



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.

# Matured Units

## PROCESSING INSTRUCTION FORM

Please indicate if this request is for a one time switch only. Counsel Portfolio Services will not set up systematic annual switches.

### REDEMPTION CHARGE PURCHASE OPTION UNITS - TO SALES CHARGE PURCHASE OPTION SWITCHES

To: Counsel Portfolio Services Inc.

\_\_\_\_\_  
Dealer Name

\_\_\_\_\_  
Dealer Advisor Code

\_\_\_\_\_  
Re: Client Name

\_\_\_\_\_  
Joint Client Name (if Applicable)

I own securities of Counsel Fund(s) which were purchased on redemption charge purchase option (back-end load) basis in my account. Some of those securities are no longer subject to a redemption charge because the redemption charge schedule has expired ("matured units").

Please switch all of my existing matured units in my Counsel Fund(s) (from the accounts) listed below into a sales charge purchase option (front-end load) of the same Fund(s).

In addition, if this is not a one time request as noted above, in December of each calendar year (a "switch date"), please switch all of the matured units of my Counsel Fund (s) that are in my account(s) listed below on that date into a sales charge purchase option of the same Fund(s). Please continue making this systematic switch until I have no more redemption charge purchase option units in my account(s) listed below. I understand that by completing this form, all free units that apply to a redemption charge purchase option (back end load) will automatically be switched into a sales charge purchase option of the same fund at the same time as my matured units.

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Account Number

I understand and acknowledge the following:

The trailing commission that will be paid to my dealer by Counsel Portfolio Services is outlined in the Simplified Prospectus.

At Counsel Portfolio Services, there will be no transaction or on-going incremental costs associated with these switches. The management expense ratio of the applicable Fund(s) will not change as a result of these switches. These switches are not taxable events.

Client Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Joint Client(s) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
(If applicable)

Advisor Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Completion Instructions 1. Complete one processing instruction form for all of the 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 the matured units in the accounts listed herein on the date of receipt by Counsel and the units in those accounts on any switch date. This may include 10% free units if they have not already been redeemed or switched in that calendar year. 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.