

My Sun Life **Client Accounts**

Mutual Fund Accounts User Guide

April 2022

Version 6.0



Sun Life
Asset Management



**Click the topic you want
to learn about today!**

 **Sun Life PH Client Accounts**

 **Account Registration**

 **Transactions**

 Additional Investments (Existing Fund)

 Additional Investments (New Fund)

 Redemptions

 Fund Switches

 Invalid Transactions

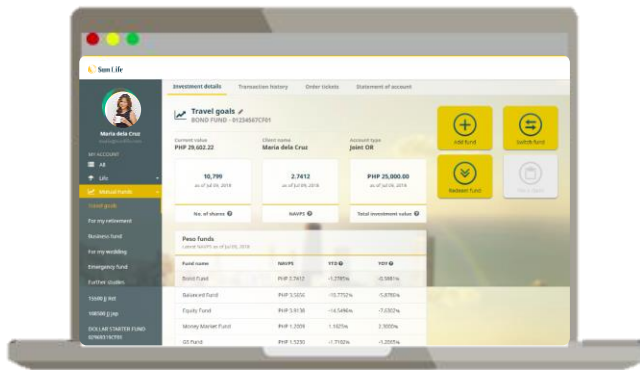
 **e-SOA Facility**

Sun Life PH Client Accounts



Sun Life
Asset Management

My Sun Life Client Accounts



My Sun Life Client Portal
www.sunlifefunds.com



Sun Life PH Mobile App
App Store & Google Play



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My Sun Life Client Accounts

Function	Web	App
Additional Investments (Existing Fund)	✓	✓
Additional Investments (New Fund)	✓	✗
Redemptions	✓	✓
Fund Switches	✓	✓
e-SOA Facility	✓	✗



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Account Registration



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In case the activation link is no longer valid, you may register to My Sun Life Client Portal through: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



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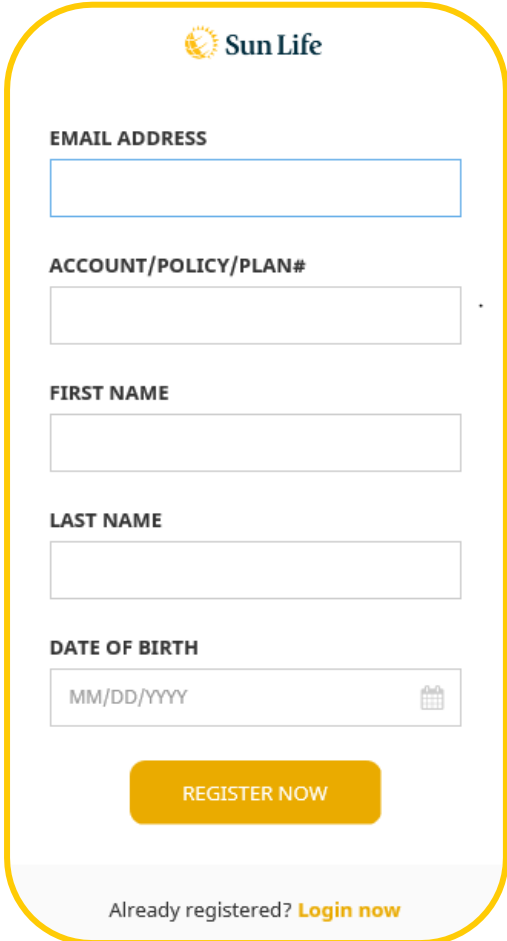
Account Registration

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.

A screenshot of the Sun Life registration form. The form is titled "Sun Life" at the top. It contains several input fields: "EMAIL ADDRESS", "ACCOUNT/POLICY/PLAN#", "FIRST NAME", "LAST NAME", and "DATE OF BIRTH". The "DATE OF BIRTH" field includes a placeholder "MM/DD/YYYY" and a calendar icon. Below the fields is a prominent orange "REGISTER NOW" button. At the bottom of the form, there is a link that says "Already registered? Login now".

Sun Life

EMAIL ADDRESS

ACCOUNT/POLICY/PLAN#

FIRST NAME

LAST NAME

DATE OF BIRTH

MM/DD/YYYY

REGISTER NOW

Already registered? [Login now](#)



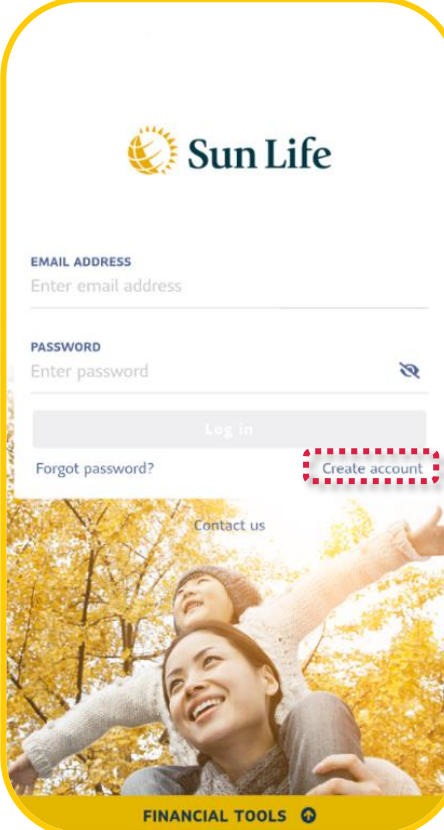
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Account Registration

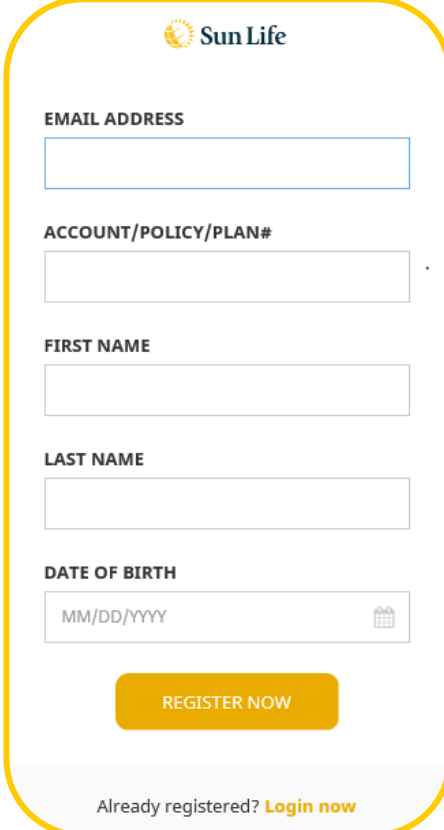
Sun Life PH Mobile App

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 interface. 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" and a toggle icon. A "Log in" button is positioned below the password field. To the left of the button is a link for "Forgot password?". To the right is a red dashed box around the "Create account" link. Below the form 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 mobile app registration form. At the top is the Sun Life logo. Below it are five input fields: "EMAIL ADDRESS", "ACCOUNT/POLICY/PLAN#", "FIRST NAME", "LAST NAME", and "DATE OF BIRTH" with a placeholder "MM/DD/YYYY" and a calendar icon. A "REGISTER NOW" button is located below the form. At the bottom, there is a link for "Already registered? Login now".



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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.



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Additional Investments

(Existing Fund)



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Additional Investments (Existing Fund)

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

Personalize your fund name

PHP 17,488.05
Current fund value as of Apr 15, 2025

BOND FUND 01234567CF01 | Gross investments ⓘ PHP 45,278.63

Account type: **INDIVIDUAL** | Client name: **Maria dela Cruz**

Number of shares: **15,755.00 shares** as of Apr 15, 2025 | NAVPS: **1.1100** as of Apr 15, 2025

Total redemptions ⓘ: **PHP 0.00**

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

Bottom navigation: Home, Service Request, Help & Support, More

App



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Additional Investments (Existing Fund)

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 image shows two overlapping screenshots of the 'Add fund' interface. The background screenshot is a web browser view with a dark header and a light body. It shows a 'Mode of payment' section with 'Bank' selected, a 'Bank Name' dropdown menu, and a 'Deposit amount' field with '1,000.00'. The foreground screenshot is a mobile app view with a yellow header and a white body. It shows a 'FUND' dropdown with 'For mama (00633771CF01)', a 'TYPE OF PAYMENT' dropdown with 'Cash', a 'BANK NAME' dropdown with 'BDO - 00046-004225-4', a 'DATE OF DEPOSIT' field with 'Nov 27, 2020', an 'INVESTMENT AMOUNT' field with 'PHP 5,000.00', a 'SALES LOAD' dropdown with 'Back end load', a 'SOURCE OF FUNDS' dropdown with 'Allowance from parents/endowment', and a 'REMARKS (OPTIONAL)' field with 'I would like to join Promo180'. A yellow button labeled 'Upload proof of payment' is at the bottom.

Web

App



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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	–
Citibank	SA	5-602714-022	5-602714-057
HSBC	SA	000-270579-070	–
Landbank	SA	1801-0249-00	–
Maybank	SA	01-059-003283-8	–
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
Security Bank	SA	0514-020724-200	0514-020724-201
Unionbank	SA	101540001485	–



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Additional Investments (Existing Fund)

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.

The image displays two versions of the 'Add fund' form. The top version is a web browser interface with a dark header and a light body. It features a 'Mode of payment' section with 'Prosperity' selected, a 'Card Number' field with a masked input 'XXXX-XXXX-XXXX-XXXX', and a 'Security Code' field. The bottom version is a mobile app interface with a yellow header and a white body. It shows the 'FUND' as 'For mama (00633771CF01)', 'TYPE OF PAYMENT' as 'Prosperity card', 'CARD NUMBER' as '2015PYC199980991', 'SECURITY CODE' as '83132220', 'INVESTMENT AMOUNT' as 'PHP 1,000.00', 'SALES LOAD' as 'Back end load', and 'SOURCE OF FUNDS' as 'Allowance from parents/endowment'. A footer note says 'Joining the Promo180'.

Web

App



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Minimum Additional Investment Amounts

Peso Funds	Minimum Additional Investment	Dollar Funds	Minimum Additional Investment
Peso Starter Fund (Formerly Money Market Fund)	PHP 100.00	Dollar Starter Fund Dollar Abundance Fund Dollar Wellspring Fund Dollar Advantage Fund World Voyager 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 World Equity Index Feeder Fund	PHP 1,000.00		



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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



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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 Peso Starter Fund* and *Sun Life Prosperity Dollar Starter Fund*. For the *Achiever Funds*, only the back-end option is allowed.



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Additional Investments

(New Fund)



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Additional Investments (New Fund)

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

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.

Web



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Additional Investments (New Fund)

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 titled "Fund type" with a dropdown menu open. The dropdown lists several Sun Life Prosperity funds: Sun Life Prosperity Balanced Fund, Sun Life Prosperity Money Market Fund, Sun Life Prosperity Government Securities Fund, Sun Life Prosperity Bond Fund, Sun Life Prosperity Balanced Fund (highlighted in blue), 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 is a "Source of funds" dropdown menu with the text "PROMO180." and "---Select one---". The entire form is enclosed in a yellow rounded rectangle with a red dashed border.

Web



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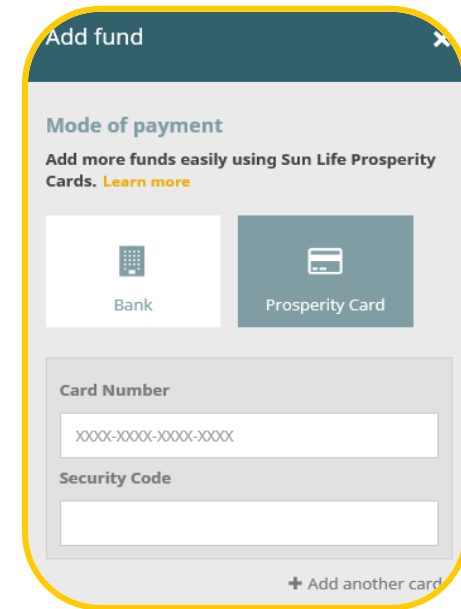
Additional Investments (New Fund)

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 application interface for adding a fund. At the top, there is a dark blue 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 calculator 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 placeholder "XXXXXX". At the bottom right of the form, there is a link "+ Add another card".

Web



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Minimum Initial Investment Amounts

Peso Funds	Minimum Initial Investment	Dollar Funds	Minimum Initial Investment
Peso Starter Fund (Formerly Money Market Fund)	PHP 100.00	Dollar Starter Fund Dollar Abundance Fund Dollar Wellspring Fund Dollar Advantage Fund World Voyager 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		
World Equity Index Feeder Fund	PHP 10,000		



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Redemptions



Sun Life
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Redemptions

The screenshot shows the 'Investment details' page for a 'Travel goals' BOND FUND. The current value is PHP 29,602.22. Key metrics include 10,799 shares, a NAVPS of 2.7412, and a total investment value of PHP 25,000.00. A table lists various 'Peso funds' with their respective NAVPS, YTD, and YOY performance. A red dashed circle highlights the 'Redeem fund' button.

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
No. of shares ?

2.7412 as of Jul 09, 2018
NAVPS ?

PHP 25,000.00 as of Jul 09, 2018
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 (highlighted), File a claim

Web

The screenshot shows the mobile app interface for the 'Travel goals' BOND FUND. The current value is PHP 17,488.05. Key metrics include 15,755.00 shares, a NAVPS of 1.1100, and total redemptions of PHP 0.00. A table lists various 'Peso funds' with their respective NAVPS, YTD, and YOY performance. A red dashed circle highlights the 'Redeem fund' button.

Personalize your fund name

PHP 17,488.05
Current fund value as of Apr 15, 2025

BOND FUND 03260771CF01 | Gross investments PHP 45,278.61

Account type: **INDIVIDUAL**

Client name: **Maria dela Cruz**

Number of shares: **15,755.00 shares** as of Apr 15, 2025

NAVPS: **1.1100** as of Apr 15, 2025

Total redemptions: **PHP 0.00**

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: Fix a claim, Add fund, Switch fund, Redeem fund (highlighted)

App



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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 displays two versions of the 'Redeem fund' form. The left version is a web browser interface, and the right version is a mobile app interface. Both forms are titled 'Redeem fund' and include the following fields:

- Mode of redemption:** Radio buttons for 'Shares' and 'Amount' (selected).
- Amount:** A text input field containing 'PHP'.
- From:** A dropdown menu showing 'Sun Life Prosperity Balanced Fund'.
- Redeem from a specific application number:** A checkbox that is unchecked.
- Redemption options:** A dropdown menu showing '---Select one---'.
- REMARKS (OPTIONAL):** A text area containing 'I am availing the backend waive for my salesload'.

The right screenshot also includes the following information:

- FUND:** For mama(00633771CF01)
- MODE OF REDEMPTION:** Amount
- AMOUNT TO BE REDEEMED:** PHP 1,000.00
- REASON FOR REDEMPTION:** Financial requirement
- PROCEEDS:** Deposit to bank/branch
- BANK/BRANCH NAME:** BPI Zapote
- ACCOUNT NUMBER:** 123456789

Web

App



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Minimum Redemption Amounts

Peso Funds	Minimum Redemption Amount	Dollar Funds	Minimum Redemption Amount
Peso Starter Fund (Formerly Money Market Fund)	PHP 100.00	Dollar Starter Fund Dollar Abundance Fund Dollar Wellspring Fund Dollar Advantage Fund World Voyager 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 World Equity Index Feeder Fund	PHP 1,000.00		



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Minimum Maintaining Balances

Peso Funds	Maintaining Balance	Dollar Funds	Maintaining Balance
Peso Starter Fund (Formerly Money Market Fund)	PHP 100.00	Dollar Starter Fund Dollar Abundance Fund Dollar Wellspring Fund Dollar Advantage Fund World Voyager Fund	USD 500.00
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		
World Equity Index Feeder Fund	PHP 10,000		



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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 F...

Redeem from a specific account number

Web

Redeem fund

FUND

For mama(00633771CF01)

MODE OF REDEMPTION

Shares

NUMBER OF SHARES TO BE REDEEMED

6,993

Redeem all shares

REASON FOR REDEMPTION

Financial requirement

PROCEEDS

Deposit to bank/branch

BANK/BRANCH NAME

BPI Zapote

ACCOUNT NUMBER

123456789

REMARKS (OPTIONAL)

I am availing the backend waive for my salesload

App



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Redemption Settlement

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

Peso Funds	Dollar Funds	Settlement Date
Peso Starter Fund (Formerly 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:

SLAMCI's daily cut-off as of date is **12NN**.

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



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Redemption Settlement

Below are sample illustrations:

Funds	Date Received by SLAMCI	Redemption Settlement Date
Peso Starter Fund (Formerly 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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Fund Switches



Sun Life
Asset Management

Fund Switches

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

Personalize your fund name

PHP 17,488.05
Current fund value as of Apr 15, 2025

BOND FUND 01240771CF01 | Gross investments PHP 45,278.63

Account type: **INDIVIDUAL** | Client name: **Marie dela Cruz**

Number of shares: **15,755.00 shares** as of Apr 15, 2025 | NAVPS: **1,1100** as of Apr 15, 2025

Total redemptions: **PHP 0.00**

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

Bottom bar: Home, Services Request, Help & Support, More

App



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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 Peso Starter Fund (no load) to a loaded fund?

- *For Client Portal:* Select sales load in the drop down.
- *For Mobile App:* Indicate sales load in the Remarks field.

The image shows two screenshots of the fund switching process. The 'Web' screenshot shows a form with fields for 'From' (Sun Life Prosperity Money Market Fund) and 'To' (Sun Life Prosperity Philippine Equity Fund). A 'Sales load' dropdown menu is open, showing options: '---Select one---', 'Back end load', 'Front end load', 'Front End Promo 180', and 'Sun Life employee/advisor'. The 'App' screenshot shows a 'Switch fund' form with fields for 'SWITCH FROM FUND NAME' (For mama(00633771CF01)), 'SWITCH TO FUND NAME' (Philippine Equity Fund), 'MODE OF TRANSFER' (Amount), and 'AMOUNT TO BE TRANSFERRED' (PHP 1,000.00). A 'REMARKS (OPTIONAL)' field contains the text 'I would like to join Promo180'.

Web

App



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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**.



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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 app number

To

---Select one---

Web

Switch fund

SWITCH FROM FUND NAME
For mama(00633771CF01)

SWITCH TO FUND NAME
Philippine Equity Fund

MODE OF TRANSFER
Shares

NUMBER OF SHARES TO BE TRANSFERRED
6,993

Transfer all shares

REMARKS (OPTIONAL)
I would like to join Promo180

Submit request

App



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Fund Switch Settlement

Funds will be transferred on the Funds' respective **Settlement Dates**:

Peso Funds	Dollar Funds	Settlement Date
Peso Starter 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 Note: 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 shall not be allowed to effectively maintain the minimum balance required of the Fund.



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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)
Peso Starter Fund to Equity Fund	April 4, 20XX (Thu) Before 12NN	Peso Starter 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)



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Invalid Transactions



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Invalid Transactions

Transaction	Sample	Reason
Insufficient Top-Up	<ul style="list-style-type: none">X Making a PHP 900.00 New Equity Fund InvestmentX 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">X 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.



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Invalid Transactions

Transaction	Sample	Reason
Over-switching	Balanced Fund (Source Fund) Value: PHP 7,000.00 ✗ 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> ✗ 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.



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e-SOA Facility



Sun Life
Asset Management

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 (e-SOA)** checkbox and **Update**.

The screenshot shows the 'Notification settings' page in the My Sun Life Client Portal. The page has a dark sidebar on the left with a navigation menu including 'MY ACCOUNT', 'All', 'Mutual Funds', 'Settings', 'Help and support', 'FAQ', and 'Logout'. The main content area has a top navigation bar with tabs for 'Personal information', 'Mailing address', 'Notification settings', 'Account list', 'Change password', and 'KYC Verification'. The 'Notification settings' tab is selected. Below the tabs, the 'Notifications' section is titled 'Select the type of information you would like to receive and how to receive them.' There are two main sections: 'Mutual fund' and 'Marketing Materials'. In the 'Mutual fund' section, there is a 'Send me information on:' label with a red circle around it. Below this label are two checkboxes: 'Statement of Account (e-SOA)' (checked) and 'Daily NAVPS email' (unchecked). In the 'Marketing Materials' section, there is a checkbox for 'Subscribe to marketing materials' which is checked. An 'UPDATE' button is located at the bottom right of the page.

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

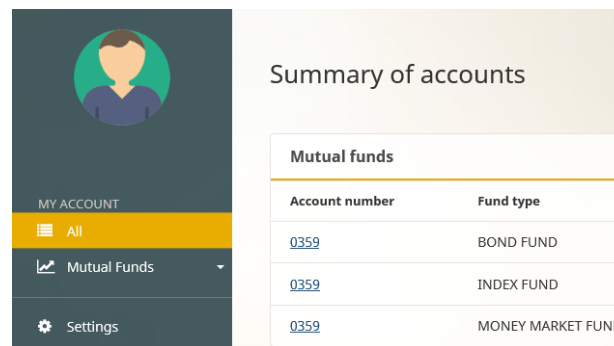


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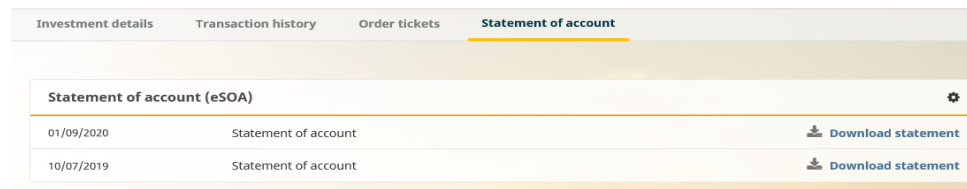
e-SOA Facility

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.



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e-SOA Facility

Important Reminders

1. Subscribing 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.

For more details: sunlife.co/esoa-faq



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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



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