

## Transfer Authorization for Non Registered Investments

This form can be used to transfer non registered accounts to HSBC InvestDirect from another institution.

**Please note:** The data entered on this form may be scanned and stored electronically. Please print neatly in the spaces provided to ensure completeness, accuracy and machine readability.

### A: Client Information

First Name of Account/Policy Holder		Last Name	
Address			Apt.
City		Province	Postal Code
Home Phone Number	Business Phone Number		Social Insurance Number

### B: Receiving Institution Information

#### HSBC InvestDirect

Suite 102 – 1725 16th Avenue, Box #5  
Richmond Hill, ON L4B 4C6

Phone Number: 1-800-760-1180

Fax Number: 1-866-336-8471

**FINS #: T080 DTC #: 5008 Dealer #: 7695 CUID: NBCS**  
**FEDWIRE : ABA #021000018 EUROCLEAR # : 93044 REP CODE : \_\_\_\_\_**

Receiving Account Number

### C: Client Direction to Delivering Institution

Delivering Institution Name		
Address		
City	Province	Postal Code
Delivering Account		Currency of Account

#### Transfer Type: (Check one box only for asset transfer instruction)

All in Kind (as is)       All in cash (All assets will be liquidated)       Cash balance only at date of transfer by delivering institution

Partial\*, see list below

**\*Note: ONLY complete the investment details below for partial transfers. (Attach a list if more space is required)**

In Kind	In Cash	Investment Amount	Investment Description	Symbol and/or Certificate Number or Policy Number
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

### D: Client Authorization

I have read the disclosure on the reverse and hereby request the transfer of my account and its investments as described above. This includes all securities long and short, and debit or credit balances. Delivery is to be made by the receiving institution of all securities short against payment. For full account transfers, please cancel all open orders (G.T.C./SWF/PAC, etc) for my account(s) on your books.

**\*Where I have requested a transfer in cash, I authorize the liquidation of all or part of my investments and agree to pay any applicable fees, charges or adjustments.**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature of Account Holder	Date	Signature of Joint Account Holder (If applicable)	Date

## Account Transfer Client Disclosure

In our business we are dedicated to continually improving Client Service. This Client Disclosure and informational document was developed to help you understand the account transfer process.

**It is important to read this document carefully before signing Section D, called CLIENT AUTHORIZATION, on this Account Transfer form.** Should you have any questions after reading this document, please be sure to address your inquiries with your Receiving Institution's Investment Representative.

### What is the difference between IN CASH and IN KIND?

In Cash means that all your assets which are not currently in liquid form are to be liquidated, sold, redeemed, etc. in order that your account can be transferred to the Receiving Institution in the form of cash.

**IT IS IMPORTANT TO NOTE THAT IF YOU HAVE INDICATED AN IN CASH TRANSFER OF YOUR ACCOUNT; THE TRADES WILL BE EXECUTED AT MARKET. THE TRADES WILL BE PLACED ON A BEST EFFORTS BASIS SUBSEQUENT TO THE RECEIPT OF THE TRANSFER FORM AND ARE SUBJECT TO NORMAL COMMISSION CHARGES. IN ORDER TO AVOID DELAYS, YOU MAY PLACE THE TRADES YOURSELF WITH THE DELIVERING INSTITUTION AT THE TIME OF SIGNING THIS TRANSFER FORM.**

**In Kind** means that you want the account transferred, as is. If you hold investment products and a cash balance, then the investment products may be transferred as well as the cash balance in their current state.

### How long will my transfer take?

The time required to completely transfer your account will for the most part depend on the type of account you are transferring and the type of investment products you currently hold. Please note that all your assets may not all be transferred at exactly the same time.

### Registered Accounts

Under current Investment Industry Regulatory Organization of Canada regulations, this type of transfer may take between 12-25 business days from the time of receipt by the Delivering Institution, with the exceptions listed below. As an Industry, we are currently amending the regulations governing this timeline, as well as developing new systems to improve efficiencies and expedite this transfer process.

### Locked In Accounts:

These plans generally take longer to transfer, as additional documents are required in order for the Receiving Institution to administer the account, as set out under the various Provincial and Federal Legislations. It is IMPORTANT to ensure that the account opened at your new firm is opened as LOCKED IN, and under the same Provincial or Federal Legislation as your current account. Failure to do so may cause a delay in the transfer of your account.

### Spousal Accounts:

These types of plans may take 12-25 business days, please ensure the account at new firm is a SPOUSAL account. Failure to do so may cause a delay in your transfer.

### RRIF Accounts:

RRIF account transfers may exceed regulatory time frames as the Delivering Institution is generally required to pay to the client, the full year RRIF Minimum Payment. This must be done before the transfer can be processed. Please ensure that there are sufficient funds in your RRIF account to cover the minimum payment to avoid a delay.

### Mutual Funds:

Currently, mutual fund products take longer to fully transfer and may result in a possible delay into your new account, due to the requirement of re-registering the mutual fund at the Fund Companies. On average mutual funds require 5-10 business days to transfer from the time the mutual fund power of attorney is received by the Receiving Institution.

Effective June 1, 2022, mutual funds that pay a trailing commission should no longer be held in HSBC InvestDirect accounts. If you are transferring in mutual funds, please review HSBC InvestDirect's [Relationship Disclosure](#) for more information about how this may impact a mutual fund that you are transferring to your HSBC InvestDirect account.

### Guaranteed Investment Certificates & Term Deposits:

Generally, a Guaranteed Investment Certificate (GIC) is not transferable IN KIND (as is) prior to the maturity date. Most GIC's must be transferred IN CASH upon their maturity. There are some exceptions, please check the terms and conditions with the Institution which currently holds your investment.

### Other Investment Products:

There are many other investment products which may be non-transferable, non-redeemable or subject to other delays. Some of these products include Mortgages, Foreign Securities, Non-transferable Bonds (minimum denomination requirements).

### Rejected Transfers:

An account transfer request may be rejected by the Delivering Institution for a number of reasons, such as, insufficient funds to cover fees, locked in confirmations required, account not in good standing, i.e. undermargin, short position(s), etc. If for any reason your transfer has been rejected by the Delivering Institution, they may return the transfer to the Receiving Institution unprocessed. When the rejection has been rectified, the transfer process may begin again and the Delivering Institution may then have 12-25 business days, from the date of receipt of the transfer documents to process the transfer.

### How much will it cost to transfer my account?

**Transfer Fees:** Most Institutions charge a Transfer Out fee of which the cost will vary.

**Administration Fees:** All Institutions charge Self-Directed Administration Fees of which the cost will vary. It is IMPORTANT to ensure that you have sufficient funds available in your account at the Delivering Institution to cover transfer and administration fees, or the Delivering Institution may reject the transfer unprocessed, thus causing a LENGTHY DELAY.