

Checklist Corporate and Trust Account

Please ensure the following items are completed and attached in order to prevent delays in processing your application.

- A completed **Application Form**
- Complete **Schedule B & Schedule C** on Application Form
- Sign **Leverage Disclosure** on Application Form
- Enclose a **Void Cheque** and a photocopy of one of the following forms of Identification for each Signing Authority:
 - **Driver's License**
 - **Passport**
- Provide fund allocation
- Please make cheque payable to our custodian, CIBC Mellon Trust Company

Type of Account: Section 1 Section 2
 Corporate Trust

Section 1 – Corporate Account ***If applicable, also complete Schedule A**

Company Name		Business Number	
Complete Name of Authorized Signing Officer(s)			
Address			
City	Province	Postal Code	E-Mail

Section 2 – Legal Trust/Estate Account

Account Name			
Name(s) of trustee(s), executor(s) or authorized signing officer(s)			
Address			
City	Province	Postal Code	E-Mail

Investment and Financial Information

Investment Objective:	<input type="checkbox"/> Growth	<input type="checkbox"/> Income	<input type="checkbox"/> Growth & Income	
Investment Time Horizon:	<input type="checkbox"/> Under 3 years	<input type="checkbox"/> 3-10 years	<input type="checkbox"/> Over 10 years	
Risk Tolerance	<input type="checkbox"/> Low	<input type="checkbox"/> Low-Medium	<input type="checkbox"/> Medium	<input type="checkbox"/> Medium-High <input type="checkbox"/> High
Investment Knowledge:	<input type="checkbox"/> Minimal	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent
Approximate Personal Income:	<input type="checkbox"/> Under \$35,000	<input type="checkbox"/> \$35,000-\$49,999	<input type="checkbox"/> \$50,000-\$99,999	<input type="checkbox"/> \$100,000+
Approximate Financial Assets:	<input type="checkbox"/> Under \$100,000	<input type="checkbox"/> \$100,000-\$499,999	<input type="checkbox"/> \$500,000-\$1,999,999	<input type="checkbox"/> \$2,000,000+

Intended Use of Account (e.g. retirement savings, investment, education, etc)

Anticipated Level of Activity (how frequent will account be transacted on, i.e. “buy & hold”, standard model, etc)

Source of Funds (e.g. other investment firm, brokerage, bank, family, sale of property, etc)

Banking Information *** Please attach a void cheque**

Applicant/Corporation		Account Number:	_____
Bank Name:	_____	Transit Number:	_____
Bank Address:	_____		

Leveraging

I/We have been provided with a leveraging disclosure document in compliance with MFDA Rules (*please initial*)

_____ Applicant

Fund Selection

I/We hereby subscribe for units of the following Funds:

	AMOUNT (\$)	or	PERCENTAGE (%)
Leith Wheeler Balanced Fund	_____		_____
Leith Wheeler Canadian Equity Fund Series B	_____		_____
Leith Wheeler U.S. Equity Fund Series B	_____		_____
Leith Wheeler Fixed Income Fund Series B	_____		_____
Leith Wheeler Money Market Fund Series B	_____		_____
Leith Wheeler International Equity Plus Fund Series B	_____		_____
Leith Wheeler Canadian Dividend Fund Series B	_____		_____
Leith Wheeler Income Advantage Fund Series B	_____		_____
<i>TOTAL</i>	_____		<i>100%</i>

Note: The minimum initial investment is \$25,000, which may be invested in one or a combination of the Funds. The minimum subsequent investment is \$1,000.

- Cheque enclosed payable to CIBC MELLON TRUST COMPANY
- Direct transfer (transfer documents attached)

I/We acknowledge receipt of the Leith Wheeler Privacy Policy. I/We consent to the collection, use and disclosure of my/our personal information by you and your affiliates, Leith Wheeler Investment Management Ltd. in accordance with the Leith Wheeler Privacy Policy to establish and service the Account as required, or as otherwise permitted by law.

Annuitant's Signature: _____ **Date:** _____

Fund Representative: _____ **Date:** _____

Compliance Officer Approval: _____ **Date of approval:** _____

ADMINISTRATIVE USE ONLY

Annuitant Number	Date Entered	Entered By	Account Number
------------------	--------------	------------	----------------

Schedule A – Anti-Money Laundering Documentation

Note: This Schedule does not need to be completed in the following situations:

1. A securities dealer (which includes both a dealer and adviser registered in Canada), financial entity¹ or insurance corporation is not the Applicant but is placing the order for Units of the Fund on behalf of the Applicant.
2. The Applicant is (a) securities dealer, (b) investment fund manager, (c) financial entity, (d) life insurance company, (e) investment fund regulated under provincial securities laws, (f) pension fund regulated under federal or provincial laws, (g) registered plan account (including RRSP, LIRA, etc.), (h) public body², (i) publicly listed company with assets of at least C\$75 million, or (j) subsidiary of an entity referred to in (h) or (i), if the financial statements of the subsidiary are consolidated with those of the entity referred to in (h) or (i)

Schedule B – Authorized Signatories

We hereby give notice that the following are the Authorized Signatories for the

(Print Or Type Full Name Of Company)

- Any one of the following list, or
- Any of the following, signing together _____
(Specify the number of signatures required if more than one must sign)

NAME (Please Print)	TITLE	SIGNATURE/FACSIMILE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Dated at _____ in the Province of _____
(City/Town Etc.) (Name of Province)

this _____ day of _____

(Print Or Type Full Name Of Company)

(Signature Of Secretary Or Other Authorized Officer)

(Print Or Type Full Name Of Signatory)

¹ "financial entity" means an authorized foreign bank as defined in section 2 of the Bank Act in respect of its business in Canada or a bank to which that Act applies, a cooperative credit society, savings and credit union or caisse populaire that is regulated by a provincial Act, an association that is regulated by the Cooperative Credit Associations Act, a company to which the Trust and Loan Companies Act applies and a trust company or loan company regulated by a provincial Act.

² "public body" means (a) any department or agent of Her Majesty in right of Canada or of a province; (b) an incorporated city, town, village, metropolitan authority, township, district, county, rural municipality or other incorporated municipal body or an agent of any of them; and (c) an organization that operates a public hospital and that is designated by the Minister of National Revenue as a hospital authority under the Excise Tax Act, or any agent of such an organization.

Schedule C – Consent Resolution of the Directors

Consent resolution of the directors of

(the “Company”)

The undersigned, being all the directors of the company, HEREBY CONSENT in writing to the following resolution to have the same force and effect as if it had been passed at a meeting of the directors of the Company:

BE IT RESOLVED THAT:

- The following persons be elected and appointed the officers of the Company:

Name (please print):	Signature/Facsimile
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- This resolution may be signed by the directors in as many counterparts as may be necessary, each of which so signed will be deemed to be an original (and each signed copy sent by electronic facsimile transmission will be deemed to be an original), and such counterparts together will constitute one and the same instrument.

DATED as of _____, 2011

Name (Please Print)	Title	Signature/Facsimile
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Identification For Individual Investors or Authorized Signing Officers/Representatives

First Authorized Representative - insert information for first account holder or first Authorized Representative

First Name _____ Middle Name _____ Last Name _____
 SIN _____ Birth Date (yyyy/mm/dd) _____
 Name of Employer _____ Occupation _____
 Address of Employer _____
 Phone Number (office) _____
 Identification Method (check one) Driver's License
 Passport License or Passport Number: _____
 Other (provide details) _____

Type of Account: Investment Account Registered Plan

Second Authorized Representative - insert information for second account holder or second Authorized Representative

First Name _____ Middle Name _____ Last Name _____
 SIN _____ Birth Date (yyyy/mm/dd) _____
 Name of Employer _____ Occupation _____
 Address of Employer _____
 Phone Number (office) _____
 Identification Method (check one) Driver's License
 Passport License or Passport Number: _____
 Other (provide details) _____

Third Authorized Representative - insert information for third account holder or third Authorized Representative

First Name _____ Middle Name _____ Last Name _____
 SIN _____ Birth Date (yyyy/mm/dd) _____
 Name of Employer _____ Occupation _____
 Address of Employer _____
 Phone Number (office) _____
 Identification Method (check one) Driver's License
 Passport License or Passport Number: _____
 Other (provide details) _____

Check box if any of the individuals listed above or a family member³ thereof is a **"Politically Exposed Foreign Individual"** - see Note below.

Note: A "Politically Exposed Foreign Individual" is an individual who holds or has held one of the following offices or positions in or on behalf of a foreign state: (A) head of state or head of government; (B) member of the executive council of government or member of a legislature; (C) deputy minister or equivalent rank; (D) ambassador or attaché or counselor of an ambassador; (E) military officer with a rank of general or above; (F) president of a state-owned company or a state-owned bank; (G) head of a government agency; (H) judge; or (I) leader or president of a political party represented in a legislature.

³ "family member" means (a) the individual's spouse or common-law partner; (b) a child of the individual; (c) the individual's mother or father; (d) the mother or father of the individual's spouse or common-law partner; and (e) a child of the individual's mother or father.

Identification For Entities Other Than Individuals (for all types of entities)

All Entities - please see the instructions below regarding what documents must be provided and check off the appropriate boxes below. In addition, if there are three or less authorized representatives, all of such authorized representatives must be identified by completing the section below, "Identification for Individuals and Authorized Representatives" and providing the documents referred to in the instructions to that section. If there are more than three authorized representatives of an entity, only three representatives must be identified.

- Charter _____
- Declaration of Registration (country/province) _____
- Letters Patent (number) _____
- Articles of Incorporation _____
- Other (details) _____

Provide a chart showing the control structure of the Subscriber.

Not-for-profit organizations: please answer the following questions:

Is the entity a charity registered with the Canada Revenue Agency under the *Income Tax Act* (Canada)? Yes No

If not, does it solicit charitable financial donations from the public? Yes No

NOTES REGARDING APPLICANT IDENTIFICATION:

IDENTIFICATION OF ENTITIES OTHER THAN INDIVIDUALS

- i. If articles of incorporation provided are more than 1 year old, a copy of the Applicant's most recent Annual Return (which must be less than 1 year old) must be provided.
- ii. Subject to note iv. below, if the articles of incorporation do not also include the form listing the names and occupations of the directors, a copy of a current record that includes the names of directors (such as a Form 6, Management Proxy Circular, Annual Information Form, or a certified resolution listing the directors) along with a list of their occupations must be provided.
- iii. Subject to note iv. below, if not otherwise provided, please provide the name, address, and occupation of each individual who owns or controls, directly or indirectly, 25% or more of the shares of the corporation or 25% or more of an entity other than a corporation.
- iv. If constitutional documents are provided in electronic form from a publicly accessible source, a record of the corporation's registration number and source of the electronic version must be provided.
- v. For corporations, a certified copy of a board resolution or other authorization document authorizing the individual(s) to bind the corporation in respect of the account must be obtained.

IDENTIFICATION OF INDIVIDUAL INVESTORS

For individuals physically present when opening an account, the Applicant must:

- Provide a current and valid ORIGINAL government -issued identification document, document must be examined in person and copies made (must show the individual's name, address, date of birth, reference number and where the document was issued).

For individuals not physically present when opening an account, the Applicant must

- (A) provide to us a copy of a cleared cheque drawn by the individual on an account of a Canadian financial entity (record of the name of the financial institution and account number must be kept), or
- (B) we must be able to confirm that the individual holds an account with a Canadian financial entity (record of the name of the financial institution and account number must be kept), and we must be able to confirm identity through a credit bureau file, commercial identification product, or an attestation by a guarantor (see checklist below):
- Identification Product Method -- This method of ascertaining a person's identity consists of referring to an independent and reliable identification product that is based on personal information in respect of the person and a Canadian credit history of the person of at least six month's duration, or
- Credit File Method -- This method of ascertaining a person's identity consists of confirming, after obtaining authorization from the person, their name, address and date of birth by referring to a credit file in respect of that person in Canada that has been in existence for at least six months, or
- Attestation Method -- (1) This method of ascertaining a person's identity consists of obtaining an attestation from a commissioner of oaths in Canada, or a guarantor in Canada, that they have seen an original government -issued identification document. A guarantor is a person engaged in one of the following professions in Canada: dentist; medical doctor; chiropractor; judge; magistrate; lawyer; notary (in Quebec); notary public; optometrist; pharmacist; professional accountant (APA, CA, CGA, CMA, PA or RPA); professional engineer (P.Eng. or Eng.); or veterinarian.

The attestation must be produced on a legible photocopy of the document (if such use of the document is not prohibited by the applicable provincial law) and must include

- (a) the name, profession and address of the person providing the attestation;
- (b) the signature of the person providing the attestation; and
- (c) the type and number of the identifying document provided by the person.

Definitions of Objectives

Investment Objective

Your investment objective is the primary consideration or goal of your account. Your objective is specific to each account and can be different for different accounts. Your objective may be defined as one of the following: "growth" or "income" or "growth and income". Each of these categories is defined below.

Growth - the primary purpose of a growth oriented portfolio is to see the holdings in the portfolio increase over time (i.e. capital gains). You are not concerned with income generation (i.e. interest and dividends), but want the holdings to appreciate in value over time. You may hold a relatively high portion of your account in equities if you also have a higher risk tolerance and long time horizon.

Income - the primary purpose of your account is to generate an income stream in the form of interest and dividends. You are less concerned about growth of the underlying assets (i.e. capital gains). An income generating portfolio should hold a relatively high weighting of bonds through the Fixed Income Fund or Balanced Fund and/or short term notes through the Money Market Fund.

Growth and Income - you are looking to both generate current income and grow the assets over time. An investor looking for both growth and income will hold both equities and bonds in the account. Depending on your risk tolerance and time horizon, the amount of equities and bonds you hold will vary. A low risk investor, for example, may hold 70% of the portfolio in bonds and the remaining 30% in equities. A high risk investor, for example, may hold up to 80% of the portfolio in equities and 20% in bonds.

Risk Tolerance

This section outlines your ability and willingness to assume risk in your portfolio. All investments have risk. Prior to investing in any fund, each investor should read the simplified prospectus for the fund, with specific attention to the section entitled "What are the Risks of Investing in the Fund?"

Every investor has his/her own tolerance for risk or comfort with volatility. An investor's risk tolerance is directly related to his/her investment objectives, investment time horizon and comfort with volatility. An investor with a 'low' risk tolerance is less willing to accept volatility in portfolio value and/or may have a shorter investment time horizon. An investor with a 'high' risk tolerance must be willing to accept larger variations in portfolio value and has a longer investment time horizon.

Low - Low risk investments demonstrate a low level volatility and are for investors who are willing to accept lower returns for greater safety of capital. They include investment in Money Market Fund and Fixed Income Funds.

Low to Medium - Low to Medium risk investments demonstrate more volatility than Low risk investments and are for investors that are looking for some growth over a longer period of time and may include Balanced and Income Advantage Funds.

Medium - Medium risk investments demonstrate a moderate volatility and are for investors that are looking for moderate growth over a longer period of time and may include Canadian Equity, U.S. Equity and International Equity Funds.

Medium to High - Medium to High risk investments demonstrate a greater level of volatility than Medium risk investments and are for investors who are growth-oriented and are willing to accept higher levels of short term fluctuations in portfolio value in exchange for potentially higher long-term returns.

High - High risk investments demonstrate a high level of volatility and are for investors who are growth-oriented and are willing to accept significant short term fluctuations in portfolio value in exchange for potentially higher long-term returns.

Risks of Leveraging Disclosure

Mutual fund units and other securities may be purchased using available cash or a combination of cash and borrowed money. If cash is used to pay for the purchase in full, the percentage gain or loss will equal the percentage increase or decrease in the value of the securities. The purchase of securities using borrowed money magnifies the gain or loss on the cash invested. This effect is called leveraging.

For example, if \$100,000 of mutual fund units are purchased and paid for with \$25,000 from available cash and \$75,000 from borrowings, and the value of the fund units declines by 10% to \$90,000, your equity interest (the difference between the value of the securities and the amount borrowed) has declined by 40%, i.e. from \$25,000 to \$15,000.

It is important that an investor proposing to borrow for the purchase of securities be aware that a purchase with borrowed monies involves greater risk than a purchase using cash resources only. To what extent a purchase using borrowed monies involves undue risk is a determination to be made by each purchaser and will vary depending on the circumstances of the purchaser and the securities purchased.

It is also important that the investor be aware of the terms of a loan secured by securities. The lender may require that the amount outstanding on the loan not rise above an agreed percentage of the market value of the securities. Should this occur, the borrower must pay down the loan or sell the securities so as to return the loan to the agreed percentage relationship. In our example above, the lender may require that the loan not exceed 75% of the market value of the mutual fund units. On a decline of value of the units to \$90,000 the borrower must reduce the loan to \$67,500 (75% of \$90,000). If the borrower does not have the cash available, the borrower must sell units at a loss to provide money to reduce the loan.

Money is, of course, also required to pay interest on the loan. Under these circumstances, investors who use borrowed funds to purchase their investment are advised to have adequate financial resources available both to pay interest and also to reduce the loan if the borrowing arrangements require such a payment.

Client Complaint Disclosure

Clients of a mutual fund dealer who are not satisfied with a financial product or service have a right to make a complaint and to seek resolution of the problem. If you have a complaint, these are some of the steps you can take.

- Your complaint should first be explained to your financial advisor. The person who sold you the product or service will solve most problems quickly.
- Contact your mutual fund dealer. Member firms are responsible to you, the investor, for monitoring the actions of their representatives to ensure that they are in compliance with the legislation, rules and guidelines governing their activities.

Some problems are easily solved by a phone call. Some matters can be resolved through the Branch Manager. The dealer's Compliance Department will investigate any complaint that you initiate in writing and respond back to you with the results of their investigation.

- Contact the Mutual Fund Dealers Associations of Canada (MFDA), which is the self-regulatory organization in Canada to which your mutual fund dealer belongs. The MFDA investigates complaints about mutual fund dealers and their representatives, and takes enforcement action where appropriate. There is no cost to clients for referring a complaint to the MFDA. The MFDA can be contacted:
 - By telephone in Toronto at (416) 361-6332, or toll free at 1-888-466-6332,
 - By e-mail at complaints @ mfdca.ca, or
 - In writing, using the complaint form which is available on the MFDA website at www.mfda.ca
- Contact the Ombudsman for Banking Services and Investments (OBSI), an organization independent of the MFDA, government, and the financial services industry. OBSI provides an independent and impartial process for the investigation and resolution of complaints about the provision of financial services to clients. OBSI will investigate your complaint only if you have first exhausted your firm's internal complaint-handling processes. OBSI can make a non-binding recommendation that your firm compensate you (up to \$350,000) if it determines that you have been treated unfairly, taking into account the criteria of good financial services and business practice, relevant codes of practice or conduct, industry regulation and the law. The OBSI process is free of charge and is confidential. OBSI can be contacted:
 - by telephone in Toronto at (416) 287-2877, or toll free at 1-888-451-4519; or
 - by e-mail at ombudsman@obsi.ca
- Retaining a lawyer to assist with the complaint.

Privacy Policy

- 1. Accountability**
Leith Wheeler will be responsible for ensuring that any personal information we collect, retain and use about a client will be maintained within our control. We will not distribute, sell or issue personal information. If, at any time, there are questions or concerns regarding the use of your personal information, please feel free to call our Chief Operating Officer at 604-683-3391.
- 2. Consent**
Before we collect, use or disclose any personal information about our clients, we require their consent. We will only collect the personal information necessary for us to perform our service to the best of our ability. Personal information already in our possession is 'grandfathered' for collection under the Act, but the use and disclosure of it is governed by it.
- 3. Identifying Purposes**
We will provide our clients with a full and complete description of the reasons why we require certain personal information and the purposes for which it will be used.
- 4. Limiting Collection of Personal Information**
We will collect only personal information necessary for us to provide our service.
- 5. Limiting the Use Disclosure and Retention of Personal Information**
Personal information will only be used or disclosed for the purposes identified when collected. We will only disclose personal information with our client's consent or when required by law. Personal information will only be retained for the period of time required to fulfill the purposes for which it was collected.
- 6. Accuracy**
We will endeavour to maintain personal information in as accurate, complete and up-to-date manner as is necessary to fulfill the purposes for which it is to be used.
- 7. Safeguarding Client Information**
We will maintain the information within a safe and secure environment, as appropriate, due to its sensitive nature.
- 8. Openness**
Our clients can request written information about our policies and practices relating to the management of their personal information.
- 9. Client Access**
Upon request, clients will be informed of the existence, use and disclosure of their personal information, and shall be given access to it. Clients may verify the accuracy and completeness of their personal information, and request any appropriate amendments to it.
- 10. Challenging Our Compliance**
If, at any time, a client has reason to question our compliance under the Act, or wish a better clarification and understanding of the principles outlined above, they can contact our Chief Operating Officer who will serve as the Privacy Officer.

Dual Occupation Disclosure

Leith Wheeler Investment Funds Ltd. ("LWIF") is a wholly-owned subsidiary of Leith Wheeler Investment Counsel Ltd. ("LWIC"). Periodically, LWIF may disclose client information to LWIC and vice versa in order to provide services to our clients. LWIF is a mutual fund dealer and member of the Mutual Fund Dealers Association of Canada, and is a distributor of units of the Leith Wheeler Investment Funds. LWIC is the manager of the Leith Wheeler Investment Funds. Certain directors, officers and salespersons of LWIF are also directors, officers or employees of LWIC. In the event that a conflict of interest were to occur, the situation would be resolved by the common directors, officers and staff in accordance with their applicable fiduciary and statutory duties.