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Global Pacific Financial Services Ltd.

Important Investment Trade Guidelines Communication

Submitted by Krishan on May 17, 2021 - 9:30am

Important Investment Trade Guidelines Communication

Dear Valued Advisor,

We thank you for your busines … guidelines to advisors for packaging their emailed docum … to Global Pacific.

iPhone Scan Guide

The majority of business trans … Global Pacific via email in scanned documents. We requ … eady for Global to send to the carrier. Our back-office time reviewing investment and insurance transactions and applications is too often consumed readying advisors? paperwork before it can be sent to the carrier. When scanning from your phone, ensure you ?keep scanning? so the pages form one document. See link below.

Android Scan Guide

Going forward we ask advisors to follow the below guidelines. Transactions

Global with complete, compliant documents.

Please send your email with cover note of instruction for handling. Indicate in the email if the attached account/policy documents are copies for transmission to carrier or if the documents were sent to the carrier electronically already. Global also requires advisors to email copies of each e-app transmissions with illustration and client file documents.

1. **Send the Investment Transaction request document before 9:30am to process current date.** Global does not hold post-dated transactions. Transactions are submitted to the carrier for handling.

2. **Send 1 email per account/policy: Attach one combined PDF document containing all pages per 1 account/policy intended for submission the carrier.** These pages will be reviewed and transmitted to the carrier. Example: Application, Illustration, One-time Pre-Authorized Debit, Replacement Form (insurance), Transfer Instructions (investments), Authority to Represent or Limited Authorization (investments), Switch Instructions, Redemption instructions, Letter of Direction signed and dated by client.

3. **Attach 1 combined PDF document containing pages for your Client File documents.** Example: Disclosure Statement, KYC, Needs Analysis, Acknowledgement of Receipt. N.B. We encourage advisors to post Client File documents directly to the client?s account for record keeping on the account.

4. **Please do not send client?s ?paper? cheque with documents to Global.**

We appreciate your cooperation and supporting efficient business administration and processes for all parties.

Thank you for your continued business. Have a good week.