

GUIDELINES FOR COMPLETING THE FORM

Transfer Form TRF is used to request the following transactions on Canada Savings Bonds, Canada Premium Bonds and/or Canada Payroll Savings Plans:

Add co-owner(s) and survivor to any bond series.

Add survivor to jointly held series for any bond series.

To transfer bonds held "in trust", into the registered owners name alone. In this instance, the signature of the trustee is required in Section E of this form.

Change ownership of any bond series due to separation or divorce. In this instance, please include one of the following legal documents:

-Divorce Order - certified by a notary public, a lawyer or a court official properly identified with stamp/seal and signature present;

or

-Written Separation Agreement - signed by both parties and certified by a notary public or a lawyer properly identified with stamp/seal and signature present.

For all Foreign Estates. In this instance, we require a copy of the Estate Documents **certified by** a notary public, a lawyer or a court official properly identified with stamp/seal and signature present.

INSTRUCTIONS

The form must be completed in full in order to be processed. This includes the signatures of all bond owners or their legal representative and the account and/or plan number(s) impacted by the request.

Note: For your protection, incomplete forms or forms with incorrect information will be rejected.

If the transaction involves physical certificate bonds, the unsigned physical certificates in question must be sent along with the completed form. The replacement bond(s) will be sent to the address indicated on the form.

If there has been a legal name change, the Legal Name Change Form LNC must be completed and submitted with this form.

Co-owners and the words "**and Survivor**" may be added to the registration of bond(s)/plan(s); however, the individual must be a resident of Canada. You may add more than one co-owner to certificated bonds. By adding a co-owner(s) to any bond (s)/plan(s), you need to be aware that this name cannot be removed once the transaction has been processed, except in the case of a separation or divorce or upon death of one of the owners.

By adding "**and Survivor**" to your bond(s)/plan(s), you understand that your portion of the bond(s)/plan(s) will go to the other co-owner(s) in the event of death, except for residents of the Province of Quebec.

Where a deceased co-owner is a resident of Quebec, the words "**and Survivor**" will not be legally recognized. Therefore, the proceeds from bond(s)/plan(s) registered to a deceased Quebec resident will be distributed according to the deceased's Will, regardless of whether the "**and Survivor**" designation appears on the registration.

Please note that Government of Canada Retail Debt Instruments are also referred to as bonds, plans and securities.

WHO CAN COMPLETE THIS FORM?

The registered bond owners can complete this form.

In the case where the registered owner is a minor, we require the signature of BOTH parents under Section E of the form.

Note: If a legal guardian or only one parent are legally acting on behalf of the minor, we require one of the following supporting documents which must contain a "**custody clause**" to identify who can legally represent the minor:

-Divorce Order - certified by a notary public, a lawyer or a court official properly identified with stamp/seal and signature present;

or

-Written Separation Agreement - signed by both parties and certified by a notary public or a lawyer properly identified with stamp/seal and signature present;

or

-Custody Agreement - certified by a notary public or a lawyer properly identified with stamp/seal and signature present.

A Power of Attorney acting on behalf of the registered owner can complete this form. The Power of Attorney must be **certified by** a notary public or a lawyer properly identified with stamp/seal and signature present.

EXAMPLES OF ACCEPTABLE REQUESTS

REQUEST	NAME(S) CURRENTLY APPEARING ON THE BOND(S)/PLAN(S)	NEW NAME(S) TO APPEAR ON THE BOND(S)/PLAN(S)	APPLICABLE FOR WHICH BOND SERIES
Adding a co-owner and the rights of survivorship	John Doe	John Doe and Jane Doe and Survivor	Applicable to any bond series
Adding the rights of survivorship to a jointly held bond(s)/plan(s)	John Doe and Jane Doe	John Doe and Jane Doe and Survivor	Applicable to any bond series

SPECIFIC INSTRUCTIONS

Please print clearly or type the required information into the form fields.

Please be sure to complete all required Sections to avoid delays in processing your request.

Sign page 2 (of the form) and mail your request to the destination indicated on page 2 (of the form).

If space is insufficient, please complete and attach a separate sheet that includes all the required fields, in the same order they appear. Please initial all attached sheets.

INSTRUCTIONS SPECIFIC TO FILLING OUT SECTIONS B, C AND D OF THE FORM

SECTION B - ACCOUNT NUMBERS

Examples of a Payroll Savings Plan Number:

-10 digit number that begins with a "2" ex: **2123456789**.

-can be found on a copy of your statement, your T5 Slip or **online at CSB Online Services: mybonds.gc.ca**.

Examples of an account or serial number for Canada Savings Bond/Premium Bond are:

Account Number:

-10 digit number ex: **1234567890**.

-can be found on a copy of your statement or your T5 slip.

Serial Number:

-located in the top center of the bond

ex: CS123F1234567M or CP15F7654321L

SECTION C - TRANSFER / REDEMPTION DECLARATION DETAILS

Enter the names of all registered owners or their legal representatives.

In the **"Transferred/Redeemed"** section, enter all the names that should appear on the new registration and the bond(s)/plan(s) information specific to this transaction. Provide the new co-owner's or owner's personal information, including their Social Insurance Number (required by the Income Tax Act).

Note: If bond(s)/plan(s) quoted in Section B are to be "Transferred/Redeemed" to more than one registration, please complete an attachment that includes the information seen in Section D for each registration. Please initial all attachments.

SECTION D - FINAL DECLARATION

All the **current** bond owners and co-owners or their legal representative(s) must sign the form and have their signatures properly **guaranteed by** a Canadian Financial Institution acceptable to the Bank of Canada or by a member of the Medallion Signature Program.

Note: The Financial Institution Endorsement Guarantee stamp will not be accepted.

SECTION A - CURRENT ACCOUNT DETAILS

Note: If you are unsure of the current address we have on file, please provide all your previous addresses on a separate sheet. Please initial all attached sheets.

REGISTRATION - currently appearing on the bonds/plans

Social Insurance Number
(required by the Income Tax Act)

Care of (if applicable)

Address (include Apt. No., R.R. or P.O. Box)

City Province Postal Code

Country Telephone (primary) - - Telephone (other) - -

SECTION B - ACCOUNT NUMBERS

**Refer to page 2 of the guidelines.*

Payroll Savings Plan Number

Canada Savings Bond or Canada Premium Bond Account Number(s) Par value \$

Note: If space is insufficient, please complete and attach a separate sheet that include all the required fields, in the same order they appear. Please initial all attached sheets.

Par value \$

Par value \$

or - the Bond Serial Number(s)

<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>
Par value \$ <input style="width: 150px;" type="text"/>	Par value \$ <input style="width: 150px;" type="text"/>
<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>
Par value \$ <input style="width: 150px;" type="text"/>	Par value \$ <input style="width: 150px;" type="text"/>
<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>
Par value \$ <input style="width: 150px;" type="text"/>	Par value \$ <input style="width: 150px;" type="text"/>
<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>
Par value \$ <input style="width: 150px;" type="text"/>	Par value \$ <input style="width: 150px;" type="text"/>

I have attached the unsigned bond certificate(s) to this request.

The Canada RSP/RIF Plan Number

SECTION C - LEGAL DOCUMENTATION DETAILS

Note: Only original documents will be returned unless specified otherwise.

Please acknowledge the following:

I have attached the required legal document(s) as per the guidelines.

NOTE: PLEASE REMEMBER TO COMPLETE SECTIONS D AND E ON PAGE 2

SECTION D - TRANSFER / REDEMPTION DECLARATION DETAILS

Notes: -The bond certificate(s) (if applicable), under this NEW registration, will be sent to this address.
-The Province of Quebec: the term "and survivor" is not acceptable under the current law.

Know all men by these presents that I/we
(name of bond owner(s) or authorized representative(s))

for value received, do hereby assign and **Transfer** and / or **Redeem**
Bond Series Par value \$

NEW REGISTRATION
to appear on bonds/plans or cheque payment

unto:

add "and Survivor" to the **NEW** registration

____ / ____ / ____
Date of birth (dd/mmm/yyyy) Social Insurance Number (required by the Income Tax Act)

Care of (if applicable)
Address (include Apt. No., R.R. or P.O. Box)
City Province Postal Code
Country Telephone (primary) - - Telephone (other) - -

SECTION E - FINAL DECLARATION

All right, title and interest in the bond(s)/plan(s) are described above absolutely and the Bank of Canada is hereby authorized to make such entries in the books or registration as are required to give effect to such transfer.

Declared before me at on ____ / ____ / ____
City Date: dd/mmm/yyyy

The Financial Institution Guarantee Stamp or the Medallion Guaranteed Stamp must be placed here

***NOTE: The Financial Institution Endorsement guaranteed stamp will not be accepted.**

<p><input type="radio"/> I am the registered owner of the bond(s)/plan(s).</p> <hr/> <p><input type="radio"/> I am the legal guardian/parent of the minor bond owner.</p> <hr/> <p><input type="radio"/> I am a legal representative acting on behalf of the bond owner.</p> <hr/> <p>Signature</p>	<p><input type="radio"/> I am the registered owner of the bond(s)/plan(s).</p> <hr/> <p><input type="radio"/> I am the legal guardian/parent of the minor bond owner.</p> <hr/> <p><input type="radio"/> I am a legal representative acting on behalf of the bond owner.</p> <hr/> <p>Signature</p>
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Note : Signature of the authorized representative(s) must be guaranteed by a Canadian Financial Institution acceptable to the Bank of Canada or a Medallion guarantee stamp.

Once fully completed, the form can be sent by:

• MAIL to: P.O. Box 2770, Station D • Ottawa, Ontario K1P 1J7 -for Certificate Bonds and for Bonds purchased through the Payroll Savings Program
• COURIER delivery: 50 O'Connor Street • Suite 201 • Ottawa, Ontario K1P 1J7

If you require further information, please contact Customer Service, Monday to Friday, 8 a.m. to 8 p.m. (ET) at:

• for Bonds purchased through the Payroll Savings Program	1 877 899-3599
• for Certificate Bonds or The Canada RSP/RIF	1 800 575-5151
• by TTY (teletypewriter)	1 800 354-2222

Please visit us online at: csb.gc.ca

The personal information provided on this form is protected under the provisions of the **PRIVACY ACT** and will be used solely for the purpose for which it was collected.