



Instructions for converting an existing TD Mutual Funds Account to a TD e-Series Funds Account

Please complete and return the attached application form:

- Please carefully read the instructions on the Conversion Form and fill in all applicable information. Incomplete applications may be delayed.

Note about Step 2: Bank Account Information

Complete this section if you do not have a bank account linked to your current mutual fund account. If you are unsure, please contact TD Canada Trust EasyLine at (866) 222-3456.

- Ensure that all applicants sign the application form, with attached TD e-Series Funds Understanding and Consent form.
- Original signature(s) required. Unfortunately we are unable to accept faxed application forms.
- All applications are subject to approval by TD Investment Services Inc.
- **In order to convert to TD e-Series Funds Account, you must be registered on EasyWeb.**

If you need assistance:

- At any point in the application process simply visit www.tdcanadatrust.com/tdeseriesfunds and click on the Contact Us link on the right navigation bar for assistance. You will be offered self help tips on opening and investing in your new TD e-Series Funds Account, as well as other ways to get additional assistance.

When your account is converted:

- Once we have received your completed and signed application, your account can generally be converted within two business days.
- As soon as your application has been processed, you will receive detailed confirmation via email. That confirmation includes information on how to access your TD e-Series Funds Account. In addition, if you requested a TD Canada Trust Access Card, instruction will also be included.

Please Note:

This application gives TD Investment Services Inc. the authority to convert the Mutual Funds Account only. ***No actual fund transactions will take place.*** In order to invest in our new TD e-Series Funds, you must purchase and/or transfer existing funds through TD Canada Trust EasyWeb.



TD Investment Services Inc.
TD Mutual Funds
Conversion Instructions

APPLICATION TO CONVERT TO A TD e-SERIES FUNDS ACCOUNT

Choose only one: ☐ Retirement Savings Plan (RSP) ☐ Personal (Non-Registered) ☐ Joint Non-Registered
☐ Tax-Free Savings Account (TFSA)

Mutual Fund Account number:

Applicant name:

Joint-applicant name:
(If applicable)

email address (mandatory):

Please return form to:
TD e-Series Funds Administration
TD Investment Service Inc.
Liberty Centre
3500 Steeles Ave. East,
Tower 1, Level 1,
Markham, Ontario L3R 9Z9

Step 1 - Bank Account Information, and Pre-Authorized Purchase Plans

(Required only for those with no bank account currently associated with their Mutual Funds Account)

This section should only be completed if you do not currently have a Bank Account linked to your TD Mutual Funds Account. This feature enables purchases and redemptions in your account by directly debiting or crediting your bank account. This is a requirement for TD e-Series Funds Accounts. **Please note:** Tax-Free Savings Account and Line of Credit Accounts cannot be linked to TD e-Series Funds Accounts.

Please attach a void cheque if you do not have a bank account with TD Canada Trust. If you do not have cheques for your TD Canada Trust account, complete this section. Bank accounts must be in the same currency as the Fund(s) purchased.

Financial Institution Institution Number Branch Transit Number

Canadian \$ Account Number - ☐ Savings ☐ Chequing

U.S. \$ Account Number - ☐ Savings ☐ Chequing

If this is a Joint Non-RSP Account the bank account must be held in the name of each Joint Applicant.

Account Holder's Name(s)

Branch Address

City Province Postal Code

PLEASE NOTE: Investment income from dividends and interest will be automatically reinvested in additional units.

Alternatively, check here ☐ if income from Non-RSP Mutual Funds Accounts should be directed to your bank account shown

Pre-Authorized Payment Terms and Conditions

You agree to the provisions of these Pre-Authorized Payment Terms and Conditions (the "Authorization") and allow us to process one or more fund transfers as outlined in this Agreement and in this Authorization for business and/or personal purposes. You authorize us to debit your deposit account (the "Bank Account") at the financial institution indicated in step 2 of this Agreement (the "Deposit Bank") for payments and all other amounts owing to us under this Agreement. Payments for purchases originating from the Contributing Spouse's Bank Account in the case of a Spousal RSP, and in all other cases debits made to pay any amount owing to us under this Agreement shall be processed as Personal PADs, as defined by the Canadian Payments Association. If you are a corporation or other entity, amounts debited to pay any amount owing to us under this Agreement shall be processed as Business PADs. In most other cases, funds will be transferred from the Bank Account held by you directly to the TD Mutual Funds Account that is the subject of this Agreement, in which case, the debit will be processed as a Funds Transfer PAD. You hereby assure us and warrant that all persons whose signatures are required to debit the Bank Account are providing this Authorization or have provided a separate authorization. This Authorization may be cancelled at any time upon 30 days prior notice. Such notice may be in writing or may be given orally (if we are able to verify your identity). To obtain a sample cancellation form or for more information regarding your right to cancel this Authorization, please consult with your financial institution or visit www.cdnpay.ca. Revocation of this Authorization does not terminate any part of this Agreement and does not relieve you of your obligations to pay the amounts owing under the Agreement. You will inform us in writing of any change in the Bank Account at least 10 days prior to the next regularly scheduled debit, and in the case of debits occurring on a frequency less than 10 days, this Authorization shall be amended by us in respect of debits occurring 10 days from receipt of your notice to us of the change. Delivery of this Authorization to us constitutes delivery by you to the Deposit Bank. The Deposit Bank is not required to verify that a debit to the Bank Account has been made in accordance with this Authorization including, but not limited to, the amount and fulfillment of purpose. You have certain recourse rights if any debit does not comply with this Authorization. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this Authorization. In order to be reimbursed for any disputed debit made to your Bank Account in the case of a Personal PAD or Business PAD, a declaration must be completed and sent to the Deposit Bank not more than 90 calendar days or 10 business days respectively after the date on which the disputed transaction was posted to your Bank account. To obtain more information on your recourse rights, you may contact your financial institution or visit www.cdnpay.ca. In the case of all Business PADs and Personal PADs, by signing this Authorization, you hereby waive any pre-notification requirements as specified by sections 15(a) and (b) of the Canadian Payments Association Rule H1, which require us to provide you with a separate summary of your instructions in this Agreement, and any changes thereto 10 calendar days prior to acting upon them. You agree to keep a separate copy of this Agreement and record any modifications to your instructions in order to prevent any delays and/or denied transactions with respect to your fund transfer requests.

Step 2 - Authorization to Convert Account and TD e-Series Funds Understanding & Consent

- Please accept this as my authorization to convert the account listed above to a TD e-Series Funds Account and to change the branch of record for that account to TD Investment Services Inc. TD e-Series Funds.
- TD e-Series Funds utilize the power of the Internet and other cost saving technologies that allow TDIS to keep expenses lower and pass the savings on to me.
- I hereby acknowledge and consent to the following items and conditions of the TD e-Series Funds Account:
 - I acknowledge that I have registered for TD Canada Trust EasyWeb, and will register for any other service or delivery channel as TDIS may advise in the future.
 - The TD e-Series Funds Account is electronic only, and I shall manage my account and correspond with TDIS exclusively via electronic means through TD Canada Trust EasyWeb and email, except as indicated below.
 - TDIS will deliver all statements, trade confirmations, prospectuses, annual reports, semi-annual financial statements, and all other materials (the "Documents") electronically. TDIS will notify me by email when Documents are ready for viewing. Trade confirmations will be posted for 60 days. All other Documents will remain available for viewing until they are replaced with more recent versions. I understand that the Fund Facts documents and related notices will be presented to me within EasyWeb, as required, before I submit my request to purchase, switch or set up of a pre-authorized purchase plan.
 - All Documents containing account information will be accessible in a designated area within TD Canada Trust EasyWeb.
 - I am responsible for viewing and downloading the Documents after TDIS alerts me by email that they are available for viewing.
- I understand that I will require **Adobe Acrobat Reader** or other document viewing software, as TDIS may advise from time to time, to read some Documents.
- Paper Documents are available at no cost, and I may request delivery of paper Documents by regular mail at any time. However, any such request, except in the event of a TD Canada Trust EasyWeb service interruption, may constitute a revocation of this TD e-Series Funds Understanding and Consent.
- In the event of a TD Canada Trust EasyWeb service interruption, I will be able to contact TDIS by telephone through TDIS's toll-free **Investment Centre or TeleAccess service**, and such telephone contact does not constitute a breach of this TD e-Series Funds Understanding and Consent.
- TDIS may, at any time, at its option, satisfy any Document delivery obligations by regular mail, without changing the nature of the TD e-Series Funds Account.
- I will advise TDIS promptly through electronic means, through EasyWeb, or by phone at 1-800-560-6374 of any change to my email address.
- TDIS may amend any or all of these terms and conditions at any time upon notice to me.
- I may, at any time, revoke any part of this TD e-Series Funds Understanding and Consent, which has the effect of revoking my consent to electronic delivery of Documents. Upon such revocation, I will no longer be eligible to hold units of TD e-Series Funds, and TDIS will, upon notice to me, switch all of my e-Series units into the corresponding Investor Series units and my TD e-Series Funds Account will thereby be converted into a TD Mutual Funds Account.

Date

Day	Month	Year

 Signature of Applicant

Date

Day	Month	Year

 Signature of Joint Applicant
(if applicable)

BRANCH USE ONLY

Reg. Sales Person _____ No.

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 Branch No. **2378**

HEAD OFFICE USE ONLY

Received _____ Date (mm/dd./yyyy) _____ Compliance _____ Input _____ Checked _____