



**SASKATCHEWAN
PENSION PLAN**

Transfer and investment instructions

This form is used to instruct SPP how to invest your existing account balance and/or any future contributions in the Plan's investment funds. Return completed form by mail, fax or email to our office.

Section A: Member information		Complete Section A in all cases.	
Name:		Account number:	
Address:		Date of birth:	
City:	Province:	Postal code:	
Phone number:			

Section B: Election to transfer between funds		Complete Section B to transfer between funds.	
Your first two transfers in a calendar year are free. Subsequent transfers in the year will each cost \$50. Interfund transfer requests must be for a minimum of \$500 per transfer or the entire amount if your account balance is less than \$500.			
Step 1: Identify the fund you wish to TRANSFER FROM			
<input type="checkbox"/>	Balanced fund		
<input type="checkbox"/>	Short term fund		
Step 2: Select the fund and percentage you wish to TRANSFER TO:			
<input type="checkbox"/>	Balanced fund	<input type="text"/>	%
<input type="checkbox"/>	Short term fund	<input type="text"/>	%

Section C: Future contribution investment instructions		Complete Section C to direct future contributions.	
The Balanced fund is the default fund. Unless otherwise directed, contributions will be deposited to the Balanced fund. You may change your investment instructions at any time.			
Please invest my future contributions as follows:			
Balanced fund	<input type="text"/>	%	
Short term fund	<input type="text"/>	%	
Total	<input type="text"/>	%	

Section D: Declaration		Complete Section D in all cases.	
This form must be signed and dated in order to process your request. Interfund transfers are effective on the 1st day of each month. Requests to transfer must be received four business days before the last day of the month in order to be processed for the next transfer date.			
In making this investment choice,			
<ul style="list-style-type: none"> • I acknowledge that I am responsible for my investment choices. • I understand investment choice involves risk. • I understand it is my responsibility to seek appropriate financial counselling for making investment fund choices. • I understand that if the choices I make with this form do not meet expectations, neither SPP, nor the Government of Saskatchewan, nor any of their employees or agents, has any liability to me arising from my choices, or acting in accordance with my instructions. 			
Member's Signature _____		Date _____	

For office use only			
Entered by	Date	Verified by	Date

How to transfer existing fund or direct future contributions

If you want your existing funds to stay in the Balanced fund (BF), you don't need to do anything.

Members who wish to transfer existing funds to the Short-term fund (STF) will need to complete a Transfer and investment instructions form (Transfer directive). You will receive a confirmation notice when the transfer is complete.

Some policies you need to be aware of:

- If you wish to transfer between two investment funds, contact SPP or visit the website at saskpension.com for the Transfer and investment instructions form (Transfer directive).
- Your transfer directive must be received, in writing, 4 business days before the end of the month. Requests received after the monthly deadline will be processed on the next available transfer date.
- **Transfers occur monthly** effective the first day of the month.
- Your first two transfers in the calendar year are free, subsequent transfers in the year will be subject to a \$50 fee.
- The minimum transfer amount is \$500.

Example 1:

This SPP participant wants to transfer 25% of his account balance from the Balanced fund (BF) to the Short term fund (STF).

Section B: Election to transfer between funds		Complete Section B to transfer between funds.	
Your first two transfers in a calendar year are free. Subsequent transfers in the year will each cost \$50. Interfund transfer requests must be for a minimum of \$500 per transfer or the entire amount if your account balance is less than \$500.			
Step 1: Identify the fund you wish to TRANSFER FROM			
<input checked="" type="checkbox"/>	Balanced fund		
<input type="checkbox"/>	Short term fund		
Step 2: Select the fund and percentage you wish to TRANSFER TO:			
<input type="checkbox"/>	Balanced fund		%
<input checked="" type="checkbox"/>	Short term fund	25	%

Transferring 25% of the existing balance from the BF to the STF.

Example 2:

This SPP participant wants ten per cent of future contributions deposited to the Short term fund.

Section C: Future contribution investment instructions		Complete Section C to direct future contributions.	
The Balanced fund is the default. Unless otherwise directed, contributions will be deposited to the Balanced fund. You may change your investment instructions at any time.			
Please invest my future contributions as follows:			
	Balanced fund	90	%
	Short term fund	10	%

Member wants 90% of future contributions deposited to the BF and 10% to the STF.

CALL TOLL FREE 1.800.667.7153

PO Box 5555, 608 Main Street, Kindersley, SK CANADA S0L 1S0
www.saskpension.com

LOCAL 1.306.463.5410

FAX 1.306.463.3500

EMAIL info@saskpension.com