

My Sun Life **Client Account Portal**

Mutual Fund Accounts User Guide

Invest today for a brighter tomorrow

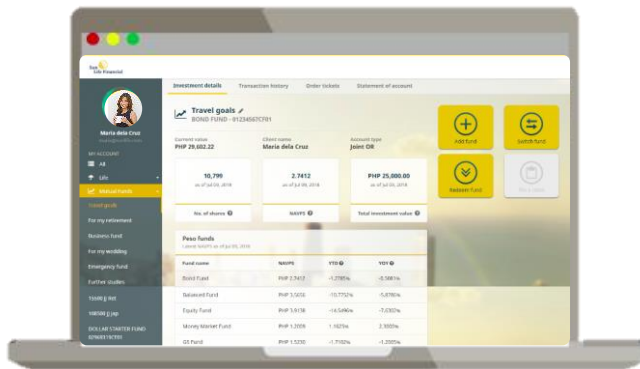




Content Outline

Sun Life PH Client Portals
Account Registration
Additional Investments
Investing In New Funds
Redemptions
Switching of Funds

My Sun Life Client Account Portals



My Sun Life Client Account
www.sunlife.com.ph




Sun Life PH App
App Store & Google Play

Account Registration

All new Sun Life PH Clients may register their accounts online 3 days after receiving their first SMS or email subscription confirmation;

1. Go to www.sunlife.com.ph
2. Click 'Register Now'
3. Accomplish the Registration Form
4. Submit

The initial password will be sent directly to your registered email address. You will need to click on the link provided to verify your registration.




EMAIL ADDRESS

ACCOUNT/POLICY/PLAN#

FIRST NAME

LAST NAME

DATE OF BIRTH



REGISTER NOW

Already registered? [Login now](#)



INVEST FOR REWARDS

Enjoy these rewards when you invest

Learn more

LEARN & PLAN

The Money for Life Planner
Discover your financial planning style
Use the Money for Life Planner

Calculators & Quizzes
Let us turn your financial dreams into reality
Check out our tools

TALK TO AN ADVISOR

Looking for financial advice?
Take the first step to your brighter life.

Find an advisor

MY SUN LIFE CLIENT ACCOUNT

Email

Password **LOGIN**

[Forgot Password?](#)

Register now

www.sunlife.com.ph

Reminders

My Sun Life Client Account & Sun Life PH App share the same credentials (Email for Username and your nominated Password)

Please wait at least 24hrs from initial registration to access the Sun Life PH App

Don't know details or need an account update?
Reach out to your advisor or sunlink@sunlife.com.



My Sun Life **Client Account Portals**

Transaction	Web	App
Additional Investments	✓	✓
Invest In New Funds	✓	✗
Redeem Investments	✓	✓
Make Fund Switches	✓	✓

Additional Investments

The web interface shows the 'Investment details' for a 'Travel goals BOND FUND - 01234567CF01'. The current value is PHP 29,602.22. The client name is Maria dela Cruz, and the account type is Joint OR. Key metrics include 10,799 shares, a NAVPS of 2.7412, and a total investment value of PHP 25,000.00. A table of 'Peso funds' is also displayed.

Fund name	NAVPS	YTD	YOY
Bond Fund	PHP 2.7412	-1.2785%	-0.5081%
Balanced Fund	PHP 3.5656	-10.7752%	-5.8786%
Equity Fund	PHP 3.9138	-14.5496%	-7.6302%
Money Market Fund	PHP 1.2009	1.1625%	2.3000%
GS Fund	PHP 1.5230	-1.7102%	-1.2065%

Web

The mobile app interface shows the 'INVESTMENT DETAILS' for the same 'Travel goals BOND FUND'. It displays the account number (02013592CF01), account type (Joint OR), and client name (Redeem Fund). Key metrics include 10,799 shares, a NAVPS of 2.7412, and a current value of PHP 29,602.22. The app features large, prominent icons for 'Add Fund', 'Switch Fund', 'Redeem Fund', and 'File a claim'.

App

Additional Investments

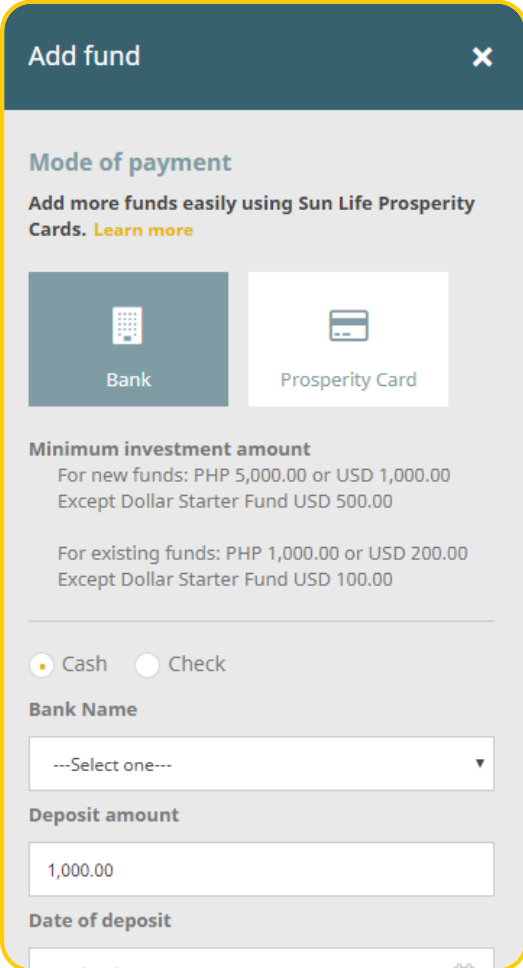
Making additional investments is very convenient when done online:

1. Deposit to SLAMCI Account
2. Click 'Add Fund'
3. Upload Proof of Payment
4. Submit

Minimum Top-Ups for Existing Funds

Peso Funds – Php1,000.00
except Money Market Fund – Php100.00

Dollar Funds – US\$200.00
except Dollar Starter Fund – US\$100.00



The screenshot shows a mobile application interface for adding a fund. At the top, there is a dark teal header with the text "Add fund" and a close button (X). Below the header, the section "Mode of payment" is displayed, with a sub-header "Add more funds easily using Sun Life Prosperity Cards. [Learn more](#)". There are two buttons: "Bank" (with a keypad icon) and "Prosperity Card" (with a card icon). Below this, the "Minimum investment amount" section provides details: "For new funds: PHP 5,000.00 or USD 1,000.00 Except Dollar Starter Fund USD 500.00" and "For existing funds: PHP 1,000.00 or USD 200.00 Except Dollar Starter Fund USD 100.00". There are radio buttons for "Cash" (selected) and "Check". A "Bank Name" dropdown menu is set to "--Select one--". The "Deposit amount" field contains "1,000.00". The "Date of deposit" field is partially visible at the bottom.

Additional Investments

Bank	Type	Bank Account Number Peso Accounts	Bank Account Number Dollar Accounts
Banco de Oro	SA	00046-004225-4	100-46-006383-9
Bank of the Philippines Islands	SA	0073-1798-07	1624-0061-07
China Bank	SA	203-1036216	–
China Bank Savings	SA	359-047171-9	–
Chinatrust	SA	025-020-00310-4	025-060-00076-7
Citibank	SA	5-602714-022	5-602714-057
Deutsche Bank	SA	–	1204-668305
HSBC	SA	000-270579-070	–
Land Bank of the Philippines	SA	1801-0249-00	–
Maybank	SA	01-059-003283-8	01-759-000153-0
Metrobank	SA	066-3718-10691-6	066-2066-10860-5
Philippine National Bank	SA	1403-1001-5188	1403-6001-5194
RCBC	SA	3-001-00840-3	8-001-00967-3
Robinsons Bank	SA	1023-301-00000-143	–
Security Bank	SA	0514-020724-200	0514-020724-201
Standard Chartered Bank	SA	014-0953811-004	905-534910-3349
UCPB	SA	104-1659638	01-104-300835-0
Unionbank	SA	101540001485	–

Additional Investments

Your investment is subject to a **Sales Load**.
There are two types of subscription options:

FE

FRONT-END where sales load is deducted upon **purchase** of shares

BE

BACK-END where sales load is deducted upon **redemption** of shares

Additional Investments

Your investment is subject to a **Sales Load**.
There are two types of subscription options:

Front-End

Investment Amount	Sales Load Rate (Plus 12% VAT)
Less than Php100K / US\$1,999	2.00% (2.24%)
Php100K – Php999,999 (US\$2K – US\$19,999)	1.50% (1.68%)
Php1M – Php4,999,999 (US\$20K – US\$99,999)	1.00% (1.12%)
Php5M and up (US\$100K and up)	0.50% (0.56%)

Back-End

Redemption Period (All Funds)	Exit Fee Rate (Plus 12% VAT)
1 st Year	5.00% (5.60%)
2 nd Year	4.00% (4.48%)
3 rd Year	3.00% (3.36%)
4 th Year	2.00% (2.24%)
5 th Year	1.00% (1.12%)
Beyond 5 Years	None

Investing in New Funds

Investment details | Transaction history | Order tickets | Statement of account

Travel goals
 BOND FUND - 01234567CF01

Current value: **PHP 29,602.22** | Client name: **Maria dela Cruz** | Account type: **Joint OR**

10,799 as of Jul 09, 2018 | **2.7412** as of Jul 09, 2018 | **PHP 25,000.00** as of Jul 09, 2018

No. of shares | NAVPS | Total investment value

Peso funds
Latest NAVPS as of Jul 09, 2018

Fund name	NAVPS	YTD	YOY
Bond Fund	PHP 2.7412	-1.2785%	-0.5081%
Balanced Fund	PHP 3.5656	-10.7752%	-5.8786%
Equity Fund	PHP 3.9138	-14.5496%	-7.6302%
Money Market Fund	PHP 1.2009	1.1625%	2.3000%
GS Fund	PHP 1.5230	-1.7102%	-1.2065%

Buttons: Add fund, Switch fund, Redeem fund, File a claim

Important Notes:

Investing in new funds is only available through My Sun Life Client Account at www.sunlife.com.ph.

New fund transactions must meet the fund's minimum initial investment amounts

Web

Investing in New Funds

Buying new funds is similar to adding additional investments:

1. Deposit to SLAMCI Account
2. Click 'Add Fund'
3. Choose New Fund
4. Upload Proof of Payment
5. Submit

Initial Investment Requirements

Peso Funds – Php1,000.00
except Money Market Fund – Php100.00

Dollar Funds – US\$1,000.00
except Dollar Starter Fund – US\$500.00

Choose File No file chosen

Upload .jpg or .png file only.

Fund

Fund type

Sun Life Prosperity Bond Fund

---Select one---

Sun Life Prosperity Government Securities Fund

Sun Life Prosperity Money Market Fund

Sun Life Prosperity Philippine Equity Fund

Sun Life Prosperity Balanced Fund

Sun Life Prosperity Bond Fund

Sun Life Prosperity Index Fund

+ Add another fund

Source of funds

---Select one---

I agree to the [Terms and Conditions](#)

SUBMIT

Initial Investment Amounts

SLAMCI Funds have Initial Investment Requirements which also serve as the funds' Maintaining Balance Requirement during instances of Investing in New Funds, Redemptions and Fund Switches:

Peso Funds	Initial Investment	Dollar Funds	Initial Investment
Philippine Stock Index Philippine Equity Dynamic Bond GS (Government Securities) Achiever 2028, 2038 or 2048	Php1,000.00	World Voyager Dollar Advantage Dollar Wellspring Dollar Abundance	US\$1,000.00
Money Market	Php100.00	Dollar Starter	US\$500.00

Redemptions

Investment details | Transaction history | Order tickets | Statement of account

Travel goals
BOND FUND - 01234567CF01

Current value: **PHP 29,602.22** (as of Jul 09, 2018)
Client name: **Maria dela Cruz**
Account type: **Joint OR**

10,799 (as of Jul 09, 2018) - No. of shares
2.7412 (as of Jul 09, 2018) - NAVPS
PHP 25,000.00 (as of Jul 09, 2018) - Total investment value

Peso funds
Latest NAVPS as of Jul 09, 2018

Fund name	NAVPS	YTD	YOY
Bond Fund	PHP 2.7412	-1.2785%	-0.5081%
Balanced Fund	PHP 3.5656	-10.7752%	-5.8786%
Equity Fund	PHP 3.9138	-14.5496%	-7.6302%
Money Market Fund	PHP 1.2009	1.1625%	2.3000%
GS Fund	PHP 1.5230	-1.7102%	-1.2065%

Buttons: Add fund, Switch fund, Redeem fund (highlighted), File a claim

Web

Travel goals
BOND FUND

INVESTMENT DETAILS

Account number: 02013592CF01
Account type: [blurred]
Client Name: Redeem Fund
Number of shares: 10,799.00
NAVPS: 2.7412
Current value: PHP 25,000.00

Buttons: Redeem Fund (highlighted), Switch Fund, Add Fund, Close

App

Redemptions

Easily redeem funds online via cheque request or bank transfer:

1. Click 'Redeem Fund'
2. Accomplish Form
3. Submit

Minimum Redemption Amounts

Peso Funds – Php1,000.00
except Money Market Fund – Php100.00

Dollar Funds – US\$200.00
except Dollar Starter Fund – US\$100.00

Redeem fund X

Mode of redemption

Shares Amount

Amount

PHP 1,000.00

From

Sun Life Prosperity Bond Fund

Redeem from a specific application number

[+ Redeem more fund](#)

Redemption options

Deposit to bank/branch ▼

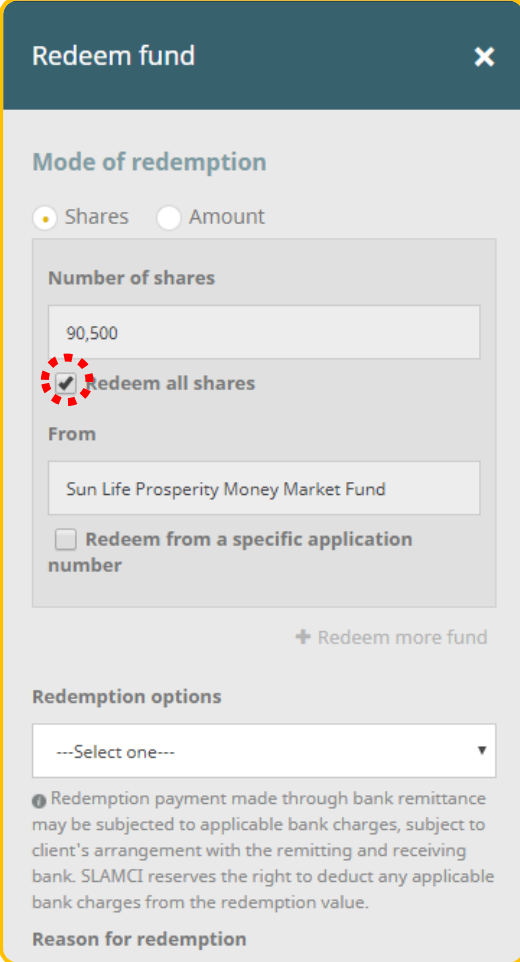
Redemption payment made through bank remittance may be subjected to applicable bank charges, subject to client's arrangement with the remitting and receiving bank. SLAMCI reserves the right to deduct any applicable bank charges from the redemption value.

Name of bank

Redemptions

Full Redemption happens when all funds are claimed from a fund, 'All Shares Redemption' is the recommended method to do this:

1. Click 'Redeem Fund'
2. Choose 'Shares'
3. Check 'Redeem All Shares'
4. Submit



The screenshot shows a mobile application interface for redeeming a fund. The title bar is dark teal with the text 'Redeem fund' and a close icon. Below the title bar, the section 'Mode of redemption' has two radio buttons: 'Shares' (selected) and 'Amount'. Underneath, there is a text input field containing '90,500'. A red dashed circle highlights a checked checkbox next to the text 'Redeem all shares'. Below this, the 'From' section shows a dropdown menu with 'Sun Life Prosperity Money Market Fund' selected. There is also an unchecked checkbox for 'Redeem from a specific application number'. At the bottom right of this section is a '+ Redeem more fund' link. The 'Redemption options' section features a dropdown menu with '---Select one---' and a small downward arrow. Below this is a paragraph of text explaining that redemption payments made through bank remittance may be subject to bank charges. The final section is 'Reason for redemption'.

Redemptions

Redemptions may be claimed on the Funds' respective **Settlement Dates**:

Peso Funds	Dollar Funds	Settlement Date
Philippine Stock Index Philippine Equity Dynamic Bond GS (Government Securities) Achiever 2028, 2038 or 2048	World Voyager Dollar Advantage Dollar Wellspring Dollar Abundance	Transaction Date + 4 Business Days
Bond GS (Government Securities)		Transaction Date + 3 Business Days
Money Market	Dollar Starter	Transaction Date + 1 Business Day

Important Note:

Daily cutoff is 12nn.

Redemption transactions that will cause a fund to fall below the required maintaining balance will redeem the investment in full.

Redemptions

Below are sample illustrations:

Funds	Date Received by SLAMCI	Redemption Settlement Date
Philippine Equity	April 4, 20XX (Thu) Before 12nn	April 10, 20XX (Wed)
GS (Government Securities)	April 4, 20XX (Thu) After 12nn	April 11, 20XX (Thu)
Money Market	April 4, 20XX (Thu) Before 12nn	April 5, 20XX (Fri)

Important Notes:

Bank charges, if any, will be shouldered by the investor.

Your bank account name should be the same as your registered account name with SLAMCI.

Switching of Funds

Investment details | Transaction history | Order tickets | Statement of account

Travel goals
 BOND FUND - 01234567CF01

Current value: **PHP 29,602.22** | Client name: **Maria dela Cruz** | Account type: **Joint OR**

10,799 as of Jul 09, 2018 | **2.7412** as of Jul 09, 2018 | **PHP 25,000.00** as of Jul 09, 2018

No. of shares | NAVPS | Total investment value

Peso funds
Latest NAVPS as of Jul 09, 2018

Fund name	NAVPS	YTD	YOY
Bond Fund	PHP 2.7412	-1.2785%	-0.5081%
Balanced Fund	PHP 3.5656	-10.7752%	-5.8786%
Equity Fund	PHP 3.9138	-14.5496%	-7.6302%
Money Market Fund	PHP 1.2009	1.1625%	2.3000%
GS Fund	PHP 1.5230	-1.7102%	-1.2065%

Buttons: Add fund, **Switch fund**, Redeem fund, File a claim

Web

SMART LTE | 4:10 PM | 98%

Travel goals
BOND FUND

INVESTMENT DETAILS

Account number: 02013592CF01

Account type: Joint OR

Client Name: Redeem Fund

Number of shares:

NAVPS: **Switch Fund**

Current value: PHP 29,602.22

Add Fund

App

Switching of Funds

Fund switching is the process of redeeming your investments from a certain fund then using it to subscribe to another fund:

1. Click 'Switch Fund'
2. Accomplish Form
3. Submit

Switching from the Money Market Fund?

Email sunlink@sunlife.com to confirm Sales Load and keep your contact numbers available for our Investor Services team to confirm the transaction.

Switch fund

Mode of transfer

Shares Amount

Amount

PHP 1,000.00

From

Sun Life Prosperity Bond Fund

Transfer from a specific application number

To

---Select one---

+ Switch another fund

Total amount

PHP 1,000.00

I agree to the [Terms and Conditions](#)

Switching of Funds

Minimum Maintaining Balance (Fund of Origin) and Initial Investment Requirement (Destination Fund)

Peso Funds – Php1,000.00
except Money Market Fund – Php100.00

Dollar Funds – US\$1,000.00
except Dollar Starter Fund – US\$500.0000

Minimum Switch Amounts

Peso Funds – Php1,000.00
except Money Market Fund – Php100.00

Dollar Funds – US\$200.00
except Dollar Starter Fund – US\$100.00



Switching of Funds

Funds will be transferred on the respective **Settlement Dates**:

Peso Funds	Dollar Funds	Settlement Date
Philippine Stock Index Philippine Equity Dynamic Balanced Bond GS (Government Securities) Achiever 2028, 2038 or 2048	World Voyager Dollar Advantage Dollar Wellspring Dollar Abundance	Transaction Date + 4 Business Days
Bond GS (Government Securities)		Transaction Date + 3 Business Days
	Dollar Starter	Transaction Date + 1 Business Day
Money Market		Transaction Date

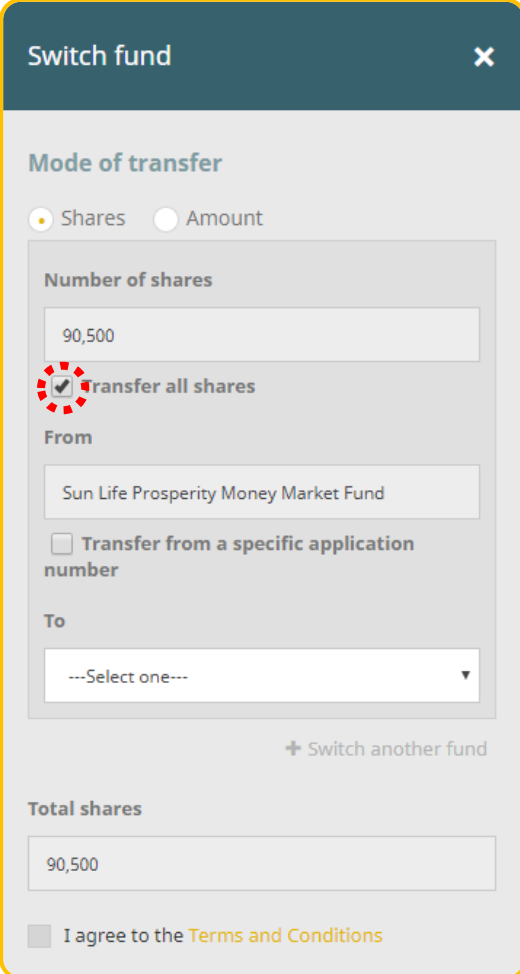
Important Note:

Switch order transactions that will cause the Fund of Origin to fall below the required maintaining balance will be pending until confirmed by the client, except in cases of full switch. Under switching shall not be allowed to effectively maintain the minimum balance required of the fund.

Switching of Funds

Full Switch happens when all funds are transferred from a fund, 'All Shares Transfer' is the recommended method to do this:

1. Click 'Switch Fund'
2. Choose 'Shares'
3. Check 'Transfer All Shares'
4. Submit



The screenshot shows a mobile application interface for switching funds. The title bar is dark teal with the text "Switch fund" and a close icon. Below the title bar, the "Mode of transfer" section has two radio buttons: "Shares" (selected) and "Amount". Underneath, the "Number of shares" is displayed in a text box as "90,500". A red dashed circle highlights the "Transfer all shares" checkbox, which is checked. Below this, the "From" field shows "Sun Life Prosperity Money Market Fund" and an unchecked checkbox for "Transfer from a specific application number". The "To" field is a dropdown menu currently showing "--Select one--". A "+ Switch another fund" link is located below the dropdown. At the bottom, the "Total shares" field also shows "90,500", and there is an unchecked checkbox for "I agree to the Terms and Conditions".

Switching of Funds

Sample illustrations for determining Settlement Dates:

Funds	Date Received by SLAMCI	Processing Date (Switch Out)	Settlement Date (Switch In)
Philippine Stock Index Fund to Bond Fund	April 4, 20XX (Thu) Before 12nn	Index April 4, 20XX (Thu)	Bond April 10, 20XX (Wed)
GS Fund to Balanced Fund	April 4, 20XX (Thu) After 12nn	GS April 5, 20XX (Fri)	Balanced April 10, 20XX (Wed)
Money Market Fund to Equity Fund	April 4, 20XX (Thu) Before 12nn	Money Market April 4, 20XX (Thu)	Equity April 4, 20XX (Thu)

Invalid Transactions

Transaction	Sample	Reason
Insufficient Top-Up	<p>✗ Making a Php900.00 New Equity Fund Investment</p> <p>✗ Making a Php900.00 Additional Investment</p>	<p>✓ Minimum Initial and Additional Investment Requirements for Equity Fund are Php1,000.00 and Php1,000.00 respectively.</p>
Over Redemption	<p>Fund Value: Php7,000.00 Maintaining Balance: Php1,000.00</p> <p>✗ Redemption Request: Php6,500.00</p>	<p>✓ Redemption transactions that will cause a fund to fall below the required maintaining balance will be pending until confirmed by the client except in cases of full redemption.</p>

Invalid Transactions

Transaction	Sample	Reason
Over Switching	<p>Fund of Origin Balanced Fund Value: Php7,000.00</p> <p>X Making a Php6,500.00 Switch-Out Request</p>	<p>✓ Switch order transactions that will cause the Fund of Origin to fall below the required maintaining balance will be pending until confirmed by the client except in cases of full switch.</p>
Under Switching	<p>Fund of Destination is a <u>New Equity Fund</u></p> <p>X Making a Php900.00 Switch-In Request</p>	<p>Switch orders to new funds that do not meet the minimum initial investment requirement will not be processed.</p>

Connect with SLAMCI:

For transaction clarification, verification, and other account related concerns, please get in touch with SLAMCI at:

(02) 8849-9888

sunlink@sunlife.com

www.sunlifefunds.com

