

## **Getting Started**

Check that your account is with a CIPF member firm. You may find the list of CIPF
member firms <u>here</u> .

Review your most recent account statement.

Identify any recent changes in your holdings that are not reflected on your most recent account statement, or any discrepancies on the account statement.

## **Finding Out the Status of Your Account**

A court will appoint a trustee, receiver, or other official to administer the failed member firm.
Contact CIRO or check the CIPF website if you do not know which insolvency official has been appointed to administer the failed member firm.

Review all communication you receive from the insolvency official.

Contact the insolvency official to get answers to any questions you have about your account.

## Transferring Your Account to a Solvent Firm

Work with the insolvency official to transfer your account to a solvent firm since an insolvent firm cannot service your account. In some cases, the insolvency official will transfer your account to a solvent firm. If your account has been transferred by the insolvency official, information about the transfer will be communicated to you by the insolvency official.

Check that all the securities and cash (and any other property) that were in your account at the date of the member firm's insolvency have been transferred to a new firm for you.

Consider transferring your account to another firm of your choice if you did not select the firm where your account was transferred.

File a claim with CIPF if you had securities or cash (or other property) in your account that have not been returned to you or transferred to a new account for you.

Review the CIPF website for information about what is covered and not covered by CIPF, the deadline to file a claim, the form to use, and general information about CIPF coverage.