

## TRANSFER GUIDELINES FOR EMPIRE ELITE OR ELITE XL INVESTMENT PROGRAM

### Full transfers to a new policy:

Account type	Transfer Type	Disposition	Policy Information Transferred			
			DSC Schedule (if applicable)	Benefit Guarantees	Maturity Date	GIO
Non-registered to Non-registered	TIK	Cost	Yes	Yes	Yes	Balance of term
Registered to Registered	TIK	Cost	Yes	Yes	Yes	Balance of term
TFSA to TFSA	TIK	Cost	Yes	Yes	Yes	Balance of term
Non-registered to RRSP	TIK	Market	Yes	Yes	Yes	Balance of term
Non-registered to TFSA	Seamless	Market	Yes	No	No	Balance of term
Registered to Non-registered	Seamless	Market	Yes	No	No	Balance of term
Registered to TFSA	Seamless	Market	Yes	No	No	Balance of term
TFSA to Non-registered	Seamless	Market	Yes	No	No	Balance of term
TFSA to RRSP	Seamless	Market	Yes	No	No	Balance of term

### Full and partial transfers to an existing policy:

Account type	Transfer Type	Disposition	Policy Information Transferred			
			DSC Schedule (if applicable)	Benefit Guarantees	Maturity Date	GIO
All Account types	Seamless	Market	Yes	No	No	Balance of term

See Important Information on page 2

# Important Information

- These guidelines apply only to Elite Investment Program policies issued after August 31, 1999 and Elite XL Investment Program (IP) policies issued after April 26, 1998. **Note** – For Elite policies issued between April 27 and September 30, 1998 and Elite XL policies issued between September 1, 1999 and Feb 1, 2000, please call the Empire Life customer service team to verify if these guidelines apply.
- **All transfers must involve the same type of policy (e.g. Elite to Elite, Elite XL to Elite XL). A Transfer In Kind (TIK), seamless transfer or sell/buy may not be advantageous for the customer. The customer should consult with an advisor before making any decision.**
- A TIK refers to the transfer of a policy or the value of a policy between the same account types or between dealers while maintaining certain policy features (e.g. benefit guarantees and maturity dates). No commissions are payable. RSP to RIF conversions are not covered by these guidelines.
- The fund allocations remain intact. Scheduled transfers, pre-authorized debit (PAD), automatic partial surrender (APS) instructions and Policy Owner Investment Authorization (POIA)\* are not transferable.  
\*POIA was optional and has been replaced with Limited Trading Authority (LTA). LTA allows the advisor to do certain transactions such as resets, withdrawals to the customer, buys, switches, and PAD/AWD changes. POIA also allowed the advisor to do certain transactions but with more restrictions. LTA can be removed at any time with written notice from the owner(s).
- A seamless transfer refers to a transfer processed as a sell/buy with the current deferred sales charge (DSC) schedule carried over to the policy the funds are being transferred to. Policy features are not carried over (e.g. benefit guarantees and maturity dates). No commissions are payable. The transaction will be processed day 1 for the sell and day 2 for the buy.
- Seamless segregated fund transfers will not be allowed after December 31st of the year the Annuitant turns 80.
- Policies with funds invested in the Guaranteed Investment Option (GIO) will be transferred for the balance of the term.
- Registered mean RRSP and RRIF, including locked-in policies.
- Market means adjusted cost base (ACB) is set to market value (amount credited to the receiving policy).
- Transfers will be processed upon receipt of all required documentation.
- For all transfers the owner and annuitant cannot change.
- For all transfers, the policy provisions of the receiving policy will apply to the value transferred.

## Forms Required:

Transfer Type	Forms
TIK	<b>INP-135C</b> – TIK Transfer form for Elite and Elite XL Policies
<b>Seamless - full or partial to existing</b>	<b>INP-125C</b> – Investment Change Form for Elite or Elite XL Request seamless in Special Instructions and include the amount of the transfer and the existing policy number.