# Quick Start Guide for Advisors

Documents you'll need to complete, submit, or share with clients. Find these online in the BMO GIF Investor Kit.

## STEP 1: The investment forms to complete

- For new Client Name contracts, complete BMO GIF Client Name Application 592E [sample]
- For new Client Name TFSA contracts complete TFSA Application 642E [sample]
- For new Nominee applications, complete BMO GIF Application Nominee 589E [sample]
- If a third party is involved in paying (or has access to value of) the contract, or it is signed by an attorney under a power of attorney, complete Verification of Identity and Third Party Determination 576E
- For F Class Client Name contracts,[1] complete Fee Based Client Agreement Form 957E

**If your client is an individual:**

| Non-registered accounts | Registered accounts | |
|---|---|---|
| For deposits greater than or equal to $100,000, use Politically Exposed Persons Questionnaire 420E | If the funds are locked in, make sure to complete the correct endorsement or addendum | |
| | Federal (Canada) \| LIF \| LRRSP \| RLIF \| RLSP<br>Alberta \| LIF \| LIRA<br>British Columbia \| LIF \| LIRA<br>Manitoba \| LIF \| LIRA<br>New Brunswick \| LIF \| LIRA | Newfoundland and Labrador \| LIF \| LIRA \| LRIF<br>Nova Scotia \| LIF \| LIRA<br>Ontario \| LIF \| LIRA<br>Quebec \| LIF \| LIRA<br>Saskatchewan \| LIRA \| RRIF |

**For a corporation, trust or partnership:**

- Please provide articles of incorporation, certified copy of a Corporate Resolution, or Certificate of Incumbency
- Verification of Identity and Third-Party Determination 576E
- Declaration of Tax Residence for Entities RC519E
- Corporate Contribution to an Individual or Spousal RRSP/TFSA Authorization Form 699E

**For other transactions:**

- **For a transfer authorization:** complete Transfer Authorization for Registered and Non-Registered Investments 857E or Direct Transfer of a Single Amount T2151 for the transfer of a RPP or DPSP
- Limited Trading Authorization 613E
- For deposts, withdrawals, PAD/SWP and switches/transfers: complete Subsequent Transaction Form 611E
- Death Benefit Claims 614E
- For changes to beneficiary, ownership, or annuitant complete Non-Financial Change Form 612E. Note that electornic signatures are not accepted for these changes.
- Annuity Settlement Option 838E

[1] F Class in Client Name available through Fundserv only. Maximum Advisor fee of 1.25%.

BMO Insurance

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## STEP 2: Submit documentation and payment details

**Send completed applications to:**

- BMO GIF Administrative and Services Office, 250 Yonge Street, 8th Floor, Toronto, M5B 2M8
- *or* fax to 1-855-747-5613
- *or* email documents.bmolifegif@bmo.com (TLS approved partners only. Call your MGA back-office for more information.)

**Important:** Make cheques payable to BMO Life Assurance Company.

- We only accept pre-printed (pre-coded) cheques.
- For registered contracts, a cheque must be issued by contributor.

**For pre-authorized purchases**

- Submit the pre-authorized Debit Agreement (PAD) and a pre-printed (pre-coded) cheque

## STEP 3: Regulatory material for clients

Prior to the purchase of a contract, you must provide clients with:

- Information Folder & Policy Provisions 602E
- Fund Facts 773E
- A signed copy of the completed application

TIP

Consider using the Investor Profile Questionnaire 615E to determine your client's attitude towards risk.

## Additional key info

Fund codes are available in the Product Overview 607E and on the BMO GIF Performance Portal.

Visit WealthLink to track your clients' investments and encourage them to visit WealthLink for Investors to access their own BMO GIF accounts. Share this flyer to help them understand how WealthLink works.

TIP

**Want to save paper?**

We accept electronic signatures from the following platforms:

- Adobe
- DocuSign
- iGenyPro
- OneSpan (formerly eSignLive)

Note that e-signatures are not accepted for the following changes: beneficiary, ownership, or annuitant.

## Let's connect

**BMO GIF Administrative & Services Office** 1-855-639-3867 clientservices.bmolifegif@bmo.com

BMO Insurance



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