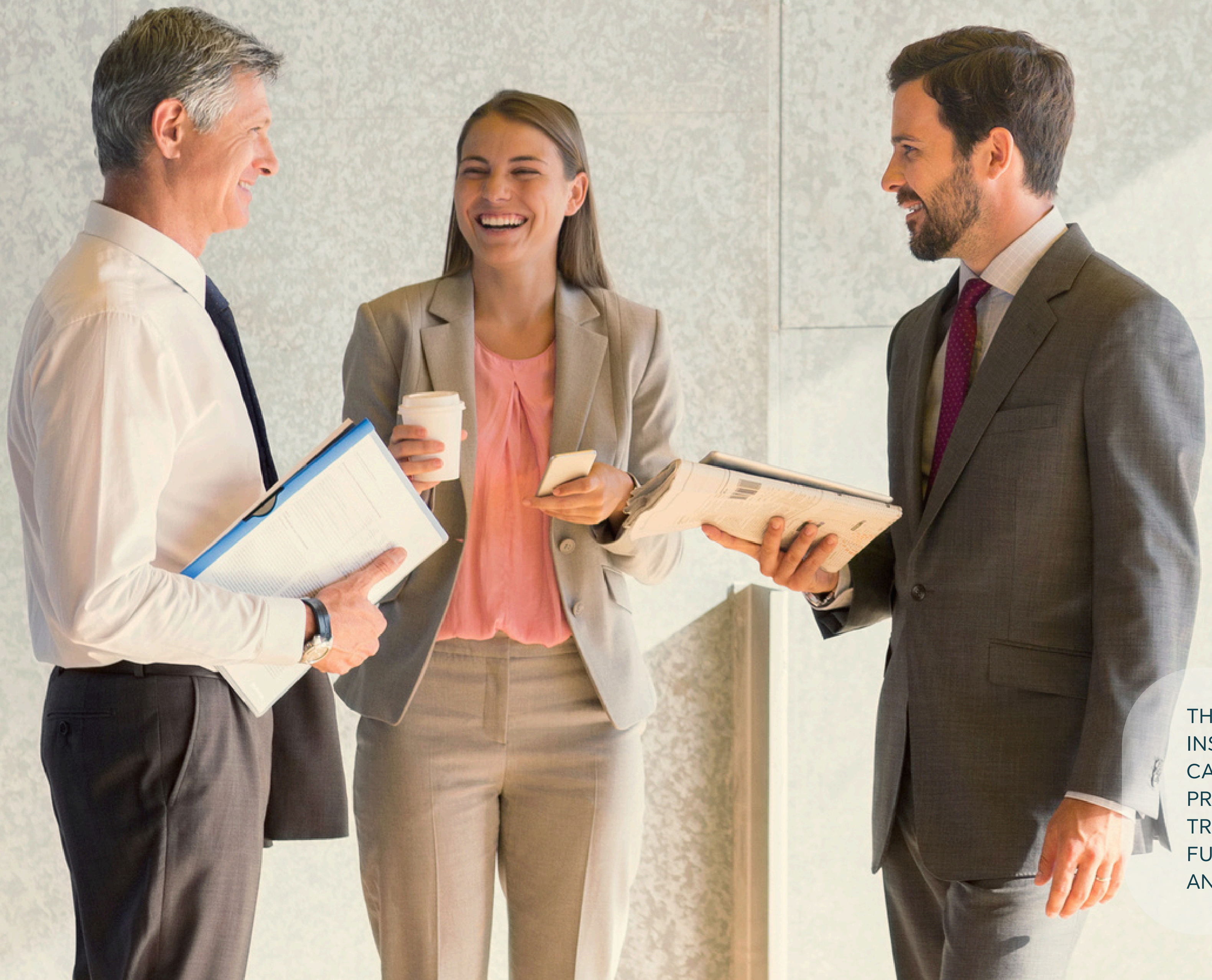
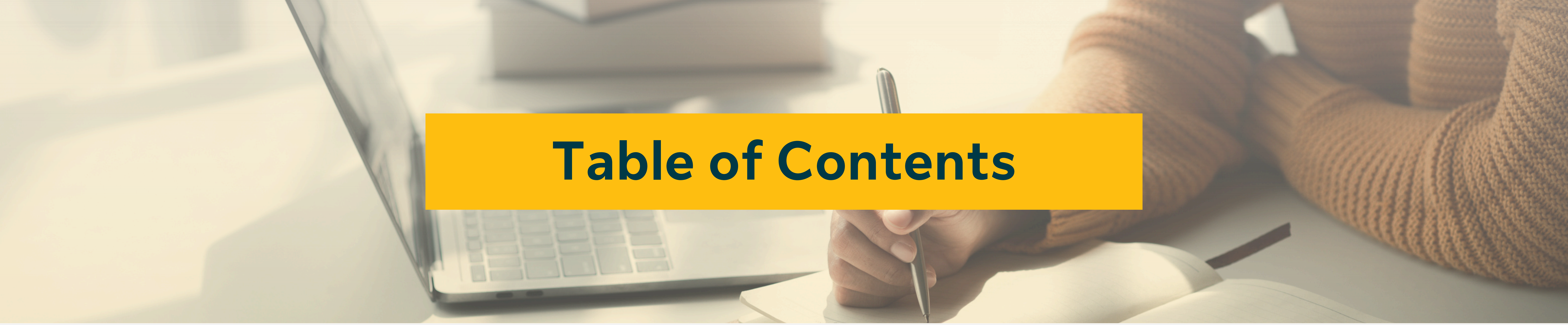
Sun Life
Investment Management

SUN LIFE INVESTMENT MANAGEMENT
UNIT INVESTMENT TRUST FUNDS (UITF)

Transaction Guidelines





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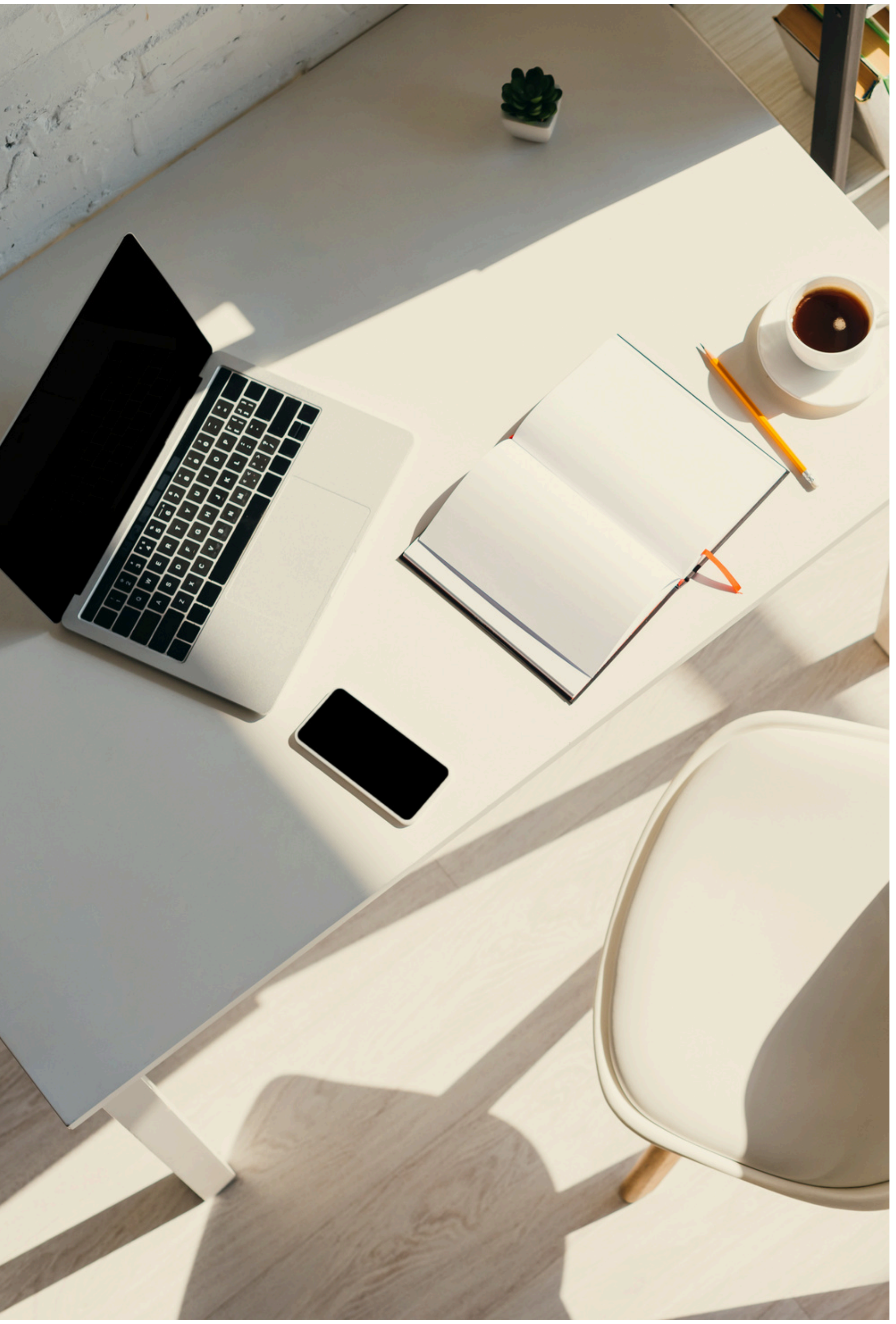
Find out more about our Sun Life Investment Management UITFs by visiting our webpage at www.SLIMTC.ph

Note: UITFs mentioned in this document refers only to Sun Life Investment Management UITFs

Client Guide: UITF Application Submission



1. **Connect with your SLIMTC CUSP or Relationship Manager**
   Talk to your SLIMTC Coded Certified UITF Sales Person (CUSP) or Relationship Manager to know the right UITF product for you.

2. **Complete your Requirements and Submit to your SLIMTC CUSP or Relationship Manager**
   Fill out the Account Opening Form and submit them along with all the required documents.

3. **Wait for Payment Instructions**
   You will receive payment instructions via email.

4. **Deposit your payment**
   Follow the payment instructions then send your proof of payment to your SLIMTC CUSP or Relationship Manager.

5. **Receive Confirmation Email**
   You will receive a confirmation email containing your Certificate of Participation.

Note: UITFs mentioned in this document refers only to Sun Life Investment Management UITFs
CUSPs mentioned in this document refers to Coded Certified UITF Sales Person

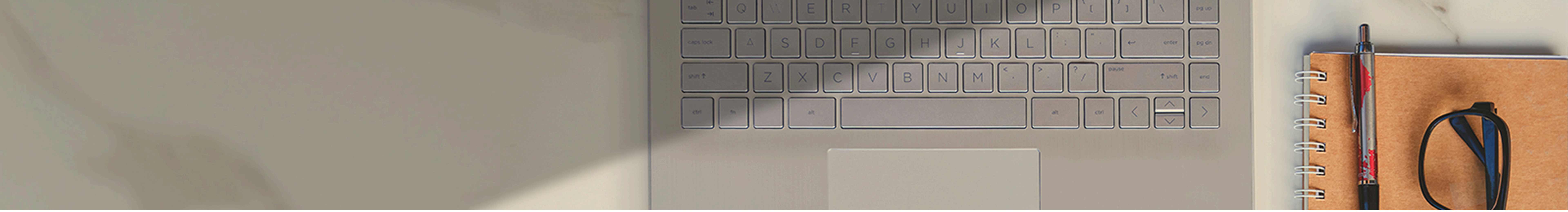
Client Guide: Add Fund Request

How to Add Funds or Top Up in UITF

1. **Complete your Requirements and Submit to your SLIMTC CUSP or Relationship Manager**
   Complete the UITF Order Form and Participating Trust Agreement Form (for new funds) and submit them together with the needed documents

2. **Pay for the UITF Order**
   Receive Payment Advisory and send your proof of payment to your SLIMTC CUSP or Relationship Manager.

3. **Receive Confirmation Email**
   A confirmation email and Certificate of Participation will be sent to your email to confirm your successful UITF top-up.



Client Guide: Redeem

How to Redeem Funds in UITF

1 **Complete your Requirements and Submit to your SLIMTC CUSP or Relationship Manager**
Complete the UITF Order Form and submit them together with the needed documents

2 **Wait for us to verify your details**
We will confirm your submission and make sure that we disburse your funds correctly.

3 **Receive your Payout**
You will be notified via email that your funds have been sent to your settlement account.

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Client Guide: Switch Funds

How to Switch Funds in UITF

What is Fund Switching?

Fund Switching can be done in two ways:

- **Interfund Switching** – allows the client to transfer holdings from one SLIMTC UITF to another
- **Interclass Switching**- allows the client to request to switch unit holdings between classes within the same SLIMTC UITF

1 **Talk to your SLIMTC CUSP or Relationship Manager**
Find out more about fund switching and consult about the right switch for you.

2 **Complete your Requirements and Submit to your SLIMTC CUSP or Relationship Manager**
Complete the UITF Order Form and submit them together with the needed documents

3 **Receive Confirmation Email**
You will receive an email confirming your fund switching as well as your Confirmation of Participation or Confirmation of Redemption.

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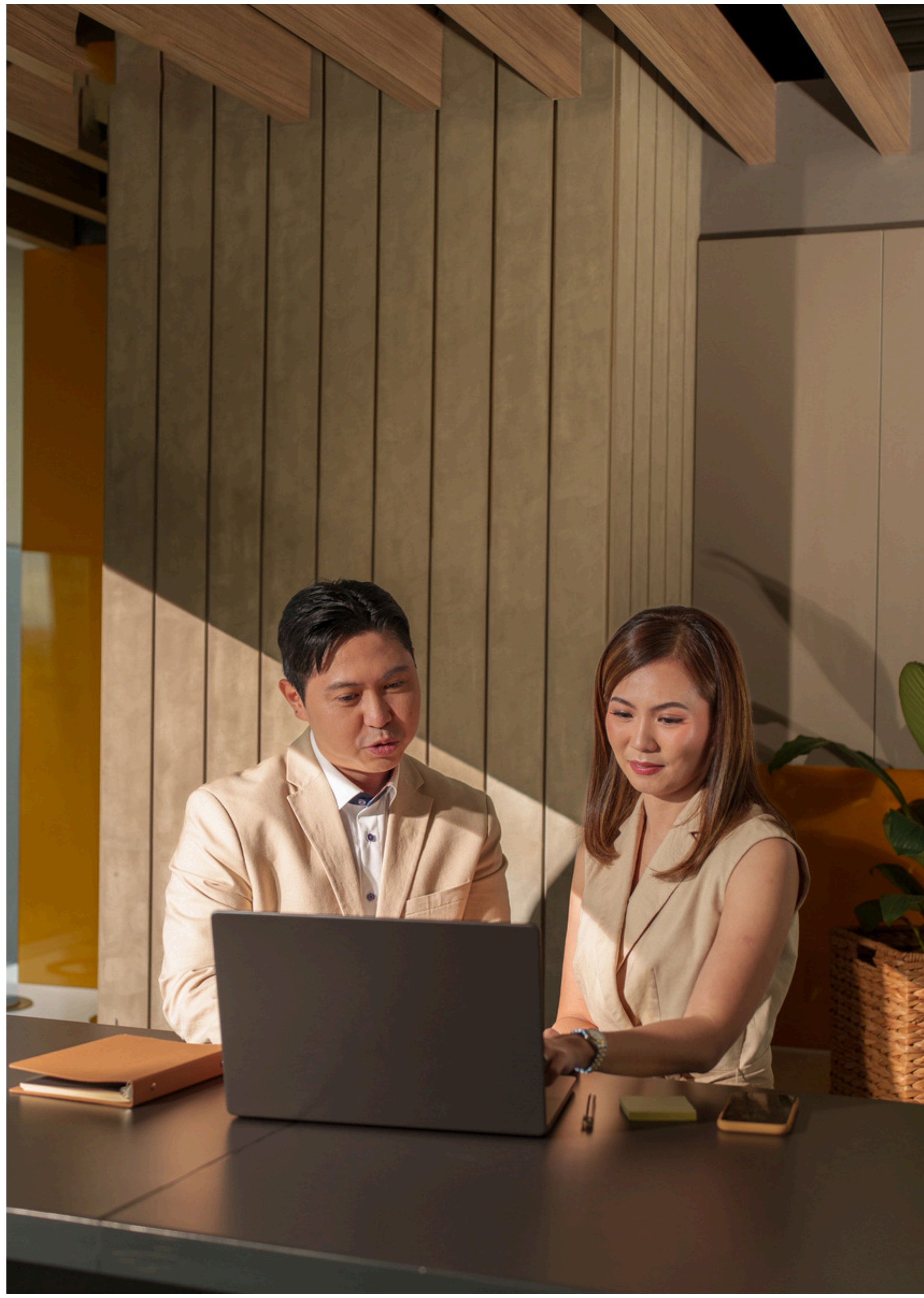
Client Guide: Change Client Information

How to Change Client Information

1. **Talk to your SLIMTC CUSP or Relationship Manager**
   Consult with your SLIMTC CUSP or Relationship Manager about the process on how to change client information

2. **Complete your Requirements and Submit to your SLIMTC CUSP or Relationship Manager**
   Complete the Client Information Update Form (for Individuals/Corporate) and submit them together with the required documents.

3. **Receive Confirmation Email**
   You will receive an email informing you about the changes made to your account. Make sure to verify if the changes made are accurate. If there are concerns, reach out to your SLIMTC CUSP or Relationship Manager.



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Client Guide: Change Settlement Bank Account

How to Change Client Settlement Bank Account (SETA)

1. **Complete the Forms and Requirements**
   Fill out the Settlement Bank Account Update Form and prepare the necessary requirements.

2. **Submit to your SLIMTC CUSP or Relationship Manager**
   Submit your completed forms and the needed requirements to your SLIMTC CUSP or Relationship Manager

3. **Receive Confirmation Email**
   You will receive an email informing you that SLIMTC has successfully changed your settlement bank account.

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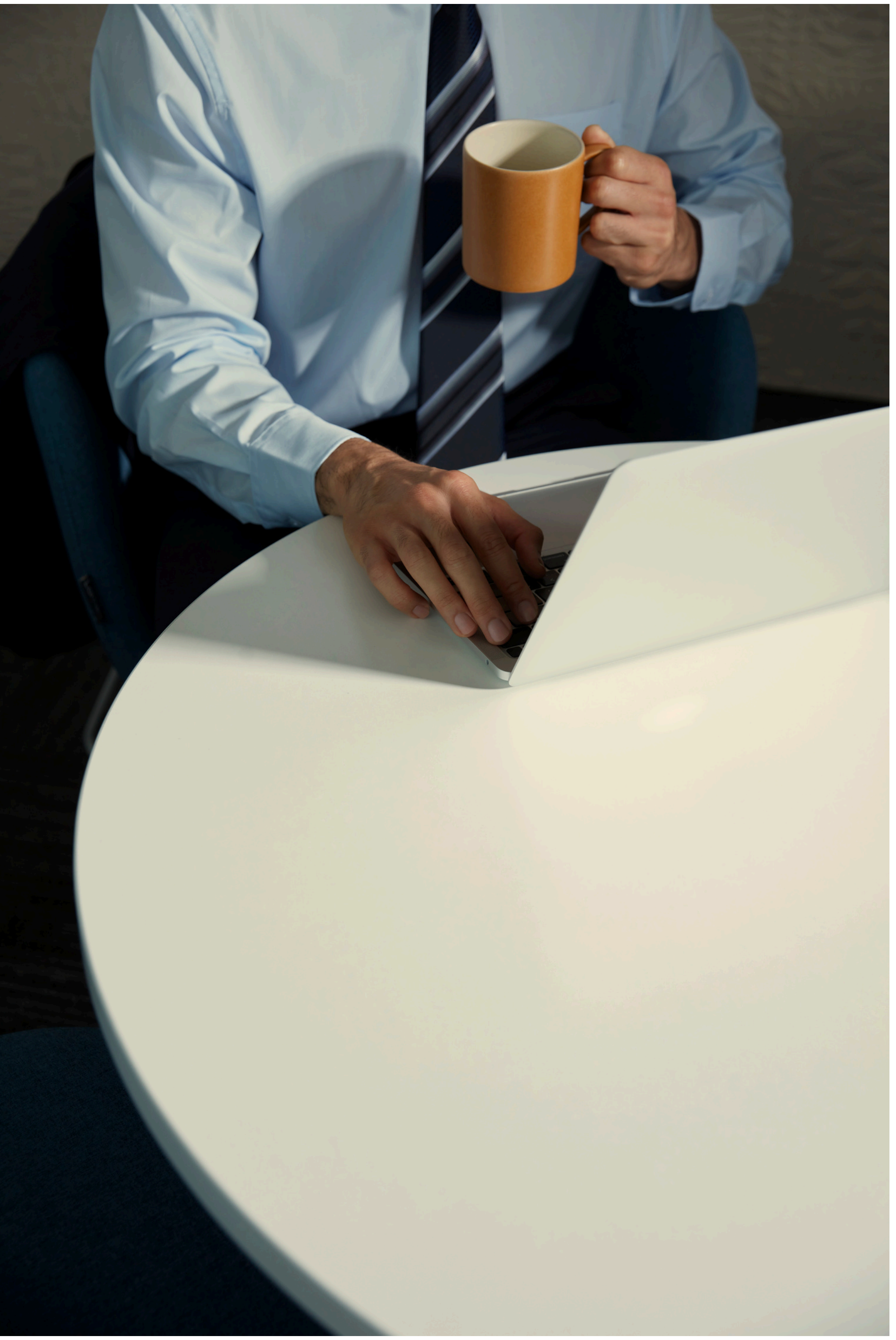
Client Guide: Report Request



How to Request for Certificates and Reports (SOA, COP, COI, COR)

What Reports and Certificates can Clients Request:

- Statement of Account (SOA)
- Confirmation of Participation (COP)
- Confirmation of Redemption (COR)
- Confirmation of Investment (COI)

1. **Identify the Needed Report or Certificate**
   Talk to your SLIMTC CUSP or Relationship Manager and find out what is the right report that you need.

2. **Complete your Requirements and Submit to your SLIMTC CUSP or Relationship Manager**
   Fill out the Report Request Form and submit it together with the necessary documents.

3. **Receive your Requested Certificates**
   You will receive a confirmation email attached with the reports and certificates you requested.

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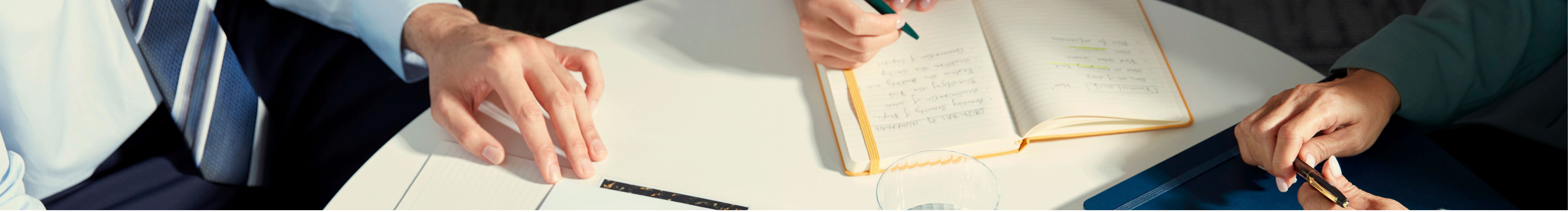

Client Guide: Payment Channels

As of April 2025, these are the available payment channels and the valid proof of payments.

	PHP Denominated	USD Denominated	Proof of Payment (to be sent to Advisor)
Real-Time Gross Settlement (RTGS)	✓		Cable Copy
Philippine Domestic Dollar Transfer System (PDDTS)		✓	Cable Copy
PESONet	✓		Screenshot
Bills Payment via BPI Mobile	✓	-	Screenshot
Bills Payment via BPI Branch (OTC)	✓	✓	Transaction Receipt

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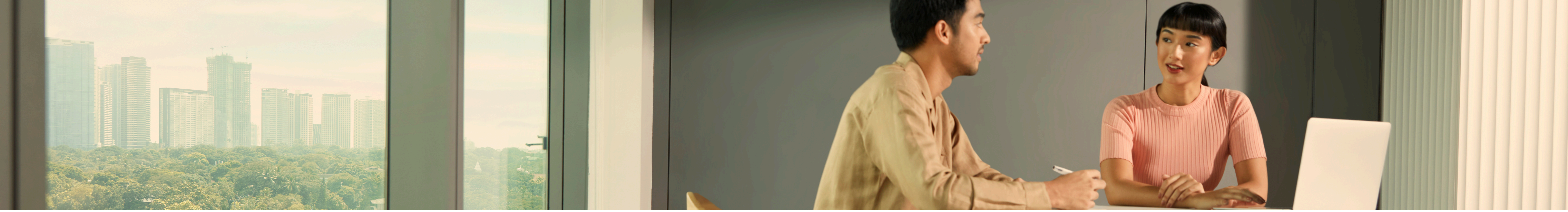

Client Guide: Payment Channels

- **For Real-Time Gross Settlement (RTGS) for PHP and Philippine Domestic Dollar Transfer System (PDDTS) for USD**

  Please proceed to your Bank Branch and process the payment using the following details.

Field	Entry
Bank Name	Citibank N.A. Philippine Branch
Bank Address	Citi Plaza, 34th Street, Bonifacio Global City, Taguig City 1634, Philippines
SWIFT Code	CITIPHMX
Account Name	(To be provided in the Payment Instructions, will depend per Currency)
Bank Account Number	(To be provided in the Payment Instructions, will depend per Currency)
Remarks	For further credit to the <Account Number/ Reference Number>

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Client Guide: Payment Channel

- **For Bills Payment via BPI Mobile Application**

  Using your BPI Mobile Application, input the following details.

Field	Entry
Biller Name for PHP UITFs	Sun Life Trust UITF PHP
Reference Number	[Client's SLIMTC Account Number]

- **For Bills Payment via BPI OTC (Over-the-Counter)**

  Proceed to a BPI Branch and process the payment using the following details

Field	Entry
Biller Name for PHP UITFs	Sun Life Trust UITF PHP
Reference Number	[Client's SLIMTC Account Number]
Biller Name for USD UITFs	Sun Life Trust UITF USD
Reference Number	[Client's SLIMTC Account Number]

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Client Guide: Payment Channel

- **For PESONet**

Using your mobile banking app, select PESONet as your payment option and use the following details.

Field	Entry
Bank Name	Citibank N.A. Philippine Branch
Bank Account Number	(To be provided in the Payment Instructions)
Bank Account Name	(To be provided in the Payment Instructions)
Remarks (if available)	For further credit to the <Account Number/ Reference number>

IMPORTANT NOTE: Payment Channels may charge additional fees such as fund transfer fees - this will be shouldered by the client.