

Last Updated: December 2024

PART A – CUSTOMER INFORMATION

Account Holder Name: _____

Address: _____

City: _____ Prov.: _____ Postal Code: _____

Tel. No.: (Home) _____ (Cell) _____ (Work) _____

E-Mail Address: _____

Social Insurance Number: _____

PART B – RECEIVING INSTITUTION INFORMATION

Community Trust Company

Mailing Address: 5700 Yonge St., Suite 1900, Toronto, Ontario M2M 4K2

CTC Account Number: _____

CTC Contact Name: _____

Account Type: RRSP RRSP Spousal RRIF RRIF Spousal LIRA
 LRSP LRIF LIF TFSA

For Locked-in Plan Use Only

Community Trust holds Legislated plans in selected provinces only

Locked-in Plan Transfer Acknowledgement

Community Trust acknowledges that all locked-in funds from the registered plan noted in the Client Direction to Relinquishing Institution section below, will be transferred to the registered plan type noted and will continue to be administered in accordance with the governing pension legislation or contractual conditions of:

Any subsequent transfer of these locked in funds to another trustee or financial institution will be made only to another registered plan which must continue to be administered in accordance with legislation of the jurisdiction noted above. No transfer of locked-in funds will be permitted unless the receiving plan is appropriately registered and in compliance with the applicable pension legislation regulations and the Income Tax Act (Canada). Community Trust appears on the Superintendent’s List of Financial Institutions authorized to administer funds in the Jurisdiction noted.

**Governing Legislation
 (province or territory – specify)**

**Community Trust Authorized
 Signature**

Date

PART C – CLIENT DIRECTION TO RELINQUISHING INSTITUTION

Relinquishing Institution Name: _____

Address: _____

City: _____ Prov.: _____ Postal Code: _____

Client Account/Policy Number: _____

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Transfer the following: (choose one)

All In Cash All In Kind Partial (See List Below) All Assets Mixed In-Cash and In-Kind (See List Below)

In Cash Or In Kind	\$ Amount	Or # of Shares/Units	Investment Description/Symbol
<input type="checkbox"/>	\$		
<input type="checkbox"/>	\$		
<input type="checkbox"/>	\$		

Transfer of Publicly Traded Securities: Community Trust must be advised of any deliveries to our account at RBC prior to the transfer being set up. Canadian Transfers of Registered Investments CUID: RBCT ACCT # 120028130002

Please note: Community Trust **cannot** accept mutual funds transferred in-kind.

PART D – Client Authorization

- i) I hereby request the transfer of my investments as described above.
- ii) I understand that it is my sole responsibility to ensure that this form has been completed accurately and in full. Any omissions or errors may result in delays due to the rejection of the transfer by the other institution.
- iii) Where I have requested to transfer in cash, I authorize the liquidation of all or part of my investments and agree to pay any applicable fees, charges or adjustments.

**SIGNATURE GUARANTEED AND
CERTIFIED TRUE COPY
COMMUNITY TRUST**

**Community Trust Authorized
Signature**

I confirm I have attached a recent statement from the relinquishing institution named in Part C

Date: _____ **Signature of Client:** x _____

PART E – For Use by Relinquishing Institution

Account Type: RRSP RRSP Spousal RRIF RRIF Spousal LIRA Qualified
 LRSP LRIF LIF TFSA Non-Qualified

If RRIF/LIF/LRIF property is transferred to another RRIF/LIF/LRIF we have paid or will pay the annuitant the minimum amount for the year.

Spousal Plan: No Yes

Spouse Last Name: _____ First Name: _____ SIN: _____

Locked in Funds: No Yes Locked in Funds \$: _____

Governing Legislation: _____

Contact Name: _____ Tel No.: _____ Fax: _____

Authorized Signature: _____ Date: _____ Amount Transferred \$: _____

Our Privacy Policy

Community Trust respects your privacy and is committed to protecting your personal information. Our Privacy Policy (communitytrust.com/privacy-policy/) contains information about our safeguards and practices, including how and why we may collect, use, and disclose your personal information. If you have any questions or concerns about the contents of our Privacy Policy, or would like to speak to a member of our team about your personal information rights, please email our Privacy Office at privacy@communitytrust.com.