London Life QUADRUS
Quadrus Investment Services Ltd.

Complex Cover Sheet

Check applicable box below and attach to paperwork **Previously faxed** ☐

Date:	**Submitted by:**	**Financial Centre Number:**
Management Account / Policyowner #:		**Client ID:**
Client / Policyowner Name:		☐ **Savings** ☐ **Income**

☐ QUADRUS MUTUAL FUNDS

Send original documents to Head Office	**Fax Unprocessed documentation to Head Office – by 3PM** 1-877-814-6492 London 1-866-790-0911 Montreal

☐ Purchases
    ☐ Locked-in plan (Purchases and Transfers)
    ☐ Non-registered account with an investment loan
    ☐ Retirement Allowance (severance pay)
    ☐ Purchases creating new B2B Trust plans
    ☐ U.S. Dollar purchases
    ☐ Registered Disability Savings Plan (RDSP) – initial purchase or transfer in only
☐ New Client
    ☐ Non-personal ie. corporation, estate, association, formal trust
☐ Transfers
    ☐ In-kind (internal/intact/AORT)   ☐ Combination (in-kind & in cash in same plan)
☐ Other (Please Specify):
	☐ Non-resident
	☐ Conversion on Nominee plan (conversions and switches must be kept separate)
	☐ Compensation Split
	☐ Redemption
	    ☐ Unlocking Locked-in plan
	    ☐ Non-registered account with investment loan
	    ☐ Plan with halt trade
	    ☐ RESPs & RDSPs
	☐ Fund Switches requiring processing by H.O.
	☐ PACs & AWDs / Banking information (Nominee only)
	☐ RESP Grant reallocation
	☐ Other (Please Specify):

☐ LONDON LIFE SEGREGATED FUNDS

Send original documents to Head Office	**Fax to Head Office - by 4PM** 1-877-814-6492 London 1-514-350-4740 Montreal

☐ All Transactions
    ☐ Locked-in plan and unlocking
    ☐ Solutions Banking
    ☐ Retirement Allowance (severance pay)
☐ New Client
    ☐ Non-personal ei. corporation, estate, association, formal trust
☐ Transfers
    ☐ Internal / intact / AORT   ☐ Intercompany   ☐ External
☐ Marriage Breakdown / Over contribution
☐ Transfer of ownership
☐ Other (Please Specify):
	☐ Transactions involving Irrevocable beneficiary
	☐ Beneficiary change – original must follow
	☐ Legal files / Power of Attorney requests
	☐ Compensation Split
	☐ PACs & SIRs / APRs / Banking information
	☐ Redemption
	    ☐ Unlocking Locked-in plan
	    ☐ Non-registered account with investment loan
	    ☐ Non-resident
	☐ Fund Switches requiring processing by H.O.
	☐ Other (Please Specify):

☐ LONDON LIFE FREEDOM FUNDS

Send original documents to Head Office	**Fax to Head Office - by 4PM** 1-855-463-0033 London 1-514-350-4740 Montreal

☐ ALL INCOME PLANS
☐ All Transactions
    ☐ Estate Protection Funds policy
    ☐ Legal files / Power of Attorney requests
    ☐ Non-resident
    ☐ Retirement Allowance (severance pay)
    ☐ Locked-in plan and unlocking
    ☐ Ownership (including ownership changes)
        ☐ In Trust For   ☐ Joint Owner   ☐ Company Owned
    ☐ Systematic Redemption Plan (formerly AWP)
    ☐ Exceeds 18 fund limit
    ☐ No Load
    ☐ Guaranteed interest option income plans
    ☐ Solutions Banking
☐ New Client
    ☐ Non-personal ie. corporation, estate, association, formal trust
    ☐ Application signed by Power of Attorney
☐ Transfers
    ☐ Internal / intact   ☐ Intercompany   ☐ From former Prudential
☐ Individual Insurance requests (except Non-Reg Dividends)
☐ Marriage Breakdown / Over contribution
☐ Rate enhancement
☐ Other (Please Specify):
	☐ PACs / Banking information
	☐ Redemption
	    ☐ Over $50,000 - All Plans
	    ☐ Guaranteed Interest Option Income Plan
	    ☐ Estate Protection Funds Policy
	    ☐ Home Buyers or Lifelong Learning redemption
	    ☐ Unlocking Locked-in plans
	    ☐ Non-registered account with investment loan
	☐ Fund Switch
	    ☐ Estate Protection Funds Policy
	    ☐ Multiple Switches within one policy
	    ☐ Systematic Redemption Switches
	    ☐ Switches involving Real Estate
	☐ Other (Please Specify):

Clear Print