

FUND MANAGER FIELD REVIEW
LIST OF BOOKS AND RECORDS REQUESTED FOR REVIEW
(FOR FUND MANAGER THAT OUTSOURCES ITS KEY FUNCTIONS)

February 26, 2008

Instructions

Please furnish the following information for XXXXXX ("Market Participant"). Unless otherwise indicated please provide the requested records for the time period XXXXXX to XXXXXX ("review period"). Where possible, please provide responses on your letterhead.

Copies need not be made for those records for which only access is requested. However, please have such records collected and ready for the staff's review. While certain books and records are specifically requested below, during the review the staff may request additional books and records if it becomes necessary.

During the review, the staff will also ask to interview persons responsible for various functions such as transfer agency, fund accounting, trust accounting, marketing as well as your oversight of portfolio management activities. To obtain an overall view of your business and its internal control environment, the staff will also speak with a member of senior management early in the review process.

Organization

1. A copy of the Market Participant's most recent organization chart (indicating all related/associated companies and subsidiaries)
2. A description of the nature of the relationship of all affiliated or related parties
3. A list of any joint ventures or any other businesses in which you or any of your (or related parties') officer, director participates or has any interests
4. A copy of most recent personnel organization charts and telephone listings
5. A list of any outstanding claims filed by or against the Market Participant, identifying the nature of the claim and their expected outcome
6. A copy of National Instrument 81-102 Compliance Reports prepared by the Market Participant and its auditors for the review period
7. Copies of any internal audit reports issued during the review period and the response from management
8. Copies of any management letters issued during the review period by your external auditor as a result of their annual audit, including a copy of the management's response
9. Copies of all minutes of meetings of the Board of Directors, Trustees, Audit Committee, or other committees during the review period
10. A copy of any exemptions filed with and received by the Commission for each of the

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Market Participant's fund

11. A copy of the management agreement between the market participant and the funds
12. A copy of any distribution agreements.

Nature of Business

13. Listing of all funds in which you act as the fund manager. For each fund product, indicate the following:
 - a) the assets under administration for each fund as of the end of the review period and the total assets under administration for all funds
 - b) the legal structure of the fund (i.e. trust, corporation, limited partnership)
 - c) name of the investment counsel/portfolio manager for each fund
14. List of holdings for each fund as of the end of the review period
15. Copies of the most recent prospectus or other offering documents
16. Copies of all advisory contracts for your funds
17. Copies of any referral agreements
18. A list of parties to whom referral fees were paid during the review period
19. A copy of all Training Manuals and materials
20. A copy of Compliance Manual
21. A copy of Office Policies and Procedures Manual
22. A copy of Soft Dollar Policy
23. A copy of your Business Continuity Plan (BCP)
24. Copies of Market Participant's insurance policies indicating the types and amounts of coverage
25. Copies of any securities lending agreements
26. Market Participant's policies and procedures for dealing with unclaimed property

Transfer Agent

27. A copy of the agreement with service providers for transfer agent responsibilities that you have outsourced
28. Market Participant's written policies and procedures over the monitoring of transfer agent function performed by the service providers
29. Copies of reports issued on the control environment of the service providers
30. Copies of reports used by Market Participant to oversee the transfer agency function
31. Access to correspondence between Market Participant and service providers during the review period with respect to the outsourced services

FUND MANAGER FIELD REVIEW
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Fund Accounting

- 32) A copy of the agreement with service providers for fund accounting responsibilities that you have outsourced
- 33) The most recent unaudited and audited financial statements of the funds
- 34) Market Participant's written policies and procedures over the monitoring of the fund accounting function performed by the service providers
- 35) Copies of reports issued on the control environment of the service providers
- 36) Copies of reports used by management during the review period to monitor the fund accounting function
- 37) Access to correspondence between Market Participant and service providers during the review period with respect to the outsourced services
- 38) Market Participant's written policies and procedures related to securities lending

Trust Accounting

- 39) A copy of the agreement with service providers for trust accounting responsibilities that you have outsourced
- 40) Market Participant's written policies and procedures over the monitoring of the trust accounting function performed by the service providers, specifically, how to ensure that the trust accounts are in compliance with National Instrument 81-102
- 41) A list of all trust accounts
- 42) Copies of reports issued on the control environment of the service providers
- 43) Copies of reports used by management during the review period to monitor the trust accounting function
- 44) Access to correspondence between Market Participant and service providers during the review period with respect to the outsourced services

Marketing

- 45) A copy of any promotional brochures, pamphlets, or other materials routinely furnished to prospective clients (e.g. proposals); and a copy of any marketing materials (e.g. newspaper or magazine ads, radio scripts, reprints, seminar materials etc.) used to inform or solicit clients during the review period. If you make information about your services available on the INTERNET, the address at which such information is available
- 46) A copy of any composite or representative performance reports, data, or graphs

MUTUAL FUND MANAGER FIELD REVIEW
LIST OF BOOKS AND RECORDS REQUESTED FOR REVIEW

currently disseminated to clients or prospective clients

47) The criteria that you employ in the construction of any composite or performance data included in any disclosure or marketing documents

Sales Practices

48) The Market Participant's written policies and procedures with respect to mutual fund sales practices

49) A list of the top twenty producers (name of the sales representative and the participating dealer) associated with the distribution of the Market Participant's funds

50) A copy of the Market Participant's budget governing their expenditures on sales practices

51) A list of sales practices requests received but rejected by the Market Participant.

52) A list of all co-operative marketing items and events where the Market Participant has paid a portion of the direct costs during the review period. The list should include, at a minimum, the following information:

- Date of the event
- Name of the participating dealer who made the request
- A brief description of the event
- The amount paid to the participating dealer

53) A list of conferences/ seminars organized, presented and sponsored by the Market Participant and attended by participating dealers during the review period. The list should include, at a minimum, the following information:

- Date of the conference/ seminar
- Location of the conference/ seminar
- A brief description of the nature of the conference/ seminar
- Total costs incurred

54) A list of third party educational events attended by participating dealers and sponsored by the Market Participant during the review period. The list should include, at a minimum, the following information:

- Date of the event
- A brief description of the event
- The amount paid to the participating dealer

55) A list of industry association sponsored conferences or seminars attended by participating dealers and sponsored by the Market Participant during the review period. The list should include, at a minimum, the following information:

- Date of the conference or seminar
- A brief description of the conference or seminar
- The amount paid to the industry association

**MUTUAL FUND MANAGER FIELD REVIEW
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56) A list of other conferences or seminars organized and attended by participating dealers and sponsored by the Market Participant during the review period. The list should include, at a minimum, the following information:

- Date of the conference or seminar
- Location of the conference or seminar
- A brief description of the conference or seminar
- The amount paid to the participating dealer

57) A list of business promotion events or activities organized by the Market Participant and attended by participating dealers during the review period. The list should include, at a minimum, the following information:

- Date of the event or activity
- Location of the event or activity
- A brief description of the nature of the event or activity
- Total costs incurred

Records to be made available during the course of the review

58) The market participant's trial balance as at the end of the review period

59) The market participant's cash disbursements journal for the review period

60) Cancelled cheques from all of the market participant's bank accounts for the review period

61) Copies of commission reports for the review period