and manage our business operations; perform underwriting, administration and claims adjudication; protect against fraud, errors or misrepresentations; tell you about other products and services; and meet legal and security obligations. We collect it directly from you, when you use our products and services, and from other sources. We keep your information confidential and only as long as needed. People who may access it include our employees, distribution partners such as advisors, service providers, reinsurers, or anyone else you authorize. At times, unless we're prohibited, they may be outside your jurisdiction and your information may be subject to local laws. You can always ask for your information and to correct it if needed. In most cases, you have a right to withdraw your consent, but we may not be able to provide the requested product or service. Read our Global Privacy Statement and local policy at [www.sunlife.ca/privacy](http://www.sunlife.ca/privacy) or call us for a copy.

Group Retirement Services are provided by Sun Life Assurance Company of Canada, a member of the Sun Life group of companies.