

# SUN LIFE GLOBAL INVESTMENTS (SLGI)

## TRANSFER CHECKLIST

### COMPLETING TRANSFERS INTO REGISTERED PLANS:

**STEP 1:** When meeting with a client, complete and submit the forms and documentation that apply:

- 4823 – Transfer authorization for Registered Investments (if applicable)
  - Signed Investment Application (if a new SLGI account)
  - Additional forms for locked-in accounts
    - Relinquishing institution locking-in agreement with jurisdictional information (locking-in agreement must be signed by SLGI, not advisor, before money can be released)
- Note: Your dealer will forward the locked in agreement to SLGI for the form to be signed and sent to the relinquishing institution
- Government Forms
    - T2033 – For RRSP to RRSP or RRIF to RRIF transfers
    - T2151 – For pension transfers: LIRA to LIF, LIF to LIF
    - T2030 – For LIF to RRIF, LIF to LIRA or RRIF to RRSP
    - T2220 – Marriage breakdown
    - SDE0100 Part A – RESP Transfer form
    - Any other applicable unlocking or pension transfer documentation

### COMPLETING TRANSFERS INTO NON-REGISTERED PLANS:

**STEP 1:** When meeting with a client, complete and submit the forms and documentation that apply:

- A signed letter of authorization is required to initiate the transfer request and must include the following:
  - Name of the account owner
  - Fund Account number
  - Name, address and account number of receiving institution
  - Dated
  - Signed – The appropriate signatures (For example: client, joint owner, irrevocable beneficiary, POA)
  - Investment Instructions
- Signed Investment Application (if a new SLGI account)

### THE FOLLOWING STEPS APPLY TO TRANSFERS INTO REGISTERED AND NON-REGISTERED CONTRACTS:

**STEP 2:** For both registered and non-registered accounts the following must be given to the client:

- Copy of all forms

**STEP 3:** Submit transfer forms

- Where to send forms:
- Original copies of the transfer form sent to the relinquishing institution
  - If Locked-in account, copy of SLGI authorized relinquishing institution locking in agreement will suffice (original not required)

**STEP 4:** Transfer follow ups

- Transfer forms copies should be sent to Sun Life Global Investments (Canada) Inc. by:
    - Fax: 1-877-805-9310
    - Mail: 30 Adelaide St E, Suite 1, Toronto, ON M5C 3G9
- Sending copies to SLGI will ensure we can follow up with relinquishing on your behalf.
- Note: Pension administrators may request original client signature on applicable unlocking or pension transfer forms

### DON'T FORGET

- Forms are subject to change. **To access up-to-date forms visit [www.sunlifeglobalinvestments.com](http://www.sunlifeglobalinvestments.com)**
- Locked-in transfers can take up to 8 weeks in average for completion
- Registered transfers can take up to 4 weeks on average for completion
- Ensure forms(s) are completed in full including:
  - Investment instructions
  - Relinquishing and receiving account/contract number(s)
  - Type of transfer (i.e. 'in cash' or 'in kind')
  - Transfer amount (full transfers select "all"; otherwise provide the specific dollar amount)
  - Applicable signatures
  - Date

#### Contact information

Toll Free English: 1-877-344-1434 (Opt 2 for French)  
Fax: 1-877-805-9310  
Sun Life Global Investments (Canada) Inc.  
30 Adelaide Street East, Suite 1  
Toronto ON, M5C 3G9



I L L U M I N A T I N G