

EMPIRE LIFE INFORMATION CIRCULAR

DATE: June 11, 2012 **Nº. 2012-13**

CATEGORY: INVESTMENTS

TO: Managing General Agents, Associate General Agents, Brokers,
General Agents, Independent Financial Advisors and National Accounts

SUBJECT: **Empire Class Segregated Funds Transfer Form and Updated Class Transfer Guidelines**

We have created a new Empire Class Segregated Funds Transfer form (INP-0184). Please use this form when requesting a Transfer In Kind.

Important Information

- Transfers In Kind are only applicable to full transfers to new contracts.
- Commissions are not payable for the transfer.
- Any Deferred Sale Charge schedule for the funds being transferred will remain intact.
- The Maturity and Death Guarantees will remain intact.
- Fund allocations and, if applicable, Excess Withdrawal Alert instructions will remain intact.
- Scheduled switches, Pre-authorized debits (PAD) and Systematic Withdrawal Plans are not transferable. These transactions must be restarted on the new policy, using the Empire [Class Segregated Funds Investment Instructions form](#) (INP-0120).

The new form is located on the Forms section of our advisor website. Use the [Search All](#) feature and input form number INP-0184 into the search field to access the form.

Updated Guidelines

We've also updated our Empire Class Segregated Fund Transfer Guidelines to clarify the forms required for all types of transfers. See the Important Information on page 2 of the guidelines. The guidelines are attached for your reference and are located on our advisor website, on the Support Tab, Administrative Guidelines and also under the Forms Tab, in the [Top Forms and Docs](#) link.

Reference **Carol Anne Bracciodieta**, Director, Investment Operations, Customer and Dealer Services

EMPIRE CLASS SEGREGATED FUNDS TRANSFER GUIDELINES

Full transfer to a new contract or account

| Account Type Includes the following account designations: <ul style="list-style-type: none"> Client Name to Nominee Nominee to Client Name Nominee to Nominee Client Name to Client Name | Transfer Type | Disposition | Contract Information Transferred | | |
|---|---------------|-------------|----------------------------------|--------------------|---------------|
| | | | DSC Schedule (if applicable) | Benefit Guarantees | Maturity Date |
| Non-registered to Non-registered | TIK | Cost | ✓ | ✓ | ✓ |
| Registered to Registered | TIK | Cost | ✓ | ✓ | ✓ |
| TFSA to TFSA | TIK | Cost | ✓ | ✓ | ✓ |
| Non-registered to RRSP | TIK | Market | ✓ | ✓ | ✓ |
| Non-registered to TFSA | Seamless | Market | ✓ | | |
| Registered to Non-registered | Seamless | Market | ✓ | | |
| Registered to TFSA | Seamless | Market | ✓ | | |
| TFSA to Non-registered | Seamless | Market | ✓ | | |
| TFSA to RRSP | Seamless | Market | ✓ | | |

Partial transfer to a new or existing contract or account Full transfer to an existing contract or account

| Account Type Includes the following account designations: <ul style="list-style-type: none"> Client Name to Nominee Nominee to Client Name Nominee to Nominee Client Name to Client Name | Transfer Type | Disposition | Contract Information Transferred | | |
|---|---------------|-------------|----------------------------------|--------------------|---------------|
| | | | DSC Schedule (if applicable) | Benefit Guarantees | Maturity Date |
| All Account Types | Seamless | Market | ✓ | | |

See Important Information on page 2

IMPORTANT INFORMATION

These guidelines apply to Empire Class Segregated Funds contracts only.

A Transfer In Kind (TIK) refers to the transfer of a contract or the value of a contract between account types or between dealers while maintaining certain contract features (e.g. Benefit Guarantees and Maturity Dates). TIKs will only be applicable for full transfers to new contracts. No commissions are payable.

The Fund allocations and, if applicable, Excess Withdrawal Alert instructions will remain intact. Scheduled Switches, PAD and Systematic Withdrawal Plan instructions are not transferable.

NOTE: A TIK may not be advantageous for the customer. The customer may wish to process the transaction as a sell/buy. The customer should consult with an advisor before making any decision.

A Seamless transfer refers to a transfer processed as sell/buy with the current Deferred Sales Charge (DSC) schedule carried over to the new contract or account. Contract features are not carried over (e.g. Benefit Guarantees and Maturity Dates). No commissions are payable.

Benefit Guarantees include Death, Maturity and, if applicable, GMWB Guarantees.

Nominee means both Nominee and Intermediary.

Registered mean RRSP and RRIF, including locked-in contracts.

Market means Adjusted Cost Base (ACB) is set to market value (amount credited to the receiving contract or account).

Cost mean ACB is carried over (same ACB as originating contract)

Transfers will be processed upon receipt of all required documentation.

For all transfers the owner/beneficial owner and annuitant cannot change.

A transfer involving Class Plus® will only be allowed if the contract is not in the Guaranteed Payment Phase.

A new contract number may be assigned for administrative purposes.

For all partial transfers and full transfers to an existing contract or account the policy provisions of the receiving contract will apply to value transferred.

| Transfer Type | Forms |
|--|---|
| TIK | INP-0184 Empire Class Segregated Funds Transfer In Kind (TIK) form |
| Seamless - full or partial to new | INP-0154 Empire Class Segregated Funds Application INP-0167 Empire Class Segregated Funds Application for Nominee/Intermediary Account INP-0279 Empire Class Segregated Funds Application for a Tax-Free Savings Account (TFSA) |
| Seamless - full or partial to existing | INP-0120 Empire Class Segregated Funds Investment Instructions |