

# Investor Profile Questionnaire

Client Name: \_\_\_\_\_

Financial Advisor: \_\_\_\_\_

Date: \_\_\_\_\_

## 1 Introduction

The purpose of this questionnaire is to help you document your personal savings and investment objectives and then prioritize them as part of a commitment to reach your short, medium, and long-term goals. The Income Statement, Net Worth Statement and the Investor Risk Profile section play an important part in the “Know-Your-Client” process and in the development of an Investment Policy Statement as it’s intended to probe and assess your investment time horizon, investment objectives, and tolerance for risk as it relates to your goals.

## 2 Income Statement

### Income (Annually)

### Client

### Spouse

Employment	_____	_____
Self-Employment	_____	_____
Rental Income	_____	_____
Company Pension	_____	_____
Canada Pension (CPP)	_____	_____
OAS	_____	_____
Other Income	_____	_____
<b>Total Gross Income</b>	_____	_____

### 3 Net Worth Statement

		Client	Spouse				
<b>Liquid Assets</b>	Cash (Savings)/Short Term Deposits	_____	_____				
	Life Insurance Cash Value	_____	_____				
	TFSA	_____	_____				
	RRSP/RIF	_____	_____				
	DPSP's	_____	_____				
	Education Funds	_____	_____				
	Non-Registered (GIC/Bonds/Mutual Funds/Stocks)	_____	_____				
	Other	_____	_____				
	<b>Total (Liquid Assets)</b>	<b>_____</b>	<b>_____</b>				
	<b>Fixed Assets</b>	Residence	_____	_____			
Real Estate/Recreational Property		_____	_____				
LIRA/LIF/LRIF		_____	_____				
Pension Plans (DCC/DBP)		_____	_____				
Business Interest		_____	_____				
Vehicles		_____	_____				
Furnishings /Collectibles/Jewellery		_____	_____				
Other		_____	_____				
<b>Total (Fixed Assets)</b>	<b>_____</b>	<b>_____</b>					
<b>Short Term Liabilities</b>	Credit Cards	_____	_____				
	Lines of Credit	_____	_____				
	Accrued Taxes/Other	_____	_____				
<b>Long Term Liabilities</b>	Mortgages	_____	_____				
	Automobile Loans	_____	_____				
	Investment Loans	_____	_____				
	Other	_____	_____				
<b>Total (Liabilities)</b>	<b>_____</b>	<b>_____</b>					
<b>Net Worth (with Spouse)</b>	<b>_____</b>	<b>+</b>	<b>_____</b>	<b>-</b>	<b>_____</b>	<b>=</b>	<b>_____</b>
	Liquid Assets		Fixed Assets		Liabilities		Net Worth

## 4 Investor Profile

The Investor Profile has been completed for your specified saving's objective. Your responses should be used to document your "Know Your Client" process and a suggested investment asset mix or portfolio.

Retirement    Education    Short-Term    Mid-Term    Long-Term    Other \_\_\_\_\_

List all Plan ID# related to your savings objective:

All Plans   \_\_\_\_\_ Plan ID #   \_\_\_\_\_ Plan ID #   \_\_\_\_\_ Plan ID #   \_\_\_\_\_ Plan ID #   \_\_\_\_\_ Plan ID #

## Investment Knowledge

1. Which statement best describes your knowledge of investments?

- |  |  |
|--|--|
| (1) <input type="checkbox"/> I have very little knowledge of investments and financial markets and consider myself "Novice". | (3) <input type="checkbox"/> I have average investment knowledge, understand different investment products, follow financial markets, and consider myself "Good".                    |
| (2) <input type="checkbox"/> I have some knowledge of investments and financial markets and consider myself "Fair".          | (4) <input type="checkbox"/> I have extensive investment knowledge, understand different investment products, follow financial markets closely, and consider myself "Sophisticated". |

**Subtotal**

## Investment Time Horizon

2. When do you expect a need to withdraw a significant portion (30% or more) from your investment portfolio?

- |   |   |
|---|---|
| (1) <input type="checkbox"/> Less than 1 year | (4) <input type="checkbox"/> 5-10 years       |
| (2) <input type="checkbox"/> 1-3 years        | (5) <input type="checkbox"/> 10-20 years      |
| (3) <input type="checkbox"/> 3-5 years        | (5) <input type="checkbox"/> 20 years or more |

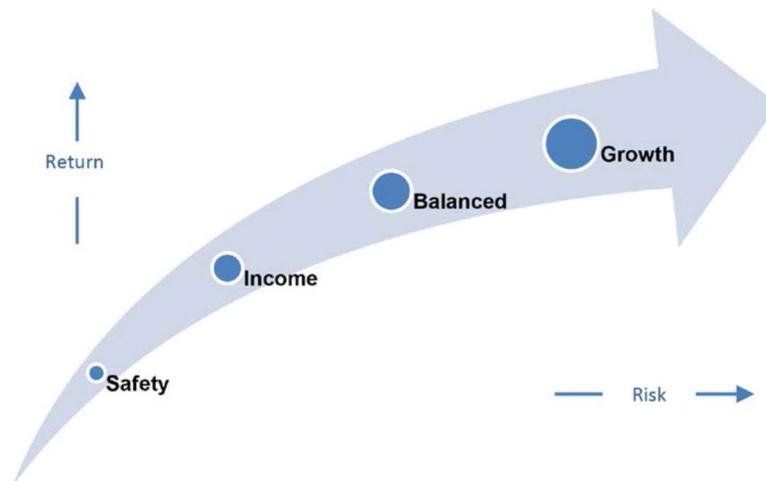
**Subtotal**

## Investment Objectives and Asset Mix

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3. What is your primary goal for this portfolio?

- (1)  I want to keep the money I have invested safe from short-term losses or readily available for short-term needs. This objective indicates your desire for “Safety” in the type of investments suited to meet your needs, however, you may also desire a portion of “income” type investments in your asset mix.
- (2)  I want to generate a steady stream of income within my investments, and I am less concerned about growing the value of my investments. This objective indicates your desire for “Income” in the type of investments suited to meet your needs however you may also desire a portion of “equity” type investments in your asset mix.
- (3)  I want to generate some income with some opportunity for the investments to grow in value. This objective indicates your desire for a “Balanced” mix of income and growth in the type of investments suited to meet your needs.
- (4)  I want to generate long-term growth from my investments. This objective indicates your desire for “growth” in the type of investments suited to meet your needs, however, you may also desire a portion of “income” type investments in your asset mix.



**Subtotal**

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### Notes

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## Risk Capacity (Questions 4-9)

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4. What is your total annual income from all sources?

- |  |   |   |
|--|---|---|
| (0) <input type="checkbox"/> Less than \$25,000  | (5) <input type="checkbox"/> \$75,000 - \$99,999    | (10) <input type="checkbox"/> \$200,000 - \$999,999 |
| (2) <input type="checkbox"/> \$25,000 - \$49,999 | (7) <input type="checkbox"/> \$100,000 - \$124,999  | (10) <input type="checkbox"/> \$1,000,000 or more   |
| (4) <input type="checkbox"/> \$50,000 - \$74,999 | (10) <input type="checkbox"/> \$125,000 - \$199,999 |   |

5. Your current and future income sources are?

- |                                       |  |                                     |
|---------------------------------------|--|-------------------------------------|
| (1) <input type="checkbox"/> Unstable | (4) <input type="checkbox"/> Somewhat stable | (8) <input type="checkbox"/> Stable |
|---------------------------------------|--|-------------------------------------|

6. Estimate your net worth by adding Liquid Assets (cash and investments) plus Fixed Assets (home and other real estate) less total Liabilities (mortgages, personal loans, credit card debt and all other debts)?

- |   |  |  |
|---|--|--|
| (0) <input type="checkbox"/> Less than \$50,000   | (4) <input type="checkbox"/> \$250,000 - \$499,999 | (8) <input type="checkbox"/> \$1,000,000 - \$2,499,999 |
| (2) <input type="checkbox"/> \$50,000 - \$249,999 | (6) <input type="checkbox"/> \$500,000 - \$999,999 | (10) <input type="checkbox"/> \$2,500,000 or more      |

7. How would you classify your overall financial situation? The option you choose should reflect your current % of debt to assets.

- |  |
|--|
| (0) <input type="checkbox"/> Very little savings and significant debt representing a 90% debt to asset ratio or higher |
| (2) <input type="checkbox"/> Little savings and a fair amount of debt representing a 75%-90% debt to asset ratio       |
| (5) <input type="checkbox"/> Some savings and some debt representing a 50% - 75% debt to asset ratio                   |
| (7) <input type="checkbox"/> Some savings and little debt representing a 25% - 50% debt to asset ratio                 |
| (10) <input type="checkbox"/> Significant savings and little or no debt representing a 0 - 25% debt to asset ratio     |

8. The market value of the investment account/plan(s) covered by this questionnaire represents approximately what percentage of your total savings and investments?

- |   |                                      |                                      |  |
|---|--------------------------------------|--------------------------------------|--|
| (10) <input type="checkbox"/> Less than 25% | (5) <input type="checkbox"/> 25%-50% | (4) <input type="checkbox"/> 51%-75% | (2) <input type="checkbox"/> More than 75% |
|---|--------------------------------------|--------------------------------------|--|

9. What is your age group?

- |  |                                    |                                    |  |
|--|------------------------------------|------------------------------------|--|
| (20) <input type="checkbox"/> Under 35 | (8) <input type="checkbox"/> 35-54 | (3) <input type="checkbox"/> 55-64 | (1) <input type="checkbox"/> 65 or older |
|--|------------------------------------|------------------------------------|--|

**Subtotal**

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### Notes

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## Interpreting the results

The scores for each section of this Investor Profile Questionnaire (IPQ) are meant to help inform the completion of your Know Your Client form – specifically, Investment Knowledge, Investment Time Horizon, Investment Objective, and Risk Tolerance. Based on your responses in each of these categories, this IPQ also provides general KYC guidelines and a suggested asset mix.

The scores with respect to Risk Capacity and the resulting allocation on the KYC Risk Tolerance and asset mix recommendation will rely on interpretation and judgement. While scoring 30+ indicates that you have some capacity for risk and exposure to some aggressive growth products may be appropriate, it is the starting point in determining the appropriate amount and should not be interpreted as accepting 100% high risk.

It should not be inferred that a score of 30+ means that you are an aggressive investor and want substantial exposure to high-risk securities, but rather that it may be appropriate to recommend that a portion of your asset mix be in some high-risk securities.

The following table provides basic guidelines as to the suggested allocation to Risk Tolerance on your Know Your Client form based on the score in this category:

Risk Capacity Score	Guidelines for Risk Tolerance Allocation
30-34	Up to 10% in MH or H
35-39	Up to 15% in MH or H
40-44	Up to 20% in MH or H
45-49	Up to 30% in MH or H
50-54	Up to 40% in MH or H
55-59	Up to 50% in MH or H
60 +	50%+ in MH or H

If the Risk Capacity Score is in the 60 + range, which would potentially allow for 50% or more in a higher risk tolerance allocation on your KYC form, it is important to go back and reflect on the responses to each of the questions in the Risk Capacity and Risk Attitude sections before making the final assessment. Consider your age. What's your investment knowledge and experience with investing? What's your net worth, and what percent does this plan represent to your liquid assets and to your net worth? A 50% or more allocation in Medium/High or High Risk investments is a significant amount of risk to undertake. The utmost care must be taken when arriving at the amount that is suitable for you.

## Risk Attitude (Questions 10-15)

10. In making financial and investment decisions you are:

- |  |   |
|--|---|
| (0) <input type="checkbox"/> Very conservative and try to minimize risk and avoid the possibility of any loss. | (6) <input type="checkbox"/> Willing to accept a moderate level of risk and tolerate losses to achieve potentially higher returns.                                      |
| (4) <input type="checkbox"/> Conservative but willing to accept a small amount of risk.                        | (10) <input type="checkbox"/> Aggressive and typically take on significant risk and are willing to tolerate large losses for the potential of achieving higher returns. |

11. The value of an investment portfolio will generally go up and down over time. Assuming you invest your \$100,000 portfolio, how much of a decline in your investment portfolio could you tolerate in a 12-month period?

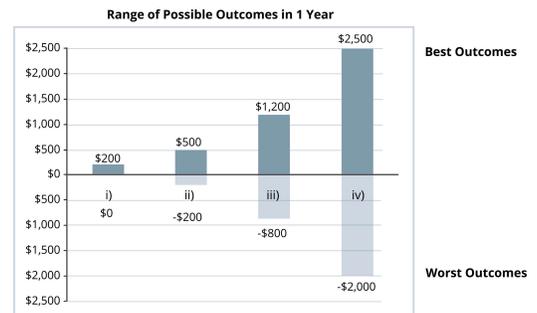
- |   |  |
|---|--|
| (0) <input type="checkbox"/> I could not tolerate any loss. | (8) <input type="checkbox"/> -\$20,000 (-20%)                      |
| (3) <input type="checkbox"/> -\$3,000 (-3%)                 | (10) <input type="checkbox"/> More than -\$20,000 (more than -20%) |
| (6) <input type="checkbox"/> -\$10,000 (-10%)               |  |

12. When you are faced with a major financial decision, are you more concerned about the possible losses or the possible gains?

- |   |  |
|---|--|
| (0) <input type="checkbox"/> Always the possible losses.  | (6) <input type="checkbox"/> Usually the possible gains. |
| (3) <input type="checkbox"/> Usually the possible losses. | (10) <input type="checkbox"/> Always the possible gains. |

13. The chart across shows the greatest one year loss and the highest one year gain on four different investments of \$10,000. Given the potential gain or loss in any one year, which investment would you likely invest your money in:

- |  |
|--|
| (0) <input type="checkbox"/> (i) EITHER a loss of \$0 OR a gain of \$200         |
| (3) <input type="checkbox"/> (ii) EITHER a loss of \$200 OR a gain of \$500      |
| (6) <input type="checkbox"/> (iii) EITHER a loss of \$800 OR a gain of \$1,200   |
| (10) <input type="checkbox"/> (iv) EITHER a loss of \$2,000 OR a gain of \$2,500 |

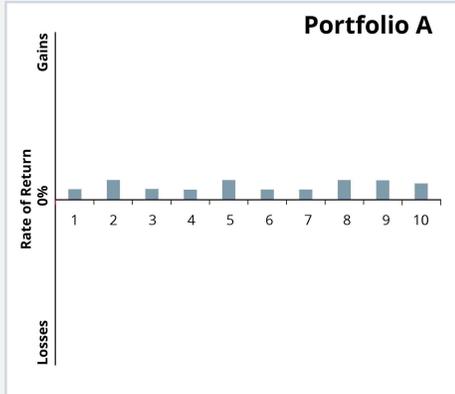


14. From September 2008 through November 2008 and again from February 2020 through March 2020, North American stock markets lost over 30%. If you currently owned an investment that lost over 30% in 3 months, would you:

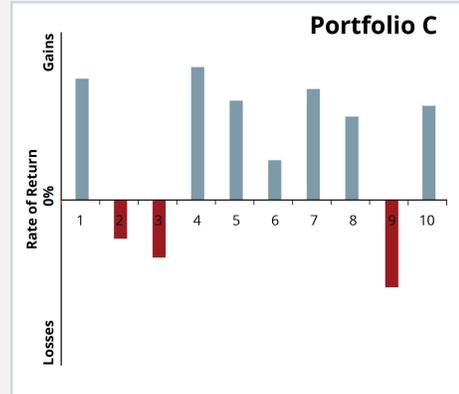
- |  |   |
|--|---|
| (0) <input type="checkbox"/> Sell all of the remaining investment to avoid further losses.               | (5) <input type="checkbox"/> Hold onto the investment and not sell any of the investment in the hopes of higher future returns. |
| (3) <input type="checkbox"/> Sell a portion of the remaining investment to protect some of your capital. | (10) <input type="checkbox"/> Buy more of the investment now that prices are lower.   |

15. Investments with higher returns typically involve greater risk. The 4 charts below show a hypothetical annual return (annual gains and losses) for four different investment portfolios over a 10-year period. Keeping in mind how the returns fluctuate, which investment portfolio would you be most comfortable holding?

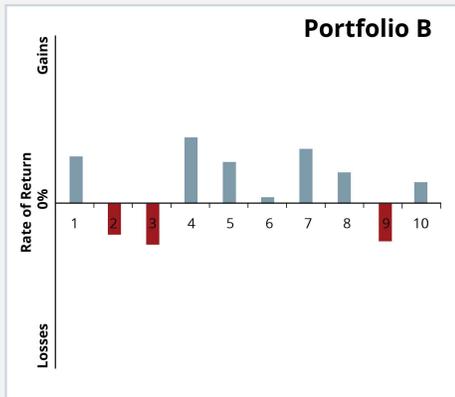
(0)  Portfolio A



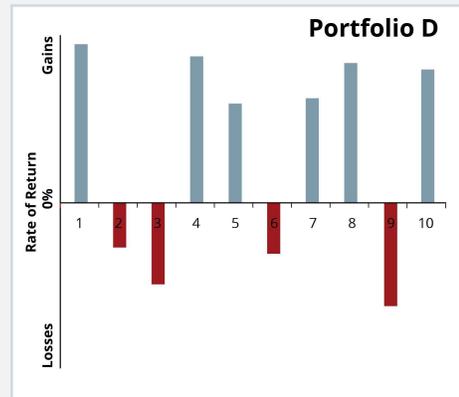
(6)  Portfolio C



(4)  Portfolio B



(10)  Portfolio D



Subtotal

## Notes

### Interpreting the results

You may find that there is a disconnect between your risk capacity and attitude towards risk. For example, you may express an appetite for risk, scoring high on risk attitude, but your score for risk capacity is low. Conversely, you may have a high capacity for risk but score lower for risk attitude. Your risk profile should reflect the lower of (a) your willingness to accept risk (attitude) and (b) your ability to endure potential financial loss (capacity).

## Determine your investor profile

The table below identifies the answers to your investment knowledge, investment time horizon, and investment objectives and your total scores for risk capacity and risk attitude. Your suggested asset mix based on your investor profile is determined by the circle that is in the column furthest to the left in the table.

Categories	Suggested Asset Mix				
	Short Term Conservative Income	Conservative Income	Income and Growth	Growth	Aggressive Growth
Investment Knowledge (Question 1)			(1)	(2)	(3), (4)
Investment Time Horizon (Question 2)	(1)	(2)		(3), (4)	(5)
Investment Objective (Question 3)	(1)	(2)	(3)		(4)
Risk Capacity (Question 4-9)	< 15	< 15	15-25	26-40	> 40
Risk Attitude (Question 10-15)	< 20	20-24	25-30	31-45	>45

### Interpreting the results

If your expectation for returns conflicts with your risk profile, you should have a detailed discussion with your financial advisor on the relationship between risk and return to reconcile such conflicts and establish realistic expectations. Overriding your risk profile or other KYC information to justify undertaking greater risk for potentially higher returns should not be undertaken.

Where after a discussion with your financial advisor determines that you do not have the capacity or tolerance to sustain the potential losses and volatility associated with a higher risk portfolio, your financial advisor must put your interests first and explain that your need or expectation for a higher return cannot realistically be met, and as a result, a higher risk portfolio is unsuitable.

If your goals or savings objectives cannot be achieved without taking greater risk than you are able or willing to accept, you should discuss alternatives with your financial advisor, such as saving more or extending your investment time horizon.

### Securities are categorized as follows:

Security Type	Investment Objective
Guaranteed Investments	⇒ 100% Safety
Fixed Income Funds	⇒ 100% Income
Balanced Funds	⇒ 50% Income/50% Growth
Dividend Income Funds	⇒ 25% Income/75% Growth
Equity Funds	⇒ 100% Growth

# Determine your investment asset mix

## SHORT TERM INCOME PORTFOLIO

### General Guidelines:

- Suitable for a short-term savings objective
- Safe from short-term losses or readily available funds for short-term needs
- A low tolerance for risk and are unable to tolerate any investment losses
- You prefer knowing that your capital is safe and are willing to accept lower returns to protect your capital.

### Asset Mix Guidelines:

- “Guaranteed” and “Fixed Income” type investments in your asset mix to meet your needs



	Min	Target	Max
<b>Equities</b>			
Canadian Equity	0.00 %	0.00 %	0.00 %
U.S. Equity	0.00 %	0.00 %	0.00 %
International Equity	0.00 %	0.00 %	0.00 %
<b>Fixed Income</b>			
Canadian Fixed Income	0.00 %	0.00 %	0.00 %
Global Fixed Income	0.00 %	0.00 %	0.00 %
<b>Cash</b>			
Cash	100.00 %	100.00 %	100.00 %

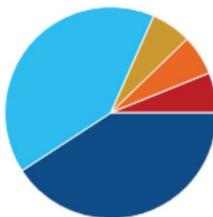
## INCOME PORTFOLIO

### General Guidelines:

- Suitable for a mid-to long-term savings objective.
- A low tolerance for risk and potential loss of capital however you are willing to accept some short-term fluctuations and small losses in your investment portfolio in exchange for modest returns.
- While capital appreciation is not a priority, a small portion of the portfolio may be invested in growth type investments to provide the potential for some capital appreciation to offset the impact of inflation.

### Asset Mix Guidelines:

- Primarily “Fixed Income” and “Dividend Income” type investments however you may also desire a small percent of “Equity” type investments in your asset mix to meet your needs



	Min	Target	Max
<b>Equities</b>			
Canadian Equity	0.00 %	6.68 %	20.00 %
U.S. Equity	0.00 %	6.66 %	20.00 %
International Equity	0.00 %	6.66 %	20.00 %
<b>Fixed Income</b>			
Canadian Fixed Income	0.00 %	40.00 %	80.00 %
Global Fixed Income	0.00 %	40.00 %	80.00 %
<b>Cash</b>			
Cash	0.00 %	0.00 %	0.00 %

## INCOME AND GROWTH PORTFOLIO

### General Guidelines:

- Suitable for a mid-to long-term savings objective.
- A moderate tolerance for risk and loss of capital where you are willing to accept some fluctuations and losses in your investment portfolio in exchange for modest returns.
- Some capital appreciation is important therefore a portion of the portfolio may be invested in equity type investments to provide the potential for capital appreciation to offset the impact of inflation.

### Asset Mix Guidelines:

- A balance of “Fixed Income”, “Dividend Income” and “Equity” type investments in your asset mix to meet your needs



	Min	Target	Max
<b>Equities</b>			
Canadian Equity	0.00 %	20.00 %	60.00 %
U.S. Equity	0.00 %	20.00 %	60.00 %
International Equity	0.00 %	20.00 %	60.00 %
<b>Fixed Income</b>			
Canadian Fixed Income	0.00 %	20.00 %	40.00 %
Global Fixed Income	0.00 %	20.00 %	40.00 %
<b>Cash</b>			
Cash	0.00 %	0.00 %	0.00 %

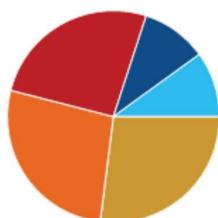
## GROWTH PORTFOLIO

### General Guidelines:

- Suitable for a mid-to long-term savings objective.
- A moderate to high tolerance for risk and loss of capital where you are willing to accept large fluctuations and losses in your investment portfolio in exchange for higher returns.
- Capital appreciation is important therefore a large portion of the portfolio may be invested in equity type investments to provide the potential for capital appreciation.

### Asset Mix Guidelines:

- Primarily “Equity” type investments in your asset mix however you may also desire a small percent of “Fixed Income” and “Dividend Income” type investments in your asset mix to meet your needs



	Min	Target	Max
<b>Equities</b>			
Canadian Equity	0.00 %	27.00 %	80.00 %
U.S. Equity	0.00 %	27.00 %	80.00 %
International Equity	0.00 %	26.00 %	80.00 %
<b>Fixed Income</b>			
Canadian Fixed Income	0.00 %	10.00 %	20.00 %
Global Fixed Income	0.00 %	10.00 %	20.00 %
<b>Cash</b>			
Cash	0.00 %	0.00 %	0.00 %

## AGGRESSIVE GROWTH PORTFOLIO

### General Guidelines:

- Suitable for a long-term savings objective
- A high tolerance for risk and loss of capital where you are willing to accept large fluctuations and large losses in your investment portfolio in exchange for higher returns.
- Capital appreciation is important therefore a large portion of the portfolio may be invested in growth type investments to provide the potential for capital appreciation.

### Asset Mix Guidelines:

- Primarily “Equity” type investments however you may also desire adding some “Aggressive Equity” type investments in your asset mix to meet your needs



	Min	Target	Max
<b>Equities</b>			
Canadian Equity	0.00 %	34.00 %	100.00 %
U.S. Equity	0.00 %	33.00 %	100.00 %
International Equity	0.00 %	33.00 %	100.00 %
<b>Fixed Income</b>			
Canadian Fixed Income	0.00 %	0.00 %	0.00 %
Global Fixed Income	0.00 %	0.00 %	0.00 %
<b>Cash</b>			
Cash	0.00 %	0.00 %	0.00 %