



Investment
Management™

COUNSEL | PORTFOLIOS

IMPORTANT NOTICE

Effective October 1, 2024, Counsel Portfolio Services Inc. and Canada Life Investment Management Ltd. have amalgamated to form Canada Life Investment Management Ltd. (CLIML). CLIML will now act as the fund manager, portfolio manager, trustee, and promoter for all Counsel funds. This change does not impact the management of the Counsel funds, and no action is required on your part.

Updating websites, materials, and forms to reflect this change will take some time. Until then, any references to Counsel Portfolio Services Inc. – whether online, in banking transactions or in print, including materials accompanying this notice – should be understood as referring to Canada Life Investment Management Ltd.

Please keep this notice with your records.

Annual 10% Free Units

PROCESSING INSTRUCTION FORM

TO BE COMPLETED BY EXISTING CLIENTS ONLY.

By completing this form you are instructing Counsel Portfolio Services Inc. to switch your annual free redemption units¹ from a redemption charge purchase option (back-end load) of a fund to a sales charge purchase option (front-end load) of a fund(s), as instructed by you.

Date _____

Client Name _____ Dealer/Advisor Code _____ / _____

Joint Client(s) Name _____

Please switch my annual free redemption units¹ from my account(s) listed below to the sales charge purchase option of the same fund.

Frequency: Monthly (12 switches/year) Bi Monthly (6 switches/year) Quarterly (4 switches/year) Semi-Annually (2 switches/year) Annually (1 switch/year) (Recommended)

Start Date: Day _____ Month _____ Year _____

Account Number	From Fund Code	To Fund Code ²

I/We understand and acknowledge the following:

1. The trailing commission that will be paid to my dealer by Counsel Portfolio Services is outlined in the Simplified Prospectus.
2. At Counsel Portfolio Services there will be no transaction or on-going incremental costs associated with these switches. Switches within the same fund are not taxable events. Switches from one fund to another fund is a taxable event.

¹ Annual free redemptions units are units earned as of December 31 of the previous calendar year, not including reinvested units. It does not include free units earned on purchases made in the current calendar year before the redemption order (also referred to as current redemption units).

² Fund code required if investments are made to an alternative Fund or Series.

Client Name _____ Signature _____ Date _____

Joint Client(s) _____ Signature _____ Date _____
(If applicable)

Advisor Name _____ Signature _____ Date _____

Completion Instructions

1. Complete one Annual 10% Free Units processing instruction form for all accounts of an individual, including spousal accounts.
2. Submit the processing instruction form to Counsel with authorization from your Dealer head-office.
3. The processing instruction form pertains to 10% free units in the accounts listed here in on the date of receipt by Counsel.
4. Retain a copy of the processing instruction form for your records.
5. For Nominee accounts: In addition to client signature nominee guidelines need to be followed.
6. This processing instruction form shall be valid and remain in effect until Counsel is otherwise instructed in writing by the person(s) signing this form.