

# Advisor Rollover Guide

Given the pace of SaskWorks subscriptions during the 2023/2024 sales season and an expected high rollover year, it's likely that the Fund will become fully-subscribed prior to the 2024 RRSP deadline. SaskWorks has made it a priority to ensure that there is an opportunity for the Fund's existing shareholders to reinvest their mature shares before the SaskWorks' \$35 million fundraising limit is reached.

## EARLY ROLLOVER RESERVATION PROCEDURE

### 2024/2025 RRSP SEASON

The early rollover reservation program allows your clients to reinvest in SaskWorks without concern that the fund will become fully-subscribed prior to their shares' maturity period having elapsed. SaskWorks will accept signed rollover forms up to 90 days in advance of a shareholder's maturity date and ensure that an appropriate amount of cap room is reserved to accommodate their trade. The transaction will be executed on the first processing day following the date of maturity (8 years less 30 days after the original subscription) and standard rights of withdrawal will remain intact. The Fund Manager has initiated a policy change regarding the reservations for lump sum buys. Reservations will not be allowed for the RRSP/Sales Season. This new policy is also for in-kind share transfers, for self-directed/ Nominee-held accounts, into SaskWorks.

*To take advantage of the program, please review the following procedures:*

### CLIENT NAME ACCOUNT

- You may submit your client's signed rollover form to SaskWorks by fax (855-766-8020) or email ([saskworks@prometa.ca](mailto:saskworks@prometa.ca)) up to 90 days in advance of the shares' maturity date. Upon the form's receipt, SaskWorks will reserve an appropriate amount of cap room to accommodate the requested trade.
- Your client's trade will be executed by SaskWorks on the first processing day following the date of maturity regardless of whether or not the fund has become fully-subscribed. You will receive an email confirmation indicating that the reserved trade has been processed successfully. Please note that advisors submitting standard rollovers will not receive this notification.

## 30 DAY MATURITY GRACE PERIOD

Please note that SaskWorks shares mature eight years less 30 days from the original date of purchase, ensuring that shareholders that made an initial contribution at the end of RRSP season are allotted an appropriate amount of time to complete a rollover. **The maturity dates indicated on SaskWorks' rollover reports and online shareholder profiles reflect this 30 day grace period.**

Although the 30 day grace period decreases the need for alternative purchase strategies, advisors may consider recommending that their clients take a two-step approach to their rollover by making a lump sum contribution prior to RRSP season and redeeming their original investment in a separate transaction when it reaches maturity.

For further assistance, please contact Austin Bentz at (306) 533-9170  
OR [austinbentz@pfm.ca](mailto:austinbentz@pfm.ca)

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## NOMINEE ACCOUNT

- You may submit your client's signed rollover form to SaskWorks by fax **(855-766-8020)** or email **(saskworks@prometa.ca)** up to 90 days in advance of the shares' maturity date. Upon the form's receipt, SaskWorks will reserve an appropriate amount of cap room to accommodate the requested trade.
  - > The fund will accept SaskWorks' rollover forms or your dealer's rollover forms if they are available to you. SaskWorks' forms may be downloaded from **[www.saskworks.ca/advisor-resources/marketing-materials-forms/](http://www.saskworks.ca/advisor-resources/marketing-materials-forms/)** by clicking on "Marketing Material & Forms" > "Rollover Form."
  - > If you have been granted limited trading authorization (LTA) by your client, please include a copy of the LTA agreement with your client's unsigned rollover form. (Disregard this step if the client's current LTA agreement has already been filed with the fund.)
- Your client's trade will be executed by SaskWorks on the first processing day following the date of maturity regardless of whether or not the fund has become fully-subscribed. There is no need to enter the trade via your dealer's online transaction processing system on the date of maturity. You will receive an email confirmation indicating that the reserved trade has been processed successfully. Please note that advisors submitting standard rollovers will not receive this notification. Please be advised that there is a remote possibility that your dealer will not accept the transaction if it is submitted on SaskWorks' clientname rollover form. In this event, you may be required to resubmit the trade using your dealer's rollover documents or their online transaction processing system. You will need to consult with your dealer to determine which documents they require and to obtain the forms. To avoid this scenario and ensure your trade's acceptance, you may obtain a signature guarantee form from your dealer prior to submitting a signed SaskWorks' client-name rollover form to the fund.

## TRANSFERS

- The procedure to execute in-cash transfers to SaskWorks is unaffected. When SaskWorks receives notification of a pending transfer an appropriate amount of cap room will be reserved to accommodate the transaction, provided the notification is received prior to the earlier of the RRSP deadline or the fund becoming fully-subscribed. Your client's trade will be executed as a first 90 days transaction and a tax credit receipt issued regardless of when the funds are received from the relinquishing institution.

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