

My Sun Life **Client Accounts**

Mutual Fund Accounts User Guide
August 2020



Sun Life
Asset Management



Content Outline

Sun Life PH Client Accounts

Account Registration

Additional Investments

Investing in New Funds

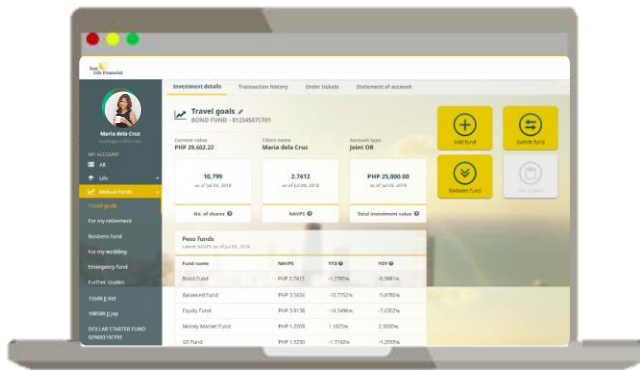
Redemptions

Fund Switches

Invalid Transactions

e-SOA Facility

My Sun Life Client Accounts



My Sun Life Client Portal
www.sunlifefunds.com



Sun Life PH Mobile App
App Store & Google Play

My Sun Life Client Accounts

Function	Web	App
Additional Investments	✓	✓
Investing in New Funds	✓	✗
Redemptions	✓	✓
Fund Switches	✓	✓
e-SOA Facility	✓	✗



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e-SOA Facility

Account Registration

Automatic Registration to My Sun Life Client Portal

All new Sun Life clients will be auto-registered to the My Sun Life Client Portal. An activation link will be sent to your e-mail, and you have **15 days** to activate your account.

In case the activation link is no longer valid, you may register to My Sun Life Client Portal through:

1. Client Care at sunlink@sunlife.com or (02) 8-849-9888 to request for a *new activation link* (you have **48 hours** to activate)
2. Manual registration

For manual registration procedures, please refer to the next slides.



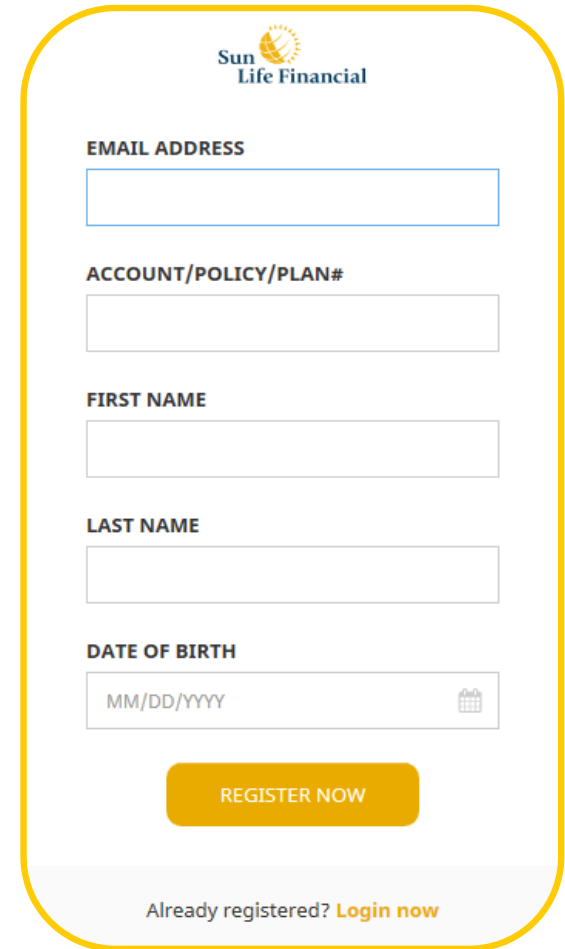
Account Registration

Manual Registration to My Sun Life Client Portal

All new Sun Life clients may register online 3 days after receiving the first SMS or e-mail subscription confirmation. To register:

1. Go to www.sunlifefunds.com.
2. Click **Sign in** and a new window will appear. Then, click **Register now**.
3. Accomplish the registration form and submit.

The initial password will be sent directly to your registered e-mail address. You will need to click on the link provided to verify your registration. You also have **48 hours** from the receipt of e-mail to activate your account.



The screenshot shows a registration form for Sun Life Financial. At the top right is the Sun Life Financial logo. The form contains the following fields and buttons:

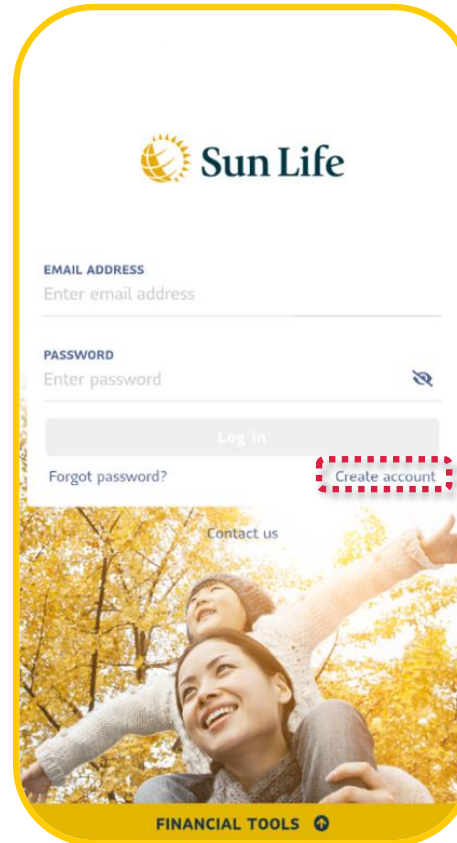
- EMAIL ADDRESS**: A text input field.
- ACCOUNT/POLICY/PLAN#**: A text input field.
- FIRST NAME**: A text input field.
- LAST NAME**: A text input field.
- DATE OF BIRTH**: A date input field with a calendar icon and the placeholder text "MM/DD/YYYY".
- REGISTER NOW**: A prominent yellow button.
- At the bottom, a link: "Already registered? [Login now](#)".

Account Registration

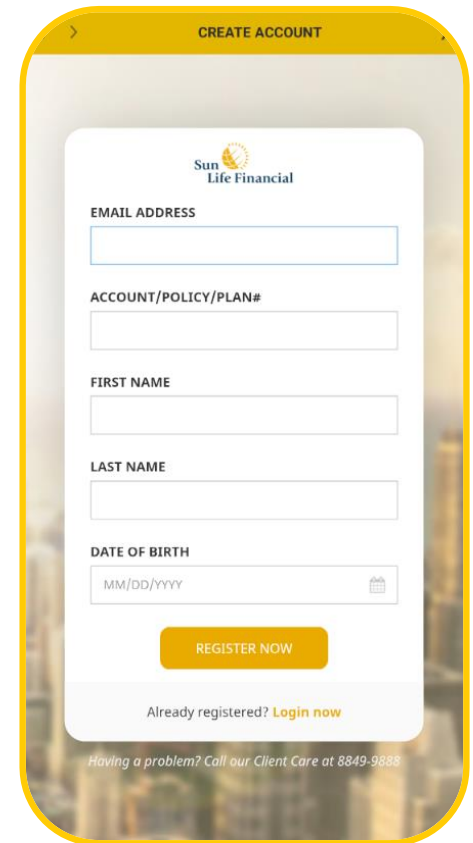
Sun Life PH Mobile App

You must register/create an account in My Sun Life Client Portal prior to using the Mobile App.

1. To register, click **Create account** and you will be redirected to Client Portal registration.
2. Complete the form to register.



The image shows the Sun Life mobile app login screen. At the top is the Sun Life logo. Below it are two input fields: 'EMAIL ADDRESS' with the placeholder 'Enter email address' and 'PASSWORD' with the placeholder 'Enter password'. A 'Log in' button is positioned below the password field. To the left of the button is a 'Forgot password?' link. To the right is a 'Create account' button, which is highlighted with a red dashed border. Below the login area is a 'Contact us' link and a background image of a smiling woman with her arms raised. At the bottom, there is a 'FINANCIAL TOOLS' link with a gear icon.



The image shows the Sun Life Financial mobile app 'CREATE ACCOUNT' screen. The title 'CREATE ACCOUNT' is at the top. Below it is the Sun Life Financial logo. The screen contains several input fields: 'EMAIL ADDRESS', 'ACCOUNT/POLICY/PLAN#' (with a dropdown arrow), 'FIRST NAME', 'LAST NAME', and 'DATE OF BIRTH' (with a placeholder 'MM/DD/YYYY' and a calendar icon). A yellow 'REGISTER NOW' button is at the bottom. Below the button is a link: 'Already registered? Login now'. At the very bottom, there is a footer: 'Having a problem? Call our Client Care at 8849-9888'.

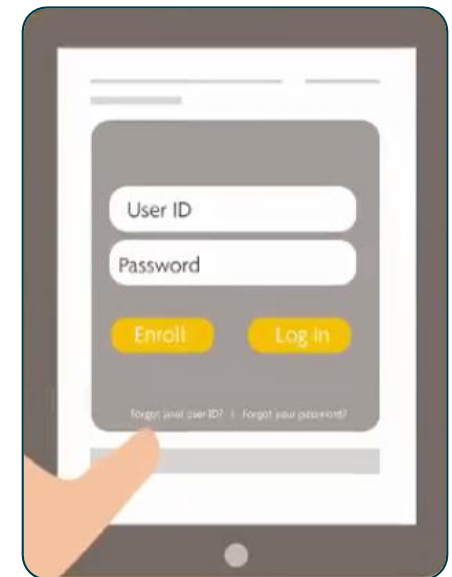
Reminders

Your **My Sun Life Client Portal** and **Sun Life PH Mobile App** share the same credentials (e-mail for username and your nominated password).

Changing the password using the Mobile App will also reset your password in your My Sun Life Client Portal account.

Please wait at least 24 hours from initial registration to access the Sun Life PH Mobile App.

Don't know your details or need an account update? You may reach out to your Mutual Fund Advisor or contact us at sunlink@sunlife.com or Client Care at (02) 8-849-9888.





Content Outline

Sun Life PH Client Accounts
Account Registration

Additional Investments

Investing in New Funds

Redemptions

Fund Switches

Invalid Transactions

e-SOA Facility

Additional Investments

The web interface shows a sidebar with the user's profile (Maria dela Cruz) and account navigation options. The main content area is titled 'Investment details' and includes tabs for 'Transaction history', 'Order tickets', and 'Statement of account'. A 'Travel goals' section is highlighted, showing details for 'BOND FUND - 01234567CF01'. Key metrics include a current value of PHP 29,602.22, 10,799 shares, and a total investment value of PHP 25,000.00. A table of 'Peso funds' is also displayed.

Fund name	NAVPS	YTD	YOY
Bond Fund	PHP 2.7412	-1.2785%	-0.5081%
Balanced Fund	PHP 3.5656	-10.7752%	-5.8786%
Equity Fund	PHP 3.9138	-14.5496%	-7.6302%
Money Market Fund	PHP 1.2009	1.1625%	2.3000%
GS Fund	PHP 1.5230	-1.7102%	-1.2065%

Web

The mobile app interface displays the same investment details as the web version but with a more compact layout. The current value is PHP 17,488.05. The 'Add fund' button is highlighted with a red dashed circle. The bottom navigation bar includes icons for Home, Service Request, Help & Support, and More.

App

Additional Investments

Via Bank – Cash/Check

Making additional investments via bank deposit is very convenient when done online:

1. Deposit to SLAMCI account.
2. Select the fund and click **Add Fund**.
3. For Client Portal, select **Bank** as mode of payment. For Mobile App, select **Cash** or **Check** as type of payment.
4. Upload proof of payment.
5. Submit.

The screenshot shows the 'Add fund' web form. The 'Mode of payment' section is highlighted, showing two options: 'Bank' (selected) and 'Prosperity Card'. Below this, there are fields for 'What is the minimum initial investment' and 'What is the minimum additional investment'. The 'Cash' radio button is selected under the payment type options. The 'Bank Name' dropdown is set to '---Select one---'. The 'Deposit amount' is entered as '1,000.00'.

Web

The screenshot shows the 'Add fund' mobile app form. The 'FUND' field is set to 'BOND FUND (03260771CF01)'. The 'TYPE OF PAYMENT' dropdown is set to 'Cash'. The 'BANK NAME' dropdown is set to 'Banco De Oro - 046-004225-4'. The 'DATE OF DEPOSIT' is set to 'May 31, 2020'. The 'INVESTMENT AMOUNT' is set to 'PHP 5000.00'. The 'SALES LOAD' dropdown is set to 'Back end load'. The 'SOURCE OF FUNDS' dropdown is set to 'Allowance from parents/endowment'. There is an 'Upload proof of payment' button and a file upload field showing 'IMG_20200531_220311.jpg'. A yellow 'Submit request' button is at the bottom.

App

SLAMCI Bank Account Numbers

Bank	Type	Bank Account Number Peso Accounts	Bank Account Number Dollar Accounts
BDO	SA	00046-004225-4	100-46-006383-9
BPI	SA	0073-1798-07	1624-0061-07
China Bank	SA	203-1036216	–
China Bank Savings	SA	359-047171-9	–
Chinatrust Bank	SA	025-020-00310-4	025-060-00076-7
Citibank	SA	5-602714-022	5-602714-057
Deutsche Bank	SA	–	1204-668305
HSBC	SA	000-270579-070	–
Landbank	SA	1801-0249-00	–
Maybank	SA	01-059-003283-8	01-759-000153-0
Metrobank	SA	066-3718-10691-6	066-2066-10860-5
PNB	SA	1403-1001-5188	1403-6001-5194
RCBC	SA	3-001-00840-3	8-001-00967-3
Robinsons Bank	SA	1023-301-00000-143	–
Security Bank	SA	0514-020724-200	0514-020724-201
Standard Chartered Bank	SA	014-0953811-004	905-534910-3349
UCPB	SA	104-1659638	01-104-300835-0
Unionbank	SA	101540001485	–

Additional Investments

Via Prosperity Card

You may use our PHP 1,000 and PHP 5,000-denominated Prosperity Cards to add to your peso-denominated funds.

1. Select the fund and click **Add Fund**.
2. For Client Portal, select **Prosperity Card** as mode of payment. For Mobile App, select **Prosperity Card** as type of payment.
3. Input card details.
4. Submit.

Important Note: You can invest up to **three (3) cards** at a time in Client Portal. For Mobile App, you can invest **one (1) card** at a time only.

Add fund

Mode of payment

Add more funds easily using Sun Life Prosperity Cards. [Learn more](#)

Bank Prosperity Card

Card Number

XXXX-XXXX-XXXX-XXXX

Security Code

Web

Add fund

FUND

Bond Fund (03595919CF01)

TYPE OF PAYMENT

Prosperity card

CARD NUMBER

Enter card number

SECURITY CODE

Enter security code

INVESTMENT AMOUNT

PHP 0.00

App

Minimum Additional Investment Amounts

Peso Funds	Initial Investment	Dollar Funds	Initial Investment
Money Market Fund	PHP 100.00	Dollar Starter Fund	USD 100.00
Bond Fund GS (Government Securities) Fund Balanced Fund Achiever Funds 2028, 2038, and 2048 Philippine Stock Index Fund Philippine Equity Fund	PHP 1,000.00	Dollar Abundance Fund Dollar Wellspring Fund Dollar Advantage Fund World Voyager Fund	USD 200.00
World Equity Index Feeder Fund	PHP 10,000		

Sales Load Fees

Your investment is subject to a **Sales Load**. There are two types of subscription options:

FE

FRONT-END LOAD where sales load is deducted upon **purchase** of shares

BE

BACK-END LOAD where sales load is deducted upon **redemption** of shares

Sales Load Fees

Your investment is subject to a **Sales Load**. There are two types of subscription options:

Front-End

Investment Amount	Front-End Rate (Plus 12% VAT)
Less than PHP 100K (Less than USD 2K)	2.00% (2.24%)
PHP 100K to less than PHP 1M (USD 2K to less than USD 20K)	1.50% (1.68%)
PHP 1M to less than PHP 5M (USD 20K to less than USD 100K)	1.00% (1.12%)
PHP 5M and up (USD 100K and up)	0.50% (0.56%)

Back-End

Redemption Period (All Funds)	Back-End Rate (Plus 12% VAT)
1 st Year	5.00% (5.60%)
2 nd Year	4.00% (4.48%)
3 rd Year	3.00% (3.36%)
4 th Year	2.00% (2.24%)
5 th Year	1.00% (1.12%)
Beyond 5 years	None

Important Notes:

The sales load fees are subject to 12% VAT and apply to all peso and dollar-denominated Sun Life Prosperity Funds except the *Sun Life Prosperity Money Market Fund* and *Sun Life Prosperity Dollar Starter Fund*. For the *Achiever Funds*, only the back-end option is allowed.



Content Outline

Sun Life PH Client Accounts

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Additional Investments

Investing in New Funds

Redemptions

Fund Switches

Invalid Transactions

e-SOA Facility

Investing in New Funds

Investment details | Transaction history | Order tickets | Statement of account

Travel goals
 BOND FUND - 01234567CF01

Current value: **PHP 29,602.22** | Client name: **Maria dela Cruz** | Account type: **Joint OR**

10,799 as of Jul 09, 2018 | **2.7412** as of Jul 09, 2018 | **PHP 25,000.00** as of Jul 09, 2018

No. of shares | NAVPS | Total investment value

Peso funds
Latest NAVPS as of Jul 09, 2018

Fund name	NAVPS	YTD	YOY
Bond Fund	PHP 2.7412	-1.2785%	-0.5081%
Balanced Fund	PHP 3.5656	-10.7752%	-5.8786%
Equity Fund	PHP 3.9138	-14.5496%	-7.6302%
Money Market Fund	PHP 1.2009	1.1625%	2.3000%
GS Fund	PHP 1.5230	-1.7102%	-1.2065%

Buttons: Add fund, Switch fund, Redeem fund, File a claim

Web

Important Notes:

Investing in new funds is only available through My Sun Life Client Portal at www.sunlifefunds.com.

New fund transactions must meet the Fund's minimum initial investment amounts.


Investing in New Funds

Via Bank – Cash/Check

Buying new funds is similar to adding additional investments:

1. Deposit to SLAMCI account.
2. Click any fund and select **Add Fund**.
3. Choose a new fund.
4. Upload proof of payment.
5. Accomplish the form and Submit.

Note that your investments are also subject to **sales load** (front-end or back-end).

A screenshot of a web form interface for selecting a fund type. The form is titled "Fund type" and features a dropdown menu. The dropdown menu is open, showing a list of fund options. The first option is "Sun Life Prosperity Balanced Fund", which is highlighted in blue. Below it is a placeholder "--Select one--". Other options include "Sun Life Prosperity Money Market Fund", "Sun Life Prosperity Government Securities Fund", "Sun Life Prosperity Bond Fund", "Sun Life Prosperity Index Fund", "Sun Life Prosperity Philippine Equity Fund", "Sun Life Prosperity Achiever Fund 2028", "Sun Life Prosperity Achiever Fund 2038", "Sun Life Prosperity Achiever Fund 2048", and "Sun Life Prosperity World Equity Index Feeder Fund". Below the dropdown menu, there is a "Source of funds" dropdown menu with a placeholder "--Select one--". The entire form is enclosed in a yellow rounded rectangle with a red dashed border around the dropdown menu.

Web

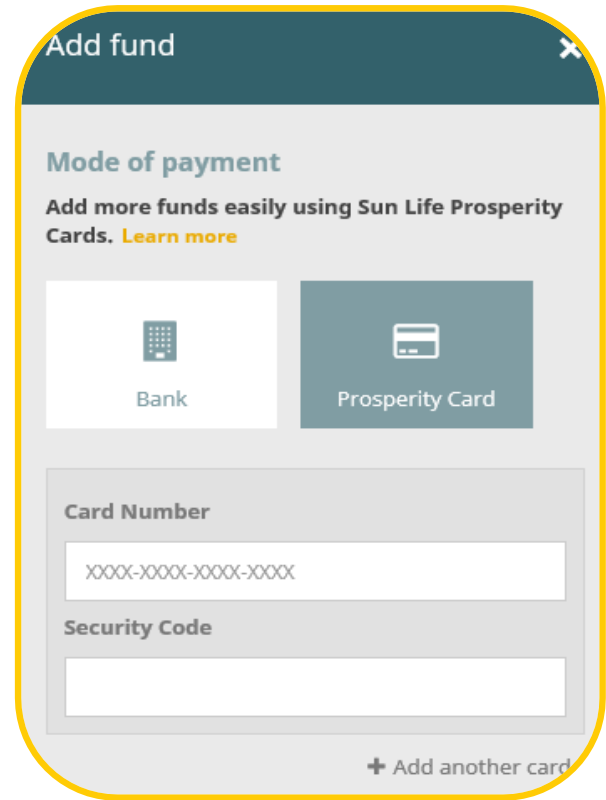
Investing in New Funds

Via Prosperity Card

You may use our PHP 1,000 and PHP 5,000-denominated Prosperity Cards to buy a new peso-denominated fund in the Client Portal.

1. Select any fund and click **Add Fund**.
2. Choose **Prosperity Card** as mode of payment.
3. Input card details.
4. Choose a new fund.
5. Accomplish the form and submit.

Important Note: You can invest up to **three (3)** cards at a time in Client Portal.



The screenshot shows a mobile-style web interface for adding a fund. At the top, there's a dark teal header with the text "Add fund" and a close icon. Below the header, the section is titled "Mode of payment" with a sub-header "Add more funds easily using Sun Life Prosperity Cards. [Learn more](#)". There are two buttons: "Bank" (with a keypad icon) and "Prosperity Card" (with a card icon). Below these buttons, there are two input fields: "Card Number" with a placeholder "XXXX-XXXX-XXXX-XXXX" and "Security Code" with a blank field. At the bottom right, there is a link "+ Add another card".

Web

Minimum Initial Investment Amounts

Peso Funds	Minimum Initial Investment	Dollar Funds	Minimum Initial Investment
Money Market Fund	PHP 100.00	Dollar Starter Fund	USD 500.00
Bond Fund GS (Government Securities) Fund Balanced Fund Achiever Funds 2028, 2038, and 2048 Philippine Stock Index Fund Philippine Equity Fund	PHP 1,000.00	Dollar Abundance Fund Dollar Wellspring Fund Dollar Advantage Fund World Voyager Fund	USD 1,000.00
World Equity Index Feeder Fund	PHP 50,000		



Content Outline

Sun Life PH Client Accounts

Account Registration

Additional Investments

Investing in New Funds

Redemptions

Fund Switches

Invalid Transactions

e-SOA Facility

Redemptions

The web interface shows a user profile for Maria dela Cruz. The main content area is titled 'Investment details' and features a 'Travel goals' section for a BOND FUND. It displays the current value (PHP 29,602.22), client name (Maria dela Cruz), and account type (Joint OR). Three summary cards show: 10,799 shares as of Jul 09, 2018; NAVPS of 2.7412 as of Jul 09, 2018; and a total investment value of PHP 25,000.00 as of Jul 09, 2018. A 'Redeem fund' button is highlighted with a red dashed circle. Below this is a table of 'Peso funds' with columns for Fund name, NAVPS, YTD, and YOY.

Fund name	NAVPS	YTD	YOY
Bond Fund	PHP 2.7412	-1.2785%	-0.5081%
Balanced Fund	PHP 3.5656	-10.7752%	-5.8786%
Equity Fund	PHP 3.9138	-14.5496%	-7.6302%
Money Market Fund	PHP 1.2009	1.1625%	2.3000%
GS Fund	PHP 1.5230	-1.7102%	-1.2065%

Web

The mobile app interface shows a fund summary for a BOND FUND with a current value of PHP 17,488.05 as of Apr 15, 2025. It displays 15,755.00 shares and a NAVPS of 1.1100. The total redemptions are shown as PHP 0.00. A 'Redeem fund' button is highlighted with a red dashed circle. The bottom navigation bar includes Home, Investor Request, Ask & Support, and More.

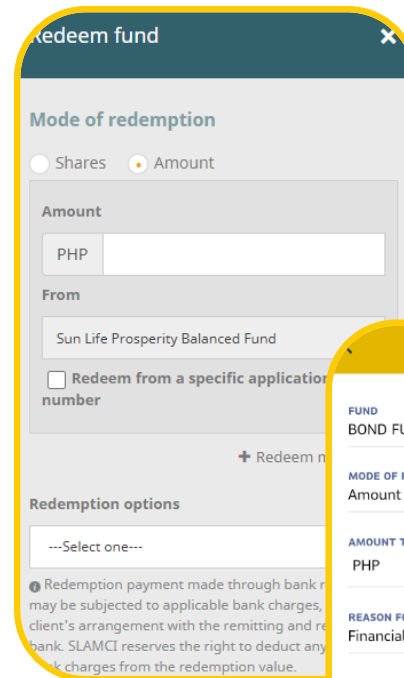
App

Redemptions

Easily redeem funds online via check request or bank transfer:

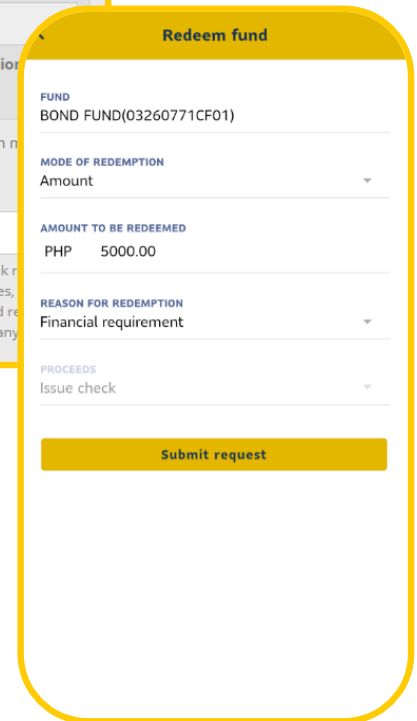
1. Click **Redeem Fund**.
2. Accomplish the form and submit.

When redeeming, please follow the **minimum redemption amounts** and **minimum maintaining balances** per Fund.



The image shows a web browser interface for redeeming a fund. The title is "Redeem fund". Under "Mode of redemption", the "Amount" option is selected. There is a text input field for "Amount" with "PHP" entered. Below that, the "From" dropdown is set to "Sun Life Prosperity Balanced Fund". There is a checkbox for "Redeem from a specific application number" which is unchecked. A "Redeem n" button is visible. Under "Redemption options", there is a dropdown menu with "---Select one---". A small note at the bottom states: "Redemption payment made through bank r may be subjected to applicable bank charges, client's arrangement with the remitting and re bank. SLAMCI reserves the right to deduct any k charges from the redemption value."

Web



The image shows a mobile app interface for redeeming a fund. The title is "Redeem fund". The fund name is "FUND BOND FUND(03260771CF01)". The "MODE OF REDEMPTION" dropdown is set to "Amount". The "AMOUNT TO BE REDEEMED" section shows "PHP 5000.00". The "REASON FOR REDEMPTION" dropdown is set to "Financial requirement". The "PROCEEDS" dropdown is set to "Issue check". A yellow "Submit request" button is at the bottom.

App

Minimum Redemption Amounts

Peso Funds	Minimum Redemption	Dollar Funds	Minimum Redemption
Money Market Fund	PHP 100.00	Dollar Starter Fund	USD 100.00
Bond Fund GS (Government Securities) Fund Balanced Fund Achiever Funds 2028, 2038, and 2048 Dynamic Fund Philippine Stock Index Fund Philippine Equity Fund	PHP 1,000.00	Dollar Abundance Fund Dollar Wellspring Fund Dollar Advantage Fund World Voyager Fund	USD 200.00
World Equity Index Feeder Fund	PHP 10,000		

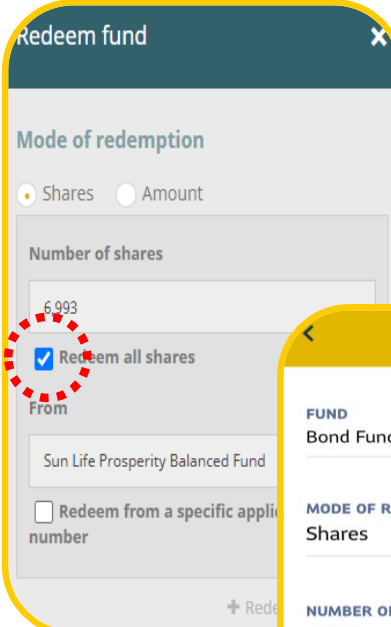
Minimum Maintaining Balances

Peso Funds	Maintaining Balance	Dollar Funds	Maintaining Balance
Money Market Fund	PHP 100.00	Dollar Starter Fund	USD 500.00
Bond Fund	PHP 1,000.00	Dollar Abundance Fund	
GS (Government Securities) Fund		Dollar Wellspring Fund	
Balanced Fund		Dollar Advantage Fund	
Achiever Funds 2028, 2038, and 2048		World Voyager Fund	
Dynamic Fund			
Philippine Stock Index Fund			
Philippine Equity Fund			
World Equity Index Feeder Fund	PHP 50,000		

Full Redemptions

Full Redemption happens when all funds are claimed from a fund. Redeeming by shares (or units) is the recommended method to do this:

1. Click **Redeem Fund**.
2. Choose **Shares (or Units)** as mode of redemption.
3. Check **Redeem all shares (or Redeem all units)**.
4. Accomplish the form and submit.



Redeem fund

Mode of redemption

Shares Amount

Number of shares

6,993

Redeem all shares


From

Sun Life Prosperity Balanced Fund

Redeem from a specific application number

+ Redeem

Web



Redeem fund

FUND
Bond Fund(03595919CF01)

MODE OF REDEMPTION
Shares

NUMBER OF SHARES TO BE REDEEMED
7,766

Redeem all shares

REASON FOR REDEMPTION
Select reason

PROCEEDS
Issue check

Submit request

App

Redemption Settlement

Redemptions may be claimed on the Funds' respective **Settlement Dates**:

Peso Funds	Dollar Funds	Settlement Date
Money Market Fund	Dollar Starter Fund	Transaction Date + 1 Business Day
Bond Fund GS (Government Securities) Fund		Transaction Date + 3 Business Days
Balanced Fund Achiever Funds 2028, 2038, and 2048 Dynamic Fund Philippine Stock Index Fund Philippine Equity Fund	Dollar Abundance Fund Dollar Wellspring Fund Dollar Advantage Fund World Voyager Fund	Transaction Date + 4 Business Days
World Equity Index Feeder Fund		Transaction Date + 5 Business Days

Important Notes:

Daily cut-off is 12NN*.

Redemption transactions that will cause a fund to fall below the required maintaining balance will redeem the investment in full.

In view of community quarantine, new cut-off time is **11AM until further notice.*

Redemption Settlement

Below are sample illustrations:

Funds	Date Received by SLAMCI	Redemption Settlement Date
Money Market Fund	April 4, 20XX (Thu) Before 12NN	April 5, 20XX (Fri)
GS (Government Securities) Fund	April 4, 20XX (Thu) After 12NN	April 10, 20XX (Wed)
Philippine Equity Fund	April 4, 20XX (Thu) Before 12NN	April 10, 20XX (Wed)
World Equity Index Feeder Fund	April 4, 20XX (Thu) After 12NN	April 12, 20XX (Fri)

Important Notes:

Bank charges, if any, will be shouldered by the investor.

Your bank account name should be the same as your registered account name with SLAMCI.



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Sun Life PH Client Accounts

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Additional Investments

Investing in New Funds

Redemptions

Fund Switches

Invalid Transactions

e-SOA Facility

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The web interface shows a user profile for Maria dela Cruz. The main content area is titled 'Investment details' and displays information for a 'Travel goals' BOND FUND - 01234567CF01. Key metrics include a current value of PHP 29,602.22, 10,799 shares, and a total investment value of PHP 25,000.00. A table of 'Peso funds' is also visible, listing various fund names and their performance metrics.

Fund name	NAVPS	YTD	YOY
Bond Fund	PHP 2.7412	-1.2785%	-0.5081%
Balanced Fund	PHP 3.5656	-10.7752%	-5.8786%
Equity Fund	PHP 3.9138	-14.5496%	-7.6302%
Money Market Fund	PHP 1.2009	1.1625%	2.3000%
GS Fund	PHP 1.5230	-1.7102%	-1.2065%

Web

The mobile app interface displays the current fund value of PHP 17,488.05. It features a prominent 'Switch fund' button, which is highlighted with a red dashed circle. Other visible buttons include 'Add fund', 'Redeem fund', and 'File a claim'. The interface also shows account details for an individual client, Marie dela Cruz, including the number of shares and total redemptions.

App

Fund Switches

Fund Switching is the process of redeeming your investments from a certain fund then using the redemption proceeds to subscribe to another fund. To switch:

1. Click **Switch Fund**.
2. Accomplish the form and submit.

Switching from Money Market to a loaded fund?

For Client Portal: You may specify the Sales Load in the **Remarks** portion of the Switch Fund panel.

For Mobile App: E-mail sunlink@sunlife.com to confirm Sales Load. Please keep your contact numbers available for our Investor Services team to confirm the transaction.

The image displays two versions of the 'Switch fund' form. The left version is a web browser interface with a dark header and a light gray body. It includes a 'Mode of transfer' section with radio buttons for 'Shares' and 'Amount' (selected). Below is an 'Amount' field with 'PHP' entered. The 'From' field is 'Sun Life Prosperity Balanced Fund'. There is a checkbox for 'Transfer from a specific application number'. The 'To' field is a dropdown menu with '--Select one--'. A 'Remarks (Optional)' section contains the text: 'Specify sales load when switching to loaded fund or if joining PROMO180.' The right version is a mobile app interface with a yellow header and a white body. It includes a 'SWITCH FROM FUND NAME' field with 'BOND FUND(03260771CF01)'. Below is a 'SWITCH TO FUND NAME' dropdown menu with 'Philippine Equity Fund'. The 'MODE OF TRANSFER' dropdown menu is set to 'Amount'. The 'AMOUNT TO BE TRANSFERRED' field shows 'PHP 10000.00'. Both forms feature a yellow 'Submit request' button at the bottom.

Web

App

Reminders

When switching, the *Source Fund* should still maintain the **Minimum Balances**.

When switching to a *New Destination Fund*, the switch amount should follow the **Minimum Initial Investment Amounts**.

When switching to an *Existing Destination Fund*, the switch amount should follow the **Minimum Additional Investment Amounts**.



Full Switching

Full Switching happens when all funds are transferred from a fund. Transferring by shares (or units) is the recommended method to do this:

1. Click **Switch Fund**.
2. Choose **Shares (or Units)** as mode of redemption.
3. Check **Transfer all shares (or Transfer all units)**.
4. Accomplish the form and submit.

Switch fund

Mode of transfer

Shares Amount

Number of shares

6,993

Transfer all shares

From

Sun Life Prosperity Balanced Fund

Transfer from a specific account number

To

---Select one---

Web

Switch fund

SWITCH FROM FUND NAME

Bond Fund(03595919CF01)

SWITCH TO FUND NAME

Balanced Fund

MODE OF TRANSFER

Shares

NUMBER OF SHARES TO BE TRANSFERRED

7,766.00

Transfer all shares

Submit request

App

Fund Switch Settlement

Funds will be transferred on their respective **Settlement Dates**:

Peso Funds	Dollar Funds	Settlement Date
Money Market Fund		Transaction Date (same-day settlement, or T+0)
	Dollar Starter Fund	Transaction Date + 1 Business Day
Bond Fund GS (Government Securities) Fund		Transaction Date + 3 Business Days
Balanced Fund Achiever Funds 2028, 2038, and 2048 Dynamic Fund Philippine Stock Index Fund Philippine Equity Fund	Dollar Abundance Fund Dollar Wellspring Fund Dollar Advantage Fund World Voyager Fund	Transaction Date + 4 Business Days
World Equity Index Feeder Fund		Transaction Date + 5 Business Days

Important Notes:

1. Switch order transactions that will cause the Source Fund to fall below the minimum balance will be pending until confirmed by the client, except in cases of full switch.
2. Under-Switching shall not be allowed to effectively maintain the minimum balance of the Fund.
3. Switching out from any of the three Achiever Funds is not allowed.

Fund Switch Settlement

Sample illustrations for determining Settlement Dates:

Funds	Date Received by SLAMCI	Processing Date (Switch-Out)	Settlement Date (Switch-In)
Philippine Stock Index Fund to Bond Fund	April 4, 20XX (Thu) Before 12NN	Index April 4, 20XX (Thu)	Bond April 10, 20XX (Wed)
GS Fund to Balanced Fund	April 4, 20XX (Thu) After 12NN	GS April 5, 20XX (Fri)	Balanced April 10, 20XX (Wed)
Money Market Fund to Equity Fund	April 4, 20XX (Thu) Before 12NN	Money Market April 4, 20XX (Thu)	Equity April 4, 20XX (Thu)
World Equity Index Feeder Fund to Achiever Fund 2028	April 4, 20XX (Thu) After 12NN	World Equity Index Feeder April 5, 20XX (Fri)	Achiever 2028 April 12, 20XX (Fri)



Content Outline

Sun Life PH Client Accounts

Account Registration

Additional Investments

Investing in New Funds

Redemptions

Fund Switches

Invalid Transactions

e-SOA Facility

Invalid Transactions

Transaction	Sample	Reason
Insufficient Top-Up	<ul style="list-style-type: none">✗ Making a PHP 900.00 New Equity Fund Investment✗ Making a PHP 900.00 Additional Investment	<ul style="list-style-type: none">✓ Minimum Initial and Additional Investment Amounts for Equity Fund are PHP 1,000.00 and PHP 1,000.00 respectively.
Over-Redemption	<p>Bond Fund Value: PHP 7,000.00 Maintaining Balance: PHP 1,000.00</p> <ul style="list-style-type: none">✗ Redemption Request: PHP 6,500.00	<ul style="list-style-type: none">✓ Redemption transactions that will cause a Fund to fall below the required maintaining balance will be pending until confirmed by the client, except in cases of full redemption.

Invalid Transactions

Transaction	Sample	Reason
Over-Switching	Balanced Fund (Source Fund) Value: PHP 7,000.00 X Making a PHP 6,500.00 Switch-Out Request	✓ Switch order transactions that will cause the Source Fund to fall below the required maintaining balance will be pending until confirmed by the client, except in cases of full switch.
Under-Switching	Destination Fund is a <u>New Equity Fund</u> X Making a PHP 900.00 Switch-In Request	✓ Switch orders to new Funds that do not meet the minimum initial investment requirement will not be processed.



Content Outline

Sun Life PH Client Accounts

Account Registration

Additional Investments

Investing in New Funds

Redemptions

Fund Switches

Invalid Transactions

e-SOA Facility

e-SOA Facility

Subscribing to e-SOA

The **e-SOA** or **Electronic Statement of Account** is a digital version of your quarterly statement. This can be accessed through the **My Sun Life Client Portal**.

Subscribe to e-SOA in three easy steps:

1. Log-in to your Client Portal account.
2. Click **Settings** at the left-hand panel and go to **Notification settings**.
3. Under **Mutual fund**, tick the **Statement of Account (eSOA)** checkbox and **Update**.

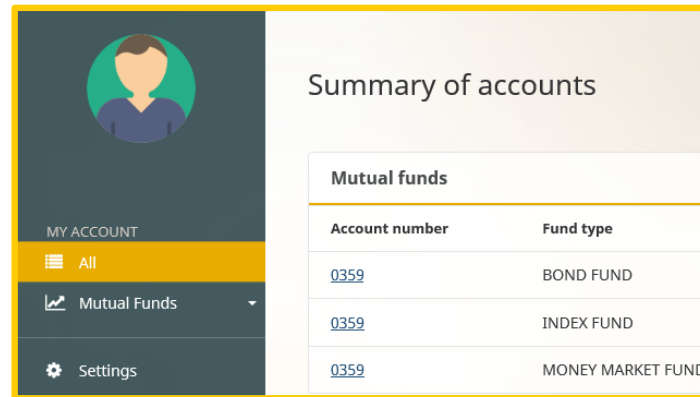
The screenshot displays the 'Notification settings' page in the My Sun Life Client Portal. The page is divided into several sections: 'Personal information', 'Mailing address', 'Notification settings' (which is the active tab), 'Account list', 'Change password', and 'KYC Verification'. The 'Notifications' section is titled 'Notifications' and includes the instruction 'Select the type of information you would like to receive and how to receive them.' Below this, there are two main sections: 'Mutual fund' and 'Marketing Materials'. In the 'Mutual fund' section, there is a 'Send me information on:' label, and under it, the 'Statement of Account (eSOA)' checkbox is checked and circled in black. Other options include 'Daily NAVPS email' and an unchecked checkbox. In the 'Marketing Materials' section, there is a 'Subscribe to marketing materials' checkbox that is also checked. An 'UPDATE' button is located at the bottom right of the form.

Once done, your changes will be saved. You are now subscribed to e-SOA. You will receive an e-mail confirming your subscription.

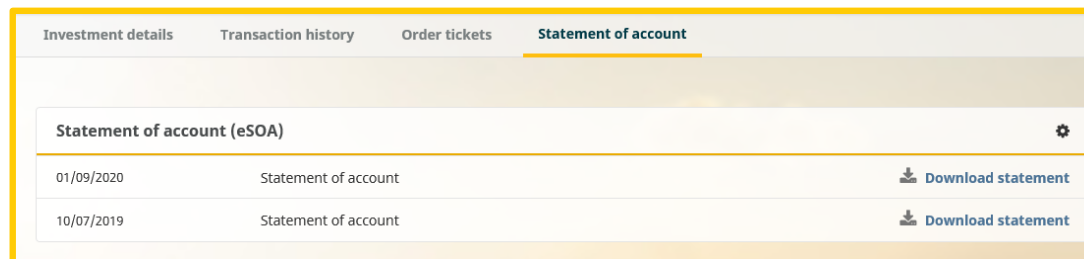
e-SOA Facility

Viewing your e-SOA

1. Log-in to your My Sun Life Client Portal account. At the left-hand panel, click **All** and you will see your **summary of accounts**.



2. Click your Mutual Fund account number(s) and click the **Statement of account** tab. Click **Download Statement** to access your e-SOAs.



e-SOA Facility

Important Reminders

1. Subscribing to e-SOA is **free of charge**.
2. By subscribing, you have chosen to receive your quarterly statement electronically. As such, the printed statement will no longer be sent to you.
3. The e-SOA facility is not available in the Mobile App at the moment.
4. Client Portal will contain your e-SOAs for the past **two (2) years** or a total of **eight (8) quarters**.
5. e-SOAs become available in the Client Portal only **after subscribing** to the facility. Previous statements that were printed and delivered to you will not be available for viewing in the portal.



Connect with SLAMCI.

For transaction clarification, verification, and other account-related concerns, please get in touch with us through the following:

(02) 8-849-9888

sunlink@sunlife.com

www.sunlifefunds.com



Sun Life
Asset Management