

Olympia Trust Company (“**Olympia**”) is pleased to offer the ability for clients to purchase approved exempt market securities within their self-directed plans. To complete an investment purchase, Olympia will require the delivery and approval of the following documents:

1. **Letter of Direction, Waiver & Indemnity** completed and signed online by the client using the Olympia Portal.
 - The account must have sufficient funds to meet the subscription amount plus any applicable fees.
 - This may also be completed and submitted manually but is subject to additional fees.
 - If **not** submitted through Portal or by an Exempt Market Dealer (EMD), Olympia will contact the client to verify and confirm the purchase instructions. Funding will not proceed until client confirmation is received.
2. **Original copy of certificate.**
 - Global certificates are preferred and must be issued to “**Olympia Trust Company.**” The global certificate must include **both** an **executed Officer’s Certificate - Global Share Certificate** and “**Schedule A**” in a format approved by Olympia.
 - Original certificates must be sent to our office in Calgary to the attention of **IAS 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].**”
3. For book-based securities, an **executed Officer’s Certificate - Book-Based Securities** and “Schedule A” in a format approved by Olympia.

All documents will be reviewed by Olympia for accuracy **prior to funding**. All documents other than certificates can be emailed for review. Funds will be released within **two to three business days** after receipt of accurately completed documents and original certificate.

Olympia can release funds by:

1. **Wire transfer:** Funds will be sent via wire transfer directly to the issuer or lawyer’s account. **This is Olympia’s preferred method and will expedite delivery of funds.**
 - To set up this option, a **Wire Information Request Form** must be completed by the receiving party, which also requires a VOID cheque for the bank account.
 - Olympia does not charge a fee for this option. The receiving institution, however, may charge a fee to the party receiving the wire.
 - The daily wire cut-off time is 12:30pm MT.
2. **Direct deposit:** Olympia will issue a cheque and courier it to the bank on the same day for deposit into the receiving party’s account.
 - To set up this option, a VOID cheque for the receiving account is required.
 - The daily direct deposit cut-off time is 2:30pm MT.
3. **Cheque:** a cheque can be mailed to the receiving party or picked up at our office in Calgary, which is open until 4:30pm MT.