



**CLIENT INFORMATION**

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_

**PLAN TYPE (select only one)**

**De-registration Request:**       **RRSP**       **SPOUSAL RRSP**       **RRIF**       **SPOUSAL RRIF**  
*(Canada Revenue Agency Withholding tax may be applicable)*

**Withdrawal Request:**       **TFSA**

**DETAILS OF TRANSACTION**

Choose **one** – for a description of each option, please read details on “Information Sheet”

1.  **Full Plan In-Cash** - Liquidate all securities, if applicable, and release the cash balance.
2.  **Full Plan In-Kind:**  
Security: \_\_\_\_\_  
Certificate Number \_\_\_\_\_, Number of Shares: \_\_\_\_\_  
Re-register certificate to: \_\_\_\_\_
3.  **Partial Plan In-Cash** (choose **one** of “a”, or “b”):
  - a)  Gross: \$\_\_\_\_\_ (amount will be reduced by any fees) or  Full Available Cash Balance
  - b)  Net: \$\_\_\_\_\_ (amount required after any fees) or  Full Available Cash Balance
4.  **Partial Plan In-Kind:**  
Security: \_\_\_\_\_  
Certificate Number \_\_\_\_\_, Number of Shares: \_\_\_\_\_  
Re-register certificate to: \_\_\_\_\_

**DELIVERY INSTRUCTIONS**

- Home address:       Regular Mail – no additional charges apply.  
    Registered Mail – applicable charges will be collected.
- Will pick up at WPTC’s office (Envelope will be in the name of Client, ID must be shown)
- Electronic Funds Transfer (“EFT”) – attach VOID cheque or complete banking details  
(BRANCH/TRANSIT #\_\_\_\_\_, BANK #\_\_\_\_\_, ACCOUNT # \_\_\_\_\_).
- Other: \_\_\_\_\_

**CLIENT AUTHORIZATION**

1. I hereby authorize the processing of de-registration / withdrawal transaction as described above.
2. I understand all “In-Kind” transactions are completed at the current fair market value of the security.
3. Where I have requested for an in-kind transaction, I will pay any re-registration fees required by the Transfer Agent.
4. I will be charged a transaction fee based on WPTC’s current Fee Schedule, available at [www.westernpacifictrust.com](http://www.westernpacifictrust.com).
5. For EFT transfers, I have provided banking information for the release of funds.  
I will indemnify WPTC, if incorrect bank details were provided on the W/D Form or VOID cheque.

\_\_\_\_\_  
Signature of Client

\_\_\_\_\_  
Date

Privacy Notice: In providing services to you, we receive non-public, personal information about you. We receive this information through the transactions we perform for you and may also receive information about you by virtue of your transactions with our affiliates and other parties. We will hold your personal information in accordance with our Privacy Policy, a copy of which may be found on our website at [www.westernpacifictrust.com](http://www.westernpacifictrust.com)

**Western Pacific Trust Company (“WPTC”)  
De-registration / Withdrawal Request Form (“D/W”)**

**Information Sheet**

De-registration / Withdrawal Request Form (“D/W Form”) is completed to remove securities / cash from inside a Registered Plan and/or TFSA at WPTC. All cash transactions are CAD Dollars.

A D/W Form can only be completed for certain plan types that are shown on the form under “Plan Type”. A D/W Form is required to be completed for each plan type – one D/W Form cannot be completed for multiple plan types.

Client Information: To be completed with your details (Surname, First Name, Telephone #, Email, Social Insurance Number).

Plan Type: Check the applicable box of the plan type at WPTC.

A De-registration transaction is for a RRSP, Spousal RRSP, RRIF and/or Spousal RRIF.  
RRSP & Spousal RSP

All deregistration requests from a RRSP & Spousal RSP are subject to CRA withholding tax.

RRIF & Spousal RIF

Any amount above the minimum RIF withdrawal for the calendar year, is subject to CRA withholding tax.

Here is a link to the CRA rates:

<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/clcltng/spcl/lmpsm/wthldng-eng.html>.

A Withdrawal transaction is for a TFSA

Details of Transaction:

Choose only one option:

1. Full Plan In-Cash: the request is for WPTC to liquidate all securities, if applicable, and release the cash balance. If the Issuer is not in a position to redeem the security(ies), the submitted form will be rejection by WPTC. The plan at WPTC will be closed.
2. Full Plan In-Kind: WPTC will process the transaction of all securities and cash held inside your plan at WPTC. Complete the section with the security details to be re-issued in your personal name. If the details of the security is not known, please contact WPTC’s Plan Administration team. The plan at WPTC will be closed. If more space is required, please attach a signed letter with instructions.
3. Partial Plan In-Cash: check this box and one of the “a” or “b” options, if a partial cash deregistration or withdrawal is being requested.
  - a) Gross - check this box. Enter the dollar amount being requested (the dollar amount will be reduced by any fees and/or CRA withholding tax, if applicable) or check the box for “Full Available Cash Balance”.
  - b) Net - check this box. Enter the dollar amount being requested or check the box “Full Available Cash Balance”. Please contact WPTC for payment of our fees and/or any withholding tax, if applicable.
4. Partial Plan In-Kind: WPTC will process the transaction of the completed security(ies) and held inside your plan at WPTC. Complete the sections of the security details to be re-issued in your personal name. If the details of the security is not known, please contact WPTC’s Plan Administration team.

Delivery Instructions:

Choose only one option:

1. Home address – please make sure your address is correct in WPTC’s records.
  - Regular Mail – no additional charges apply.
  - Registered Mail – applicable charges will be collected.
2. Will pick up at WPTC’s office – Envelope will be in the name of client, ID must be shown).
3. Electronic Funds Transfer (“EFT”) – attach VOID cheque. Once the funds are released, WPTC will send an email advising same.
4. Other – complete with instructions. Example: keep original share certificate at Issuer’s office.

Client Authorization:

Read the five points and if you agree, sign and date the form.

WPTC requires the originally completed and signed form or electronically signed through “DocuSign” or “HelloSign” only (the summary of the electronic signature is required).

If WPTC’s Plan Administration team can provide any assistance, please send emails to: [self-administered@westernpacifictrust.com](mailto:self-administered@westernpacifictrust.com)