



ALTA PACIFIC MORTGAGE INVESTMENT CO.

Directions for investment via Olympia trust company

Date: _____

Referring Advisor/Planner/Person: _____

Referring Brokerage (if applicable): _____

Advisor/Planner/Person telephone (office): _____

Advisor/Planner/Person telephone (mobile): _____

Advisor/Planner/Person email: _____

1 - Type of Investment account (check one)

RRSP RRIF RESP RRSA DPSP RDSP TFSA

Forms to include in each investor package (all forms available on ALTA PACIFIC website)

2 - For new investors (using Olympia Trust Company / OTC):

Registered Plan Application (original to OTC)

Access Authorization (original or copy to OTC)

Letter of Indemnity (original to OTC)

NOTE 2.1: Letter of Indemnity may need to be completed after exact funds in account are known

NOTE 2.2: If investor already has an OTC account (i.e. for RRSP) and is purchasing shares with a new type of account (i.e. TFSA), a Registered Plan Application is required

3 - For investors with existing accounts. Funds currently being held with:

Olympia Trust Company

Other Institution

If Self-Directed or Managed:

Letter of Indemnity (original to OTC)

Access Authorization (original or copy to OTC)

Subscription Agreement (copy to OTC)

NOTE 3.1: On page 3 of the Subscription Agreement, ensure the Name of Principal field says "Olympia Trust Company ITF LastName_FirstName <followed by clients OTC> account/plan number"

*NOTE 3.2: **Original Subscription Agreement** and **Original Risk Acknowledgement form** must be sent to Vancouver or Edmonton office (see address in footer). For Subscription Agreement, Pages 5-12 (Terms and Conditions) are not required in*

Vancouver: 880 – 609 Granville Street – Vancouver, BC V7Y-1G5

Edmonton: Suite 301 – 10324 82 Avenue - Edmonton, AB T6E-1Z8

www.altapacificmortgages.com (go to Investor Info page for all investor forms)

originals sent to Alta Pacific Mortgage Investment Corporation - but must be printed for client at signing

If client funds reside at Other Institution:

Access Authorization (original or copy to OTC)

Transfer Authorization form (original to OTC)

Recent copy of a statement of account investor wishes to transfer

NOTE 3.3: once transfer of funds has been confirmed by OTC, The following forms are completed by investor.

Subscription Agreement (copy to OTC)

Letter of Indemnity (original to OTC)

NOTE 3.4: See example provided for detail on fields to complete page 3 of the Subscription Agreement

*NOTE 3.5: **Original Subscription Agreement** and **Original Risk Acknowledgement form** must be sent to Vancouver or Edmonton office (see address in footer). For Subscription Agreement, Pages 5-12 (Terms and Conditions) are not required in originals sent to Alta Pacific Mortgage Investment Corporation - but must be printed for client at signing*

It is always appreciated when Advisors and Planners notify us of activities being carried out (notice of forms being sent to Olympia Trust Company and/or to us). We can be reached conveniently:

- by email at newinvestor@altapacificmortgages.com
- by fax 604-608-9070
- by phone 778-328-7401 Vancouver || 780-438-3069 Edmonton

Olympia Trust Company has a dedicated individual for all advisors/planners/investors who are purchasing shares in Alta Pacific Mortgage Investment Corporation.

Vibha Bhagat can be reached conveniently:

- by email at bhagatv@olympiatrust.com
- by fax 403-668-1832
- by phone at 403-261-7520

Please ensure all investors leave approximately \$200.00 in their Self Directed account to allow for service/yearly fees. The Olympia Trust Company fee schedule can be found on OTC's website.