

PROCESS FOR THE ESTABLISHMENT AND MAINTENANCE OF A UTC ACCOUNT BY A UNITHOLDER DOMICILED ABROAD

1. Establishing a New Account

The prospective unitholder may choose either of the following routes depending on his/her circumstances:

- Access our website, print and complete the relevant application form.
- Prepare a signed notarized letter of instruction, properly addressed to the Corporation, advising the type of fund he/she wishes to establish. The letter must also state the full legal and mailing address of the prospective unitholder.

The following items **must** be attached and forwarded to the Corporation along with the application form or the notarized letter:

- i. A notarized photocopy of 2 forms of identification. (It is advisable but not mandatory that one of the identification documents be a passport)
- ii. A cheque, money order or bank draft **made payable to The Unit Trust Corporation**.

Note: Only after the account has been established can the unitholder remit funds via a wire transfer.

2. Buying Units

Once the account has been established the unitholder may continue to purchase units by either of the following methods:

- The remittance of a cheque, money order or bank draft **made payable to The Unit Trust Corporation**, which must bear the unitholder's account number or be accompanied by a letter of instruction. (Does not need to be notarized)
- The remittance of the funds via a wire transfer.

3. Repurchasing Units

To repurchase units the unitholder must forward:

- A **notarized** letter of instruction detailing the amount to be repurchased, the account from which the funds are to be repurchased and the method by which the funds are to be remitted or disposed of.
- A photocopy of **2 forms** of identification. (One of which must be recorded on our System).

Note: If the funds are to be remitted by wire transfer, the wiring instructions should be included in the letter. Typically, the wiring instructions should include the following:

- i. **Name of Bank**
- ii. **Address of Bank**
- iii. **Routing Number (ABA or Swift Code)**
- iv. **Beneficiary Account Name**
- v. **Beneficiary Account Number**