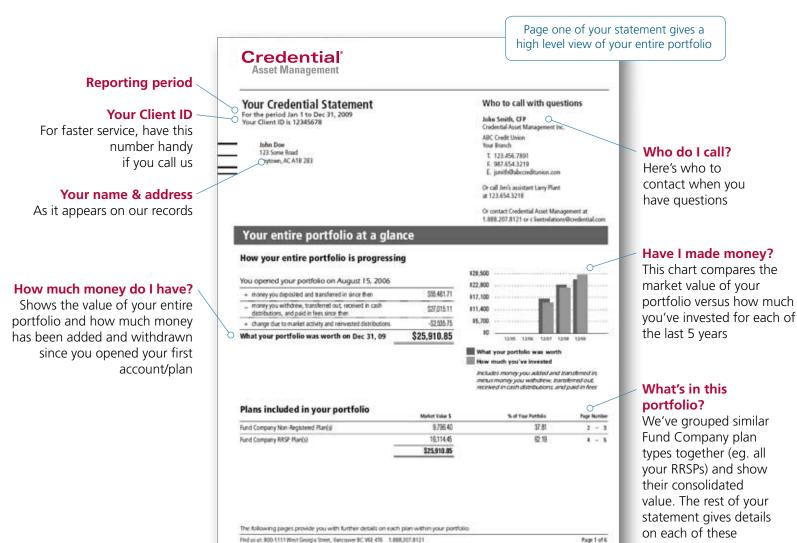
# **Credential**° **Asset Management**

# A Guide to Your Statement

(For Fund Company/Client Name accounts)

Your Credential Statement is designed to help you understand your investment portfolio and:

- Shows how much your portfolio is worth versus how much you've invested New
- Consolidates similar accounts/plans for easier reporting (eg all RRSPs are grouped) New
- Charts asset mix of each plan type New
- Provides details on your transactions Improved
- Uses simple plain-language explanations Improved



plan types

The information in this sample is for illustrative purposes only

A Guide to Your Statement Page 1 The rest of your statement reports on each plan type within your portfolio

Plan type

What's in this

Lists the individual

accounts that have been consolidated in

**How much money** 

particular plan type?

Shows how much these

consolidated accounts

much has been added

are worth and how

What investments

Lists all the current

this type of plan

holdings you hold in

and withdrawn

do I have?

do I have in this

the tables below

plan type?

This gray bar indicates the start of a new plan type in your statement



### If you want 'the big picture'

Each plan type starts with high level summaries such as What your plan is invested in for when you want the 'big picture' for this plan type

# How your statement is organized

# Page 1 Portfolio view Gives a consolidated look at all the plan/types under this Client ID

## Middle Pages

Plan #1 view
This gray bar indicates the start of a new plan type



#### Plan #2 view

If you have more than one type in your portfolio, each one is reported individually



### Last Page

Information we want you to know

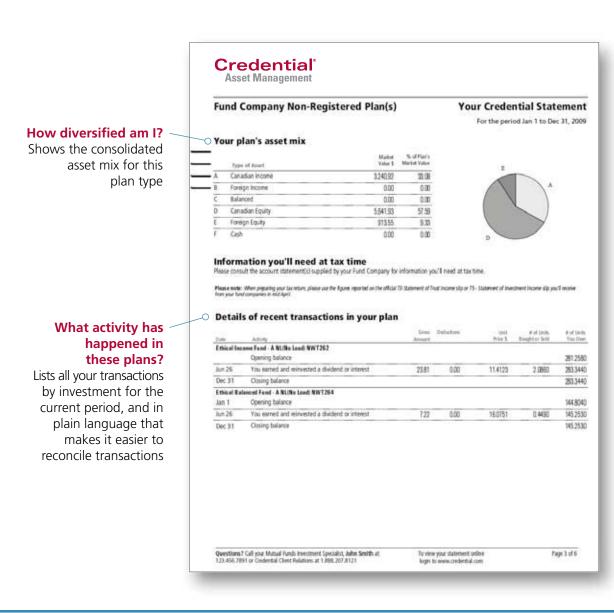


# Have questions?

When you have questions about your statement call your Credential Asset Management Inc. Mutual Funds Investment Specialist referred to on the front page of your statement.

Or call our Client Relations team at 1.855.714.3800

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# If you want the details

At the end of each type of plan the *Details of* recent transactions in your plan reports activity that's happened during the statement period

# Other information you should know

### New plan names

You'll notice we use the term 'Fund Company' as a prefix for plan types. This indicates to you the individual fund companies you're invested in are responsible for registering, reporting, and administering the applicable account on your behalf — not Credential Asset Management. These accounts are also referred to as 'Client Name Accounts.'

### How often you'll receive a statement

Credential will send you a quarterly and annual statement. The individual fund companies you're invested in will also send you statements semi-annually or annually.

### Rates of return and information at tax time

Because your individual fund companies administer your plans on your behalf, you should rely on the statements they provide for accurate rates of return and information you may need to complete your tax return.

### How much you've invested

If you want to know how much money you've added to and withdrawn from your portfolio versus how much your portfolio is worth, use the *How your plan/portfolio is progressing* tables. Just subtract the 'money withdrawn..." line from the 'money you added...' line. The resulting 'net' figure doesn't include interest earned, dividend transactions, or market growth, so it gives you more of an 'into and out of my pocket' perspective.

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# Glossary of terms you might find in your statement

**Asset Mix** – The proportion of different asset classes (e.g., Balanced, Canadian Equity, etc.) within your plan, shown based on market value. Your asset mix usually reflects how conservative or aggressive of an investor you are. Investing in a variety of asset classes helps to diversify your portfolio and minimize the effects of market volatility.

**Adjusted Cost Base (ACB)** – The total cost of units you hold. It reflects the cost of purchases you made, commissions you paid and reinvested distributions, less the ACB of any units you redeemed.

**Balanced** — Investments that hold a mix of both stocks and fixed income securities (e.g., bonds). A typical balanced fund might hold 60% stocks and 40% income, but this mix can vary from one fund to the next.

**Canadian Equity** – Investments that hold primarily Canadian stocks.

**Canadian Income** – Investments that hold primarily Canadian fixed income securities, such as T-bills issued by Canadian governments, bonds issued by Canadian corporations, or GICs.

**Capital Gain (Loss)** – The profit (loss) you make from selling part or all of an investment within a non-registered plan. You earn a *realized* capital gain (loss) WHEN YOU HAVE SOLD or switched out of an investment. You may also earn a *realized* capital gain (loss) when a fund manager sells a security within a fund you hold. Your share of this gain (loss) would be allocated to you through a cash or reinvested distribution. *Realized* gains or losses must be reported to the Canada Revenue Agency (CRA).

Capital Gain (Loss) = Sale Proceeds – Adjusted Cost Base

This statement may also show an *unrealized* capital gain (loss) which is the gain (loss) you would make IF YOU WERE TO SELL or switch out of an investment. *Unrealized* gains do not need to be reported, and are shown only to help you, or your accountant, decide if you want to sell investments to offset any *realized* capital gains or losses.

**Cash** – This asset class is made up of cash. Cash in Credential Plans will earn interest, paid monthly.

**Client ID** – Your unique identifier. You'll need this number when contacting us or when accessing your portfolio online.

**Credential Plan** – These plans are administered by Credential Asset Management. Receipts and statements for these plans will come primarily from Credential.

**Deductions** — Money taken from your plan for commissions, fees or taxes.

**Distributions** – Amounts earned by the fund as interest, dividends, or capital gains, which are either reinvested on your behalf or paid out to you in cash.

**DSC – Deferred Sales Charge** – Units bought with this load option incur no commission when you buy them, but may incur a charge if you sell them before a certain date. See your fund's prospectus for more detail.

**FEL – Front End Load** – Units bought with this load option may incur a commission at the time you buy them, but will not incur a commission when you sell them. See your fund's prospectus for more detail

**Foreign Equity** – Investments that hold primarily stocks from outside Canada.

**Foreign Income** – Investments that hold primarily foreign fixed income securities, such as treasury bills issued by foreign governments or bonds issued by companies based outside of Canada.

**Fund Company Plan** – These plans are administered by the fund company. Receipts and statements for these plans will come primarily from the fund company, in addition to this statement from Credential.

**How Much You've Invested** – The sum of all the deposits you made minus all the withdrawals and fees since the day you set up your plan.

**LL - Low Load** — Units bought with this load option incur no commission when you buy them, but may incur a charge if you sell them before a certain date. See your fund's prospectus for more detail.

**Market Value** – How much your investments are worth as of the statement date. Market Value = Current Unit Price x Number of Units.

**Plan** – The sum of all your investments held under the same plan type (e.g., all investments in your RRSP). An overview of each of your plan(s) follows the portfolio summary on page 1.

**Portfolio** – The sum of all your plans you hold under this Credential Client ID (shown on page 1). An overview of your portfolio is provided on page 1.

**Rate of Return** – The growth rate of your investment. See the "Information we want you to know" section at the end of your statement for more details.

**Tax We Withheld on Your Behalf** — When you sell any or all of a registered account we're obliged to deduct and remit tax to the Canada Revenue Agency on your behalf. This will be summarized on the T4 we send you.



Mutual funds are offered through Credential Asset Management Inc. Commissions, trailing commissions, management fees and expenses all may be associated with mutual fund investments. Please read the prospectus before investing. Unless otherwise stated, mutual fund securities and cash balances are not covered by the Canada Deposit Insurance Corporation or by any other government deposit insurer that insures deposits in credit unions. Mutual funds are not guaranteed, their values change frequently and past performance may not be repeated. ® Credential is a registered mark owned by Credential Financial Inc. and is used under licence. CAM 2013 07 004