

Olympia is pleased to offer the ability to for clients to purchase approved exempt market securities within their self-directed plans. In order to complete an investment purchase, Olympia will require the delivery and approval of the following documents:

1. **Letter of Direction, Waiver, and Indemnity** completed and signed by the client (may be completed online using the Olympia Trust Client Portal)
2. **Global Certificate.**
 - Global share certificates are preferred and must be issued to “Olympia Trust Company.” The global certificate must include an **executed *Officer’s Certificate - Global Share Certificate*** and “Schedule A” in a format approved by Olympia.
3. **Original copy of certificate.**
 - Original certificates must be sent to our office in Calgary to the attention of RRSP Securities.
 - Olympia must receive the original certificate **prior to funding**, unless the issuer has determined that the funds are being released to a lawyer.
 - If funds are released to a lawyer in trust, Olympia must receive the original certificate within 21 days after funding.
 - If individual certificates are needed to be issued, they must be issued to “Olympia Trust Company ITF [Client Name], Account #[Client’s Account Number].”

All documents will be reviewed by Olympia for accuracy **prior to funding**. All documents other than certificates can be faxed or emailed for review. Funds will be released within 48 hours after receipt of the completed documents and original certificate.

Funds will be sent via wire transfer directly to the issuer or lawyer’s account.

- To set up a wire transfer, the receiving party must complete a *Wire Information Request Form* and provide a void cheque for the bank account.
- Olympia does not charge a fee for this option. The receiving institution may charge a fee to the party receiving the wire.
- The daily wire cut-off time is 12:30pm MT.