

1. ACCOUNT HOLDER(S) INFORMATION

Mr. Mrs. Ms. Miss Dr.

 Primary Account Holder Name (First, Initial, Last) Social Insurance Number

Mr. Mrs. Ms. Miss Dr.

 Joint Account Holder Name (First, Initial, Last) Social Insurance Number

2. SWAP FROM:

Account Number _____

Security/Fund Name	Cusip/Fund Code	Number of Shares/Units	Fair Market Value (in dollars)

3. SWAP TO:

Account Number _____

Security/Fund Name	Cusip/Fund Code	Number of Shares/Units	Fair Market Value (in dollars)

4. SPECIAL INSTRUCTIONS

5. ACCOUNT HOLDER(S) AUTHORIZATION

x _____
 Primary Account Holder Signature Date (dd/mm/yyyy)

x _____
 Joint Account Holder Signature Date (dd/mm/yyyy)

6. CASH AND REGISTERED ACCOUNT SWAPS

Qtrade cannot transact a swap if it is a change of beneficial ownership. A client transferring securities to a spouse for tax purposes and valuable consideration would constitute a change in beneficial ownership and therefore the transfer should be executed on a marketplace. In all of the following cases, where swaps are permitted, we must receive written instructions from the Annuitant (including their signature).

All swaps are to be done at fair market value. A swap is like a “trade” but it is done off the marketplace. All securities “swapped” for cash must be of equal value (i.e. \$100 worth of TD Bank against \$100 cash).

Accounts where swaps **are** permitted:

Between Regular RSP/RIF and Spousal RSP/RIF for the same Annuitant. In this case, both accounts are the same Annuitant or are held in the same name.

Between Locked-In RSP/RIF and Regular RSP/RIF. In this case, both accounts are the same Annuitant or are held in the same name.

Between Individual Cash Account and Corporate Account. If the corporate account is held 100% by the same name as the cash account, a swap can be done.

Accounts where swaps are **not** permitted:

Between Regular RSP/RIF and Joint Account. This represents a change of beneficial ownership as the RSP/RIF Annuitant also only owns 50% of the joint account. Trades within these accounts must be done on the marketplace.

Between Regular RSP/RIF and Spousal RSP/RIF he/she contributes to. This represents a change of beneficial ownership. A spouse may contribute to a Spousal RSP/RIF but if they wish to trade with these accounts it must be done on the marketplace.

Between two Regular RSP/RIFs for a husband and a wife. This represents a change of beneficial ownership. Trades within these accounts must be done on the marketplace.

Between a RESP and an Individual Account or Joint Account with the same names as the account holders. The movement of property between the RESP and the individual account or joint account is a change of beneficial ownership unless the beneficiaries of the RESP (the children) are the same as those names listed on the individual or joint account. Trades within these accounts must be done on the marketplace.

Between a RESP and a RSP/RIF with the same names as the account holder. If the RESP is either in joint or individual name then the movement of property represents a change of beneficial ownership. Trades within these accounts must be done on the marketplace.

Fair Market Value Policy for Swaps

Swaps should be done at fair market value (“FMV”). CRA’s definition of FMV “*generally means the highest price, expressed in dollars, that a property would bring in an open and unrestricted market between a willing buyer and willing seller who are both knowledgeable, informed, and prudent, and who are acting independently of each other*”.

The following conditions should be met for establishing FMV:

1. FMV is defined as the price of the most recent trade of the security on the trading date at the time of the request;
2. The quantity being transacted must be less than 75% of the total volume traded on the primary market for the current date at the FMV price;
3. Yesterday’s close price should be used for requests received prior to market opening;
4. Clients cannot select a price other than the FMV at the time of the request.

Further notes for swaps:

1. No swaps at \$0 value;
2. No swaps in halted securities; and
3. No subsequent swaps in the reverse direction within 30 days in the same security for the same client.

Mutual Funds: the FMV for mutual funds will be considered to be the NAV of the fund on the day of the request. If the request is received prior to market opening, then the NAV from the previous day will be used. If the mutual fund is not priced daily (e.g. the NAV is calculated weekly or monthly) then the swap can only be done on the day the NAV is calculated.

Bonds: the FMV for bonds and fixed income instruments will be considered to be the midpoint between the current bid and ask prices during market hours. Accrued interest must be included. Requests outside of market hours will not be accepted.

In all cases, the request to swap must contain evidence of the FMV being used.