

ACCOUNT APPLICATION FORM - ENTITY



www.fieracapitalfunds.com



Account Application Form - Entity

✉ **RETURN TO:** Fiera Capital Funds Inc. ("FCFI") 1 Adelaide Street East, Suite 600, Toronto, Ontario M5C 2V9

1 ACCOUNT TYPE

CASH ACCOUNT

NEW ACCOUNT

UPDATE TO EXISTING ACCOUNT

#

2 APPLICANT INFORMATION - ENTITY

ENTITY NAME (THE "CLIENT")

CORRESPONDENCE TO BE SENT TO THE ATTENTION OF

ADDRESS OF MAIN PLACE OF BUSINESS

CITY

PROVINCE

POSTAL CODE

TELEPHONE

FAX

WEBSITE

JURISDICTION IN WHICH THE ENTITY IS INCORPORATED / ESTABLISHED

CONSTITUTION YEAR

IDENTIFICATION NUMBER (FEDERAL OR PROVINCIAL BUSINESS NUMBER)

NATURE OF THE BUSINESS

NUMBER OF EMPLOYEES

3 BANKING INFORMATION PLEASE ATTACH TO THIS FORM A VOID CHEQUE OF THE MAIN FINANCIAL INSTITUTION OF THE CLIENT (SEE DISCLOSURES)

VOID

4 FINANCIAL INFORMATION

Net income (at the most recent fiscal year):

\$ _____

Estimated Liquid Assets:

\$ _____

+

Estimated Fixed Assets:

\$ _____

-

Estimated Liabilities:

\$ _____

=

Estimated Net Worth:

\$ _____

SOURCE OF FUNDS THAT ARE INVESTED WITH FIERA CAPITAL FUNDS INC (E.G. : BUSINESS OPERATING INCOME, DONATION, RENTAL INCOME, ETC.)

BORROWED FUNDS: Is the entity borrowing money to finance the purchase of the funds? Yes No

Using borrowed money to finance the purchase of securities involves greater risk than using cash resources only.

Please refer to Disclosures for further details.

5 CLIENT ENTITY TYPE

The Client must identify what kind of entity they are by choosing the appropriate category below and provide supporting documentation as requested by Fiera Capital Funds Inc ("FCFI") for Anti-money laundering purposes. Please refer to the Disclosures as some exemptions may apply to your situation.

TYPE OF ENTITY COMPANY / CORPORATION TRUST PARTNERSHIP SOLE PROPRIETORSHIP ESTATE PERSONAL HOLDING COMPANY
 RELIGIOUS ORGANIZATION REGISTERED CHARITY OTHER

PURPOSE OF THE ENTITY FOR PROFIT NOT FOR PROFIT

IF NOT FOR PROFIT, IS THE CHARITY REGISTERED WITH THE CANADA REVENUE AGENCY? YES NO

IF YES, PLEASE PROVIDE REGISTRATION NUMBER

IF NO, IS IT AN ORGANIZATION, OTHER THAN A REGISTERED CHARITABLE ORGANIZATION, THAT COLLECTS CHARITABLE DONATIONS FROM THE PUBLIC? YES NO

Depending on the type of entity, we would need to receive any **documentation of incorporation/formation**: a corporate status, a partnership agreement, a trust agreement, association agreement, to name a few examples.

For a corporation, please provide:

- (i) the names of all the directors,
- (ii) the names and addresses of all individuals who directly or indirectly own or control 25% or more of the corporation;
- (iii) information establishing the ownership, control and structure of the corporation;
- (iv) a document from an official corporate registry that confirms the corporate status of the entity as well as the name, the address and the beneficial owners of the corporation.

For a trust, please provide:

- (i) the names and addresses of all trustees and all known beneficiaries and settlors of the trust;
- (ii) information establishing the ownership, control and structure of the trust;
- (iii) a document that confirms the formation of the trust as well as the name, the address, the principal place of business and the beneficial owners of the trust.

For an entity other than a corporation or a trust (for example, a partnership) please provide:

- (i) the name and address of all individuals who directly or indirectly own or control 25% or more of the shares (or equivalent) of the entity;
- (ii) information establishing the ownership, control and structure of the entity;
- (iii) a document that confirms the formation of the entity as well as the name, the address, the principal place of business and beneficial owners of the entity.

6 INVESTMENT INSTRUCTIONS (ONLY APPLY TO THIS ACCOUNT)

TIME HORIZON: Reflects the period from now to when the Client will need to access a significant portion of the money invested in the account.

Please Indicate the period from now to when the Client will need to access a significant portion of the money invested in the account.

0 - 3 years 4 - 10 years Over 10 years

RISK TOLERANCE AND INVESTMENT OBJECTIVES:

Risk tolerance reflects both the Client's willingness to accept risk and ability to withstand financial loss. It should be determined as the lesser of both criteria.

Investment objectives reflect the desired results from investing and directly relate to the type of investments that the Client will purchase.

The value of the investments in the account should not exceed the allocation thresholds described on the following page, \pm a 10% variation depending on circumstances. You will find detailed information, including the risk and objectives of each fund, in the prospectus and the fund fact sheets.

NATIONAL INSTRUMENT 81-101 *MUTUAL FUND PROSPECTUS DISCLOSURE* (“NI 81-101”) requires delivery to the purchaser of the most recently filed fund facts document, for the applicable class or series of a mutual fund, before a dealer can accept a subscription request from a purchaser for the purchase of units of a particular mutual fund.

The purpose of pre-sale delivery of a fund facts document is to:

- Provide investors with key information about a fund (including: the fund’s investments, risk rating, past performance, who should invest in this fund, fees and expenses and investors’ rights) ;
- Provide the information in a simple, accessible and comparable format; and
- Provide the information before investors make their decision to buy.

NI 81-101 requirement of pre-delivery of the fund facts document applies to initial purchases of any units of a mutual fund.

IN ORDER TO COMPLY WITH NI 81-101, FIERA CAPITAL FUNDS INC. REQUIRES THAT YOU CONSULT THE APPLICABLE FUND FACTS DOCUMENT(S) UNDERMENTIONED. PLEASE CONSIDER THE INFORMATION CONTAINED IN THE APPLICABLE FUND FACTS DOCUMENT(S) BEFORE COMPLETING THE BELOW TABLE.

Fund facts documents will remain available for consultation at the hyperlinks indicated below.

INITIAL INVESTMENT - MINIMUM \$5000

Cheque provided _____ \$ and/or Direct transfer from another institution _____ \$

Please make cheques payable to Fiera Capital.

RISK TOLERANCE AND INVESTMENT OBJECTIVES

| LOW RISK – INCOME INVESTMENTS | % ALLOCATED IN THE ACCOUNT | |
|---|----------------------------|--------|
| Low risk investments demonstrate a low volatility and are for investors who are willing to accept lower returns for greater safety of capital. Your objective is to generate current income from your investments and you are less concerned with capital appreciation. | % | |
| Fund(s) that satisfy the above risk tolerance and investment objectives | FUND # | AMOUNT |
| FIERA CAPITAL BOND FUND, CLASS B Hyperlink to the fund facts document | 002 | \$ |

| LOW TO MEDIUM RISK – BALANCED INVESTMENTS | % ALLOCATED IN THE ACCOUNT | |
|---|----------------------------|--------|
| Low to Medium risk investments demonstrate a low to medium volatility but a higher volatility than those described on line one. Your objective is a combination of income and growth. An account with a balanced objective should typically include at least 40% in fixed income investments and no more than 60% in equity mutual funds. | % | |
| Fund(s) that satisfy the above risk tolerance and investment objectives | FUND # | AMOUNT |
| FIERA CAPITAL BALANCED FUND, CLASS B Hyperlink to the fund facts document | 001 | \$ |

| LOW TO MEDIUM RISK – GROWTH INVESTMENTS | % ALLOCATED IN THE ACCOUNT | |
|---|----------------------------|--------|
| Low to Medium risk investments demonstrate low to medium volatility but a higher volatility than those described in line one. Your objective is capital appreciation and current income from investments is not a requirement. This may lead you to hold a relatively high proportion of funds that invest in equities if you also have a higher risk tolerance and long term time horizon. | % | |
| Fund(s) that satisfy the above risk tolerance and investment objectives | FUND # | AMOUNT |
| FIERA CAPITAL DEFENSIVE GLOBAL EQUITY FUND, CLASS B Hyperlink to the fund facts document | 024 | \$ |

| MEDIUM RISK – INCOME & MODERATE GROWTH INVESTMENTS | % ALLOCATED IN THE ACCOUNT | |
|--|----------------------------|--------|
| Medium risk investments demonstrate a medium volatility. Your objective is to generate current income and moderate growth over a longer period of time from your investments and you are less concerned with capital appreciation. | % | |
| Fund(s) that satisfy the above risk tolerance and investment objectives | FUND # | AMOUNT |
| FIERA CAPITAL HIGH INCOME FUND, CLASS B Hyperlink to the fund facts document | 009 | \$ |

Table continues >

| MEDIUM RISK – GROWTH INVESTMENTS | % ALLOCATED IN THE ACCOUNT | |
|--|----------------------------|--------|
| Medium risk investments demonstrate a medium volatility and are for investors that are looking for moderate growth over a longer period of time. Your objective is capital appreciation and current income from investments is not a requirement. This may lead you to hold a relatively high proportion of funds that invest in equities if you also have a higher risk tolerance and long term time horizon. | % | |
| Fund(s) that satisfy the above risk tolerance and investment objectives | FUND # | AMOUNT |
| FIERA CAPITAL GLOBAL EQUITY FUND, CLASS B Hyperlink to the fund facts document | 004 | \$ |
| FIERA CAPITAL U.S. EQUITY FUND, CLASS B Hyperlink to the fund facts document | 012 | \$ |
| FIERA CAPITAL CORE CANADIAN EQUITY FUND, CLASS B Hyperlink to the fund facts document | 007 | \$ |
| FIERA CAPITAL INTERNATIONAL EQUITY FUND, CLASS B Hyperlink to the fund facts document | 013 | \$ |

| MEDIUM TO HIGH RISK – GROWTH INVESTMENTS | % ALLOCATED IN THE ACCOUNT | |
|--|----------------------------|--------|
| Medium to High risk investments demonstrate a medium to high volatility and are for investors that are looking for long term growth. Your objective is capital appreciation and current income from investments is not a requirement. This may lead you to hold a relatively high proportion of funds that invest in equities if you also have a higher risk tolerance and long term time horizon. | % | |
| Fund(s) that satisfy the above risk tolerance and investment objectives | FUND # | AMOUNT |
| FIERA CAPITAL EQUITY GROWTH FUND, CLASS B Hyperlink to the fund facts document | 003 | \$ |

DISTRIBUTION OPTIONS Reinvest in same fund Electronic Funds Transfer (EFT) to bank account (see section 3)

By signing below, I/we confirm having read and understood the information contained in the applicable fund facts document(s). After consideration of the information disclosed, I/we confirm that the Client is applying to buy units of the mutual fund(s) as indicated. As a result, Fiera Capital Funds Inc. will be receiving trailing commissions in respect of the purchased fund(s).

.....
SIGNATURE OF AN AUTHORIZED SIGNATORY

| Y | Y | Y | Y | M | M | D | D |
DATE

.....
SIGNATURE OF AN AUTHORIZED SIGNATORY

| Y | Y | Y | Y | M | M | D | D |
DATE

7 PRE-AUTHORIZED CHEQUING PLAN AND AUTOMATIC WITHDRAWAL DEPOSIT PLAN

Should you wish to invest in the account by way of regular contribution, you may set up a Pre-Authorized Chequing Plan. Such Plan allows you to implement an investment strategy that does not require you to constantly submit similar purchase forms. Conversely, should you wish to redeem a portion of your fund(s) in the account by way of regular withdrawal and receive the proceeds to your bank account, you may set up an Automatic Withdrawal Deposit Plan.

Please provide a Pre-Authorized Chequing Plan form or an Automatic Withdrawal Deposit Plan form available on the Website or contact a Client Service Associate.

8 AUTHORIZED SIGNATORIES OF THE CLIENT (PLEASE PRINT ANOTHER PAGE IF ADDITIONAL SPACE IS NEEDED)

The Client hereby certifies that the individuals whose names appear below are authorized to act on its behalf, including the authorization to open an account with Fiera Capital Funds Inc. and give proper instructions with respect to the account between the Client and FCFI. The Client further certifies that the true signature of each person is set forth below opposite his/her name, and that FCFI may rely upon this certificate until such time another certificate bearing a later date is received.

| NAME | TITLE | SIGNATURE |
|------|-------|-----------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

9 INFORMATION ON AUTHORIZED SIGNATORIES (REQUIRED FOR EACH SIGNATORY. PLEASE PRINT ADDITIONAL PAGES, IF NEED BE)

AUTHORIZED SIGNATORY NO. _____

Mr. Mrs. Ms. Dr.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Y | Y | Y | Y | M | M | D | D |
|---|---|---|---|---|---|---|---|

DATE OF BIRTH

| | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

SOCIAL INSURANCE NUMBER

LAST NAME FIRST NAME INITIALS MARITAL STATUS

CITIZENSHIP ANY OTHER? YES NO OTHER CITIZENSHIP

HOME ADDRESS CITY PROVINCE POSTAL CODE

HOME TELEPHONE MOBILE PERSONAL EMAIL ADDRESS

EMPLOYER NAME EMPLOYER ADDRESS (IF DIFFERENT THAN CLIENT'S) BUSINESS TELEPHONE

TYPE OF BUSINESS (IF DIFFERENT THAN CLIENT'S) OCCUPATION (IF NOT PROVIDED ABOVE) NUMBER OF YEARS WITH CURRENT EMPLOYER

RETIRED NONE SELF-EMPLOYED

INVESTMENT KNOWLEDGE: Reflects your understanding of investing, investment products and their associated risks.

Which following category best describes your knowledge of investing? Nil Limited Average Sophisticated

AUTHORIZED SIGNATORY NO. _____

Mr. Mrs. Ms. Dr.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Y | Y | Y | Y | M | M | D | D |
|---|---|---|---|---|---|---|---|

DATE OF BIRTH

| | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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SOCIAL INSURANCE NUMBER

LAST NAME FIRST NAME INITIALS MARITAL STATUS

CITIZENSHIP ANY OTHER? YES NO OTHER CITIZENSHIP

HOME ADDRESS CITY PROVINCE POSTAL CODE

HOME TELEPHONE MOBILE PERSONAL EMAIL ADDRESS

EMPLOYER NAME EMPLOYER ADDRESS (IF DIFFERENT THAN CLIENT'S) BUSINESS TELEPHONE

TYPE OF BUSINESS (IF DIFFERENT THAN CLIENT'S) OCCUPATION (IF NOT PROVIDED ABOVE) NUMBER OF YEARS WITH CURRENT EMPLOYER

RETIRED NONE SELF-EMPLOYED

INVESTMENT KNOWLEDGE: Reflects your understanding of investing, investment products and their associated risks.

Which following category best describes your knowledge of investing? Nil Limited Average Sophisticated

10 FEDERAL ID REQUIREMENTS (REQUIRED FOR EACH SIGNATORY. PLEASE PRINT ADDITIONAL PAGES, IF NEED BE)

As part of our account opening procedures, we are required under the Proceeds of Crime (Money Laundering) and Terrorist Financing Act and its Regulation (The "Law") to authenticate our Client's identity and the identity of authorized signatories to give instructions on behalf of the Client. Different methods of identification are available depending on whether you meet with us in person or not. Once identity is validated, the account will be opened with Fiera Capital Funds Inc.

When three (3) or more individuals are authorized to give instructions, the identity of a maximum of three (3) individuals must be verified.

.....
 AUTHORIZED SIGNATORY NO.

If you are **physically present** at the time of application, please provide a Fiera Capital Funds Inc. employee with a photograph identification document ORIGINAL, VALID and CURRENT at the time of the verification, with the NAME and PHOTOGRAPH, issued by a federal, provincial or foreign GOVERNMENT (if it is equivalent to the Canadian photograph identification documents accepted). Photograph identification documents issued by a municipal government, Canadian or foreign, are not acceptable.

Fiera Capital Funds Inc. may NOT view photograph identification online, through a video conference or through any virtual type of application. In addition, we may not accept a copy or a digitally scanned image of the photograph identification.

Please find below examples of acceptable photograph identification documents:

- passport;
- permanent resident card;
- citizenship card (issued prior to 2012);
- driver's licence¹;
- provincial or territorial identity card;
- provincial health insurance card².

¹ Restriction: QC only if client volunteers it.

² Restriction: ON, MB, PEI not allowed by law; QC only if the client volunteers it.

.....
 TYPE OF DOCUMENT/CARD USED

ISSUING JURISDICTION OF THE DOCUMENT (AND COUNTRY, IF NOT CAN)

.....
 Y | Y | Y | Y | M | M | D | D

EXPIRY DATE OF DOCUMENT/CARD (IF AVAILABLE)

.....
 UNIQUE IDENTIFIER NUMBER OF DOCUMENT OR CARD

.....
 ORIGINAL DOCUMENT VERIFIED BY

.....
 Y | Y | Y | Y | M | M | D | D

DATE VERIFIED

If our interaction with you is **NOT in person**, we will use the Canadian Credit File method. We will compare the NAME, ADDRESS and DATE OF BIRTH included on the credit file to information already provided in order to ascertain your identity. For the credit file method to be acceptable as a method to confirm identity, the information must match, the credit file must be Canadian and must have been in existence for at least three (3) years.

The credit file to confirm a client's identifying information can be found on the database of Equifax Canada, a leading Canadian credit rating corporation, or any other similar supplier. The credit rating corporation and Fiera Capital Funds Inc. are required to preserve your confidentiality. Your credit file will be provided solely for identification purposes in accordance with the Law and not for unauthorized purposes. This process will have no impact on your credit rating or credit file.

By signing below, you authorize Fiera Capital Funds Inc. to ascertain your identity using the method outlined above.

.....
 SIGNATURE OF THE AUTHORIZED SIGNATORY

.....
 Y | Y | Y | Y | M | M | D | D

DATE

IDENTITY CONFIRMATION BY FIERA CAPITAL FUNDS INC.

- I attach hereto the result obtained after having consulted the credit file in order to ascertain a client's identifying information. Are included: the source, reference number, date of verification of the credit file, in addition to the full name, date of birth and address of the person being identified.

REVIEW BY FIERA CAPITAL'S COMPLIANCE DEPARTMENT

.....
 CREDIT FILE REVIEWED BY

.....
 Y | Y | Y | Y | M | M | D | D

DATE

- The file is acceptable.

The credit file method to ascertain the person's identity is denied because (please select the reason(s)):

- full name and/or DOB and /or address do not match information on file;
- file is not Canadian;
- file has been in existence for less than 3 years.
- ID completed but refer to reason code(s) provided on the credit file report (ex.: fraud alert).

11 DECLARATION OF TAX RESIDENCE

Canada is committed to international tax cooperation and an important part of that work involves the exchange of information between tax administrations. Cooperation between partner jurisdictions will assist in combating tax evasion and in promoting voluntary compliance with tax laws. Automatic exchange of financial account information with the United States (“U.S.”) exists under the Canada-U.S. Intergovernmental Agreement for the Enhanced Exchange of Financial Account Information with respect to taxes. Canada’s automatic exchange of financial account information arrangements with jurisdictions other than the U.S. have been implemented in accordance with the Common Reporting Standard (“CRS”). Under these arrangements, financial institutions need to better understand the tax residence of their account holders and to report such information. To that end, we ask that an authorized signatory of the entity fill out and sign the self-certification Canada Revenue Agency (“CRA”) *Declaration of Tax Residence for Entities – Part XVIII and Part XIX of the Income Tax Act* (“Form RC519”) **available on the last page of this document**. FCFI will report, if necessary, this information to the CRA who in turn will exchange it with tax administrations of partner jurisdictions, including the U.S. Internal Revenue Service (“IRS”).

As indicated at section 4 - Certification of the Form RC519, I certify that the information given on the said form and Annex is correct and complete in all material aspects and I hereby undertake to provide FCFI with an updated Form RC519 within 30 days of any change in circumstances that causes the information provided to become incomplete or inaccurate.

Should you have further questions, please visit the CRA website at www.cra-arc.gc.ca/menu-eng.html or consult your tax advisor.

12 THIRD PARTY DETERMINATION STATEMENT

Does any third party have a financial interest in the account? A third party is an individual or an entity, other than the Client or its authorized signatories, who directs the activity in the account.

Yes No

If yes, please complete the Third Party Determination Statement below.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Y | Y | Y | Y | M | M | D | D |
|---|---|---|---|---|---|---|---|

THIRD PARTY'S NAME

THIRD PARTY'S ADDRESS

DATE OF BIRTH

THIRD PARTY'S PRINCIPAL OCCUPATION

RELATIONSHIP BETWEEN THE THIRD PARTY AND THE CLIENT

IF ENTITY: INCORPORATION NUMBER

PLACE OF ISSUANCE OF THE CERTIFICATE OF CONSTITUTION

PRINCIPAL BUSINESS OF THE ENTITY

13 SPECIAL INSTRUCTIONS OR ADDITIONAL INFORMATION

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.....

.....

.....

.....

14 AGREEMENT AND ACKNOWLEDGEMENT

AGREEMENT

The Client hereby acknowledges that it is applying to open a Fiera Capital Funds Inc. account for investment purposes only.

The Client expressly requested that all documents relating to the Account be drawn up in the English language only. Le Client a expressément requis que tous les documents se rapportant au régime soient rédigés en anglais seulement.

CONSENT TO COLLECTION AND USE OF INFORMATION

The Client hereby consents and agrees to allow Fiera Capital Funds Inc. and The Royal Trust Company (the "Parties") to collect information from the Client and from other sources (the "Information") and to use such Information to verify the Client's identity; to administer the Plan/Fund; to provide the Client with products and services it may request, or which are required to be provided by law or applicable regulatory policies; and as otherwise required or permitted by law.

The Parties may use and disclose: (i) the Information to third parties as necessary to administer the Plan/Fund or as required by law or by applicable regulatory policies; and (ii) my social insurance number, as required by law, including for income tax reporting purposes. The Parties may make the Information available to their employees, agents and service providers, who are required to maintain the confidentiality of the Information. In the event a service provider is located outside of Canada, the service provider is bound by, and the Information may be disclosed in accordance with, the laws of the jurisdiction in which the service

provider is located. The Parties may also use the Information to manage their risks and operations and those of their affiliates and to comply with valid requests for information about me from regulators, government agencies, public bodies or other entities who have a right to issue such requests.

If the Client provides personal information about a third party, the Client shall have first obtained appropriate consent from that third party to the collection, use and disclosure of their personal information by the Parties in the course of the administration of the Plan/Fund, for the purposes for which the Client has provided it to any Party, including the purposes described herein.

By writing to Fiera Capital Funds Inc., the Client may obtain access to the Information at any time and review its content and accuracy, and have it amended as appropriate; however, access may be restricted as permitted or required by law.

By signing this application form, you are authorizing us to electronically credit or debit your bank account when requested. This is to confirm that we are applying to buy units of the funds as indicated above. We acknowledge receipt of the current simplified prospectus of funds, and of the financial statements referred to therein, and that we have received and read the information herein concerning Client Complaint, Leveraging and Disclosures. We further acknowledge that this application is subject to acceptance by Fiera Capital Corporation, as Manager-Trustee of the funds.

THE INDIVIDUALS SIGNING BELOW MUST BE AUTHORIZED SIGNATORIES OF THE CLIENT (PER SECTION 8 AUTHORIZED SIGNATORIES OF THE CLIENT)

.....
SIGNATURE OF AN AUTHORIZED SIGNATORY

.....
SIGNATURE OF AN AUTHORIZED SIGNATORY

.....
PRINT NAME

.....
PRINT NAME

Y | Y | Y | Y | M | M | D | D

Y | Y | Y | Y | M | M | D | D

DATE

DATE

DID YOU REMEMBER TO:

- Write a cheque payable to Fiera Capital
- Sign where required
- Provide documentation of incorporation of formation
- Provide beneficial ownership information
- Provide instructions for the Initial Deposit
- Acknowledge Federal ID Requirements (for up to three (3) authorized signatories)

DEALER INFORMATION

.....
DEALER NAME

.....
REPRESENTATIVE NAME

.....
REPRESENTATIVE NUMBER

.....
DEALER NUMBER

ACCEPTANCE BY FIERA CAPITAL CORPORATION (AS AGENT FOR THE ROYAL TRUST COMPANY)

Y | Y | Y | Y | M | M | D | D

SIGNED ON

.....
AUTHORIZED SIGNATURE

FOR HEAD OFFICE USE ONLY

| TOTAL RISK TOLERANCE (must equal 100%) | | TOTAL INVESTMENT OBJECTIVES (must equal 100%) | |
|--|---------|---|---------|
| TOTAL LOW RISK | _____ % | TOTAL INCOME | _____ % |
| TOTAL LOW TO MEDIUM RISK | _____ % | TOTAL BALANCED | _____ % |
| TOTAL MEDIUM RISK | _____ % | TOTAL INCOME & MODERATE GROWTH | _____ % |
| TOTAL MEDIUM TO HIGH RISK | _____ % | TOTAL GROWTH | _____ % |
| TOTAL HIGH RISK | _____ % | | |

WHY DO WE NEED YOUR PERSONAL INFORMATION?

The Authority

The Proceeds of Crime (Money Laundering) and Terrorist Financing Act (the "Act") requires Fiera Capital Funds Inc. to verify the identity of each of our clients.

To ensure Fiera Capital Funds Inc. remains compliant with the regulations set forth in the Act, personal information is required when opening an account for the first time. By information we mean banking information and a piece of identification. Methods to ascertain the identity are detailed in section 10 FEDERAL ID REQUIREMENTS. If either one of the methods cannot be applied, alternate methods for identity verification prescribed by the Law are available and can be discussed. We may also require this information if you are an authorized signatory of a Client for which an additional account is established and we do not already have this information on file.

The authentication process is designed to validate your identity and to protect the Client so that no one else can open an account in its name.

Privacy Policy

Personal information collected will only be used for the purposes of opening an account and satisfying the requirements of the Act. You may view our policy on privacy at our website www.fieracapital.com

Questions

If you have any questions regarding the collection of this information, please contact one of our customer service representatives at **1 800 265-1888**.

FIERA CAPITAL FUNDS INC. ("FCFI") SUMMARY OF COMPLAINT HANDLING PROCEDURES

FCFI has procedures in place to handle any written or verbal complaints received from clients in a fair and prompt manner. This is a summary of those procedures, which we provide to new clients and clients who have filed a complaint.

The Client Complaint Information Form

Clients who wish to make a complaint are provided with a Client Complaint Information Form ("CCIF") that provides general information about their options for making a complaint.

How to File a Complaint with FCFI

Clients wishing to complain to FCFI may make their complaint to our head office by mail at Fiera Capital Funds Inc., 1 Adelaide Street East, Suite 600, Toronto, Ontario M5C 2V9, email at mutualfunds@fieracapital.com or toll free at **1-800-265-1888**. All complaints are forwarded to qualified compliance or supervisory personnel to be handled. We encourage clients to make their complaint in writing or by email¹ where possible. Where clients have difficulty putting their complaint in writing, they should advise us so that we can provide assistance. For confidentiality reasons, we will only deal with the client or another individual who has the client's express written authorization to deal with us.

FCFI Complaint Handling Procedures

We will acknowledge receipt of complaints promptly, in writing, generally within five (5) days. We review all complaints fairly, taking into account all relevant documents and statements obtained from the client, our records, our client account manager, other staff members and any other relevant source. Once our review is complete, we provide clients with our written response. Our response may be an offer to resolve your complaint, a denial of the complaint with reasons or another appropriate response. Where the complaint relates to certain serious allegations², our initial acknowledgement will include copies of this summary and the CCIF. Our response will summarize your complaint, our findings and will contain a reminder about your options with the Ombudsman for Banking Services and Investments.

We will generally provide our response within ninety (90) days, unless we are waiting for additional information from you or the case is complex.

After the date of our response, we will respond to communications you send us to the extent necessary to implement a resolution or to address any new issues or information you provide.

Settlements

If we offer you a financial settlement, we may ask you to sign a release and waiver for legal reasons.

Contacting FCFI

Clients may contact us at any time to provide further information or to inquire as to the status of their complaint, by contacting the individual handling their complaint or by contacting us by email at mutualfunds@fieracapital.com or toll free at **1-800-265-1888**.

¹ Clients who choose to communicate by email should be aware of possible confidentiality issues regarding internet communications.

² As defined in the Policies of the Mutual Fund Dealers Association of Canada of which FCFI is a Member.

Other means of Filing a Complaint

FILING A COMPLAINT WITH THE MUTUAL FUND DEALERS ASSOCIATION OF CANADA ("MFDA")

The MFDA is the self-regulatory organization in Canada that regulates the operations, standards of practice and business conduct of its Members. As a mutual fund dealer, FCFI is a registered member of the MFDA.

A client may make a complaint to the MFDA at any time, whether or not the client has already made a complaint to FCFI. The options available to the client are presented below.

FILING A COMPLAINT WITH THE AUTORITÉ DES MARCHÉS FINANCIERS ("AMF")

The AMF is mandated by the government of Québec to regulate the province's financial markets and provide assistance to consumers of financial products and services.

A Quebec client may make an original complaint to the AMF at any time, whether or not the client has already made a complaint to FCFI. Alternatively, if a client is not satisfied with the settlement offered by FCFI, the client may subsequently request FCFI to send a copy of the complaint file to the AMF by completing the Request for the Transfer of a File form. Please refer to the forms below:

- Making an original complaint to the AMF : Consumer Complaint or Allegation Reporting Form www.lautorite.qc.ca/files/pdf/formulaires-conso/form-plainte-en.pdf
- Transferring a complaint file to the AMF: Transfer of a file form www.lautorite.qc.ca/files/pdf/formulaires-conso/form-trans-dossier-en.pdf

Please note that as a Quebec client, you must direct your complaint to the AMF and not to the MFDA.

MUTUAL FUND DEALERS ASSOCIATION OF CANADA

Client Complaint Information Form

Clients of a mutual fund dealer who are not satisfied with a financial product or service have a right to make a complaint and to seek resolution of the problem. MFDA Member dealers have a responsibility to their clients to ensure that all complaints are dealt with fairly and promptly. If you have a complaint, these are some of the steps you can take:

- Contact your mutual fund dealer. Member firms are responsible to you, the investor, for monitoring the actions of their representatives to ensure that they are in compliance with by-laws, rules and policies governing their activities. The firm will investigate any complaint that you initiate and respond back to you with the results of their investigation within the time period expected of a Member acting diligently in the circumstances, in most cases within three months of receipt of the complaint. It is helpful if your complaint is in writing.
- Contact the Mutual Fund Dealers Association of Canada ("MFDA"), which is the self-regulatory organization in Canada to which your mutual fund dealer belongs. The MFDA investigates complaints about mutual fund dealers and their representatives, and takes enforcement action where appropriate. You may make a complaint to the MFDA at any time, whether or not you have complained to your mutual fund dealer. The MFDA can be contacted:
 - By completing the on-line complaint form at www.mfda.ca
 - By telephone in Toronto at **(416) 361-6332**, or toll free at **1-888-466-6332**
 - By e-mail at complaints@mfda.ca¹
 - In writing by mail to **121 King Street West, Suite 1000, Toronto, ON M5H 3T9** or by fax at **(416) 361-9073**

¹ You may wish to consider issues of internet security when sending sensitive information by standard e-mail.

Compensation:

The MFDA does not order compensation or restitution to clients of Members. The MFDA exists to regulate the operations, standards of practice and business conduct of its Members and their representatives with a mandate to enhance investor protection and strengthen public confidence in the Canadian mutual fund industry. If you are seeking compensation, you may consider the following:

- Ombudsman for Banking Services and Investments (“OBSI”): You may make a complaint to OBSI after you have complained to the dealer, at either of the following times:
 - If the dealer’s Compliance Department has not responded to your complaint within 90 days of the date you complained, or;
 - After the dealer’s Compliance Department has responded to your complaint and you are not satisfied with the response. Please note that you have 180 calendar days to bring your complaint to OBSI after receiving the dealer’s response.
- OBSI provides an independent and impartial process for the investigation and resolution of complaints about the provision of financial services to clients. OBSI can make a non-binding recommendation that your firm compensate you (up to \$350,000) if it determines that you have been treated unfairly, taking into account the criteria of good financial services and business practice, relevant codes of practice or conduct, industry regulation and the law. The OBSI process is free of charge and is confidential. OBSI can be contacted:
 - By telephone in Toronto at **(416) 287-2877**, or toll free at **1-888-451-4519**
 - By e-mail at **ombudsman@obsi.ca**
- Legal Assistance: You may consider retaining a lawyer to assist with the complaint. You should be aware that there are legal time limits for taking civil action. A lawyer can advise you of your options and recourses. Once the applicable limitation period expires, you may lose rights to pursue some claims.
- Manitoba, New Brunswick and Saskatchewan: Securities regulatory authorities in these provinces have the power to, in appropriate cases, order that a person or company that has contravened securities laws in their province pay compensation to a claimant. The claimant is then able to enforce such an order as if it were a judgment of the superior court in that province. For more information, please visit:
 - Manitoba: **www.msc.gov.mb.ca**
 - New Brunswick: **www.nbsc-cvmnb.ca**
 - Saskatchewan: **www.fcaa.gov.sk.ca**
- Québec:
 - If you are not satisfied with the outcome or with the examination of a complaint, the Autorité des marchés financiers (“AMF”) can examine your complaint and may provide dispute resolution services.
 - If you think you are a victim of fraud, fraudulent tactics or embezzlement, you can contact the AMF to see if you meet the eligibility to submit a claim to the *Fonds*

d’indemnisation des services Financiers (“Financial Services Compensation Fund”). An indemnity up to \$200,000 can be payable through monies accumulated in the fund for an eligible claim.

- For more information:
 - Contact the AMF by telephone at **(418) 525-0337** (in Québec), or toll free at **1-877-525-0337**
 - Visit **www.lautorite.qc.ca**

Risk of Borrowing to Invest

Here are some risks and factors that you should consider before borrowing to invest:

IS IT RIGHT FOR YOU?

Borrowing money to invest is risky. You should only consider borrowing to invest if:

- You are comfortable with taking risk.
- You are comfortable taking on debt to buy investments that may go up or down in value.
- You are investing for the long-term.
- You have a stable income.

You should not borrow to invest if:

- You have a low tolerance for risk.
- You are investing for a short period of time.
- You intend to rely on income from the investments to pay living expenses.
- You intend to rely on income from the investments to repay the loan. If this income stops or decreases you may not be able to pay back the loan.

YOU CAN END UP LOSING MONEY

- If the investments go down in value and you have borrowed money, your losses would be larger than had you invested using your own money.
- Whether your investments make money or not you will still have to pay back the loan plus interest. You may have to sell other assets or use money you had set aside for other purposes to pay back the loan.
- If you used your home as security for the loan, you may lose your home.
- If the investments go up in value, you may still not make enough money to cover the costs of borrowing.

TAX CONSIDERATIONS

- You should not borrow to invest just to receive a tax deduction.
- Interest costs are not always tax deductible. You may not be entitled to a tax deduction and may be reassessed for past deductions. You may want to consult a tax professional to determine whether your interest costs will be deductible before borrowing to invest.

Your advisor should discuss with you the risks of borrowing to invest.

ANTI-MONEY LAUNDERING - EXEMPTIONS

If one of the situations below applies to the Client, please contact an FCFI Client Service Associate for further details pertaining to exemptions on the account.

Account type designation

- 1.** The identity of at least three (3) persons who are authorized to give instructions in respect of the account has already been ascertained – par. 62 (1) a) and there is no doubt about the information obtained.
- 2.** Group plan account, other than the following group plan accounts: Registered plan accounts, including a locked-in retirement plan account, a registered retirement savings plan account and a group registered retirement savings plan account - par. 62 (2) i), if the contributions are made by the sponsor of the plan or by means of payroll deductions and if the existence of the plan sponsor has been confirmed in accordance with sections 65 or 66 - par. 62 (3).
- 3.** Account for the sale of mutual funds where there are reasonable grounds to believe that identity has been ascertained in accordance with subsection 64(1) by a securities dealer in respect of the sale of the mutual funds for which the account has been opened or a transaction that is part of a series of transactions that includes that sale - par. 62 (1) b).
- 4.** The account holder is a public body from the following – par. 62 (2) m). Please indicate the applicable situation with a “√”:
- any department or agent or mandatary of Her Majesty in right of Canada or of a province;
 - an incorporated city, town, village, metropolitan authority, township, district, county, rural municipality or other incorporated municipal body in Canada or an agent or a mandatary in Canada of any of them;
 - an organization that operates a public hospital and that is designated by the Minister of National Revenue as a hospital authority under the Excise Tax Act¹, or an agent or mandatary of such an organization.
- 5.** The account holder is a corporation that has minimum net assets of \$75 million on its last audited balance sheet and whose shares are traded on a Canadian stock exchange or a stock exchange designated under subsection 262(1) of the Income Tax Act (consult www.fin.gc.ca/act/fim-imf/dse-bvd-eng.asp for a list of designated Stock Exchanges), and operates in a country that is a member of the Financial Action Task Force (**FATF**) (consult www.fatf-gafi.org/about/membersandobservers/) – par. 62 (2) m).
- 6.** The account holder is a subsidiary of an entity referred to in 4. or 5. and its financial statements are consolidated with the financial statements of that entity – par. 62 (2) n).
- 7.** The account holder or settler is a pension fund that is regulated by or under an Act of Parliament (federal) or of the legislature of a province – par. 62 (2) k).
- 8.** The account holder is an affiliate (an entity is affiliated with another entity if one of them is wholly owned by the other, if both are wholly owned by the same entity or if their financial statements are consolidated) of a financial entity (bank, cooperative credit society, savings and credit union or caisse populaire, trust and loan company, etc.), if that affiliate carries out activities that are similar to those of persons or entities referred to in paragraphs 5(a) to (g) of the Act – par. 62 (2) h). Please indicate the applicable situation with a “√”:
- Authorized foreign banks within the meaning of section 2 of the Bank Act in respect of their business in Canada, or banks to which that Act applies;
 - Cooperative credit societies, savings and credit unions and caisses populaires regulated by a provincial Act and associations regulated by the Cooperative Credit Associations Act;
 - Companies to which the Trust and Loan Companies Act applies;
 - Trust companies regulated by a provincial Act;
 - Loan companies regulated by a provincial Act;
 - Persons and entities authorized under provincial legislation to engage in the business of dealing in securities or any other financial instruments or to provide portfolio management or investment advising services, other than persons who act exclusively on behalf of such an authorized person or entity.
- 9.** An account in the name of, or in respect of which instructions are authorized to be given by, a financial entity or a securities dealer that is regulated under provincial securities legislation – par. 62 (2) l).
- 10.** An account in the name of, or in respect of which instructions are authorized to be given by, a life insurance company or by an investment fund that is regulated under provincial securities legislation – par. 62 (2) l).

Proceeds of Crime (Money Laundering) and Terrorist Financing Regulations (SOR/2002-184)

¹ Excise Tax Act (R.S., 1985, c. E-15)

Client Service

Fiera Capital Funds Inc.

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Declaration of Tax Residence for Entities – Part XVIII and Part XIX of the Income Tax Act

- If you are an entity and you are planning to open a financial account or if you already have a financial account with a Canadian financial institution, it may ask you to fill out this or a similar form. For more information on how to fill out this form, see the General information section at the end of the form. You will also find in that section the definitions of terms we use on the form.
- Canadian financial institutions are required under Part XVIII and Part XIX of the *Income Tax Act* to collect the information you provide on this form to determine if they have to report your financial account to the Canada Revenue Agency (CRA). The CRA may share that information with the government of a foreign jurisdiction that a person identified on this form is a resident of for tax purposes. In the case of the United States, the CRA may also share the information with that country's government if the person is a U.S. citizen. You can ask your financial institution if it reported your financial account to the CRA and what information it gave.
- For this form, an entity includes a corporation, a partnership, a trust, an association, a fund, a joint venture, an organization, a syndicate, or a foundation. If you are a sole proprietorship, fill out Form RC518, *Declaration of Tax Residence for Individuals – Part XVIII and Part XIX of the Income Tax Act*.
- Each account holder of a joint account has to fill out a declaration of tax residence form.
- Fill in all sections of this form that apply to you and the Annex if required. If you do not have all the necessary information when you fill out the form, you may be given up to 90 days to give the missing information to your Canadian financial institution. If you do not give the missing information to your financial institution within the specified time frame, it may have to report your financial account to the CRA.
- If you need help with your tax residency information for this form, see Residency of a corporation at cra.gc.ca/tx/nnrstdnts/bsnss/bs-rs-eng.html or Income Tax Folio, S6-F1-C1, *Residence of a Trust or Estate*, which you can find on the CRA website.

Section 1 – Identification of account holder

| | | |
|---|-------------------------|---|
| Legal name of the entity | | Jurisdiction of incorporation or organization |
| Policy/account number assigned by the financial institution | | |
| Permanent residence address | | |
| Suite number – street number and name | | City |
| Province, territory, state, or sub-entity | Country or jurisdiction | Postal or ZIP code |
| Mailing address (only if different from permanent residence address) | | |
| Suite number – street number and name | | City |
| Province, territory, state, or sub-entity | Country or jurisdiction | Postal or ZIP code |

Section 2 – Declaration of tax residence

Tick (✓) all of the options that apply to the entity.

The entity is a tax resident of Canada. If the entity is a trust, give its trust account number. Otherwise, give its business number.

Business number:

Trust account number: **T-**

The entity is a tax resident of the United States.

The entity is a tax resident of a jurisdiction other than Canada or the United States. If you ticked this box, give the entity's jurisdictions of tax residence and taxpayer identification numbers (TIN).

If the entity does not have a TIN for a specific jurisdiction, give the reason using one of these choices:

Reason 1: The entity will apply or has applied for a TIN but has not yet received it.

Reason 2: The entity's jurisdiction of tax residence does not issue TINs to its residents.

Reason 3: Other reason.

For this form, "other reason" is enough. However, you still have to tell your financial institution the specific reason.

| Jurisdiction of tax residence | Taxpayer identification number | If the entity does not have a TIN, choose reason 1, 2, or 3. |
|-------------------------------|--------------------------------|--|
| | | |
| | | |

(Ce formulaire est disponible en français.)

Section 3 – Entity classification

Tick (✓) all of the appropriate boxes.

Section 3.1 – Is the entity a financial institution?

- No.** Go to Section 3.3.
- Yes.** Give the entity's global intermediary identification number (GIIN) and go to Section 3.2.

| | | | | | | | | | | | | | | | | | | | |
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If the entity does not have a GIIN, give the reason why.

Section 3.2 – Does the financial institution meet all of these criteria?

- It is a resident of a non-participating jurisdiction (see cra.gc.ca/tx/nnrstdnts/nhncdrprtng/crs/jrsdctns-eng.html for the List of participating jurisdictions).
- At least 50% of its gross income is from investing or trading in financial assets.
- It is managed by another financial institution.

- No.** Go to Section 4.
- Yes.** List the controlling persons of the entity in the Annex and then go to Section 4.

Section 3.3 – Is the entity a specified United States person?

- No.** Go to Section 3.4.
- Yes.** Give the TIN from the United States and go to Section 3.4.

TIN from the United States

| | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | |
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If you do not have a TIN from the United States, have you applied for one?

- Yes
- No

Section 3.4 – Tick (✓) the option that best describes the entity:

- The entity is a corporation with shares that regularly trade on an established securities market. It can also be a corporation related to that corporation. If this is the case, **go to Section 4.**
- The entity is engaged in an active trade or business—less than 50% of its gross income is passive income and less than 50% of its assets produce passive income. If this is the case, **go to Section 4.**
- The entity is a government, a central bank or an international organization (or an agency of one). If this is the case, **go to Section 4.**
- The entity is an active non-financial entity other than one described in the three previous options (see paragraphs d) to i) of the definition of active non-financial entity). If this is the case, **go to Section 4.**
- The entity is a passive non-financial entity. If this is the case, list the controlling persons of the entity in the Annex and then **go to Section 4.**

Section 4 – Certification

I am an authorized signing officer of this entity and I certify that the information given on this form and Annex is correct and complete. I will give the entity's financial institution a new form within 30 days of any change in circumstances that causes the information on this form to become inaccurate or incomplete.

| | | | | | | | | | | | |
|----------------------------------|-------------------------------|--------------------|--|--|--|--|--|------|-------|-----|--|
| Authorized person's name (print) | Authorized person's signature | Office or position | Date | | | | | | | | |
| | | | <table border="1" style="float: right; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 20px;"></td><td style="width: 25px; height: 20px;"></td><td style="width: 25px; height: 20px;"></td><td style="width: 25px; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">Year</td><td style="text-align: center;">Month</td><td style="text-align: center;">Day</td><td></td> </tr> </table> | | | | | Year | Month | Day | |
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| Year | Month | Day | | | | | | | | | |

Personal information is collected under the *Income Tax Act* to administer tax and related programs. It may also be used for any purpose related to the administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial government institutions, and foreign governments to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the *Privacy Act*, individuals have the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source at cra.gc.ca/gncy/tp/nfsrc/nfsrc-eng.html, Personal Information Bank CRA PPU 047.

Annex – Controlling persons

Identify the entity's controlling persons. Attach a separate list if you need to enter the information of more than two controlling persons. Or you can include a separate Form RC518, *Declaration of Tax Residence for Individuals – Part XVIII and Part XIX of the Income Tax Act*, for each controlling person. Make sure to give the type of controlling person for each controlling person on your list or forms.

Controlling person 1

| | | | | | |
|-----------|---------------------------|---------------|------|-------|-----|
| Last name | First name and initial(s) | Date of birth | Year | Month | Day |
| | | | | | |

Type of controlling person

Permanent residence address

| | | |
|---|-------------------------|--------------------|
| Apartment number – street number and name | | City |
| Province, territory, state, or sub-entity | Country or jurisdiction | Postal or ZIP code |

Mailing address (only if different from the permanent residence address)

| | | |
|---|-------------------------|--------------------|
| Apartment number – street number and name | | City |
| Province, territory, state, or sub-entity | Country or jurisdiction | Postal or ZIP code |

Declaration of tax residence

Tick (✓) all of the options that apply to you.

The controlling person is a tax resident of Canada. If you ticked this box, give the controlling person's social insurance number.

Social insurance number (SIN)

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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The controlling person is a tax resident or a citizen of the United States. If you ticked this box, give the controlling person's taxpayer identification number (TIN) from the United States.

TIN from the United States

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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If the controlling person does not have a TIN from the United States, has that person applied for one?

 Yes No

The controlling person is a tax resident of a jurisdiction other than Canada or the United States. If you ticked this box, give the controlling person's jurisdictions of tax residence and TINs. If the controlling person does not have a TIN, choose reason 1, 2, or 3, as described in Section 2.

| Jurisdiction of tax residence | Taxpayer identification number | If the person does not have a TIN, choose reason 1, 2, or 3. |
|-------------------------------|--------------------------------|--|
| | | |
| | | |

Controlling person 2

| | | | | | |
|-----------|---------------------------|---------------|------|-------|-----|
| Last name | First name and initial(s) | Date of birth | Year | Month | Day |
| | | | | | |

Type of controlling person

Permanent residence address

| | | |
|---|-------------------------|--------------------|
| Apartment number – street number and name | | City |
| Province, territory, state, or sub-entity | Country or jurisdiction | Postal or ZIP code |

Mailing address (only if different from the permanent residence address)

| | | |
|---|-------------------------|--------------------|
| Apartment number – street number and name | | City |
| Province, territory, state, or sub-entity | Country or jurisdiction | Postal or ZIP code |

Declaration of tax residence

Tick (✓) all of the options that apply to you.

The controlling person is a tax resident of Canada. If you ticked this box, give the controlling person's social insurance number.

Social insurance number (SIN)

| | | | | | | | | | | | | | | | | | | | |
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|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

The controlling person is a tax resident or a citizen of the United States. If you ticked this box, give the controlling person's taxpayer identification number (TIN) from the United States.

TIN from the United States

| | | | | | | | | | | | | | | | | | | | |
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If the controlling person does not have a TIN from the United States, has that person applied for one?

 Yes No

The controlling person is a tax resident of a jurisdiction other than Canada or the United States. If you ticked this box, give the controlling person's jurisdictions of tax residence and TINs. If the controlling person does not have a TIN, choose reason 1, 2, or 3, as described in Section 2.

| Jurisdiction of tax residence | Taxpayer identification number | If the person does not have a TIN, choose reason 1, 2, or 3. |
|-------------------------------|--------------------------------|--|
| | | |
| | | |

General information

How to fill out the form

Section 1 – Identification of account holder

Use Section 1 to identify the account holder. Sometimes the address of an account holder may be different from its mailing address. If this is the case, give both addresses.

The **account holder** is the person listed or identified as the holder of the financial account by the financial institution that maintains the account. But, when a person other than a financial institution holds a financial account for the benefit of or for another person as an agent, custodian, nominee, signatory, investment advisor, or intermediary, they are not considered the account holder. In such cases, the account holder is the person for whom the account is held.

If a trust or an estate is listed as the holder of a financial account, the trust or the estate is the account holder, not the trustee or the liquidator. Similarly, if a partnership is listed as the holder of a financial account, the partnership is the account holder, not the partners in the partnership.

An account holder also includes any person who can access the cash value or designate a beneficiary under a cash value insurance contract or an annuity contract.

The **policy/account number** is the number your financial institution assigned to the entity. For example, enter the number assigned to the entity (such as a bank account number or an insurance policy number) in this box. If you do not have such a number, leave this box blank.

Section 2 – Declaration of tax residence

Use Section 2 to identify the entity's tax residence and taxpayer identification number. If the entity does not have such a number, give the reason.

Generally, an entity will be a **tax resident** of a jurisdiction if, under the laws of that jurisdiction, it pays or should be paying tax there because of its domicile, residence, place of management or incorporation, or a similar criterion. For this form:

- a) a partnership, a limited partnership, or a similar legal arrangement is considered to reside in the jurisdiction where its place of management is located;
- b) a trust is considered to reside in the jurisdiction where its place of management and control is located; and
- c) an entity that is a "United States person" is a tax resident of the United States.

Entities that are tax residents in more than one jurisdiction can rely on the tie-breaker rules in tax conventions (when they apply) to resolve cases of dual tax residence.

For more information on tax residency, talk to your tax adviser or go to oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-residency/#d.en.347760.

A **taxpayer identification number**, often referred to by its abbreviation TIN, is a unique combination of letters or numbers that a jurisdiction assigns to an individual or entity. The jurisdiction uses the TIN in administering its tax laws to identify the individual or entity. Enter the TIN in its official format. For more details about acceptable TINs, go to oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-identification-numbers/#d.en.347759.

Reasons that fall under "Reason 3: Other reason" for not having a TIN include not being eligible to receive one. However, if you are eligible to receive a TIN but you do not have one, you have 90 days to apply for one through your jurisdiction of residence. You have 15 days after you receive it to give it to your financial institution.

Section 3 – Entity classification

Use Section 3 to identify what type of entity the account holder is.

In Section 3.1, identify if the entity is a financial institution and whether it has a global intermediary identification number (GIIN). A GIIN is a unique identifier the Internal Revenue Service of the United States issues to financial institutions. Reasons for not having a GIIN include being a deemed compliant foreign financial institution or a non-participating foreign financial institution.

A **financial institution** is a custodial institution, a depository institution, an investment entity, or a specified insurance company. An entity that is a tax resident of Canada can classify itself as a financial institution only if it is a Canadian financial institution. However, an entity that is a prescribed non-reporting financial institution in Canada can classify itself as a financial institution even if it is not a Canadian financial institution.

Use Section 3.2 to determine whether the financial institution is a type of investment entity that needs to identify its controlling persons in the Annex. An entity has to fill out the Annex if it resides in a non-participating jurisdiction and is an entity described in paragraph b) of the definition of investment entity.

Use Sections 3.3 and 3.4 to determine if an entity, other than a financial institution, has to identify its controlling persons in the Annex.

Section 4 – Certification

Make sure you complete the Annex where applicable, and fill in and sign Section 4 before you give this form to your Canadian financial institution.

Annex – Controlling persons

Use the Annex to identify the controlling persons of the entity.

Controlling persons of an entity are the natural persons who exercise direct or indirect control over the entity. Generally, whether a person exercises control over an entity is determined in a way similar to how beneficial owners are identified for Canada's *Proceeds of Crime (Money Laundering) and Terrorist Financing Act*.

For example, a person is generally considered to control a corporation if they directly or indirectly own or control at least 25% of the corporation. If no individual is named as controlling the corporation, the director or senior official of the corporation is considered the corporation's controlling person.

In the case of a trust, controlling persons include its settlors, trustees, protectors (if any), beneficiaries (or class of beneficiaries), and any other natural persons exercising ultimate effective control over the trust.

A settlor, trustee, protector, or beneficiary of a trust may be an entity. If so, to determine the trust's controlling persons you have to look through the entity's chain of control or ownership to identify the natural persons exercising ultimate effective control over the entity. You then have to report those you find as controlling persons of the trust. Financial institutions may apply this requirement in a way similar to how beneficial owners are identified for Canada's *Proceeds of Crime (Money Laundering) and Terrorist Financial Act*.

In the case of a legal arrangement other than a trust, controlling persons are persons in equivalent or similar positions.

Enter the description that best describes the type of controlling person:

- 1) Direct owner of a corporation or other legal person
- 2) Indirect owner of a corporation or other legal person (through an intermediary)
- 3) Director or senior official of a corporation or other legal person
- 4) Settlor of a trust
- 5) Trustee of a trust
- 6) Protector of a trust
- 7) Beneficiary of a trust
- 8) Other controlling person of a trust
- 9) Equivalent to a settlor of a legal arrangement other than a trust (e.g. partnership)
- 10) Equivalent to a trustee of a legal arrangement other than a trust (e.g. partnership)
- 11) Equivalent to a protector of a legal arrangement other than a trust (e.g. partnership)
- 12) Equivalent to a beneficiary of a legal arrangement other than a trust (e.g. partnership)
- 13) Other controlling person of a legal arrangement other than a trust (e.g. partnership)

Definitions

Active non-financial entity

An active non-financial entity is an entity other than a financial institution that meets at least one of the following criteria:

- a) Less than 50% of the entity's gross income for the preceding fiscal year is passive income and less than 50% of the assets the entity held during the preceding fiscal year are assets that produce or are held to produce passive income.
- b) The stock of the entity is regularly traded on an established securities market or the entity is related to an entity whose stock is regularly traded on an established securities market.
- c) The entity is a governmental entity, an international organization, a central bank, or an entity wholly owned by one or more of the above.
- d) Substantially all of the activities of the entity are made up of holding (in whole or in part) the outstanding stock of, or providing financing and services to, one or more subsidiaries that engage in trades or businesses other than the business of a financial institution. But, an entity does not qualify for this status if the entity functions (or presents itself) as an investment fund. Examples of an investment fund include a private equity fund, a venture capital fund, a leveraged buyout fund, and any investment vehicle whose purpose is to acquire or fund companies and then hold interests in those companies as capital assets for investment purposes.
- e) The entity is a start-up and is not yet operating a business and has no operating history, but it is investing capital into assets with the intention of operating a business other than the business of a financial institution. This is as long as the entity does not qualify for this exception later than 24 months after the date it was first organized.
- f) The entity is in liquidation and was not a financial institution in the past five years. And, it is in the process of liquidating its assets or is reorganizing with the intention of continuing or restarting operations in a business other than the business of a financial institution.
- g) The entity mainly engages in financing and hedging transactions with, or for, related entities that are not financial institutions. It does not provide financing or hedging services to an entity that is not a related entity. This is as long as the group of any such related entities is mainly engaged in a business other than the business of a financial institution.

Active non-financial entity (continued)

- h) The entity is a non-profit entity that meets all of the following requirements:
- i) It is established and operated in its jurisdiction of residence exclusively for religious, charitable, scientific, artistic, cultural, athletic, or educational purposes. Or, it is established and operated in its jurisdiction of residence and is a professional organization, business league, chamber of commerce, labour organization, agricultural or horticultural organization, civic league, or an organization operated exclusively to promote social welfare.
 - ii) It does not have to pay income tax in its jurisdiction of residence.
 - iii) It has no shareholders or members who have a proprietary or beneficial interest in its income or assets.
 - iv) The laws of the entity's jurisdiction of residence that apply or the entity's formation documents do not allow any of the entity's income or assets to be distributed to, or applied for the benefit of, a private person or non-charitable entity other than in line with the entity's charitable activities, as payment of reasonable compensation for services rendered, or as payment representing the fair market value of property the entity bought.
 - v) The laws of the entity's jurisdiction of residence that apply or the entity's formation documents require that, as soon as the entity is liquidated or dissolved, all of its assets will be distributed to a governmental entity or other non-profit entity. Or, they will be handed over to the government of the entity's jurisdiction of residence or one of its political subdivisions.
- i) The entity is organized in a United States territory and all of the owners of the payee are tax residents of that United States territory.

Canadian financial institution

A Canadian financial institution is an entity that resides in Canada or a foreign entity that has a branch in Canada. The entity can be any of these:

- a) an authorized foreign bank within the meaning of section 2 of the *Bank Act* in respect of its business in Canada, or a bank that act applies to
- b) a cooperative credit society, a savings and credit union, or a caisse populaire regulated by a provincial act
- c) an association regulated by the *Cooperative Credit Associations Act*
- d) a central cooperative credit society, as defined in section 2 of the *Cooperative Credit Associations Act*, or a credit union central or a federation of credit unions or caisses populaires that is regulated by a provincial act other than one enacted by the Government of Quebec
- e) a financial services cooperative regulated by *An Act respecting financial services cooperatives, R.S.Q., c. C-67.3* or by *An Act respecting the Mouvement Desjardins, S.Q. 2000, c. 77*
- f) a life company or a foreign life company that the *Insurance Companies Act* applies to, or a life insurance company regulated by a provincial act
- g) a company the *Trust and Loan Companies Act* applies to
- h) a trust company regulated by a provincial act
- i) a loan company regulated by a provincial act
- j) an entity authorized under provincial law to deal in securities or any other financial instruments or to provide portfolio management, investment advice, fund administration, or fund management services
- k) an entity that is presented or promoted to the public as a collective investment vehicle, mutual fund, exchange traded fund, private equity fund, hedge fund, venture capital fund, leveraged buyout fund, or similar investment vehicle that is established to invest or trade in financial assets and is managed by an entity referred to in j) above
- l) an entity that is a clearing house or clearing agency
- m) a department or an agent of the Crown or of a province that accepts deposit liabilities

Investment entity

There are two types of entities that can be considered an investment entity:

- a) an entity that mainly carries on the business of one or more of the following activities or operations for a customer:
 - i) trading in money market instruments (such as cheques, bills, certificates of deposit, and derivatives); foreign exchange; exchange, interest rate and index instruments; transferable securities; or commodity futures trading;
 - ii) individual and collective portfolio management; or
 - iii) investing in, administering, or managing financial assets or money for other persons.
- b) An entity the gross income of which is mainly from investing, reinvesting, or trading in financial assets. The entity is managed by another entity that is a depository institution, a custodial institution, a specified insurance company, or the first type of investment entity described in a) above.

Passive non-financial entity

A passive non-financial entity is an entity that is:

- a) not a financial institution or an active non-financial entity;
- b) an investment entity described in paragraph b) of the definition of investment entity; or
- c) not a withholding foreign partnership nor a withholding foreign trust under United States Treasury Regulations.

Related entity

An entity is considered to be related if one entity controls the other or if the two entities are under common control (the "related entity group"). Control means direct or indirect ownership of:

- a) in the case of a corporation, more than 50% of the votes and value;
- b) in the case of a trust, an interest as a beneficiary in the trust with a fair market value that is greater than 50% of the fair market value of all interests as a beneficiary in the trust.
- c) in the case of a partnership, interest as a member in the partnership that entitles the member to more than 50% of the income or loss of the partnership, or of the assets (after deducting any liabilities) if the partnership were to stop existing; and

In the case of two entities that are investment entities described in paragraph b) of the definition of investment entity, the two entities are considered related entities if they are under common management and such management has to meet the due diligence obligations of the investment entities.

Specified United States person

A specified United States (U.S.) person is a U.S. person, other than any of the following:

- a) a corporation the stock of which is regularly traded on one or more established securities markets
- b) a corporation that is a member of the same expanded affiliated group, as defined in section 1471(e)(2) of the U.S. *Internal Revenue Code* as a corporation described in a) above
- c) the United States or any wholly owned agency or instrumentality of the United States
- d) a state of the United States, a U.S. territory, a political subdivision of any of the foregoing, or a wholly owned agency or instrumentality of any one or more of these
- e) an organization that does not have to pay tax under section 501(a) of the U.S. *Internal Revenue Code* or an individual retirement plan as defined in section 7701(a)(37) of the U.S. *Internal Revenue Code*
- f) a bank as defined in section 581 of the U.S. *Internal Revenue Code*
- g) a real estate investment trust as defined in section 856 of the U.S. *Internal Revenue Code*
- h) a regulated investment company as defined in section 851 of the U.S. *Internal Revenue Code* or an entity registered with the U.S. Securities and Exchange Commission under the U.S. *Investment Company Act of 1940*
- i) a common trust fund as defined in section 584(a) of the U.S. *Internal Revenue Code*
- j) a trust that does not have to pay tax under section 664(c) of the U.S. *Internal Revenue Code* or that is described in section 4947(a)(1) of the U.S. *Internal Revenue Code*
- k) a dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or one of its states
- l) a broker as defined in section 6045(c) of the U.S. *Internal Revenue Code*
- m) a tax-exempt trust under a plan that is described in section 403(b) or section 457(b) of the U.S. *Internal Revenue Code*

United States person

A United States (U.S.) person is any of the following:

- a) a U.S. citizen or an individual who resides in the United States
- b) a partnership or corporation organized in the United States or under the laws of the United States or any State thereof
- c) a trust, if
 - i) a court in the United States would have the authority under applicable law to deliver orders or judgments about substantially all issues regarding the administration of the trust, and
 - ii) one or more U.S. persons have the authority to control all the trust's major decisions
- d) the estate of a person that is a citizen or resident of the United States