

# Request for Redemption/Fund Switch



The Sun Life Prosperity Funds, referred to as "Funds," are all managed and distributed by Sun Life Asset Management Company, Inc. (SLAMCI), a member of the Sun Life Financial group of companies.

Unless the context requires otherwise, *you* and *your* refer to the investor/institution and/or its Authorized Representative(s), as may be applicable, while *we*, *us*, *our*, and the *Company* refer to SLAMCI.

**IMPORTANT NOTES:**

You must accomplish and submit the completed form and original copy of stock certificate(s), if issued, through any of our Client Service Centers or our email at RequestSLAMCI@sunlife.com. For inquiries, please send an email to sunlink@sunlife.com.

Please write legibly by using **capital letters**. Write N/A if question is not applicable. Mark the box(es) with an "X" to indicate your choice(s) then sign the form only when completely filled out.

**A General Information**

1. Account Number (e.g. 12345678CF01)	2. Type of Account	Individual Corporate	Joint AND Joint OR
3a. Name of Investor Last Name  First Name			M.I.
3b. Company Name (for Corporate Accounts)			

**B Redemption Details**

Indicate whether the redemption will be by the "Number of Shares/Units" (4a) or by the "Amount to be Redeemed" (4b). If the amount to be redeemed or switched is greater than the remaining balance of the fund, SLAMCI shall use whatever amount is remaining and subsequently close the account.

4a. Fund Name (1)  (2)	Number of Shares/Units to be Redeemed  , , ,  , , ,
4b. Fund Name (1)  Amount in Words:	Amount to be Redeemed PHP USD , , , .
(2)  Amount in Words:	PHP USD , , , .
5. Special Redemption Instructions If no application number is indicated here, your earliest investment will be redeemed.	
6. Reason for Redemption Financial requirement      Transfer to other investments      Others, please specify	
7. Back-End Waived Redemption If your current investment value is at least PHP 5,000,000.00 as of December 31 of the previous year, you are eligible to avail of our once a year early redemption privilege offer. Mark the box with an "X" if you wish to avail of this now. 10% Back-End Waived Redemption (once a year privilege)	8. Telephone Number (country code, area code & tel. no., e.g. +63 2 8555 8888) Indicate telephone number where we can reach you for any questions or concerns that we may have regarding this request.

**C Settlement Details**

9. Settlement Options

Switch to another fund (specify fund name)

Sales Load:      Front-End Load\*      Back-End Load\*\*      Others

Note: \* Front-end load are charges to be paid by the investor at the time of investment.  
      \*\* Back-end load are charges to be paid by the investor at the time of redemption, based on the number of years invested.

Payment for Sun Life policies (specify policy/application number)

Deposit to bank

Bank Name

Account Name

Bank Account Number

Bank account name should be similar to the SLAMCI account name for redemption proceeds to be credited by the bank. Bank charges, if any, will be taken from the account of the investor. SLAMCI will not be liable for delays in, or unsuccessful crediting of, the redemption proceeds due to errors or discrepancies in bank account name and/or other information provided.

**C Settlement Details (Continuation)**

Pick up check at Client Service Center (CSC) (specify location)

Authorized Representative (optional):

Name of Representative

Signature:

Please sign here

This is to authorize your representative, whose name and signature appear above to pick up your redemption check at your designated CSC. Authorized representatives are required to submit the following before the check will be released: (1) a copy of a valid ID of principal investor and co-investor(s), if any; and (2) a copy of a valid ID of the representative.

**Note: If redemption proceeds are not received within seven (7) banking days, please call Client Care at +63 2 8849 9888.**

**D Terms and Conditions**

**Eligible Investor**

Any person of legal age, regardless of citizenship or nationality, may hold shares/units of the Fund(s).

**Purchase Price**

The principal amount of investment shall purchase the corresponding number of Fund shares/units at the applicable Net Asset Value Per Share (NAVPS)/Net Asset Value Per Unit (NAVPU), less any sales load and taxes. The applicable NAVPS/NAVPU will be used for purchases made within the daily cut-off time.

**Redemption and Fund Switch**

SLAMCI shall honor valid redemption and fund switch requests any day it is open for business. A duly-endorsed Stock Certificate/Certificate of Participation, if issued, shall serve as proof of redemption. Shares/Units of the Fund will be redeemed using the applicable NAVPS/NAVPU at the close of business on the same day, less any applicable charges and taxes, if SLAMCI receives the redemption and fund switch request by the cut-off time. If the request is received after the cut-off time, the price will be the applicable NAVPS/NAVPU of the next business day. Applicable NAVPS/NAVPU to be used for switch-in will be based on the applicable settlement date of each Fund. Proceeds from the request, less fees and taxes (if any), shall be available within seven (7) banking days from the receipt of the request. SLAMCI reserves the right to change the daily cut-off time as may be allowed by law.

**Limited Liability**

You agree to hold SLAMCI, its affiliates, employees and agents free and harmless from and against any and all claims, losses, including opportunity loss, damages, or expenses due to failure or delay to process your transaction(s), or inability to accept your transaction(s).

**Right to Accept or Reject Subscriptions; Adjustment of Account**

SLAMCI reserves the right to accept or reject any application at its sole discretion, as determined by the law or its policies. If this application is not accepted in whole or in part, SLAMCI will refund the corresponding investment to the investor without interest, within ten (10) business days from the date of submission of this application. SLAMCI is authorized to close your account(s) or effect any adjustments on any of your account(s), to correct any error or mistake committed, without need for any further instrument or consent.

**Delivery of Stock Certificate/Certificate of Participation**

A Stock Certificate/Certificate of Participation shall be issued upon a written request from the investor. Shareholders/Unitholders who do not elect to receive Stock Certificates/Certificates of Participation have the same rights of ownership as if certificates had been issued to them.

**Applicable Laws**

This application and related documents shall be governed by and interpreted in accordance with local or foreign laws that apply to SLAMCI. Any legal action arising thereupon shall be filed exclusively before the courts of Makati City, Philippines.

This application is governed by the terms and conditions of the Prospectuses of the Sun Life Prosperity Funds.

**Compliance with the Foreign Account Tax Compliance Act (FATCA)**

You will inform us within thirty (30) calendar days of any change in your circumstances, including but not limited to citizenship, and submit the applicable documents accordingly. You likewise acknowledge SLAMCI's statutory responsibility to provide your information, including but not limited to local or foreign tax status, to the appropriate authority.

**Compliance with the Data Privacy Act of 2012 (Republic Act No. 10173)**

You agree that the Company shall process your personal data to: a) evaluate your application and administer your account; b) process transactions and enforce/fulfill contractual rights/obligations; c) improve the provision of products and services (including improvement in systems and business processes, data analytics, automated processing, etc.); d) comply with legal obligations, as well as laws and regulations (domestic or foreign); and e) manage risks and pursue its legitimate interests, including verification and obtaining additional personal data from third party sources. The Company may disclose your personal data to its affiliates, service providers, and other third parties for processing consistent with the foregoing purposes, who shall be bound by contractual or other reasonable means to protect your personal data.

Your personal data shall be retained throughout the existence of your account(s) and/or upon the later of the expiration of the retention limit set by Company standards, laws and regulations, counted from account closure. You certify that you understand and agree with the declarations and authorizations above and the Company's privacy policy at <https://apps.sunlife.com.ph/privacy>.

**E Declaration**

You confirm that:

- a. All information provided in this form are true, correct, and complete. All agreements made with SLAMCI are set out in this form. Please inform us immediately if any of the information provided has changed.
- b. You have read, understood, and accepted the terms and conditions in this form that the value of your shares in the Fund, when redeemed, would be at the applicable redemption price as defined in the Fund's prospectus.
- c. Your financial transactions are based on your continuing declaration and representation that your co-investor(s) is/are still living and SLAMCI may, at its discretion rely on such continuing declaration and representation. SLAMCI reserves the right to seek legal action in the event of any misrepresentation or fraud with regard to this request.
- d. Electronic or digital signatures or sign-in-wraps utilized in this form shall have the same force and effect as a manual signature. You understand the risks and assume full responsibility for all your electronic transactions, and warrant that SLAMCI can rely on your electronic signatures and/or instructions via electronic means. We do not assume any responsibility for technical errors, failure to access, delay or any similar occurrences beyond our reasonable control.
- e. For Joint OR and AND accounts, shares/units shall be divided proportionately among the investors, rounded down to the nearest whole number for shares or two (2) decimal places for units. Any excess shall belong to the principal investor.

10. Printed Name and Signature of Investor/Authorized Representative <div style="text-align: right; font-size: small;">Please sign here</div> <div style="border: 1px solid black; width: 100%; height: 20px;"></div>	11. Date of Signing (e.g. 08-AUG-1990)      Day      Month      Year <div style="text-align: center;">—      —      —</div>
12. Printed Name and Signature of Co-Investor/Authorized Representative/ Surviving Heir <div style="text-align: right; font-size: small;">Please sign here</div> <div style="border: 1px solid black; width: 100%; height: 20px;"></div>	13. Date of Signing (e.g. 08-AUG-1990)      Day      Month      Year <div style="text-align: center;">—      —      —</div>

**14. Would you like to receive personalized communications and product offers from SLAMCI, Sun Life of Canada (Philippines), Inc. (SLOCPI)?**  
 Yes                      No

**For Office Use Only**

15. Date Received	16. Time Received	17. Receiving Department/Office
18. Remarks		