

Electronic Processing Agreement (EPA) Transaction Guide

The Benefits of EPA

Being EPA eligible minimizes processing time and reduces errors



No Settlement Documents

A number of common transactions can be completed without providing settlement documents



Electronic Trade Submission

Trades can be submitted electronically for eligible client name accounts



Document Required Indicator

Indicator has been added on order responses to immediately notify if documents are required

Document-Free Transactions

Below you will find a list of transactions which **DO NOT** require settlement documents. Note: Applicable to mutual funds and HISA products only.



Redemptions

Eligible account types:

- OPEN (including Corporate, Individual, Joint, and ITF)
- RRSP
- TFSA
- RRIF
- FHSA
- GRSP

No longer a dollar threshold, any amount is eligible



Purchases

Eligible account types:

- OPEN (including Individual, Joint, and ITF)
- RRSP
- TFSA
- FHSA



Switches

Eligible account types:

All account types are eligible for switches



Transfers

(External, Internal, In-Cash)

Eligible account types:

A selected number of account types are eligible for transfers, more detailed information can be found [here](#)



Account Set-ups

Eligible account types:

New account set-up for all account types **except** pension plans, RESP, RDSP



Error Corrections

Eligible account types:

- OPEN (including Individual, Joint, and ITF)
- RRSP
- TFSA
- RRIF
- FHSA



Non-Financial Updates

Eligible account types:

All account types are eligible for non-financial updates

Please note that documents should **NOT** be submitted to manufacturers for eligible instructions. Mackenzie will not review documents submitted for eligible trades.

Additional EPA information from Fundserv: EPA product sheet, eligible EPA transactions and EPA participants can be found [here](#).

