



1998 RRSP

MRS

FUNDAMENTALS

1998 RRSP MRS Fundamentals

CONTENTS

Welcome	2
The Fundamental Date and Times	3
Fundamental Phone and Fax Numbers	4
To Open a New Account	5
Transfers	6
Pre-Authorized Chequing	8
Mutual Fund Trading	9
Wire Orders	10
Equity Trading	11
Fixed Income Trading	12
GICs, Stock Indexed GICs and GIAs	13
Regular Reports for Your Reference	14
Supply Order Form	15

MRS Fundamentals

Welcome to 1998 RRSP MRS Fundamentals. It contains all you need to know to have a successful RRSP Season.

You will find critical dates and times, helpful telephone and fax numbers and a step-by-step look at the transactions that are integral to the RRSP Season:

- *Opening new MRS accounts;*
- *Transferring accounts to MRS*
- *Setting up Pre-Authorized chequing;*
- *Trading Mutual Funds through MRS and through Wire Orders.*
- *Trading Equities, Fixed Income or GICs.*

You will also find reference suggestions to more detailed MRS publications and reports and a supply order form for our own and commonly used Revenue Canada forms.

The first 60 days of the year are usually the busiest days in the life of the independent Financial Advisor. MRS prides itself on being there for you all 365 days of the year as your partner in success. We are eager to help you, and we welcome your suggestions on how we can help you grow your business.

FUNDAMENTAL DATE

MARCH 2, 1998

The last day for contributions to an RRSP for the 1997 tax year is **Monday, March 2, 1998**. All cheques must be received by MRS by 11:59 pm in order to receive a First 60-day contribution receipt.

This deadline also applies to all RRSP Contribution Loan Applications received by Internet, courier, fax or mail.

All wire orders placed on March 2, 1998 will get a First 60-day contribution receipt. Wire orders placed between 4:00 pm and 11:59 pm will get a March 3rd trade date.

When you need to speak to someone, just call us . . .

Client Services: locally at 416-964-0028 or
1-800-387-2087

Service à la clientèle: 416-964-6893
1-800-342-0443

Or fax us

FAX FACTS

Client Services	416-413-1723	<ul style="list-style-type: none"> ▶ General inquiries ▶ Problem resolution ▶ Follow-up
Mutual Fund Trading	416-413-0591	<ul style="list-style-type: none"> ▶ Mutual Fund Trades
Trading Desk	416-413-0733	<ul style="list-style-type: none"> ▶ Equity Trade Trades ▶ Fixed Income Trades
GICs	416-413-9526	<ul style="list-style-type: none"> ▶ Guaranteed Investment Purchases (Stock Indexed GICs & GIAs)
Trade Assistance	416-413-0590	<ul style="list-style-type: none"> ▶ One Time Notifications ▶ Missing Documentation Requests
Supply Orders	416-979-2804	<ul style="list-style-type: none"> ▶ MRS Applications ▶ Trade Tickets ▶ Marketing Materials ▶ Transfer Forms
New Accounts	416-413-0593	<ul style="list-style-type: none"> ▶ Client Account changes: PACs add, change, delete; Client information; Dealer/Financial Advisor changes
Income Funds (LIFS, RIFS & LRIFS)	416-413-0593	<ul style="list-style-type: none"> ▶ RRIF payouts ▶ LIF & LRIF payouts
Inter Broker Transfers	416-413-0593	<ul style="list-style-type: none"> ▶ Transfers
Group RRSPs	416-413-0593	<ul style="list-style-type: none"> ▶ All Group documentation ▶ All Group trades

To Open an Account



- RRSPs
- Spousal RRSPs
- Group RRSPs

Please use the MRS Registered Plan Application Form version selected by your Dealer, either:

- #101E - three-page form includes Know Your Client information
- #102E - two-page form does not include Know Your Client information

MRS Fundamentals: In every case. . .

- Three signatures are required:

Section 4 - Trading Authorization;
Section 7 - Confirmation of Application;
Section 13 - Account Agreement.

SAVE TIME

1. When making a contribution at time of application, include a completed Mutual Fund Trade Ticket and cheque made payable to M.R.S. Trust Company.
2. For transfers in cash or transfers in kind when opening a new account refer to the "Transfers" section on pages 6 and 7.
3. When setting up a PAC at time of application, include a Systematic Instruction Form AND a void cheque from the client, also see page 8.

HELP IS AT HAND

For more information,
please refer to the:

- Brief Guide to MRS Applications and Forms;
- Your Complete Guide to MRS - Module Eight;
- MRS Trading Guide;

or call
416-964-0028 or
1-800-387-2087

Transfers

- To move money to a new or existing MRS Self-Directed Account
- In cash or In kind from other financial institution
(unregistered or registered)

Please use:

For registered funds being transferred to MRS:

- Revenue Canada Form T2033; OR
- Industry standard transfer of registered investments form;

IFIC is developing a generic transfer of registered investments form to take the place of the T2033 form. Once finalized, this form will act as an equivalent to the T2033. For the purposes of this guide we refer to these equivalent forms as T2033/EQ.

For unregistered funds being transferred to MRS:

- MRS Transfer Form #302.

In Cash

Send a copy of the signed T2033/EQ form for **registered** money and the MRS Registered Plan Application Form to MRS. We will record the information and follow up with the relinquishing trustee. Whether a **new** or **existing** account, MRS notifies you when it has received cash and you can place trades.

For **unregistered** funds, forward the MRS Transfer Form #302 with the MRS Registered Plan Application and MRS will issue a contribution receipt.

SAVE TIME

1. Use the new universal Registered Plan Application, form #101E or #102E.
2. When your intention is to redeploy assets, rather than transfer in kind, sell with the Relinquishing Trustee. When the cash is received at MRS we will notify you. Then you can proceed to reinvest.
3. Do not send Trade Tickets conditional upon receipt of transferred positions. Send Trade Tickets when you know the positions/cash have been received by MRS.

HELP IS AT HAND

For more information, please refer to the:

- Brief Guide to MRS Applications and Forms;
- Your Complete Guide to MRS - Module Nine;

or call
416-964-0028 or
1-800-387-2087

Transfers

In Kind

REGISTERED	UNREGISTERED
If the assets are transferred from a fund management company:	
<ul style="list-style-type: none">• Send MRS the original T2033/EQ for registered money and a copy of the most recent statement from the relinquishing trustee identifying the assets being transferred.• When the funds are re-registered to MRS, you and your client will receive confirmation of the transfer from the fund management company.	<ul style="list-style-type: none">• For unregistered funds, send an MRS Transfer Form #302 with a copy of the most recent statement from the relinquishing institution identifying the assets being transferred.• For unregistered fund contributions to a registered account, clients will also receive a contribution receipt from MRS.
If the assets are transferred from any other financial institution:	
<ul style="list-style-type: none">• Send a copy of the signed T2033/EQ for registered money and a copy of the most recent statement from the relinquishing trustee to MRS.• Send the original T2033/EQ for registered money to the relinquishing trustee.• When MRS receives the completed T2033/EQ and the Power of Attorney documents from the relinquishing trustee, we will have the shares of the specific investments re-registered by the issuers Transfer Agent.• You and your client will receive confirmation of the transfer from the financial institution.	<ul style="list-style-type: none">• For unregistered money, send a copy of the MRS Transfer Form #302 with a copy of the most recent statement from the relinquishing institution to MRS.• For unregistered money, send the original MRS Transfer Form #302 to the relinquishing institution.• For unregistered money, MRS will have the shares of the specific investments re-registered upon receipt of the MRS Transfer Form #302 and the Power of Attorney documents from the relinquishing institution.• For the unregistered funds, your client will also receive a contribution receipt.

Pre-Authorized Cheques

SYSTEMATIC INSTRUCTION FORM

• To set up systematic trading instructions, complete all sections. Section 4 is required for group plans.

• To change frequency or start date of automatic payments, complete Sections 1, 2, 3, 5.

• To change investment assets or amount of investment, complete Sections 1, 3, 5.

• To change or stop monthly systematic trading, complete Sections 1, 3, 5.

• To change banking information, complete Sections 1, 4, 5.

• To stop systematic trading instructions, complete Section 1, 5.

1. CLIENT INFORMATION

Full Name: _____

Address: _____

City: _____ Province: _____

Postal Code: _____

Phone: _____

2. CASH INSTRUCTIONS - Complete only one of A or B. Check one from each category.

A. INVESTMENT INSTRUCTIONS

(1) Frequency: ☐ Monthly ☐ Quarterly ☐ Annually ☐ Other _____

(2) Amount: ☐ Fixed \$ _____ ☐ Variable (specify how to vary) _____

B. INVESTMENT INSTRUCTIONS

(1) Frequency: ☐ Monthly ☐ Quarterly ☐ Annually ☐ Other _____

(2) Amount: ☐ Fixed \$ _____ ☐ Variable (specify how to vary) _____

3. INVESTMENT INSTRUCTIONS - Check one from each category.

(1) Asset: ☐ Cash ☐ Bond ☐ Equity ☐ Other _____

(2) Investment: ☐ Domestic ☐ International ☐ Other _____

(3) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(4) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(5) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(6) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(7) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(8) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(9) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(10) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(11) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(12) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(13) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(14) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(15) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(16) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(17) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(18) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(19) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(20) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(21) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(22) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(23) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(24) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(25) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(26) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(27) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(28) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(29) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(30) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(31) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(32) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(33) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(34) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(35) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(36) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(37) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(38) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(39) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(40) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(41) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(42) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(43) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(44) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(45) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(46) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(47) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(48) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(49) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(50) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(51) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(52) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(53) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(54) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(55) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(56) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(57) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(58) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(59) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(60) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(61) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(62) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(63) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(64) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(65) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(66) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(67) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(68) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(69) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(70) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(71) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(72) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(73) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(74) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(75) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(76) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(77) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(78) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(79) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(80) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(81) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(82) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(83) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(84) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(85) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(86) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(87) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(88) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(89) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(90) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(91) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(92) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(93) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(94) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(95) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(96) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(97) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(98) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(99) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

(100) Investment: ☐ Conservative ☐ Moderate ☐ Aggressive ☐ Other _____

4. BANK INFORMATION - ATTACH VOID CHEQUE

Bank Name: _____

Branch Name: _____

Address: _____

City: _____ Province: _____

Postal Code: _____

Phone: _____

5. SIGNATURES

Client Signature: _____

Investment Advisor Signature: _____

Pre-Authorized Cheques (PAC) & Systematic Instructions for RRSPs

These transactions are used when a client wishes to make systematic, periodic (monthly, weekly, etc.) purchases of certain funds.

HELP IS AT HAND

For more information, please refer to the:

- Brief Guide to MRS Applications and Forms;
- Your Complete Guide to MRS, Module Nine;
- List of Eligible Funds and Guaranteed Investments;

or call
416-964-0028 or
1-800-387-2087

Please Use:

- Systematic Instruction Form #301

MRS Fundamentals: In every case. . .

1. Include complete banking information for your client.
2. Indicate the frequency of withdrawals.
3. Indicate when withdrawals are to begin.
4. Complete investment instructions.
5. Enclose a void cheque with the Systematic Instruction Form.

For a new account:

Send the Systematic Instruction Form and void cheque with the application. *Leave the MRS account number blank on both forms.*

Mutual Fund Trading

[illegible][illegible]

- **Buying and/or Selling**
- **Switching** - trades within the same fund company and load type
- **Converting** - trades between different fund companies and/or load types

Please use, either Mutual Fund Trade Ticket A or B:

- Version A, form #201, enter only the FAS Fund Number;
- Version B, form #208, enter the FAS Fund Number and Name.

MRS Fundamentals: In every case . . .

- Follow your Dealer Head Office requirements for these trades.
- If you are faxing a trade, do not send MRS the original or the trade may be duplicated.
- Include FAS Fund Numbers for each fund concerned.
- Section 2, only SIN Number and Dealer Number are optional.
- The OCR Number is completed by MRS.
- Your client's signature is mandatory on all trades unless MRS has their trading authorization on file.
- Your signature is required for all trades.

Buying and/or selling . . .

- Indicate whether the amount sold and/or bought is:
- Dollar amount (\$); OR
- Number of units (#)- for sells, switches (*buy or sell*), or conversions (*buy or sell*); OR
- Percentage (%) - *only available on the buy side of a conversion.*

Switch by circling SW/Convert by circling CV

Circle only one option per trade.

SAVE TIME

1. Always include the *MRS account number*. If the trade is for a new account, submit the application with the trade and leave the account number blank.
2. When selling a dollar amount, *indicate gross or net*; if nothing is indicated MRS will default to gross.
3. MRS does not check if the fund name and the FAS Fund Number are the same. MRS uses the FAS Fund Number to execute all trades.
4. For buys from an MRS Cash Account, ***use only dollar (\$)** amounts.*
5. Commission rebates to clients are not offered by all fund management companies or on all load types. Check with the company.

HELP IS AT HAND

**For more information,
please refer to the:**

- Brief Guide to MRS Applications and Forms;
- Your Complete Guide to MRS - Module Ten;
- MRS Trading Guide;
- List of Eligible Funds and Guaranteed Investments;

or call
416-964-0028 or
1-800-387-2087

Wire Orders

• Dealer Settlement and MRS Intermediary Settlement

Definition:

- Wire orders are mutual fund trade requests which are transmitted through network communication systems by your Dealer Head Office with participating fund management companies.

MRS Fundamentals: In every case . . .

- Before initiating a wire order, check your most recent edition of the *List of Eligible Funds and Guaranteed Investments* to confirm that the fund management company concerned accepts wire orders.
- MRS must be entered in the “intermediary/third party” field to ensure that MRS issues a contribution receipt for wire order purchases settled by your Dealer Head Office.**
- Avoid duplications, do not fax or phone in an order, or send any documentation pertaining to the wire order to MRS.
- Do not fax or phone your wire order to the mutual fund company concerned.
- The “Registered Owner” is M.R.S. Trust Company.

SAVE TIME

- When placing a wire order redemption in order to deregister, please allow three days for MRS to record the wire order and receive the cash.
- Adjusted or cancelled orders must be reported to MRS's Client Services' wire order specialists *within 24 hours*.

HELP IS AT HAND

For more information, please refer to the:

- Reference Guide to MRS Wire Order Procedures;
- Your Complete Guide to MRS - Module Ten;
- Quick Reference Card
- List of Eligible Funds and Guaranteed Investments

or call
416-964-0028 or
1-800-387-2087

TRANSACTION TYPE	WHO SETTLES	POINTS TO REMEMBER
Purchase - money held by dealer	Dealer	<ul style="list-style-type: none"> settlement source is D contribution code remains blank for a new MRS account: leave Intermediary Account Number blank for an existing MRS account: enter MRS account number in Intermediary Account Number field
Purchase - money held in trust at MRS	MRS	<ul style="list-style-type: none"> settlement source is I enter R for contribution code
Sells and Switches	MRS	<ul style="list-style-type: none"> settlement source is I enter MRS account number in the Intermediary Account Number field

Equity Trading

EQUITY TRADE TICKET

1. TO PROCESS THIS TRADE: PHONE (416) 413-7201 OR FAX (416) 413-6424

2. CALL BACKS

3. THE TRADE

4. ORDER TYPE

5. QUANTITY

6. PRICE

7. SPECIAL INSTRUCTIONS

8. ORDER NUMBER

9. ORDER DATE

10. REVIEW YOUR TRADE CONFIRMATIONS AND ADVISE M.S. OF ERRORS AND/OR OMISSIONS IMMEDIATELY.

• Buys of equities on a secondary market

• Sells of equities on a secondary market

Definition:

• An example of a secondary market is a listed stock exchange - TSE, NYSE or an Over the Counter (OTC) market such as NASDAQ.

Please use:

• Equity Trade Ticket - form #202.

MRS Fundamentals: In every case . . .

- Follow your Dealer Head Office requirements in placing these trades.
- If you are faxing a trade, avoid duplications, do not send MRS the original.
- The OCR Number in the upper right hand corner will be completed by MRS.
- Section G is for special Stop Loss or Discretion trades only.
- Section M - Trader Instructions - will be completed by MRS.
- Always indicate a price "market" or "a limit price" in Section F.
- Complete all other sections of the Trade Ticket.
- Your client's signature is mandatory on all trades unless MRS has their trading authorization on file.
- Your signature is mandatory on all trades.
- Complete Section 2 if you require a call confirming the trade has been filled.

When buying

- The money for an equity purchase must be in the MRS Cash Account at time of order.

When selling

- Please indicate sell amounts in number (#) of shares.

SAVE TIME

1. Section I - Special Terms such as "All or None" or "Fill or Kill" should be used as infrequently as possible and only when explicitly specified by the client. These terms *divert trades from the automated trading systems* and are filled on a best effort basis only. Filled trades are not guaranteed on Special Term orders.

HELP IS AT HAND

For more information, please refer to the:

- Brief Guide to MRS Applications and Forms
- Your Complete Guide to MRS - Module Ten
- MRS Trading Guide

Current bids and offers, exchanges, symbols and commission quotes can be obtained by Dealers and Financial Advisors through our Trading Desk at:

416-413-7201 or
1-800-265-6424

MRS does not accept equity trades over the phone or calls directly from your clients.

Fixed Income Trading

- Only used for buying and selling of fixed income securities such as bonds, strip bonds, T-Bills, mortgage backed securities, discount notes, GMACs, mid-term paper, farm credit corporations, Retirement Savings Bonds and convertible debentures.

Please use:

- Fixed Income Trade Ticket - form #203.

MRS Fundamentals: In every case . . .

- Follow your Dealer Head Office requirements regarding placing these trades.
- If a bid price has not been obtained by the Trading Desk, enter **market** in Section D and do not complete Sections E or F.
- The OCR Number in the upper right hand corner will be completed by MRS.
- Section J - Trader Instructions - will be completed by MRS.
- Complete all other Sections of the Fixed Income Trade Ticket.
- Your client's signature is required on all trades unless MRS has their trading authorization on file.
- Your signature is required on all trades.
- Complete Section 2 if you require a call confirming the trade has been filled.

When buying

- Please indicate trade in dollar (\$) amounts.

When selling

- Please indicate trade amount in number (#) of units.

SAVE TIME

1. Prior to entering a Fixed Income trade, obtain the Net to Client (NTC) price. Statement prices are estimated values only and may vary significantly from the actual trading price.

HELP IS AT HAND

For more information,
please refer to the:

- Brief Guide to MRS Forms and Applications;
- Your Complete Guide to MRS - Module Ten;
- MRS Trading Guide.

**Current bids and offers
can be obtained through
our trading desk at
416-413-7201 or
1-800-265-6424, ext. 7201.**

GICs, Stock Indexed and GIAs

Form #204: STOCK INDEXED GUARANTEED INVESTMENT PURCHASE FORM

1. APPLICANT INFORMATION

2. GUARANTEED INVESTMENT INFORMATION

3. DEALER / REPRESENTATIVE INFORMATION

Please use:

- Guaranteed Investment Purchase (GIP) - form #204.
- Stock Indexed GIC Purchase - form #206.

- Purchase of MRS Trust Company GICs and Stock Indexed GICs & GICs/GIAs from any other MRS eligible issuers

SAVE TIME

1. When purchasing the investment product from an issuer other than MRS, please consult the ***MRS List of Eligible Funds and Guaranteed Investments*** to confirm eligibility.
2. GIA issuers require the submission of *their own application form* as well as the GIP form.
3. To purchase GICs with a new contribution, please *attach the cheque* to the GIP form when submitting.
4. To sell another investment in an MRS account and use the proceeds to purchase a GIC, you must communicate the ***sell*** side of the transaction to the appropriate department using the Trade Tickets. When MRS has settled the trade, fax the GIP form, including your GIC purchase to the GIC Department at **416-413-9526**.

MRS makes keeping track easy. . .

These regular reports are a valuable resource in tracking clients' business.

Report	Contents	Frequency
Notification of Cash Proceeds	advises you of cash received by MRS from a transfer	► day of receipt by fax or e-mail as per your instructions
Cash Balance	lists clients with \$1,000 or more in cash	► distributed weekly on Mondays
Foreign Content	identifies clients who have reached and/or exceeded their foreign content limit	► bi-monthly
Outstanding In-Kind Transfers	notifies you of pending in-coming transfers	► weekly
Active Service Requests	reminder of unresolved inquiries concerning your clients' accounts	► weekly
Missing Documents	lists clients whose signed applications have not been received	► bi-monthly

Supply Order Form

• MRS Forms • Applications • Packages & Publications • Commonly used Revenue Canada forms

Please note that other fund administrators may be using their own form in place of the T2033.



SUPPLY ORDER FORM

Fax Orders to: (416) 979-2804

DEALER / BRANCH / REP
(please circle one)

Dealer #

--	--	--	--	--

Rep #

--	--	--	--	--

Representative: _____

Dealer Name: _____

Street Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: () _____ Fax: () _____

Please ship by: Mail ☐ ICS ☐

MRS

SALES SUPPORT

- | | |
|--|---|
| <input type="checkbox"/> #800E – Financial Advisor Package | <input type="checkbox"/> #FAE – Financial Affairs - Set(s) |
| <input type="checkbox"/> #801E – Working Together For Your Future (Brochure) | <input type="checkbox"/> #FA1E – RRSPs: Planning For Your Future |
| <input type="checkbox"/> #802E – Today's Self-Directed RRSPs From MRS (Brochure) | <input type="checkbox"/> #FA2E – RRSPs: The Benefits Of Self-Directed Plans |
| <input type="checkbox"/> #803E – List of Eligible Funds & Guaranteed Investments | <input type="checkbox"/> #FA3E – RRIFs: Retirement The Way You Like It |
| <input type="checkbox"/> #804E – Your Brief Guide to MRS Applications & Forms | <input type="checkbox"/> #FA4E – The Importance Of Sound Financial Advice |
| <input type="checkbox"/> #805E – Common Questions & Answers About MRS Fees | <input type="checkbox"/> #FA5E – Mutual Funds: A Basic Introduction |
| <input type="checkbox"/> #806E – Common Questions & Answers About MRS Income Funds | <input type="checkbox"/> #FA6E – More Profitable Returns Through World Markets |
| <input type="checkbox"/> #807E – How to Read Your MRS Statement | <input type="checkbox"/> #FA7E – The Power of Diversification Through Mutual Funds |
| <input type="checkbox"/> #809E – MRS Trading Guide | <input type="checkbox"/> #FA8E – Diversification: Optimizing Investment Results |
| | <input type="checkbox"/> #FA9E – Group RRSPs: A Total Benefit Program |
| | <input type="checkbox"/> #FA10E – Ten Steps To Establishing A Personal Financial Plan |
| | <input type="checkbox"/> #FA11E – Women And Financial Independence |

MRS TRUST COMPANY

SALES SUPPORT

- | | |
|--|---|
| <input type="checkbox"/> #850E – Relationships Built on Trust (Corporate Brochure) | <input type="checkbox"/> #856E – 1998 RRSP Contribution Loans: Quick Facts (Fact Sheet) |
| <input type="checkbox"/> #851E – Self-Directed RRSP Mortgage Package | <input type="checkbox"/> #857E – Conventional GICs (Fact Sheet) |
| <input type="checkbox"/> #852E – The Self-Directed RRSP Mortgage (Client Brochure) | <input type="checkbox"/> #858E – Equity-Linked GICs (Fact Sheet) |
| <input type="checkbox"/> #853E – Your RRSP Mortgage Guide | <input type="checkbox"/> #859E – Equity-Linked GICs (Client Brochure) |
| <input type="checkbox"/> #854E – 1998 RRSP Loan Administration Guide | <input type="checkbox"/> #860E – MRS Trust Money Maximizer Account (Fact Sheet) |
| <input type="checkbox"/> #855E – 1998 RRSP Contribution Loan Program (Client Brochure) | |

For Internal Use

Request taken by: _____ Shipped By: _____
Date Requested: _____ Date Shipped: _____

MRS

2469 11/97

777 Bay Street, Suite 2100 • Toronto, Ontario • M5G 2N4 Tel: 416-964-0660 Toll Free 1-800-265-6424

Supply Order Form



SUPPLY ORDER FORM

Fax Orders to: (416) 979-2804

DEALER / BRANCH / REP
(please circle one)

Dealer #

--	--	--	--

Rep #

--	--	--	--	--

Representative: _____

Dealer Name: _____

Street Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: () _____ Fax: () _____

Please ship by: Mail ☐ ICS ☐

MRS

APPLICATIONS AND FORMS

- | | |
|--|--|
| <input type="checkbox"/> #101E – Registered Plan Application with KYC (3 pages) | <input type="checkbox"/> #300E – Client Change Request |
| <input type="checkbox"/> #102E – Registered Plan Application without KYC (2 pages) | <input type="checkbox"/> #301E – Systematic Instruction Form |
| <input type="checkbox"/> #201E – Mutual Fund Trade Ticket | <input type="checkbox"/> #302E – Transfer Form |
| <input type="checkbox"/> #202E – Equity Trade Ticket | <input type="checkbox"/> #304E – Beneficiary Designation |
| <input type="checkbox"/> #203E – Fixed Income Trade Ticket | <input type="checkbox"/> #401E – T2033 (English) |
| <input type="checkbox"/> #204E – Guaranteed Investment Purchase Form | <input type="checkbox"/> #402E – T2033 (French) |
| <input type="checkbox"/> #205E – Deregistration Request | <input type="checkbox"/> #500E – Fee Schedule |
| <input type="checkbox"/> #208E – Mutual Fund Trade Ticket (NCR with Investment Name) | |

GROUP RRSP SUPPORT MATERIAL

- | | |
|--|--|
| <input type="checkbox"/> #600E – Group Kit | <input type="checkbox"/> #602E – Authorization for Payroll Deduction |
| <input type="checkbox"/> #601E – Remittance Form | |

MRS TRUST COMPANY

APPLICATIONS AND FORMS

- | | |
|--|---|
| <input type="checkbox"/> #900E – 1998 RRSP Contribution Loan Application
(Mackenzie & MRS Accounts) | <input type="checkbox"/> #902E – RRSP Mortgage Direction and Undertaking |
| <input type="checkbox"/> #901E – MRS Trust Company Mortgage Loan Application | <input type="checkbox"/> #903E – MRS Trust Mortgage Loan Life Insurance Application |

For Internal Use

Request taken by: _____	Shipped By: _____
Date Requested: _____	Date Shipped: _____

MRS

2469 11/97

777 Bay Street, Suite 2100 • Toronto, Ontario • M5G 2N4 Tel: 416-964-0660 Toll Free 1-800-265-6424



777 Bay Street
Suite 2100
Toronto, Ontario
M5G 2N4