

This form must be completed and included with any payment sent to Olympia along with the additional required documents indicated. If not included, the payment will be rejected or delayed until all required documents are received. A separate form is required for each class/series.

<b>1. Security Information</b>	Security Name _____  Class/Series _____		
<b>2. Payment Type</b>	Please select one of the following: <input type="checkbox"/> <b>Cash distribution</b> (complete Section 3) <input type="checkbox"/> <b>In-kind distribution (DRIP)</b> (complete Section 4) <input type="checkbox"/> <b>Redemption</b> (complete Section 5) <input type="checkbox"/> <b>Return of capital</b> (complete Section 6) <input type="checkbox"/> <b>Fee payment</b> (complete Section 7) Funds have been sent via (not applicable for DRIPs; choose one): <input type="checkbox"/> <b>Wire</b> <input type="checkbox"/> <b>Electronic Funds Transfer (EFT)</b> <input type="checkbox"/> <b>Cheque</b> - Cheque Processing Fee will apply to each account. <b>Olympia reserves the right to hold payments for five business (5) days for clearing and audit purposes.</b>		
<b>3. Cash Distribution</b>	Total Distribution Amount: \$ _____ <b>Note: the amount sent to Olympia must be equal to the Total Distribution Amount plus any applicable fees (e.g., wire fee).</b>		
<b>4. In-Kind Distribution (DRIP)</b>	Distribution price per share/unit: \$ _____ Distribution Date (mm/dd/yyyy): _____ <input type="checkbox"/> <b>Certificate/DRS or Officer's Certificate with completed Schedule A</b> sent to Olympia		
<b>5. Redemption</b>	Redemption price per share/unit: \$ _____ Shares/units redeemed: _____ Penalties/commission: \$ _____ Total Redemption Amount: \$ _____ <b>Total Redemption Amount must equal price per share/unit multiplied by shares/units redeemed less penalties/commission.</b> <b>Note: the amount sent to Olympia must be equal to the Total Redemption Amount plus any applicable fees (e.g., wire fee).</b> <input type="checkbox"/> Completed <b>redemption form</b> sent to Olympia (if redemption is <b>not</b> mandatory).		
<b>6. Return of Capital</b>	Total Return Amount: \$ _____ Rate per share/unit: \$ _____ <b>Note: the amount sent to Olympia must be equal to the Total Return Amount plus any applicable fees (e.g., wire fee).</b> <input type="checkbox"/> <b>Valuation &amp; Issuer Information Form</b> completed by an authorized individual sent to Olympia		
<b>7. Fee Payment</b>	Total Payment Amount: \$ _____ <b>Note: Cheque Processing Fee does <b>not</b> apply to fee payments made by cheque.</b>		
<b>8. Required Documents</b>	<b>For all payment types, the following documents must be included with this form and emailed to your Olympia contact:</b> <input type="checkbox"/> Confirmation of delivery of funds <input type="checkbox"/> Excel spreadsheet breaking down the payment listing the following information for each client: <ul style="list-style-type: none"> <li>• Last name.</li> <li>• First name.</li> <li>• Olympia account number.</li> <li>• Payment amount. For <b>DRIPs</b> and <b>redemptions</b>, this should be the <b>number of shares/units</b>.</li> <li>• Penalty/redemption fee (if applicable, for <b>redemptions</b> only).</li> </ul> <b>Note: a template for the proper formatting of the spreadsheet will be provided. If the spreadsheet does not follow the template, it will be rejected.</b>		
<b>9. Issuer Authorization</b>	Name _____ Signature _____ Date (mm/dd/yyyy) _____		