

Tax-Free Savings Account (TFSA) Application

INVESTOR # _____

ACCOUNT # _____

Holder Information

Title: Mr. Mrs. Miss Ms. Dr. Prof

First Name		Middle Name		Last name (Must match name on Income Tax Return)	
Street Address			City	Province	Postal Code
Home Telephone		Business Telephone		Email Address	
Date of Birth (mm/dd/yyyy)	Social Insurance Number		Canadian Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Successor Holder/Designation of Beneficiary

For all provinces and territories except Quebec: The validity of a beneficiary designation is subject to provincial/territorial succession legislation. Legislative changes may be required before a beneficiary designation under your TFSA is effective. If a designation is not valid due to legislative changes not being made or such changes not having a retroactive effect, the assets in your TFSA may be paid to your legal representatives upon your death.

For the Province of Quebec: Under the laws of Quebec, a designation of beneficiary may be made in a will or other written documentation that meets the requirements of a testamentary disposition. The beneficiary designation made on this application cannot be given effect, however the Appointment of your spouse as Successor Holder can.

I designate the person(s) named below as the beneficiary(ies) under the TFSA, provided this person(s) is living at the date of my death. Where the sole beneficiary is my spouse, this designation also stands as a Successor Holder, whereby the original TFSA contract continues in my spouse's name. If a beneficiary I have designated below dies before me, then that beneficiary's percentage entitlement will be shared among any other beneficiary(ies) I have designated who survive me, in proportion to their percentage entitlement. If I do not designate any beneficiaries, payment will be made to my estate.

BENEFICIARY NAME	RELATIONSHIP TO HOLDER	ALLOCATION %

- Caution:**
1. If both a spouse and someone else are named as beneficiaries, the spouse is no longer considered a successor holder and, instead would be considered a survivor.
 2. Your designation of beneficiary by means of a designation form will not be revoked or changed automatically by any future marriage or divorce. If you wish to change your beneficiary, you will have to do so by means of a new designation.
 3. Your estate may be responsible for reporting and payment income tax on proceeds paid to a designated beneficiary.

 Date Signature of Holder Signature of Witness

Investment Instructions

Initial Investment New Purchase Incoming Transfer (attach Transfer documents)

BUY \$	FUND NAME	FUND CODE	FRONT END SALES CHARGE %	WIRE ORDER #
\$			%	
\$			%	
\$			%	
\$			%	
\$	TOTAL BUYS			

Pre-Authorized Contribution (PAC) – FUNDS TRANSFERS *(Please complete Banking Information Section)*

BUY \$	FUND NAME	FUND CODE	FRONT END SALES CHARGE %	FREQUENCY ¹	EFFECTIVE DATE
\$			%		
\$			%		
\$			%		
\$			%		
\$	TOTAL				

¹Frequency: W=Weekly, BW=Bi-Weekly, SM=Semi-Monthly, M=Monthly, BM=Bi-Monthly, Q=Quarterly, SA=Semi-Annually, A=Annually

Systematic Withdrawal Plan (SWP) (Please complete Banking Information Section)

REDEEM \$	GROSS OR NET	FUND NAME	FUND CODE	FREQUENCY ²	EFFECTIVE DATE (DDMMYYYY)
\$					
\$					
\$					
\$					
\$	TOTAL SELLS		² Frequency: M=Monthly, Q=Quarterly, SA=Semi-Annually, A=Annually		

Dollar Cost Averaging

AMOUNT \$	FROM FUND CODE	FUND NAME	TO FUND CODE	FUND NAME	FREQUENCY ³	FRONT END SALES CHARGE %
\$						%
\$						%
\$						%
\$						%

Note: If the Fund Name and Fund Code do not match, the Fund Code will be used. ³Frequency: M=Monthly, Q=Quarterly, SA=Semi-Annually, A=Annually

Dividend Distribution Options (Select One)

- Reinvest distributions and dividends from all Funds
- Deposit to Financial Institution specified in Banking Information section below
- Redirect to Fund Number / Account: _____
- Cheque to Applicant(s)

Note: If no option is selected, distributions and dividends will be reinvested.

To: Concentra Trust (the "Trustee")

I hereby apply for participation in the Northwest & Ethical Investments L.P. Tax-Free Savings Account (TFSA) in accordance with the Declaration of Trust Supplied to me.

I request the Trustee to file an election to register my arrangement as a TFSA under the *Income Tax Act* (Canada).

I hereby acknowledge that I am solely responsible for determining the amount of contribution to the TFSA.

I hereby agree to notify the Trustee in the event that I am no longer a resident of Canada.

I hereby acknowledge that I am at least 18 years of age.

I understand and acknowledge that the personal information contained herein is being collected by Concentra Trust (the "Trustee") and that by signing below, I confirm that I have read and consent to the terms of the "Concentra" Privacy Policy located on the Concentra website at concentra.ca or by contacting the Trustee at 1-800-788-6311. "Concentra" refers to Concentra Bank and its wholly-owned subsidiary Concentra Trust. I confirm that the information provided herein is true and accurate and I agree to make the Agent, on behalf of the Trustee, aware of any changes to the personal information contained on this application form.

X _____

Signature of Holder

_____ Date

Accepted by Northwest & Ethical Investments L.P. as Agent, on behalf of the Trustee, Concentra Trust

Banking Information (Please attach a VOID cheque with this application)

Financial Institution Name	Institution Code	Transit Number	Account Number
Address	City	Province	Postal Code

I authorize Northwest & Ethical Investments L.P. (NEILP) and the financial institution designated (or any financial institution I may authorize at any time) to debit my account as per my instructions for regular re-occurring payments. I acknowledge that, if this Authorization is for funds transfer PADs that have recourse through the clearing system, a PAD may be disputed but only under the following conditions:

(a) the PAD was not drawn in accordance with this Authorization; (b) this Authorization was revoked

I further acknowledged that in order to be reimbursed, a declaration to the effect that either (a) or (b) took place must be completed and presented to the branch of the Financial Institution holding the Account on or before the 90th calendar day on which the PAD in dispute was posted to the Account.

For PAC & SWP plans this authorization shall remain in effect until cancellation by written notice to NEILP at least 72 hours prior to the next payment date. For a joint bank account, all Depositors must sign if more than one signature is required.

X _____

Account Holder Signature

Joint Account Holder Signature

Dealer Information

Dealer Code	Rep Code	Branch/Region Code
Dealer Account Number	Telephone Number	Email Address
Representative Name	Representative Signature	Date

**NORTHWEST & ETHICAL INVESTMENTS L.P. TAX-FREE SAVINGS ACCOUNT
DECLARATION OF TRUST**

We, Concentra Trust, hereby declare that we accept the trust created between us and the Holder when the Application was signed, upon the following terms:

1. Definitions

The following definitions apply:

- "Contribution"** Any amount paid into your Tax-Free Savings Account (TFSA) by you.
- "Holder"** As defined by the *Income Tax Act*, until your death, is you, and, at and after your death, your Spouse who acquires the rights as successor holder as appointed by you.
- "TFSA"** The Northwest & Ethical Investments L.P. Tax-Free Savings Account consisting of the Application and this Declaration of Trust.
- "Income Tax Act"** The *Income Tax Act* (Canada), and regulations thereto, both as amended from time to time.
- "Spouse"** As recognized in the *Income Tax Act* as your survivor for the purposes of tax-free savings accounts and, where applicable, incorporates the meaning of the term "common-law partner" as set out in Subsection 248(1) of the *Income Tax Act*.
- "Survivor"** Another individual who is, immediately before the individual's death, a spouse or common-law partner of the individual.
- "Trustee"** Concentra Trust

2. Registration

We will file your election to register this arrangement as a TFSA under the *Income Tax Act*.

3. Contributions

We will only accept contributions made by you and we will hold all contributions made to your TFSA, and any income earned on these contributions, as outlined in this Declaration of Trust and as required by the *Income Tax Act*.

4. Withdrawal of Contributions

Upon receipt of your written application, we will refund to you the amount determined in accordance with Paragraph 146.2(2)(d) of the *Income Tax Act*.

You are permitted to make withdrawals from the TFSA at any time; however, you may be restricted due to the conditions imposed by terms of the investments held in your TFSA.

5. Record Keeping

We will record the details of all contributions to your TFSA, their investment, and of all payments from your TFSA. We will supply you with a statement of these details at least annually. We will complete the regulatory reporting as required by the *Income Tax Act*.

6. Investment

All contributions made to your TFSA and all income earned on these contributions will be deposited or invested with Northwest & Ethical Investments L.P. in eligible deposits or equity accounts, in accordance with the *Income Tax Act*, as directed by you in your Application.

7. Transfers

At your direction, we will transfer all investments held in your TFSA, or such portion as you direct, together with all information necessary for the continuance of the TFSA, to another TFSA registered in your name, or in the name of your spouse, or former spouse, pursuant to a decree, order or judgment of a competent tribunal or a written separation agreement, relating to a division of property between yourself and your spouse or former spouse in settlement of rights arising out of your marriage/common-law partnership, on or after the breakdown of your marriage/common-law partnership.

8. Successor Holder Election

You may elect to have your surviving spouse become the holder of your TFSA after your death. This election may be restricted by provincial legislation governing designations of beneficiary on TFSA.

9. Beneficiary Designation

You may designate a beneficiary, in those provinces where the law so permits, to receive the remaining proceeds of your TFSA in the event of your death while your TFSA continues to exist and where your spouse did not become entitled to all future rights under the TFSA as permitted under Clause 8. Details of our requirements for making, changing or revoking such a designation are available from our offices.

10. Death

Where you have not properly elected to have your spouse become the holder of your TFSA as provided for by Clause 8, we will, once we have received the documentation we require, pay the TFSA proceeds by a single payment, less required income tax deductions, to your designated beneficiary and notify your estate representative of any resulting tax liability. In instances where you have not designated a beneficiary as provided for by Clause 9, the TFSA proceeds will be paid by a single payment, less required income tax deductions, to your estate. When we have made the payment of the fund proceeds to your designated beneficiary or to your estate, we will be considered as fully discharged from any further liability with respect to your TFSA.

11. Your Responsibilities

It is your responsibility to keep us advised, in writing, at all times of any changes in your address and/or residency status.

12. Restriction of Trustee (Advantage)

We cannot give you or any person related to you any benefit, loan or advantage if the benefit, loan or other advantage is conditional upon the existence of your TFSA.

13. Amendments

We may from time to time amend your TFSA by giving you notice in writing. Any amendment cannot, however, be contrary to the provisions of the *Income Tax Act*.

In the event of changes to the *Income Tax Act* the terms of your TFSA may be amended without notice to you to ensure that your TFSA continues to comply with all applicable legislation.

14. Notices

Any notices given to us by you under this TFSA shall be sufficiently given if mailed, postage prepaid by you, to any of our offices and shall be deemed to have been given on the day that such notice is received by us. Any notices given by us to you shall be sufficiently given if mailed, postage prepaid by us, to you at your last address supplied by you and shall be deemed to have been given on the day of mailing.

15. Limits of Our Liability

We shall not be responsible for any loss or damage suffered or incurred by your TFSA, by you or by any beneficiary designated by you, unless caused by or resulting from our dishonesty, negligence, willful misconduct or lack of good faith.

16. TFSA Trust Borrowing Prohibited

This TFSA is a trust arrangement and is prohibited from borrowing money or other property for the purpose of this TFSA.

17. Use of TFSA As Security For a Loan

You may not use your interest or, for civil law, right in the TFSA as security for a loan or other indebtedness unless agreed by us in writing. If agreed to, then

- the terms and conditions of the indebtedness must be those which persons dealing at arm's length with each other would have entered into;
- it must be reasonable to conclude that none of the main purposes for such use is to enable a person (other than you) or a partnership to benefit from the exemption from tax provided by the TFSA; and
- to the extent that the provisions of the second paragraph of Section 4, Section 7 and the first paragraph of Section 18 hereof are inconsistent with using an interest or right in the TFSA as security for a loan or other indebtedness, they will not apply.

18. Other Conditions

We shall maintain this TFSA for the exclusive benefit of you and while you are the Holder under your TFSA, no one other than you or us shall have rights to the TFSA relating to the amount and timing of distributions and the investment of funds.

If applicable, we shall provide you with a copy of the fee schedule in effect from time to time. We shall be entitled to such fees and to reimbursement for all expenses reasonably incurred by it in administering the TFSA as may be provided for in any fee schedule in effect at that time. The fees payable to us are subject to change provided that you shall be given at least 60 days notice prior to any change in such fees becoming effective. Notwithstanding any other provision contained herein, we shall be entitled to additional fees for extraordinary services performed by it from time to time commensurate with the time and responsibility involved. We are fully authorized by you to sell investments of the TFSA in order to realize sufficient monies for the payment of the above fees and expenses and to withdraw payment from the assets of the TFSA without seeking the prior approval or instruction of you.

19. Resignation of Trustee

We may resign at any time by delivering 60 days notice of our resignation to you. In the event of our resignation, you shall appoint a successor trustee who shall be acceptable to us. We shall deliver the property comprised of the investments within the TFSA and the records relating thereto, and shall execute such deeds and assurances and do such things as may be requisite in order to ensure the continued and uninterrupted operation of the TFSA. Should you neglect or refuse to appoint a successor trustee who shall be acceptable to us, we reserve the right to transfer assets in specie to you as a withdrawal from your TFSA.

20. Ultimate Responsibility

We have entered into an Agency Agreement with the Northwest & Ethical Investments L.P., named in the Application which provides that Northwest & Ethical Investments L.P. acts as our Agent for the purposes of administration of this TFSA. However, we are ultimately responsible for the administration of the TFSA.