

DOCUMENTATION CHECKLIST



Client Name:	Dealing Rep:	Date Sent:
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Please use the below checklist as a reference to the documents required to open your account with Computershare. **Please ensure that all forms have the appropriate signatures.**

Documentation Required	Enclosed (check once attached)	Received (office used)	Date Received (office used)
Plan Application Form(s) (as applicable)			
Client Authorization Form (per account)			
Transfer Authorization Form (if applicable, per account)			
Contribution/Fee Payment Form (if applicable)			
Contribution/Fee Payment Cheque (if applicable, fee cheque payable to: Computershare Trust Company of Canada)	Cheque Number:		
	Dollar Amount:		
Purchase Instruction Form (if applicable)			
Letter of Indemnity Form (if applicable)			
Beneficiary Designation Form (if applicable, original required)			
Other (please describe):			

Please affix this checklist as a cover with the above completed documents and mail to Computershare at the following address:

Computershare Trust Company of Canada

Attn: Private Capital Solutions

8th Floor, 100 University Ave.

Toronto, ON, M5J 2Y1

Email: PCSprocessing@computershare.com

Privacy Notice

Computershare is committed to protecting your personal information. In the course of providing services to you and our corporate clients, we receive non-public personal information about you from transactions we perform for you, forms you send us, other communications we have with you or your representatives, etc. This information could include your name, contact details (such as residential address, correspondence address, email address), social insurance number, securities holdings and other financial information. We use this to administer your account, to better serve your and our clients' needs and for other lawful purposes relating to our services. Computershare may transfer personal information to other companies in or outside of Canada that provide data processing and storage or other support in order to facilitate the services it provides. Where we share your personal information with other companies to provide services to you, we ensure they have adequate safeguards to protect your personal information. We also ensure the protection of rights of data subjects under the General Data Protection Regulation, where applicable. We have prepared a Privacy Code to tell you more about our information practices, how your privacy is protected and how to contact our Chief Privacy Officer. It is available at our website, www.computershare.com, or by writing to us at 100 University Avenue, Toronto, Ontario, M5J 2Y1.

We will use your social insurance number for income reporting. We may also ask for your SIN as an identification-security measure if you call or write to request service on your account; however you may decline this usage. Computershare will use the information you are providing in order to process your request and will treat your submission of this form as your consent to us so doing.