



Ottawa Renewable Energy Co-operative Inc.  
969 Wellington Street West, Suite 200,  
Ottawa, Ontario, K1Y 2X7  
[www.orec.ca](http://www.orec.ca)

## Invest in Community-Owned Renewable Energy

### TAX-FREE SAVINGS ACCOUNT (TFSA)

#### *New Account*

Investing in community-owned renewable energy is a proven way to diversify your investment portfolio. Doing so also generates significant benefits to your community. Read our *Community Impact Report* online to learn more at [orec.ca/impact](http://orec.ca/impact).

Investments made through a self-directed TFSA are managed by the Canadian Worker Co-operative Federation (CWCF); a fellow co-operative institution that is registered with the Canada Revenue Agency.

This package contains all the forms necessary to purchase OREC Preference Shares that are held within a TFSA. Follow the step-by-step instructions and read through the FAQ on the following pages for information on how to complete these forms. All investors must review the full offering statement before purchasing shares; view it online at [orec.ca/statement](http://orec.ca/statement).

### We are here to help.

Schedule a phone or in-person meeting by visiting [orec.ca/meet](http://orec.ca/meet).

Alternatively, **call us** at 613-454-7788 ext. 1, or

**Email** Aaron Thornell directly at [aaron.thornell@orec.ca](mailto:aaron.thornell@orec.ca)

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There are three methods of purchasing preference shares through a TFSA. Legend

1. New contributions
2. Transfer from an existing TFSA with another financial institution
3. All of the above

	#1, #2, #3
	#1, #3
	#2, #3

Forms	Key Aspects
Subscription Form	‡ Complete sections B, C, D, E of Class B Subscription Form
Investment Risk Acknowledgement	‡ Sign, print name and date at bottom
TFSA Application Form	‡ Complete the Holder Information section ‡ (BOTTOM) Leave Accepted by CWCF as Authorized Agent for True BLANK ‡ (BOTTOM) Date and sign
Designation of Beneficiary	‡ THIS MUST BE COMPLETED IN HARD COPY ORIGINAL MAILED TO OREC OFFICE ‡ Select "TFSA" in top right-hand corner ‡ Complete the first section Leave "Client No." and "Contract No." BLANK ‡ Complete all fields for the desired beneficiary. ‡ (BOTTOM) Date and sign must sign by hand
Member Fee Schedule	‡ Print name at top of form, date, and sign ‡ Leave "Contract #" line BLANK
Payment Authorization Form	‡ Print name at top of form, date, and sign
Deposit Form	‡ (TOP RIGHT) Leave Contract Number BLANK ‡ (TOP RIGHT) Indicate TFSA ‡ -\$) / 4 * 0 - ) ( ) 0.\$ / ) / For new contributions: ‡ Select "Cash Contribution" in "Deposit Detail" and write in amount (should align with value on cheque) ‡ Date and sign For transfers from an existing account: ‡ Select "Transfer from TFSA" in "Deposit Detail" ‡ Date and sign ‡ Please note: when opening an account via transfer from an existing TFSA, CWCF charges a \$50 administrative fee
Direct Transfer Authorization	‡ *(+ ' / , / \$ *) ‡ *(+ ' / , / \$ *) f ‡ Check "TFSA" ‡ TIP: Listing a FAX number will accelerate the transfer of funds ‡ *(+ ' / , / \$ ) by signing and the dating where indicated.
Corporation Shares Annuitant Declaration	‡ (TOP) Print your name ‡ Indicate TFSA ‡ (TOP) Leave Account Number BLANK ‡ (TOP) Fill in the number of shares you are purchasing and the total purchase price. ‡ (BOTTOM) Date and sign for Account Holder
Payment Cheque	‡ Write cheque for the Total Purchase Amount payable to "Canadian Worker Co-operative Federation" and include in your package.
Photo ID	‡ Include scan/image of government issued photo ID (front & back)
Mail Package to OREC	‡ Send completed forms and cheque to: Ottawa Renewable Energy Co-operative 2-43 Eccles St., Ottawa, ON K1R 6S3

# Frequently Asked Questions

## How does the Co-operative work?

The Co-operative purchases and develops local solar power projects and finances them by selling securities to individuals. All 21 solar power projects in our portfolio have a 20 to 30 year contracts which provide a fixed rate for every kilowatt hour generated. Steady, predictable revenue streams from these projects are used to pay back investors in the form of a dividend or interest.

## What kind of return do OREC Preference Shares offer?

Over the past five years, Preference Share holders have received an average annual dividend payment of 3.54%.

Dividends are issued at least once a year (typically in the fall) based upon the residual share value at the time. All investors receive an investor statement when a dividend has been issued.

For shares held within an RRSP or a TFSA, dividends are held as cash within the account until you purchase additional shares (when available) or transfer the cash to another RRSP (fees may apply).

## What are the TFSA options?

OREC Preference shares can be held inside of a TFSA offered through the Canadian Workers Co-operative Federation (CWCF). A \$55 annual fee is charged to OREC by CWCF for every type of account you have such as RRSP, RRSP-spousal, and TFSA. The Co-operative pays the annual fee then deducts it from your dividend payment.

Members may purchase shares within their annual RRSP limit or transfer funds in from another RRSP to purchase shares.

A member may buy preference shares outside of a TFSA and then decide to put them in their self-directed TFSA in a subsequent year. Dividends earned on shares inside the TFSA are only taxed when funds are withdrawn from the account.

## Who can purchase Preference Shares?

Any member of OREC can purchase Preference Shares. A lifetime membership in the Co-operative

is required and can be purchased for a one-time fee of \$100.

Our current investors include retirees looking to diversify their portfolio, millennials making their first investment, and everyone in between.

## What is the minimum investment?

The minimum investment in Preference Shares is \$5,000 (10 shares valued at \$500 each). Thereafter, investors can purchase as little as one additional share for \$500.

We recommend (but do not require) investing at least \$10,000 in order to offset the annual account fees (\$55) charged by CWCF to the account holder.

## How and when will my capital be returned?

Capital is returned annually commencing in year three of the 15-year term by redeeming shares at a rate of 1/12 the original investment, with all shares redeemed and capital returned by the end of the 15-year term. Each time shares are redeemed the new share balance will be reflected in the member's annual statement.

## How do I make a withdrawal?

Contact CWCF for the appropriate forms and instructions. See below for contact information.

## Who is the contact at CWCF?

For questions concerning your account at CWCF, contact:

### **Josh Dyke, RRSP Program Manager**

#1 - 41 Aberdeen St., Kentville, NS B4N 2M9

Tel: 902-678-1683

Email: [josh@canadianworker.coop](mailto:josh@canadianworker.coop)

Website: [www.canadianworker.coop](http://www.canadianworker.coop)



# Renewable Energy Investment – Series 1

## SUBSCRIPTION FORM

### CLASS B – 15 YEAR TERM

**For office use only:**

- PS  
 PS RRSP  
 PS TFSA

**To: Ottawa Renewable Energy Co-operative (the 'Co-operative')**

**SECTION A – CLASS B PREFERENCE SHARE SELECTION (NON-REGISTERED)**

The undersigned is a member of the Ottawa Renewable Energy Co-operative who wishes to support the Co-operative investments in renewable energy generation. In support of that, the undersigned subscribes:

Share Price	Number of Shares (Minimum 5)	Total Purchase Amount	Make Cheque Payable to:
\$500		\$	Ottawa Renewable Energy Co-operative

**SECTION B – CLASS B PREFERENCE SHARE (REGISTERED – RRSP OR TFSA)**

The undersigned is a member of the Ottawa Renewable Energy Co-operative who wishes to support the Co-operative investments in renewable energy generation. In support of that, the undersigned subscribes:

Share Price	Number of Shares (Minimum 10)	Total Purchase Amount	Registered Account	Make Cheque Payable to:
\$500		\$	<input type="checkbox"/> RRSP <input type="checkbox"/> TFSA	Canadian Worker's Co-operative Federation

**SECTION C – PLEASE READ**

**1. The undersigned acknowledges that the undersigned:**

- a) is aware that the Shares or Notes are being sold under an Offering Statement and acknowledges that the undersigned is not acquiring the Shares or Notes as a result of any information about the affairs of the Co-operative that is not generally known to the public;
- b) has received a copy of the Co-operative's Offering Statement as prepared in accordance with the provisions of the *Co-operative Corporations Act*, R.S.O. 1990, CHAPTER C.35 with regard to the sale of the Shares and Notes and further acknowledges that the undersigned is aware of and understands its contents including the "Risk Factors" section contained therein;
- c) has received and obtained all of the information regarding the Co-operative that the undersigned requires prior to making this subscription and that the undersigned's subscription has not been solicited in any way contrary to the provisions of the *Co-operative Corporations Act* and the regulations thereto;
- d) understands that this subscription is given for valuable consideration and shall not be withdrawn or revoked by the undersigned after midnight of the second day after acceptance. The acceptance of this subscription shall be effective upon delivery to the Co-operative and the tender of the full subscription price by cheque or money order;
- e) understands that, if Preference Shares are purchased through an RRSP, currently there is no RRIF option available to convert the shares when members turn 71; therefore, the par value of the shares and any dividends accrued in the RRSP will need to be declared as income that year; and
- f) understands that, if the Preference Shares are purchased through an RRSP, currently the shares are not eligible for the First Time Homebuyers Program.

**2. The undersigned hereby declares, represents and warrants that:**

- a) the undersigned is purchasing the Shares or Note as principal;
- b) the undersigned has attained the age of 19 years and is a resident of Ontario;
- c) the undersigned is a member of the Co-operative;
- d) by virtue of the undersigned's investment experience or by virtue of the undersigned's consultation with or advice from professional advisors, the undersigned is in a position to evaluate the prospective investment on the basis of the Offering Statement and has determined that the investment in the Shares is compatible with the undersigned's investment objectives; and the undersigned is not a resident of the United States of America or any place subject to the jurisdiction thereof and is not acting directly or indirectly for any person who is resident of the United States of America or any place subject to the jurisdiction thereof.

**SECTION D – INVESTOR INFORMATION**

The said Shares are to be registered as follows:

<b>Name:</b> <i>(please print)</i>	_____	<b>Social Insurance Number:</b>	_____
<b>Address:</b>	_____	<b>Date of Birth:</b> <i>(YYYY-MM-DD)</i>	_____
<b>Postal Code:</b>	_____	<b>Email Address:</b>	_____
<b>City:</b>	_____	<b>Phone (Home):</b>	_____
<b>Province:</b>	Ontario	<b>Phone (Cell):</b>	_____
<b>Country:</b>	Canada		

**SECTION E – DESIGNATION OF BENEFICIARY**

<b>Name:</b> <i>(please print)</i>	_____	<b>Social Insurance Number:</b>	_____
<b>Address:</b>	_____ _____	<b>Relation:</b>	_____

**SECTION F - AUTHORIZATION**

<b>Signature of Subscriber</b>	_____	<b>Signature of Witness</b>	_____
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**Dated this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.**

Note: The accepted subscription, share certificate and other documentation will be mailed or emailed to the subscriber at the contact details above. Shares will be registered and Notes shall be issued in the manner in which the subscriber's name appears above. Any change in the subscriber's address will only be effective on receipt of written notice thereof by the Co-operative.

Receipt and acceptance of the foregoing subscription and payment of the subscription price is acknowledged

**Per:** \_\_\_\_\_  
*This will be filled out by a representative of the Co-operative.*



## CWCF Self-Directed RRSP/TFSA Program Overview

The Canadian Worker Co-operative Federation (CWCF) administers a Self-Directed RRSP (SD-RRSP) & Self-Directed TFSA (SD-TFSA) Program. These Programs were developed to enable co-operatives and similar types of enterprises (Program Members) to capitalize their enterprises with securities held within a SD-RRSP or SD-TFSA. Our Programs are registered with the Canada Revenue Agency (CRA) and are administered in accordance with all CRA regulations. We also work in conjunction with a formal registered plan trustee.

A Self-Directed RRSP/TFSA is one in which the account holder (Annuitant) determines which and what types of investments are to be held. CWCF staff are not permitted to provide any investment guidance or advice, nor can they sell securities on behalf of any Program Members. CWCF may only act on instructions provided by the investor.

CWCF has Agency Agreements in place with each of our Program Members, authorizing them to act as Sub-Agents on our behalf. This allows Annuitants to deal primarily with an Account Representative from one of our Program Members, rather than with CWCF directly. Account Representatives can assist Annuitants with opening new accounts, contributing funds or securities, purchasing securities within the account, and withdrawing or transferring funds. CWCF staff may assist Annuitants directly as needed.

CWCF charges a \$55 annual fee (inclusive of G/HST) for administering each registered account solicited by a Program Member that is a co-operative. These fees are typically billed to our Program Members each December for accounts held the preceding year. Program Members may decide whether they pay those fees on their investors' behalf, or invoice investors to collect reimbursement. Your Account Representative should let you know their company's policy when you open your account. If you hold securities with more than one Program Member within your account, only **one** annual account fee will be billed to the Program Member with whom you first opened your account.

If the securities held within a SD-RRSP or SD-TFSA gain interest or dividends, those funds must be paid by the security issuer (i.e. Program Member) directly to the account held with CWCF. The funds sit as cash in a non-interest-bearing account and are available to be withdrawn, transferred or reinvested upon instruction from the Annuitant.

You can expect to receive the following correspondence from CWCF on an annual basis:

- An annual statement of your account activity (September)
- A T4RSP reflecting the withdrawal value and tax remittance amount, if applicable (by February 28)
- A contribution receipt reflecting your total contribution value, if applicable (from January through March)



**CWCF**  
**FCCT**

CANADIAN  
WORKER  
CO-OP  
FEDERATION

FÉDÉRATION  
CANADIENNE DES  
COOPÉRATIVES  
DE TRAVAIL

## **INVESTMENT RISK ACKNOWLEDGEMENT**

### *Co-operative Corporations*

The Canadian Worker Cooperative Federation (CWCF) administers a Self-Directed RRSP & TFSA Program. CWCF staff do not provide guidance or advice pertaining to investments, finances or taxes.

Investors wishing to purchase securities through a Self-Directed RRSP **should consult with a tax professional and/or investment advisor** before committing their funds to a co-operative. Investors should remember these can be high-risk investments. You should not depend on selling your securities – or on income earned from your securities – to fund your retirement.

Although depositing securities into a self-directed RRSP can yield a tax deferral today, you may face long-term tax implications and liquidity issues. In general, there is no organized market through which many co-op securities may be sold, therefore it may be difficult or even impossible for you to sell them or determine their Fair Market Value.

When an account holder (Annuitant) reaches the age of 71, your RRSP will mature and you will be required to withdraw funds and investments, or transfer them out to a RRIF with another financial institution **if they qualify**. If your investment is withdrawn in-kind (i.e. as securities), you will still be required to report the value of your securities as income even though you did not sell or redeem them for their original cash value. You will continue to own the investment outside of the RRSP. The CRA views this transaction as an income withdrawal, and as such CWCF is required to withhold tax based on the value of the withdrawal. If there is insufficient cash in the RRSP to pay the prescribed amount of withholding tax, additional funds must be generated by contributing to the RRSP, transferring in from another registered plan, or redeeming part of the investment (if possible). You will receive a T4RSP for the gross value of the withdrawal to be filed with your taxes.

*By signing below, you certify that you have read and understand the terms of this Investment Risk Acknowledgement and understand that CWCF is not responsible for any investment losses or adverse tax implications which you may incur. If you have any questions, please reach out to your co-op representative or CWCF staff.*

\_\_\_\_\_  
Annuitant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Annuitant Name (please print)



**CWCF  
FCCT**

CANADIAN  
WORKER  
CO-OP  
FEDERATION

FÉDÉRATION  
CANADIENNE DES  
COOPÉRATIVES  
DE TRAVAIL

# Tax-Free Savings Account - APPLICATION

Contract Number

## Holder Information

Name (Last name, first name)

Gender

Birthdate

SIN

**Surname, birthdate and SIN must match CRA records.**

(DD/MM/YYYY)

## Residential Address Contact:

Street

Apt./  
Suite

H. Ph.

City

Prov.

B. Ph.

PC

Country

Email

Address

## Please Review Carefully and Sign Below

To: Concentra Trust – Trustee

- I hereby apply for participation in the Canadian Worker Co-operative Federation 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 qualifying arrangement as a TFSA under the *Income Tax Act* (Canada).
- I request that this contribution, and any subsequent contributions be deposited with Canadian Worker Co-operative Federation by the Trustee and I acknowledge that the terms and conditions of such deposits have been and will be agreed upon between myself and Canadian Worker Co-operative Federation and such deposits will be held by the Trustee.
- 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 hereby acknowledge that I am of the age of majority.
- 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](http://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.

Accepted by Canadian Worker Co-operative Federation  
Authorized Agent for the Trustee

Date

Holder's Signature



# Designation of Beneficiary

**RRSP**  
 **TFSA**

Annuitant/Holder Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

Annuitant/Holder Province of Residence: \_\_\_\_\_

I, the annuitant/holder under the contract referred to above, direct the Trustee to pay all sums following due, on or after my death, to the beneficiary(s) I have listed below, and do hereby declare that:

- a) I hereby revoke any prior designation of beneficiary made by me under this contract. If RRIF or TFSA contract, I hereby revoke any prior successor annuitant/successor holder appointment made by me under this contract.
- b) The beneficiary(s) designated below must survive me and accept this designation in order to receive benefits payable under this contract. If more than one beneficiary is entitled to receive benefits and I have not allocated a percentage to them below, they shall share the proceeds equally. If the percentages I have allocated below do not add up to 100%, or if a beneficiary predeceases me, each surviving beneficiary shall receive a fraction of the proceeds in proportion to the total amount I have allocated between all the surviving beneficiaries listed below.
- c) The alternate beneficiary designation is valid only in the event that all of the primary beneficiaries listed below have predeceased me or refused the designation. If no beneficiary designated below survives me or accepts this designation, the proceeds of this contract shall be paid to my estate.
- d) I understand this designation will not be recognized where I reside in Quebec at the time of my death.

**Primary Beneficiary(s)** (If percentage of entitlement is allocated must total 100%)

- 1) Name: \_\_\_\_\_ % Relationship: \_\_\_\_\_
- 2) Name: \_\_\_\_\_ % Relationship: \_\_\_\_\_
- 3) Name: \_\_\_\_\_ % Relationship: \_\_\_\_\_
- 4) Name: \_\_\_\_\_ % Relationship: \_\_\_\_\_
- 5) Name: \_\_\_\_\_ % Relationship: \_\_\_\_\_
- 6) Name: \_\_\_\_\_ % Relationship: \_\_\_\_\_
- 7) Name: \_\_\_\_\_ % Relationship: \_\_\_\_\_
- 8) Name: \_\_\_\_\_ % Relationship: \_\_\_\_\_

**Alternate Beneficiary(s)** (If percentage of entitlement is allocated must total 100%)

Valid only in the event that **all** the primary beneficiaries listed above predecease me or refuse the above designation.

- 1) Name: \_\_\_\_\_ % Relationship: \_\_\_\_\_
- 2) Name: \_\_\_\_\_ % Relationship: \_\_\_\_\_
- 3) Name: \_\_\_\_\_ % Relationship: \_\_\_\_\_
- 4) Name: \_\_\_\_\_ % Relationship: \_\_\_\_\_
- 5) Name: \_\_\_\_\_ % Relationship: \_\_\_\_\_
- 6) Name: \_\_\_\_\_ % Relationship: \_\_\_\_\_

**Caution:**

- 1) Your designation of beneficiary by means of a designation form will not be revoked or changed automatically by any future marriage or divorce. Should you wish to change your beneficiary in the event of a future marriage or divorce, you will have to do so by means of a new designation.
- 2) If funds contained in this contract are subject to pension legislation, the Addendum governing such funds may override this designation if a person other than your spouse (or other individual who has been given similar rights under the applicable pension jurisdiction) is designated to receive the proceeds.
- 3) Your estate may be responsible for reporting and paying income tax on proceeds paid to a designated beneficiary.
- 4) Designations are created and governed under provincial legislation. The provincial legislation may override this designation.

**Date:** \_\_\_\_\_ **Annuitant/Holder Signature:** \_\_\_\_\_

**ANNUITANT FEE SCHEDULE**  
**SELF-DIRECTED RRSP and TFSA**  
**ASSOCIATE CO-OP MEMBER**

I, \_\_\_\_\_, (the "Annuitant") agree to pay to the Canadian Worker Co-operative Federation ( "CWCF") any and all of the fees listed below that may apply to my account.

**NOTE: All fees are inclusive of applicable G/HST.**

<b>Annual Account Fee</b> (billed annually through Account Representatives) <sup>1</sup>	\$55.00
<i><sup>1</sup>If the Annuitant closes their account after March 31 in a given year, the Annual Account Fee will be charged directly to the Annuitant at the time of the account closure, unless prior arrangements have been made. See text box below for further details regarding annual account fees.</i>	

<b>Transaction Fees</b> (charged to Annuitant at the time of occurrence)	
• Two security acquisitions per annum (including in-kind contributions and reinvestment of cash in account)	No charge
• Transfer-in funds to set up a new account	\$50.00
• Third and each subsequent security acquisition per annum	\$50.00
• Partial withdrawal/transfer out of cash or security (including Refund of Excess Contribution)	\$50.00
• Account closing ( <i>charged in lieu of partial withdrawal fee when all holdings are withdrawn</i> )	\$75.00

<b>Other Fees</b> (charged to Annuitant at the time of occurrence)	
<ul style="list-style-type: none"> <li>• Courier fee: \$25.00 minimum charge</li> <li>• Reimbursement for all necessary out-of-pocket charges incurred by CWCF, including but not limited to wire services, foreign currency services and NSF bank fees.</li> <li>• Should the Annuitant request details of events that have been reported in a prior year, research fees are based on actual time spent.<sup>2</sup></li> <li>• Additional charges for time<sup>2</sup> when CWCF is instructed or obligated by action of the Annuitant to carry out functions considered by CWCF to be beyond the scope or obligation of normal administrative routine, including producing an unscheduled statement of account.</li> </ul>	
<i><sup>2</sup>Time is billed at \$50.00 per hour, with a minimum charge of \$50.00.</i>	

**ANNUAL ACCOUNT FEES:** Annually in December, CWCF will provide each Account Representative with a list of contracts held by its investors. This contract listing will be accompanied by an invoice for the annual account fees owed to CWCF for each of those contracts. Unless other arrangements have been made, the Account Representative is within its rights to deliver individual invoices to each Annuitant, per CWCF's Payment Authorization Form. The Account Representative is responsible for collecting the fees and remitting them to the CWCF on behalf of its investors. You should discuss any questions about this with your Account Representative.

Fees are subject to change upon thirty (30) days' notice. An Annuitant who is not in agreement with a new fee schedule may request the plan be transferred to a new trustee. If CWCF has not received a request to transfer the plan to a new trustee within thirty (30) days of the amended fee schedule being distributed, the amended schedule will take effect from the stated date. Termination of the Agency Agreement between CWCF and the CED Member does not result in termination of the contract between the Trustee and the Annuitant; that contract will continue in full force and effect under the terms provided in the Declaration of Trust.

*NOTE: Annuitant is required to sign and submit this Fee Schedule only upon first entering the CWCF RRSP and/or TFSA Program.*

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CONTRACT #

\_\_\_\_\_  
SIGNATURE OF ANNUITANT



**PAYMENT AUTHORIZATION  
SELF-DIRECTED RRSP and TFSA  
CO-OP MEMBER**

I agree to pay \_\_\_\_\_ any and all of  
*(Name of Account Representative – i.e. security issuer)*

the Self-Directed (SD) RRSP or TFSA administration fees levied on my account by the Canadian Worker Co-operative Federation (CWCF). My Account Representative will remit these fees on my behalf to the CWCF, as set out by the Agency Agreement entered into by the security issuer and CWCF. I further understand that my Account Representative may instruct CWCF to deduct any such fees directly from any cash balance available in my registered plan.

I understand that the Annual Account Fee for Co-op Members is currently \$55.00 per year, inclusive of G/HST. If the fee changes, I will receive 30 days' notice from my Account Representative on behalf of CWCF.

Should I close my account after March 31, I will be responsible for remitting my annual Account Fee directly to CWCF for that calendar year unless other prior arrangements have been made with my Account Representative. I understand that a fee of \$75.00 will also be charged at the time that my SD-RRSP/SD-TFSA account is closed.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Annuitant's Signature

\_\_\_\_\_  
Annuitant's Name (please print)

# DEPOSIT FORM

**Account Information**

Annuitant Name: First \_\_\_\_\_ Last \_\_\_\_\_

Contract Number: 00 \_\_\_\_\_ Account Type:  RRSP  Spousal RRSP  TFSA

**Contributor Information  
(Spousal RRSP only)**

**Complete this section only if making a deposit to/from a Spousal RRSP.**

*CWCF does not allow co-mingling of spousal and non-spousal deposits. If a deposit is made from a spousal RRSP to a non-spousal RRSP, that contract becomes a spousal RRSP in every respect.*

Contributor Name: First \_\_\_\_\_ Last \_\_\_\_\_

Contributor's SIN: \_\_\_\_\_

**Deposit Details**

Please indicate the type of deposit being made to your Registered Plan:

Cash Contribution Amount: \$ \_\_\_\_\_

Cash Transfer Expected amount: \$ \_\_\_\_\_

In-Kind Contribution\*

In-Kind Transfer\*

*\*For in-kind deposits, please complete the "Securities Details" section below.*

Transfer from a deceased spouse's RRSP/RRIF/TFSA

Transfer from a retiring allowance / severance pay

Homebuyers Plan / Lifelong Learning Plan repayment

Transfer from RRIF

**Please note:** Official RRSP tax receipts are issued for cash and in-kind contributions. In general, transfers from another registered plan do not generate a tax receipt, as the property has already been registered. There are some exceptions, including certain estate situations, as well as transfers from a RRIF or RESP. TFSA contributions are not tax deductible due to the tax-free nature of the account.

**Security Details  
(In-kind deposits only)**

**Complete this section only if depositing an in-kind contribution or transfer.**

*Please include the following details in your description of the securities, as applicable: name of issuer, class, quantity, and certificate number.*

Investment Description: \_\_\_\_\_ Value: \_\_\_\_\_

Investment Description: \_\_\_\_\_ Value: \_\_\_\_\_

**Annuitant Authorization**

Date: \_\_\_\_\_ Annuitant Signature: \_\_\_\_\_

Authorized Sub-Agent Signature: \_\_\_\_\_

Sub-Agent Name (please print): \_\_\_\_\_ Phone: \_\_\_\_\_

**CWCF  
OFFICE USE ONLY**

Deposit Date (MM/DD/YYYY): \_\_\_\_/\_\_\_\_/20\_\_\_\_

Deposit Amount: \$ \_\_\_\_\_

# DIRECT TRANSFER AUTHORIZATION

## Section A

Annuitant Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ Prov. \_\_\_\_ Postal Code \_\_\_\_\_  
 Social Insurance Number \_\_\_\_\_ Telephone Number \_\_\_\_\_

## Section B

Receiving Institution (CWCF)

Receiving Institution Name: **Canadian Worker Cooperative Federation**  
 Address: **1-41 Aberdeen Street Kentville, NS B4N 2M9** Phone: (902) 678-1683 Fax: (902) 678-0780  
 Please credit my:  RRSP  Spousal RRSP  TFSA  
 Contract Number \_\_\_\_\_ Specimen Plan:  SD-RSP 145-698  SD-TFSA 145-2416  
 Certified by \_\_\_\_\_, Canadian Worker Cooperative Federation  
 (Authorized Agent) (Receiving Institution)

## Section C

Annuitant Direction to Relinquishing Institution

Relinquishing Institution Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ Prov. \_\_\_\_ Postal Code \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Contract or Plan # \_\_\_\_\_ Deposit # \_\_\_\_\_ Maturity Date (if applicable): \_\_\_\_\_  
**PLEASE TRANSFER:** \_\_\_\_\_ all of the property  in cash  in-kind  
 \_\_\_\_\_ lump net sum (after fees) of \$ \_\_\_\_\_ in cash  
 \_\_\_\_\_ part of the property (*specify investment description, amount, and share certificate #s*)  
 \_\_\_\_\_  
 FROM MY:  RRSP  Spousal RRSP  RRIF  RPP  DPSP  Retiring Allowance  TFSA  
 If from a Spousal RRSP: Contributor's Name \_\_\_\_\_ Contributor's SIN \_\_\_\_\_  
 If from an RPP/DPSP, I am the: \_\_\_\_ member, OR \_\_\_\_ beneficiary spouse, OR \_\_\_\_ former spouse due to marriage breakdown

## Section D

Annuitant Authorization

I hereby request the transfer of my account and its assets as specified above.  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Signature Guarantee \_\_\_\_\_  
 (Authorized Sub-Agent)

By signing as guarantor, you are confirming that you have checked the signatory's ID to verify their identity, and that the signatory appears to be of sound mind and is signing this document of their own free will.

## Section E

For Use By Relinquishing Institution Only

Amount transferred: \$ \_\_\_\_\_ from the  RRSP  Spousal RRSP  RRIF  RPP  DPSP  
 Retiring Allowance  TFSA as specified in Section C  
 RRSP Spousal Contributions: \_\_\_\_ NO \_\_\_\_ YES If yes, Contributor's Name: \_\_\_\_\_ SIN: \_\_\_\_\_  
 Locked-in Funds: **The CWCF SD-RSP Plan does not accept Locked-in Funds**  
 \_\_\_\_\_  
 (Date) (Authorized signature of Relinquishing Institution) (Contact Phone Number)



## COOPERATIVE CORPORATION SECURITIES ACCOUNT HOLDER DECLARATION

**Registered Retirement Savings Plan (RRSP)**

**Tax-Free Savings Account (TFSA)**

**Account Holder Name:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

I confirm that I want to purchase \_\_\_\_\_ (*quantity*) \_\_\_\_\_ (*class, if applicable*) securities from \_\_\_\_\_ (*name of cooperative*) for a purchase price of \$\_\_\_\_\_. I intend to hold these securities in the Registered Plan specified above ("my Plan"), administered by the Canadian Worker Cooperative Federation ("CWCF").

**I understand** that the total of all classes of securities of this cooperative or any related cooperative, both inside my Registered Plans (i.e., my RRSPs, RRIFs, TFSAs, RESPs, or RDSPs), and outside my Registered Plans, PLUS the total of all classes of securities of this cooperative owned by a person that does not deal at arm's length with me, is less than 10% of the issued securities of any class of this cooperative or any related cooperative.

**I hereby confirm** that the total of all classes of securities of this cooperative or any related cooperative, owned by me (as a beneficial owner inside a Registered Plan and/or outside a Registered Plan) PLUS the total of all classes of securities of this cooperative owned by a related person, is less than 10% of the issued securities of any class of this cooperative or any related cooperative.

**I understand** that it is my responsibility to ensure this maximum is not exceeded, and that if this maximum is exceeded, the securities of this cooperative will be deemed a *prohibited investment* for my Plan, as defined under Part XI.01 of the *Income Tax Act* (Canada). As a result, I may be liable, outside of my Plan, to the Canada Revenue Agency ("CRA") for a tax penalty of 50% of the fair market value of those securities held under my Plan, PLUS a tax penalty of 100% on any income earned on those cooperative securities held under my Plan.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Account Holder signature