

VirtualWealth Do's and Don'ts per Role

	Non-Licensed	Non-Licensed Accredited ¹	MFDA	IIROC
Product				
Distribute brochures & program marketing material	✓	✓	✓	✓
Provide a basic description of the VirtualWealth Program and the contact information for a VirtualWealth representative	✓	✓	✓	✓
Answer general questions about the application process (e.g. eID requirements, eSignature process)	✓	✓	✓	✓
Provide a basic description of the terms Responsible Investing (RI) and ESG screening	✓	✓	✓	✓
Provide advice or an opinion on the Mutual Fund or ETF options available through VirtualWealth	x	x	x	✓
Describe the VirtualWealth fees and the benefits of consolidating accounts (management fee tiers are based on an aggregated market value across the household)	x	x	x	✓
Clarify the benefits of VirtualWealth compared to other types of accounts such as self-directed and full service (e.g. single fee, professional portfolio management, automatic rebalancing)	x	x	x	✓
Suitability Assessment & Onboarding				
Evaluate the client's overall wealth goals and advice preferences, to determine whether referral to VirtualWealth program would be appropriate	✓	✓	✓	✓
Arrange for email to be sent to the client with a link to apply online if client expresses interest	✓	✓	✓	
Assist the client with completing the Risk Tolerance Questionnaire and KYC information	x	x	x	✓
Go through the Investment Policy Statement with the client, and answer questions	x	x	x	✓
Investment Fulfillment				
Explain that the VirtualWealth advisory team at CQSI is responsible for portfolio recommendations, portfolio management, and ongoing suitability of the investment portfolio	✓	✓	✓	✓
Advise, hold out, provide an opinion, or discuss the proposed VirtualWealth security selection, portfolio management or suitability of the portfolio.	x	x	x	x
Service Related (addition of service fee)				
Refer to additional Do's and Don'ts specific to the addition of a service fee found in the VirtualWealth Dashboard module (based on individual CU availability)				