

DOCUMENTATION CHECKLIST



Client Name:	Dealing Rep:	Date Sent:
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Please use the below checklist to ensure all documents required to open your account with Computershare are submitted. **Please ensure that all forms are duly completed and the appropriate signatures are affixed to the forms.**

	Documentation Required	Enclosed (check once attached)	Received (office use)
Account Opening	Plan Application Form(s) (For locked-in accounts, addendums are required based on the Pension jurisdiction)		
	Client Authorization Form (required for each account)		
	Beneficiary Designation Form, if applicable Original form must be submitted		
Contribution/Fee Payment	Contribution Form		
	Contribution/Fee Payment Cheque, if applicable Please make the cheque payable to: Computershare Trust Company of Canada Alternatively, fees may be paid via EDI	Cheque Number: Dollar Amount:	
	Pre-Authorized Debit Agreement, if applicable		
Purchase	Purchase Instruction Form, if applicable (required for each purchase)		
	Letter of Indemnity Form, if applicable (only required for certain securities. For additional information, please contact PCSprocessing@computershare.com)		
Transfer	Transfer Authorization Form, if applicable (required for each external account)		
Withdrawal/Pre-Authorized Contribution	Automatic Withdrawal/Pre-Authorized Contribution Form, if applicable		
Other	Other, please describe here:		

Please affix this checklist as a cover with the above completed documents. These documents can be delivered or mailed to Computershare at the following address:

Computershare Trust Company of Canada

Attn: Private Capital Solutions

3rd Floor, 510 Burrard St.

Vancouver, BC V6C 3B9

Email: PCSprocessing@computershare.com

If you wish to drop off the application package in person, you may hand deliver the completed package to any Computershare office in Canada, attention Private Capital Solutions, at the following locations:

Calgary

600, 530 – 8th Avenue SW Calgary,
Alberta T2P 3S8

Montreal

650 de Maisonneuve Blvd, 7th Floor Montreal,
Quebec H3A 3S8

Toronto

100 University Ave., 8th Floor Toronto,
Ontario M5J 2Y1

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, survey responses, securities holdings and other financial information. We use this to administer your account, to better serve you 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.