



Know Your Client Individual

Canadian Securities Regulations require that Viocity gather all material information from every investor and update this information at minimum every year.

Once all necessary documentation is completed please return forms to our Chief Compliance Officer

Electronically:	or by Mail:	or by Fax:
cco@viocity.com	Chief Compliance Officer c/o Viocity #202 15388 24 Ave Surrey BC V4A 2J2	1-855-659-5959

Guide to Filling out the Know Your Client Form

The purpose of this guide is to ensure the Know Your Client (KYC) form is completed correctly. This form is very important to ensure Viocity Management understands who you are, your current investment knowledge, as well as your investment goals and constraints. The information also allows Viocity to remain compliant with all regulatory rules and ensure you are suited to this type of investment.

Your information will always be kept confidential and will only be shared as required by law.

The following provides information that may be needed while filling out the form:

1. Primary Contact Details: Please complete all applicable fields. If you are retired please indicate so under occupation.
2. Joint/Spouse Contact Details: Please only complete this section if you have a spouse or are planning to invest jointly with another member of the same household.
3. Legal Address: Important to determine which province you are legally a resident of. Securities regulations can differ significantly between provinces.
4. Mailing Address: Only required if different than your legal address
5. Financial Information: Much of this section is very relative to your own personal experiences and tolerances, however it is key to being able to properly assess the suitability of this investment to your individual requirements. Please do your best to complete it as accurately as possible and ensure it reflects you and your family.

Net Financial Assets include: (i) cash, (ii) securities, or (iii) a contract of insurance, deposit or an evidence of a deposit that is not a security for the purposes of securities legislation, less liabilities against these assets. The value of an investor's personal residence or other real estate is not included in the calculation of financial assets.

Net Assets include ALL of the investor's assets minus ALL liabilities. This can include the investor's personal residence and other real estate.

5. Financial Information continued...

A) Investment Knowledge. Please think of your experience as an investor and use these rough guidelines to help you while completing:

- Sophisticated - You complete all of your own due diligence and analysis of different investments. You are comfortable and knowledgeable with all the different types of investments in the market and know how to compare returns across different stocks, bonds and real estate offerings. You manage all of your investment accounts yourself or have direct control over what is bought and sold.
- Good - You complete much of your own due diligence and analysis of investments. You're involved in some of the decision making, but still look to an advisor once in a while for second opinions and explanations on some of the more complex investments available.
- Limited - You follow the news and watch the stock markets and how they impact your investments, but don't get directly involved in adjusting your portfolio or making changes.
- Poor/None - You're completely hands-off and don't follow what's happening at all in markets.

B) Risk Tolerance. Please think of your willingness and ability to take on risk relative to the investments you make and use these rough guidelines to help you while completing:

- High - You are looking for maximum growth of your investments, you are comfortable investing in volatile investments that could see huge price fluctuations in exchange for an opportunity for higher returns. You may be comfortable investing in such things as: venture capital funds, private equity start-ups, hedge funds, derivatives, short selling, or speculative put options.
- Medium to High - You are still looking for strong growth of your investments and are okay with volatility, but are not willing to risk it all. You may be comfortable investing in IPO's, growth stocks, foreign stock markets, call stock options, or junk bonds.
- Medium - You are looking for moderate growth over a longer period of time, moderate price fluctuations and some volatility is okay. You may be comfortable investing in North American stock markets, high dividend stocks, and some exposure to foreign market funds
- Low to Medium - You are okay with less growth potential in exchange for less volatility. You would be most comfortable investing in bonds, balanced funds, or blue-chip stock funds
- Low - You are looking for as little volatility as possible, growth is not important but rather low returns are okay and preservation of capital is more important. You are really only comfortable investing in GIC's, savings bonds, high interest savings accounts, and money market mutual funds.

C) Investment Objectives. Please provide a percentage to each of the following three options equal to 100% to represent how you would divide your placement of investment money (i.e. Income 20%, Growth 50% and Balanced 30%)

- Income - Your objective is to generate regular income from your investments and you are less concerned with capital appreciation. Examples of investments include bonds, money market funds, or stocks with regular dividends
- Growth - Your objective is capital appreciation and income from investments is not required or you prefer to re-invest any income. Examples of investments include growth stocks and funds, stock options, or stocks and funds with Dividend Reinvestment Plans (DRIP).
- Balanced - Your objective is a combination of both Income and Growth.

D) Time Horizon

- <1 Year - This is a temporary time frame. You are looking to earn a little income or grow your funds a small amount, but you have a set date for when and where you need the funds for something else.
- 1-3 Years - This is a short time frame, you are looking to invest but may have a need for an immediate sale. You might be planning to use the funds for a large purchase in the near future such as a house, car, or children's education funding.
- 3-5 Years - This is a medium time frame, you will have no need for an immediate sale, you have other funds set aside for emergencies. You don't anticipate your job, or family situation to change significantly in the next 5 years.
- 5 Years + - This is a long time frame, you have no plans for these funds aside from having them invested. You are in for the long term and are focused on growing your investment for the future.

Primary Contact Details

Legal Name of Investor:	Date of Birth:	
Occupation:	Employer (if applicable):	
Email:	Home Phone:	Cell Phone:

Joint/Spouse Contact Details (if applicable)

Joint Owner or Spouse's Name:	Date of Birth:	
Email:	Cell Phone Number:	

Legal Address

Mailing Address

<i>Note: This address will determine your place of residency for regulatory purposes</i>		<input type="checkbox"/> Same as Legal Address	
Address:		Address:	
City:	Province:	City:	Province:
Postal Code:	Country:	Postal Code:	Country:

Financial Information

Investment Knowledge:	Risk Tolerance:	Individual Annual Income:
<input type="checkbox"/> Sophisticated <input type="checkbox"/> Good <input type="checkbox"/> Limited <input type="checkbox"/> Poor/None	<input type="checkbox"/> High <input type="checkbox"/> Medium to High <input type="checkbox"/> Medium <input type="checkbox"/> Low to Medium <input type="checkbox"/> Low	<input type="checkbox"/> Under \$75,000 <input type="checkbox"/> \$75,000 - \$200,000 <input type="checkbox"/> \$125,000 - \$300,000 (with spouse) <input type="checkbox"/> \$200,000 + <input type="checkbox"/> \$300,000 + (with spouse) <input type="checkbox"/> Over \$1,000,000
Net Financial Assets:	Net Assets:	Investment Objectives (equal to 100%)
<input type="checkbox"/> Under \$400,000 <input type="checkbox"/> \$400,000 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	<input type="checkbox"/> Under \$400,000 <input type="checkbox"/> \$400,000 - \$1,000,000 <input type="checkbox"/> \$1,000,000 - \$5,000,000 <input type="checkbox"/> Over \$5,000,000	<input type="text"/> % Income <input type="text"/> % Balance <input type="text"/> % Growth
Time Horizon <input type="checkbox"/> <1 year <input type="checkbox"/> 1-3 years <input type="checkbox"/> 3-5 years <input type="checkbox"/> >5 years		
Will you be using leverage (debt) to make this purchase? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Net Financial Assets

Financial Institution:	Asset/Liability Held:	Value:

Existing Portfolio Breakdown

Financial Institution:	Asset Held:	Value:

- Are you a senior officer or director of a company whose shares are traded on an Exchange or in the OTC Market? Yes No
- Are you in a control position or part of a group in a control position of any such company? Yes No

If yes, please provide symbol(s) and exchange(s):

Verification of Identity

Please provide details on one original (not expired) piece of government issued photo identification.

Please include a photo or pdf copy of same ID with your documentation

Driver's Licence #:	Citizenship Card #:
Passport #:	Place of Issue of Chosen Identification:

Politically Exposed Foreign Person (PEP): New Client Questionnaire

The Money Laundering Act of Canada now requires us as a financial institution to determine if our clients may be a Politically Exposed Foreign Person (PEP), and as such are required to ask the following questions;

Do you or any members of your family hold or has held one of the following offices or positions in or on behalf of a foreign state:

Answer Yes or No

Head of State or Head of Government;	<input type="checkbox"/> Yes <input type="checkbox"/> No
Member of the Executive Council of government or member of a legislature;	<input type="checkbox"/> Yes <input type="checkbox"/> No
Deputy minister or equivalent rank;	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ambassador or attaché or counselor of an ambassador;	<input type="checkbox"/> Yes <input type="checkbox"/> No
Military officer with rank of general or above;	<input type="checkbox"/> Yes <input type="checkbox"/> No
President of a state-owned company or state-owned bank;	<input type="checkbox"/> Yes <input type="checkbox"/> No
Head of a government agency;	<input type="checkbox"/> Yes <input type="checkbox"/> No
Judge;	<input type="checkbox"/> Yes <input type="checkbox"/> No
Leader or president of a political party represented in a legislature; or	<input type="checkbox"/> Yes <input type="checkbox"/> No
Holder of any prescribed office or position.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Third Party Determination: In making this investment, are you acting on the instructions of or on behalf of a third party?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If the answer to any of the PEP questions is yes, please provide details of such positions and parties involved (please use the Additional Information section provided).

Additional Information (if applicable):

Client Acknowledgement

By signing this form, the Client(s) certify that all information disclosed in this form is complete and true and acknowledge that such information shall be deemed complete, true and unchanged until such time as Viocity is advised in writing by the Client(s) of any change pertaining thereto. The Client(s) certify that it is their responsibility to notify Viocity of any changes to the above information.

Client Name (Printed)

Client Signature

Date:

Client Signature (joint)

Date:

Representative - Name and Signature

Date:

Chief Compliance Officer - Name and Signature

Date:

For More Information:

Contact Viocity or your representative for a copy of the Offering Memorandum and other disclosure documents. These documents and this Know Your Client document make up the funds legal documents.



Viocity Group of Companies (Viocity REIT & Viocity Management Inc.)

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To learn more about investing in mutual funds, see the brochure Understanding Mutual Funds, which is available on the website of the Canadian Securities Administrators at www.securities-administrators.ca