



# RBC Direct Investing Inc.

## Worthless Security Checklist for Registered Accounts

---

Please review the following checklist in order to expedite the process and/or reduce rejections in regards to the removal of a zero value/worthless security currently held in your account.

1. In your **registered** account the security has to be zero value/no price for a minimum of **1 year**.
2. The security must be delisted, defunct, or bankrupt (please refer to definitions below). You can find this out by contacting the issuing company directly or try to verify the status of the security through the following websites:

SEDAR Home page - [www.sedar.com](http://www.sedar.com)

TSX home page - [www.tse.com](http://www.tse.com)

NASDAQ home page - [www.nasdaq.com](http://www.nasdaq.com)

3. Signing the authorization letter results in a permanent disposition and will not be returned. It is suggested that you refer to a qualified tax advisor prior to initiating this request. The record of a worthless security removed from your account will show on your monthly statement.
4. Please use the authorization letter attached to remove selected security or securities from your registered account.

**NOTE:** RBC Direct Investing™ will remove securities between 3 to 6 weeks after receipt of the authorization letter on a best efforts basis. For more information, please call RBC Direct Investing at 1-800-769-2560. If you are calling outside of North America, please call 416-977-1255.

### Definitions:

#### **What is a registered account?**

A registered account is a tax-sheltered savings plan that gives you the power to choose from a wider range of investment opportunities.

**Delisted** - the security has been removed from a recognized stock exchange because it does not meet the monetary standards set out by the said stock exchange.

**Defunct/Bankrupt** - the company no longer operates, is going through reorganization.



# RBC Direct Investing Inc.

## Authorization to Remove a Worthless Security from a Registered Plan

**Attention: Account Administration Department**

Re: RBC Direct Investing registered account # \_\_\_\_\_

Dear Sir/Madam:

You are currently holding in my registered account the following:

Qty	shares / units of	Name of Security

**For RBC Direct Investing Use Only**  
 ADP Code # \_\_\_\_\_

This security has been delisted or is defunct and non-transferable. As the security is now worthless, I wish to remove it from my registered plan. Please accept this as your authorization to withdraw the position from my account at \$0.00 per share.

I understand this will be a permanent disposition and that the above security cannot be returned to me once the removal is complete. I also understand that the total book value of my registered plan will be adjusted to reflect the removal of this security.

Thank you for your attention to this matter.

\_\_\_\_\_  
Account Holder Signature

\_\_\_\_\_  
Account Holder Name

\_\_\_\_\_  
Date

Please complete this form in full and return to RBC Direct Investing at the address or fax number provided below.

RBC Direct Investing Inc.  
 Royal Bank Plaza  
 200 Bay Street, North Tower  
 P.O. Box 75  
 Toronto, Ontario, M5J 2Z5

Fax: (888) 722-2388

RBC Direct Investing Inc. and Royal Bank of Canada are separate corporate entities which are affiliated. RBC Direct Investing Inc. does not provide investment advice or recommendations regarding the purchase or sale of any securities. Investors are responsible for their own investment decisions. RBC Direct Investing is a business name used by RBC Direct Investing Inc.™ Trademark of Royal Bank of Canada.® Registered trademark of Royal Bank of Canada. RBC and Royal Bank are registered trademarks of Royal Bank of Canada. Used under licence.© Royal Bank of Canada 2010. All rights reserved.