ROMSPEN
mortgage investment fund

INSTRUCTIONS FOR COMPLETION OF DOCUMENTS REQUIRED TO INVEST IN THE ROMSPEN MORTGAGE INVESTMENT FUND (RMIF)

Attached are the following documents which require your review and signature for each new purchase of RMIF units:

<u>New Client Application Form</u>

Step 1: Page 1 – Select Type of Account and provide Applicant, Employment, Spousal and Financial Information, as applicable.

Step 2: Page 2 – Complete Client Investment Information, and sign and date Client Acknowledgement.

Page 3 is for internal use by Romspen.

Step 3 (if applicable): Schedule A – To be completed for corporate, trust or partnership accounts only.

<u>Subscription Agreement</u>

Step 4: Page 3 – Check applicable box.

Step 5: Page 8 – Complete as follows:

- **Name of Subscriber** – Print the name of the individual who has signing authority on the account.
- **Authorized Signature** – Authorized signatory to sign here.
- **Date** – Purchase date (the first business day of the month).
- **SIN Number** – Provide Social Insurance Number (for individual accounts) or Business Identification Number (for corporate accounts).
- **Telephone Number, Fax Number, E-mail Address** – Please provide.
- **Register the Unit Certificate** – Print name of the individual, joint account, trust or company under which you wish the account to be registered. In case of an RRSP or trust account, please also provide account number where "Account Reference" is indicated.
- **Subscriber's Address** – Provide mailing address.
- **Number of Class A Units** – Number of units to be purchased (based on $10.00 per unit).
- **Aggregate Subscription Price** – The total dollar amount of the investment.
- **Deliver the Unit Certificate** – Applicable for RRSP accounts, if unit certificate is to be delivered to a third party. For non-registered accounts, unit certificates are kept on file by Romspen.

Page 9 is for internal use by Romspen.

Step 6: Schedule A – Check applicable box and initial.

Step 7 (if applicable): Schedule B – Check applicable box and initial.

Step 8: Schedule C – Page S-C2 – Sign, print full name of signatory and provide a primary e-mail address to receive information electronically.

Distribution Reinvestment Plan (DRIP) Enrollment Form

Step 9: Should you wish to reinvest your monthly distributions, please check the first box to enroll in the Distribution Reinvestment Program, provide investor name (or name of account) and contact information, indicate the percentage of your monthly distribution to be reinvested and sign and date this form.

Distributions are reinvested in $10 per unit increments. Any residual amount will be direct deposited into the bank account on record.

A void cheque is required for direct deposit of all monthly distributions (if applicable) or residual amounts (if enrolling in the DRIP program).

Reinvestment of monthly distributions may be deactivated or reactivated, as required, by completing this form.

Attestation as to Identity (*required when opening a new account only, not for subsequent purchases)

Step 10: Please attach a copy of your photo ID (e.g. valid passport or driver's license) to this form. The form must then be completed and signed by one of the following: (i) a commissioner of oaths; (ii) a dentist, medical doctor or chiropractor; (iii) a judge, magistrate or lawyer; (iv) a notary or notary public); (v) an optometrist or pharmacist; (vi) a veterinarian; (vii) a professional engineer; or (viii) an accountant.

Note: The attached RMIF Offering Memorandum and Relationship Disclosure Statement have been provided to you for your information only.

Please return all signed, completed forms together with a VOID cheque and a cheque made payable to the Romspen Mortgage Investment Fund to:

Christina Marie Psotka
Client Service Advisor
Romspen Investment Corporation
162 Cumberland Street, Suite 300
Toronto, ON M5R 3N5

For further assistance, please contact Christina Psotka at 416.928.4813.