ORDER FOR TRANSFER
PREPAID CONTRACT AND TRUSTED FUNDS

This document constitutes official request, in writing, issued by the Buyer or Contract Beneficiary in accordance with *The Funeral and Cremation Services Act*, instructing the Owner to proceed, as of this date, with the transfer of prepaid funds and related undertakings all in accordance with Regulations 6, 7, 9, and 10 and as directed and detailed below. Please press firmly with pen when filling out this form.

Buyer or Name of Contract Beneficiary _____ CONTRACT # _____

Address: _____ City: _____ Province: _____

TRANSFER FROM (Originating Owner)

_____
name

_____
address

_____
City Province Postal Code

TRANSFER TO (Receiving Owner)

_____
name

_____
address

_____
City Province Postal Code

Originating Financial Institution

_____
name

_____
address

_____
City Province Postal Code

Receiving Financial Institution (designated by receiving owner)

_____
name

_____
address

_____
City Province Postal Code

I hereby request the Original Owner indicated above instruct the financial institution(s) holding the trust funds together with all the income earned thereon to the financial institution designated above, except that an administration fee may be paid from those funds to the Original Owner in accordance with Reg. 10 prior to the transfer. I also request the Original Owner pay to the Receiving Owner all funds that were not placed in the trust account as permitted pursuant to Section 74(2)(b) of the *Act*.

Any special ordered goods purchased pursuant to Section (74)(2)(a) of the *Act* shall be;

☐ **delivered to the Receiving Owner** ☐ **prepared for pick up by the Receiving Owner** ☐ **other (provide written instructions)**

All of the above shall be completed within 15 business days of this written notice being received.

Signed in the city of _____ in the Province of _____ this _____ day of _____ , 2____

_____ _____
Buyer/Beneficiary Witness

The originating owner and/or financial institution: is further requested to provide the following financial information.

1. Amount of original contract……. $ _____
2. Amount used for purchase of specialty goods (*Act* 74(2)(a))……. − _____
3. Amount not placed in trust (*Act* 74(2)(b))…… .. − _____
4. Amount of original deposit to trusts……..... = _____
5. Amount of subsequent deposits to trusts (including financing fees).. + _____
6. Total accrued interest in all trust accounts at closing…….. + _____
7. Total closing balance of trust account(s) (4+5+6)…….. = _____
8. Administration fee charged by owner (Reg. 10)……. − _____
9. Total amount of funds transferred to financial institution (7 less 8)… = _____
10. Total amount of funds transferred (3 and 9 above)……. _____

Contract Release / Assignment

The Buyer and the Original Owner hereby and hereon agree and acknowledge by their signature hereto applied that they mutually release one another from any and all obligations, requirements, and/or commitments contained within the original contract(s) noted in this document and that upon the completion of the transfer of all required funds and specialty ordered goods, if any, the original owner is no longer committed to the supply of any goods or services to the buyer and the buyer is released from any payment obligations to the Original Owner.

Buyer or Beneficiary	**Date**	**Original Owner**	**Date**

Must be signed prior to forwarding to original owner.

The Buyer acknowledges and the Receiving Owner agrees by their signature hereto applied that the Receiving Owner will perform: All services and supply all goods in a like and similar manner delineated in the original contract. The Receiving Owner further agrees that any funds which he/she receives directly from the Original Owner, which have not been placed in trust, shall be applied as a credit to the funeral account at the time the contract is serviced. Where any goods or services are not specified in the original contract or cannot be provided, the Buyer shall be fairly compensated. The Buyer and the Receiving Owner acknowledge the above will be effected by

☐ ☐ **the assignment and adoption of the existing contract** **or** ☐ **the execution of a new contract**

A copy of this form shall be attached to the contract

Buyer or Beneficiary	**Date**	**Receiving Owner**	**Date**

INSTRUCTIONS

This is a five part form which shall be initiated and completed by the Buyer and Receiving Owner who shall then deliver the form to the Original Owner. The Original Owner shall fulfill their obligations to effect the transfer of funds, complete the financial information requested, sign the contract release, retain last copy (Goldenrod) for their records, and return the form to the Receiving Owner all within 15 business days. The receiving owner shall complete the form and ensure part four (pink copy) is forwarded to Funeral and Cremation Services Council of Saskatchewan (FCSCS) office, part 3 (yellow copy) is provided to the buyer and part two (green copy) is for the buyer and/or beneficiary (not necessarily the same person [s]) and **part one (white copy) is kept in the Receiving Owner's records and attached to the new or assigned contract.**

White copy	**Green copy**	**Yellow copy**	**Pink copy**	**Goldenrod copy**
Receiving Owner	**Beneficiary**	**Buyer**	**FCSCS**	**Original Owner**