

TRANSFER GUIDELINES FOR CANOE EL PROTECTION PORTFOLIOS CONTRACTS

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	Yes	Yes	Yes
Registered to Registered	TIK	Cost	Yes	Yes	Yes
TFSA to TFSA	TIK	Cost	Yes	Yes	Yes
Non-registered to RRSP	TIK	Market	Yes	Yes	Yes
Non-registered to TFSA	Seamless	Market	Yes	No	No
Registered to Non-registered	Seamless	Market	Yes	No	No
Registered to TFSA	Seamless	Market	Yes	No	No
TFSA to Non-registered	Seamless	Market	Yes	No	No
TFSA to RRSP	Seamless	Market	Yes	No	No

Full or partial transfer to a NEW or EXISTING contract or account

Transfers to a new contract/account must be to a currently sold Empire Life product

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	Yes	No	No

Important Information

- These guidelines apply to Canoe EL Protection Portfolios contracts only. All transfers must involve the same kind of contract (e.g. Canoe EL Protection Portfolios 75/75 to Canoe EL Protection Portfolios 75/75).
- 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 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 and maturity.
- 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 means 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 new contract number may be assigned for administrative purposes.
- For all partial transfers and full transfers to an existing contract or account the contract provisions of the receiving contract will apply to the value transferred.

Transfer Type	Forms Required
TIK	Canoe-INP-0135A TIK Transfer Form for Canoe EL Protection Portfolios Contracts
Seamless - full or partial to new	Canoe-INV-2824 Application for Canoe EL Protection Portfolios Canoe-INV-2823 Canoe EL Protection Portfolios Application for a Tax-Free Savings Account (TFSA)
Seamless - full or partial to existing	Canoe-INV-125A Investment Change Form For Canoe EL Protection Portfolios Contracts Request seamless in Special Instructions and include the amount of the transfer and the existing contract number.



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