



Instructions for converting an existing TD Mutual Funds Account to a TD e-Series Funds Account

### Please complete and return the attached application form:

- Please carefully read the instructions on the Conversion Form and fill in all applicable information. Incomplete applications may be delayed.

#### Note about Step 2: Bank Account Information

Complete this section if you do not have a bank account linked to your current mutual fund account. If you are unsure, please contact TD Canada Trust EasyLine at (866) 222-3456.

- Ensure that all applicants sign the application form, with attached TD e-Series Funds Understanding and Consent form.
- Original signature(s) required. Unfortunately we are unable to accept faxed application forms.
- All applications are subject to approval by TD Investment Services Inc.

### If you need assistance:

- At any point in the application process simply visit [www.tdcanadatrust.com/tdeseriesfunds](http://www.tdcanadatrust.com/tdeseriesfunds) and click on the Contact Us link on the right navigation bar for assistance. You will be offered self help tips on opening and investing in your new TD e-Series Funds Account, as well as other ways to get additional assistance.

### When your account is converted:

- Once we have received your completed and signed application, your account can generally be converted within two business days.
- As soon as your application has been processed, you will receive detailed confirmation via email. That confirmation includes information on how to access your TD e-Series Funds Account. In addition, if you requested a TD Canada Trust Access Card, instruction will also be included.

### Please Note:

This application gives TD Investment Services Inc. the authority to convert the Mutual Funds Account only. ***No actual fund transactions will take place.*** In order to invest in our new TD e-Series Funds, you must purchase and/or transfer existing funds through TD Canada Trust EasyWeb.

### Investing in TD e-Series Funds:

When you have received your TD Canada Trust Access Card number and your password you are ready to invest in TD e-Series Funds. Please use Portfolio Planner prior to making your first investment decisions. This interactive tool will assist you in determining your investor profile and in building a portfolio of funds that is right for you.



**APPLICATION TO CONVERT TO A TD e-SERIES FUNDS ACCOUNT**

Account number:

Applicant name: \_\_\_\_\_

Joint-applicant name: \_\_\_\_\_  
*(If applicable)*

email address: \_\_\_\_\_

**Please return form to:**  
 TD e-Series Funds Administration  
 TD Investment Service Inc.  
 Liberty Centre  
 3500 Steeles Ave. East,  
 Tower 5, Level 2,  
 Markham, Ontario  
 L3R 9Z9

**Step 1 - TD Canada Trust EasyWeb Registration**

**You must be registered for EasyWeb in order to transact in your TD e-Series Funds Account.**

Do you already have a TD Canada Trust Access Card?

Yes    What is your TD Canada Trust Access Card number? \_\_\_\_\_

No    You will be registered for Easy Web when your account is converted.

If you need to communicate with us about your TD Canada Trust Access Card in the future, we ask you for a code word to identify you. Please choose a word that you will remember, but that is hard for others to guess, like your mother's maiden name.

Please write your code word here: \_\_\_\_\_

**Step 2 - Bank Account Information, and Pre-Authorized Purchase Plans**

**(Required only for those with no bank account currently associated with their Mutual Fund Account)**

This section should only be completed if you do not currently have a Bank Account linked to your TD Mutual Fund Account. This feature enables purchases and redemptions in your account by directly debiting or crediting your bank account. This is a requirement for TD e-Series Funds Accounts.

**Please attach a void cheque if you do not have a bank account with TD Canada Trust. If you do not have cheques for your TD Canada Trust account, complete this section. Bank accounts must be in the same currency as the Fund(s) purchased.**

Financial Institution \_\_\_\_\_ Institution Number \_\_\_\_\_ Branch Transit Number \_\_\_\_\_

Canadian \$ Account Number \_\_\_\_\_ - \_\_\_\_\_  Savings  Chequing

U.S. \$ Account Number \_\_\_\_\_ - \_\_\_\_\_  Savings  Chequing

If this is a Joint Non-RSP Account the bank account must be held in the name of each Joint Applicant.

For non-TD Bank accounts, additional purchases excluding the Pre-Authorized Purchase Plan must be done by cheque payable to TD Investment Services Inc.

Account Holder's Name(s) \_\_\_\_\_

Branch Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

**PLEASE NOTE: Investment income from dividends and interest will be automatically reinvested in additional units.**

Alternatively, check here  if income from Non-RSP Mutual Fund Accounts should be directed to your bank account shown above.

**Pre-Authorized Payment Terms and Conditions**

You authorize us to debit your deposit account (the "PAD Account") at the financial institution holding the PAD Account (the "Deposit Bank") for payments and all other amounts owing to us under this Agreement. You warrant that all persons whose signatures are required to debit the PAD Account are providing this authorization or have provided a separate authorization. This pre-authorized debit ("PAD") authorization may be cancelled at any time upon 30 days written notice. Revocation of this authorization does not terminate any part of this Agreement and does not relieve you of your obligations to pay the amounts owing under the Agreement. You will inform us in writing of any change in the PAD Account at least 30 days prior to the next due date of the PAD. Delivery of this authorization to us constitutes delivery by you to the Deposit Bank. The Deposit Bank is not required to verify that a PAD has been issued in accordance with this authorization including, but not limited to, the amount and fulfillment of purpose. A PAD may be disputed by you if: (i) the PAD was not drawn in accordance with the authorization; (ii) the authorization was revoked; or (iii) in the case of a personal PAD pre-notification was not received. In order to be reimbursed, a declaration to the effect that either (i), (ii), or (iii) took place must be completed and sent to the Deposit Bank not more than 90 calendar days (or 10 business days for a business PAD) after the date on which the disputed PAD was posted to the PAD Account. You shall resolve any dispute raised after that period solely with us. You agree to the provisions of the Pre-Authorized Debit Authorization above and authorize us to process a debit for (business/personal) purposes in the amount of your outstanding payments on the due date, as shown above.

### Step 3 - Authorization to Convert Account and TD e-Series Funds Understanding & Consent

- Please accept this as my authorization to convert the account listed above to a TD e-Series Funds Account and to change the branch of record for that account to TD Investment Services Inc. TD e-Series Funds.
- TD e-Series Funds utilize the power of the Internet and other cost saving technologies that allow TDIS to keep expenses lower and pass the savings on to me.
- I hereby acknowledge and consent to the following items and conditions of the TD e-Series Funds Account:
  - I agree to register for TD Canada Trust EasyWeb (if I have not already done so), or any other service or delivery channel as TDIS may advise in the future, and hereby accept the **terms and conditions** of EasyWeb.
  - The TD e-Series Funds Account is electronic only, and I shall manage my account and correspond with TDIS exclusively via electronic means through TD Canada Trust EasyWeb and email, except as indicated below.
  - TDIS will deliver all statements, trade confirmations, prospectuses, annual reports, semi-annual financial statements, and all other materials (the "Documents") electronically. TDIS will notify me by email when Documents are ready for viewing. Trade confirmations will be posted for 60 days. All other Documents will remain available for viewing until they are replaced with more recent versions.
  - All Documents containing account information will be accessible in a designated area within TD Canada Trust EasyWeb.
  - I am responsible for viewing and downloading the Documents after TDIS alerts me by email that they are available for viewing.
- I understand that I will require **Adobe Acrobat Reader** or other document viewing software, as TDIS may advise from time to time, to read some Documents.
- Paper Documents are available at no cost, and I may request delivery of paper Documents by regular mail at any time. However, any such request, except in the event of a TD Canada Trust EasyWeb service interruption, may constitute a revocation of this TD e-Series Funds Understanding and Consent.
- In the event of a TD Canada Trust EasyWeb service interruption, I will be able to contact TDIS by telephone through TDIS's toll-free **Investment Centre or TeleAccess service**, and such telephone contact does not constitute a breach of this TD e-Series Funds Understanding and Consent.
- TDIS may, at any time, at its option, satisfy any Document delivery obligations by regular mail, without changing the nature of the TD e-Series Funds Account.
- I will advise TDIS promptly, in writing, by regular mail, of any change to my email address.
- TDIS may amend any or all of these terms and conditions at any time upon notice to me.
- I may, at any time, revoke any part of this TD e-Series Funds Understanding and Consent, which has the effect of revoking my consent to electronic delivery of Documents. Upon such revocation, I will no longer be eligible to hold units of TD e-Series Funds, and TDIS will, upon notice to me, switch all of my e-Series units into the corresponding Investor Series units and my TD e-Series Funds Account will thereby be converted into a TD Mutual Funds Account.

Date 

Day	Month	Year

 Signature of Applicant

\_\_\_\_\_

Date 

Day	Month	Year

 Signature of Joint Applicant  
(if applicable)

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#### BRANCH USE ONLY

Reg. Sales Person \_\_\_\_\_ No. 

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 Branch No. **2378**

#### HEAD OFFICE USE ONLY

Received \_\_\_\_\_ Date (mm/dd./yyyy) \_\_\_\_\_ Compliance \_\_\_\_\_ Input \_\_\_\_\_ Checked \_\_\_\_\_