

RRSP/DPSP/TFSA

Securing your future with your group plan



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SunAdvantage™

— MY SAVINGS —

A guide to securing your future with your group plan at work

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Whether you're saving for retirement or for next year's vacation, saving for your future just got easier.

With convenient contribution options, competitive fund management fees, and all of your investment earnings sheltered from tax, your group plan at work is one of the smartest and easiest ways to save for your future goals.

This guide contains important information about the advantages of membership in your group plan. We recommend that you review the guide and file it in a safe place for future reference.

Your choice of accounts

my savings provides a **Group Registered Retirement Savings Plan (Group RRSP)** and a **Tax-Free Savings Account (TFSA)** option. Your employer has also established a **Deferred Profit Sharing Plan (DPSP)** to recognize and reward eligible employees for their role in the ongoing financial success of the business.

- **Group RRSP for your retirement:** Your Group RRSP offers the benefit of pre-tax payroll deduction contributions, so you get an immediate tax break every time you contribute. In addition, all of your investment earnings are tax-deferred until you withdraw them. Because withdrawals are fully taxable, this account is designed to help you save for longer-term goals such as retirement.
- **TFSA for retirement and other savings goals:** For other savings goals, your TFSA is an excellent way to save. You contribute with after-tax dollars through pre-authorized bank account withdrawals. You don't get an upfront tax deduction – but you never pay Canadian tax on the investment earnings in your account* and all withdrawals are completely tax-free. A TFSA gives you complete flexibility to use your savings for any short-, medium- or long-term goal – cars, home down payment, vacations, education, retirement. The choice is yours!
- **DPSP for more retirement income:** Your employer will determine whether you are eligible to participate in the DPSP. If you are eligible to participate, your employer will distribute a portion of its profits to you to help you accumulate financial assets for retirement. Your employer will determine, in any given year, whether a contribution will be made on your behalf, and the amount of any contribution. Contributions can only be made by your employer. Contributions and investment earnings under the plan are tax-deferred until you withdraw them.

* Foreign tax may apply on certain foreign income.



Enrolling in the plan

Enrolling in the plan is quick and easy.

1. Complete and sign the enrolment form(s).
There is an RSP / DPSP enrolment form, a Spousal RSP enrolment form and one for the TFSA. You'll find the forms in Appendix C of this booklet.
2. Return the completed form(s) to your employer.

If you wish to contribute to a Spousal RRSP, ask your spouse to complete the **my savings** Spousal RSP enrolment form (see the Question and Answer section at the end of this guide for more information on Spousal RRSP accounts).

If you have any questions about the enrolment process, please call Sun Life's Client Care Centre at **1-877-SUN-LIFE** from 8 A.M. to 8 P.M. ET, any business day, or contact the Plan Advisor servicing your plan.



Making contributions

Contributions to *my savings* can be made in three ways:

1. **Payroll deductions for your Group RRSP** – Just complete the enclosed RSP enrolment form and return it to your employer. On the form, you'll choose the amount of contribution you wish to make on a regular basis, subject to a minimum monthly contribution of \$25.
2. **Pre-authorized contributions from your bank account for your TFSA** – Just complete the enclosed TFSA enrolment form and return it to your employer. On the form, you'll choose the amount of contribution you wish to make on a regular basis, subject to a minimum monthly contribution of \$50.
3. **Additional contributions for either your Group RRSP or TFSA** – You can make a lump sum contribution (that is, a contribution of any amount, that isn't part of your regular contributions) online at mysunlife.ca, our plan member services website, or through my Sun Life Mobile our mobile app* available free to download at the Apple App Store and Google Play.

To ensure you don't over-contribute to your Group RRSP, be sure to refer to the 'Notice of Assessment' provided to you by the Canada Revenue Agency (CRA) after you filed your last income tax return. This form has your RRSP contribution limit for the current year. CRA limits apply to all TFSA accounts you may have. Sign up for the CRA service called My Account to check your available TFSA contribution room for the year online at www.cra.gc.ca.

When calculating how much you can contribute to your group plan at work, you must remember to include contributions to other personal RRSPs, spousal RRSPs, and TFSAs you may have made. The annual contribution limits apply to your total annual contributions made to all of these plans, not just those under **my savings**.

Employer contributions to the DPSP, if any, will be reported by your employer each year on your T4 slip. This amount is included in determining your 'Pension Adjustment'. The amount that you can contribute to your RRSP in a year is reduced by your Pension Adjustment for the previous calendar year. CRA will advise you of your RRSP contribution room on your Notice of Assessment.

** Depending on your plan or policy, some features may not be available.*



Making your investment choices

You'll find detailed information and analysis from *Morningstar®*, a leading provider of investment news and analysis at *mysunlife.ca*.

What are segregated funds?

The market-based investment funds in your group plan are known as segregated funds. The assets in a segregated fund are held by an insurance company for investment either by the insurance company or by a professional fund manager. The assets in segregated funds are held in a separate account of the insurance company and are segregated from the insurance company's other assets. Generally, neither the value of the assets nor the rate of return is guaranteed for segregated funds in your group plan.

You have a wide selection of investment categories from which to choose. Here's a quick overview of each.

Funds for a help me do it portfolio

A Help me do it portfolio is designed to be a one-stop investment solution. Just choose the fund that meets your investor profile or savings goal and the fund manager takes care of the rest. **My savings** offers the following **Help me do it option**:

Granite target date funds: These funds are structured to coincide with a key life event such as retirement and have a portfolio asset mix that adjusts automatically as you get closer to your goal. These funds are best suited for investors who:

- Know when they'll need the money they're investing
- Are looking for capital growth over set time periods
- Have other priorities in their lives and are comfortable with experts monitoring and adjusting their investments.

Funds for a let me do it portfolio

With a **Let me do it** approach, you choose a mix of individual funds from the menu of fund options to create your own diversified portfolio to match your investor profile.

Guaranteed funds: These funds earn a set rate of interest along with a guarantee that the interest, along with the capital, will be returned to you after a specific term. They are a very low-risk investment. Terms range from one year up to five years. Withdrawals or transfers from guaranteed funds prior to maturity are paid at the lesser of book or market value. Death benefits are paid without a market value adjustment.

As a member of **my savings**, we're pleased to offer you special enhancements to the guaranteed interest rates. You'll receive an automatic 0.25% enhancement over the plan's base interest rate. You'll also receive an additional enhancement based on your guaranteed fund balance. For example, you will receive an additional 0.20% enhancement on investments between \$10,000 and \$24,999.

Guaranteed fund balance	Interest rate enhancement
\$10,000 to \$24,999	0.20%
\$25,000 to \$49,999	0.25%
\$50,000 to \$99,999	0.30%
\$100,000 to \$249,999	0.35%
\$250,000 +	0.40%

Guaranteed Daily Interest Account: This product earns interest daily. The principal investment and any accumulated interest is guaranteed by Sun Life. The interest rate can change. There is no market value adjustment or penalty on withdrawals.

Fixed income funds: Fixed income funds are also known as bond funds and typically invest in bonds issued by Canadian governments and companies. As well as sometimes paying a rate of interest, many bonds held in these funds also have a “market value” which can rise and fall depending on interest rates.

Canadian equity funds: These funds invest primarily in stocks of Canadian companies. Traditionally, stocks have risen in value more than other types of investments, so they offer the greatest potential for long-term growth. However, with stock prices fluctuating more than other types of investments, investing in stock funds is also riskier.

Foreign equity funds: As their name suggests, foreign equity funds (which includes U.S. equity, International equity and Global equity) invest primarily in stocks of companies located outside of Canada. As with Canadian equity funds, foreign equity funds offer greater potential for long-term growth, but can be riskier than other types of investments.

A default investment option will be selected for you when you enrol in **my savings**. The Sun Life Granite™ funds will be the default investment option when you are enrolled in the RRSP and the DPSP. For your convenience you will be enrolled in the Granite™ fund with the maturity date occurring just prior to your 65th birthday. Sun Life Guaranteed Daily Interest Account will be the default investment option when you are enrolled in the TFSA.

These funds are provided as a temporary investment at enrolment and you are encouraged to assess different investment options based on your risk profile.

Need help with these choices?

Contact the Plan Advisor who services your plan for one-on-one assistance.

Complete the investment risk profiler online

Whether you choose a Help me do it or Let me do it approach, we encourage you to complete the **Investment risk profiler** included in Appendix A of this guide to determine your investment risk comfort level.

Once you have submitted your enrolment form(s) and registered for online access, you can also complete the Asset Allocation Tool online through our Plan Member Services website. Simply go to **mysunlife.ca > manage plan > my plan**, then select **Asset Allocation** under the **Tools** drop-down menu. Your answers online will be saved, so you can always revisit in the future.

Once you have completed the **Investment risk profiler**, take a look at the Investment fund rates of return included with this brochure. The risk categories chart in Appendix B shows how funds correspond to growth rates. This, combined with your tolerance for risk, as indicated by the **Investment risk profiler**, will help you choose the funds that suit your risk tolerance and growth goals.





You can change your investment direction for future contributions and transfer money between funds at any time. You will have three easy ways to access your account information:

1. Online at **mysunlife.ca** at any time
2. Telephone self-service via our Automated Telephone System by calling **1-877-SUN-LIFE**, 24-hours-a-day, seven-days-a-week
3. By calling one of our Client Care Centre representatives any business day from 8 A.M. to 8 P.M. Eastern Time (ET) at **1-877-SUN-LIFE**.

There are no fees for transferring your assets between investment options, provided the transfer does not fall under our short-term trading policy.

Fee charged for short-term trading

Frequent trading or “short-term trading” is the practice whereby an investor makes multiple buying and selling transactions on a regular basis in an attempt to time market trends and boost returns to their account.

Short-term trading affects all investors in the fund and can lead to a negative impact on performance. For this reason, Sun Life takes steps to protect plan members from the effects of short-term trading. You may be charged a two per cent fee if you initiate an interfund transfer into a fund followed by an interfund transfer out of the same fund within 30 calendar days. The fee will not be charged for transactions involving guaranteed investments or money market funds, and does not apply to deposits or withdrawals, only interfund transfers.

More information about our short-term trading policy is available at **mysunlife.ca**.



Fees? What fees?

Regardless of where you invest your money (your workplace plan, a bank or a mutual fund company), you pay fees. But when you contribute to your plan @ work, the fund management fees (FMFs) you pay are often lower than what is paid by a retail investor.

What are FMFs?

FMFs include, but are not limited to, investment management fees as well as operating expenses for both the segregated fund and the underlying fund.

Investment management fees pay for the services of professional investment managers who pick the investments for the fund and build the fund's portfolio. Management activities usually include:

- visiting companies they are considering investing in and analyzing their financial statements and the risks associated with the investment; and
- monitoring all the investments their fund makes and deciding when to sell those investments and buy others.

A fund's operating expenses are made up mainly of its legal and audit fees and transaction costs. Operating expenses also include the fund's administration costs and the costs of its regulatory filings. In some funds, operating expenses also include embedded fees of the underlying fund.

FMFs are usually calculated yearly and are built into your investment. The yearly percentage is deducted in daily amounts from the gross value of the fund. (The exceptions are expense based funds and Sun Life Milestone Segregated Funds, where the fee is based on your asset holdings and calculated monthly.)

In addition, FMFs pay for keeping records of your account and member servicing costs. Applicable taxes also are charged on the management fees and on some portions of operating expenses.



Different fund types, different levels of management

In general, index and money market funds have the lowest management fees, because they tend to require little research or active management.

Foreign equity funds typically charge the highest fees, since they often fluctuate and require continuous monitoring. When the equity fund is foreign, it usually requires even greater research than a domestic fund, and sometimes fund managers need to hire local advisors to help in choosing stocks.

Your fund information

Sign in to mysunlife.ca. Select **Account fees** under the **Plan Overview** drop-down menu to find your account and fee information. You can also find fee information on your member account statement.

A final word...yes, fees matter. But it's just as important to choose funds that are right for you and will allow you to meet your long-term financial goals. If you're deciding between two similar funds, though, the difference in their fees could be worth considering.

Know your responsibilities

As a member of **my savings**, you're responsible for learning about your plan, making investment decisions and for using the tools and information that have been provided to help you make these decisions. You should also decide if seeking investment advice from a qualified individual makes sense for you.

Leaving your employer because of termination or retirement

If you end your employment with your employer or you retire, we'll send you an information package that gives you all of your options for transferring your Group RRSP, DPSP and Group TFSA account balances out of the plan. A fee of \$75 will be levied for withdrawals or transfers to another financial institution when you terminate or retire.

Staying with Sun Life

One of the options available to you is transferring your plan assets directly to Sun Life's Group Choices Plan, an exclusive plan for former group plan members that lets you keep the great Sun Life plan benefits you currently enjoy.

There are a number of reasons why the Group Choices Plan is a good place to transfer your savings:

- **Competitive fees** – There is never a charge to buy or sell funds, and you'll continue to benefit from competitive investment management fees that are up to 11% lower than similar funds with the top five Canadian banks.*
- **Great investment choices** – You'll continue to enjoy many or all of the same funds that you have in your current plan, with the choice of many additional options as well.
- **24/7 support** – You'll maintain full access to Sun Life's Plan Member Services website, Client Care Centre and Automated Telephone System.
- **Easy to do** – The switch to the Group Choices Plan is easy – and is cost free. All it takes is a phone call, and we take care of the rest.

The Group Choices Plan is the "default" option if you do not give us instructions within 90 days after you end your employment. In such a case, we will automatically transfer your RRSP and DPSP assets to the Group Choices Plan RRSP and your TFSA assets to the Group Choices Plan TFSA and invest your savings in the same investment funds. In the event one of your current investment funds is not available under the Group Choices Plan, the assets in that fund will be transferred as indicated by the transition package that you will receive upon termination of employment. You can access Sun Life's Plan Member Services website to update the investment options in your retirement portfolio at any time with no additional charge.

** Based on market research conducted by Sun Life on publicly listed management fees as of February 2015. The savings amount represents average management fees across similar fund risk categories, excluding Money Market funds. Fund management fees are subject to change. The fees vary based on each person's individual portfolio mix and the funds selected. Please speak to a Financial Services Consultant for details.*

You may also be interested in receiving an annuity. Sun Life Assurance Company of Canada promises to provide you with an annuity payable for your lifetime using the segregated fund and guaranteed fund account balance, your age at the date your annuity payments are scheduled to begin, the type of annuity you choose and annuity purchase rates in effect. Payments will be calculated using the greater of (a) the current payout annuity rate effective at the time of calculation, and (b) a rate specified in the Group Annuity Policy.

The Plan Advisor who services your plan can offer you personalized assistance when making your choice about a transfer option. In addition, our Client Care Centre representatives are available to help you with any questions. If you prefer to find information online, please visit the **Stay with Sun Life** section of the Plan Member Services website. Simply go to mysunlife.ca and sign in to your account. Select **Manage plan** for your account. Then select **Stay with Sun Life** from the **Make a Change** drop-down menu.

Retiring? Ask for our free retirement Information kit

If you're ready to turn your retirement savings into retirement income, we have a free easy-to-read retirement information kit that can help you – just call us and we'll mail it to you. Toronto area: **416-408-7784**. Outside Toronto: Call toll-free **1-866-224-3906**, option 1.

For personalized attention and solutions regarding your retirement, we recommend that you contact the Plan Advisor that services your **my savings** plan.

Transfer of your plan assets upon death

In the event of your death while you are still a plan member, your RRSP and TFSA account balances, and the vested value of your DPSP account, will be paid to your designated beneficiary (or your estate if a beneficiary hasn't been designated) as a lump sum cash payment. No fee will be charged for payments made to a beneficiary or to your estate. No tax is withheld on death benefits paid from your RRSP or TFSA but the withdrawal is tax reported to the recipient. The DPSP death benefit will be subject to withholding tax and is tax reported to the recipient.

If your spouse or common-law partner is your beneficiary, some additional payment options exist:

- For your Group RRSP account, assets can be transferred directly to your spouse or common-law partner's RRSP or Registered Retirement Income Fund (RRIF), or to a Group Choices Plan RRSP or RRIF in your spouse or common-law partner's name. With respect to your account balance in the RRSP your spouse or common-law partner may also elect to receive a life annuity or fixed-term annuity payable up to age 90.
- For your TFSA account, assets can be transferred to a Group Choices Plan TFSA in your spouse or common-law partner's name, or to an existing TFSA they may have. No income tax will be deducted at source on the payment, however investment earnings may be tax reported to your spouse for the period between the date of your death and when the transfer is made.
- For your DPSP account, assets can be transferred directly, in your spouse or common-law partner's name, to his or her RRSP or RRIF, Group Choices Plan RRSP or RRIF, or his or her pension plan or deferred profit sharing plan, if the plan permits.



How to connect

You can contact Sun Life in three ways:

1. Online at **mysunlife.ca**
2. By calling our Automated Telephone System, 24-hours-a-day, seven-days-a-week OR
3. Our Client Care Centre, available 8 A.M. to 8 P.M. ET, every business day at **1-877-SUN-LIFE**



How Sun Life protects your privacy

Respecting your privacy is a priority for the Sun Life group of companies. We keep in confidence personal information about you and the products and services you have with us to provide you with investment, retirement and insurance products and services to help you meet your lifetime financial objectives. To meet these objectives, we collect, use and disclose your personal information for purposes that include: underwriting; administration; claims adjudication; protecting against fraud, errors or misrepresentations; meeting legal, regulatory or contractual requirements; and telling you about other related products and services that we believe meet your changing needs. The only people who have access to your personal information are our employees, distribution partners such as advisors, and third-party service-providers, along with our reinsurers. We will also provide access to anyone else you authorize. Sometimes, these people may be in countries outside Canada, so your personal information may be subject to the laws of those countries. You can ask for the information in our files about you and, if necessary, ask us in writing to correct it. To find out more about our privacy practices, visit sunlife/privacy.

Changing the plan

Your employer reserves the right to amend or terminate the Group RRSP, DPSP and Group TFSA at any time. The benefits you have earned would not be reduced as a result of this action. If we are notified that either your Group RRSP, DPSP or Group TFSA is terminating, you will be sent a Settlement Option Package and you will be required to choose an option to transfer your account balances.

10-Day cancellation right

If you live in Quebec and you choose to enrol in a plan and it is not a requirement of your employment, you may cancel your enrolment in the plan within 10 days after receiving this document if you did not get advice from a licensed insurance representative when you enrolled in the plan.

Interpreting this booklet

Contributions to your Group RRSP, DPSP and Group TFSA under **my savings** are made to accounts under three Group Annuity Policies issued by Sun Life Assurance Company of Canada, a member of the Sun Life group of companies. For ease of reference, we've referred

to Sun Life Assurance Company of Canada as 'Sun Life' throughout this booklet.

In the event of conflict between the terms of this booklet and the terms of the Group Annuity Policies and the Group RRSP, DPSP and Group TFSA documents issued for **my savings**, the terms of the Group Annuity Policies and plan documents will prevail.

Rights to copies of documents

In accordance with Applicable Legislation, if you live in Alberta, British Columbia, Manitoba or Ontario, upon your request Sun Life will provide directly to you a copy of your enrolment form (or other information that was required by Sun Life in order to enrol you in the plan) and the Group Annuity Policy issued by Sun Life Assurance Company of Canada. If you live elsewhere in Canada, contact your plan sponsor to determine if you are entitled to examine certain documents pertaining to your plan.

Limitation period for legal actions

If you reside in Ontario and were first provided a Sun Life plan summary or booklet on or after July 1, 2016:

Every action or proceeding against an insurer for the recovery of insurance money payable under the contract is absolutely barred unless commenced within the time set out in the **Limitations Act, 2002**.

For all other members:

Every action or proceeding against an insurer for the recovery of insurance money payable under the contract is absolutely barred unless commenced within the time set out in the Insurance Act or such other Applicable Legislation of the province or territory where you reside.

Secure your future – enrol in the plan today!

Taking full advantage of **my savings**, your group plan at work, can empower you to make the most of your future – and your retirement. If you have any questions, contact the Plan Advisor who services your plan or our Client Care Centre at **1-877-SUN-LIFE**.

Questions and answers

1. Can I transfer money in from other plans?

Yes, you can. If you wish to take full advantage of the competitive fees and other benefits associated with **my savings**, subject to applicable legislation, you can transfer assets into the plan from:

- Another TFSA that you hold to your **my savings** TFSA.
- Another RRSP that you hold to your **my savings** RRSP.
- A previous employer's company pension plan or deferred profit sharing plan to your **my savings** RRSP.

If you are transferring in assets from a previous employer's pension plan, some of these assets may have to remain 'locked-in' and used only for the purpose of retirement income (not available for cash withdrawal). These amounts will be appropriately tracked when transferred and will be held in a Locked-In Retirement Account (LIRA).

To transfer assets into the plan, simply request an Application for Direct Transfer of Assets Form from the Sun Life Client Care Centre or get the form online. Go to **mysunlife.ca**, sign into your account, select **Manage Plan**, then **Transfer Money to Sun Life** under the **Put Money** In drop-down menu. . Select **Transfer assets to Sun Life** and print the form. Complete it and send it to the financial institution currently holding your registered plan assets.

2. Can I take money out of my Group RRSP at any time?

If your plan allows it, you can withdraw non-locked-in money from your Group RRSP account under **my savings** (please check with your employer for any restrictions that may apply).

To request a withdrawal, call the Client Care Centre or process the withdrawal through **mysunlife.ca**. A \$25 fee will apply for each withdrawal, including withdrawals under a Home Buyers' Plan or a Lifelong Learning Plan.

It's important to remember that Group RRSP withdrawals reduce your potential savings for retirement. For this reason you may want to consider withdrawing money from your TFSA instead.

For any cash withdrawals from your Group RRSP account, you will receive a T4RSP tax slip in February of the following year, that shows the withdrawal amount and income tax withheld at time of withdrawal.

3. Can I take money out of my TFSA at any time?

Yes, you can. Your TFSA under **my savings** is designed to help you save for a variety of short- and long-term savings goals. The first withdrawal from your TFSA in each calendar year is free. A \$25 fee will apply for any additional withdrawals during the year. All withdrawals from your TFSA are tax free. Please note that TFSA withdrawals are added back to your TFSA contribution room on January 1 of the following calendar year.

To request a withdrawal, call the Client Care Centre, at 1-877-SUN-LIFE, or process the withdrawal through **mysunlife.ca**.

4. How do I know when my DPSP account balance is vested and can I take money out of my DPSP at any time?

When your DPSP account balance is "vested", it means that the money belongs to you. Your employer will tell you the rules that apply to determining when your DPSP account balance becomes vested. You can also see this information on your account statement at **mysunlife.ca**.

Your employer will tell you if withdrawals from the DPSP are permitted. If your employer permits you to withdraw part or all of your vested DPSP account balance, tax will be deducted from any funds withdrawn in cash.

For any cash withdrawals from the DPSP you will receive, for income tax purposes, a T4A tax slip reporting the amount withdrawn and the tax withheld.

Like a Group RRSP withdrawal, a \$25 fee will apply to each withdrawal.

5. There's an option to choose a Spousal RRSP.

How do Spousal RRSPs work?

Under a Spousal RRSP, you make contributions to the RRSP on behalf of your spouse or common-law partner. The amount you can contribute to the Spousal RRSP is subject to your RRSP contribution limit, not your spouse or partner's, and you receive the income tax deduction.

The benefit of contributing to a Spousal RRSP is that when money is taken out of the Spousal RRSP in retirement, it's taxed in your spouse or partner's hands, not yours. So if they are in a lower tax bracket in retirement, your overall family tax bill will be lower.

One rule you'll want to note, however, is that amounts withdrawn from the Spousal RRSP by your spouse or partner are taxed back to you if the withdrawal is made within three calendar years from the time you made the contribution.

In addition, under federal tax law, the splitting of retirement income that comes from RRSP savings is now allowed for those age 65 and older, so there are fewer situations in which there is a need for a Spousal RRSP. For this reason, you may want to get professional tax advice before opening up a Spousal RRSP account.

6. What statements, tax receipts and communications will I receive?

In addition to account and transaction information available on Sun Life's Plan Member Services website and through the Automated Telephone System, you will receive annual account statements in December (showing balances as at the end of November) that provide information about your account.

You can also view your member account statements on Sun Life's Plan Member Services website. Account statements are available online in June and December (showing account balances as at the end of May and November). Simply select the **Statement** link under the **Accounts** drop-down menu.

For your Group RRSP account, we'll send you tax receipts for your contributions twice a year. The first receipt, issued in January, covers the contributions received at our head office in the last 305 days of the preceding calendar year (March to December).

The second receipt, issued in March, covers the contributions received in the first 60 days of the current calendar year. This allows you to claim the contributions

made in the first 60 days of the year either in the year in which they were made or in the previous calendar year, whichever is more advantageous to you. You can also choose to carry forward your RRSP contributions and deduct them in a future tax year.

7. What are my responsibilities under the plan?

As a member of a group retirement savings plan with more than one investment option, you are responsible for:

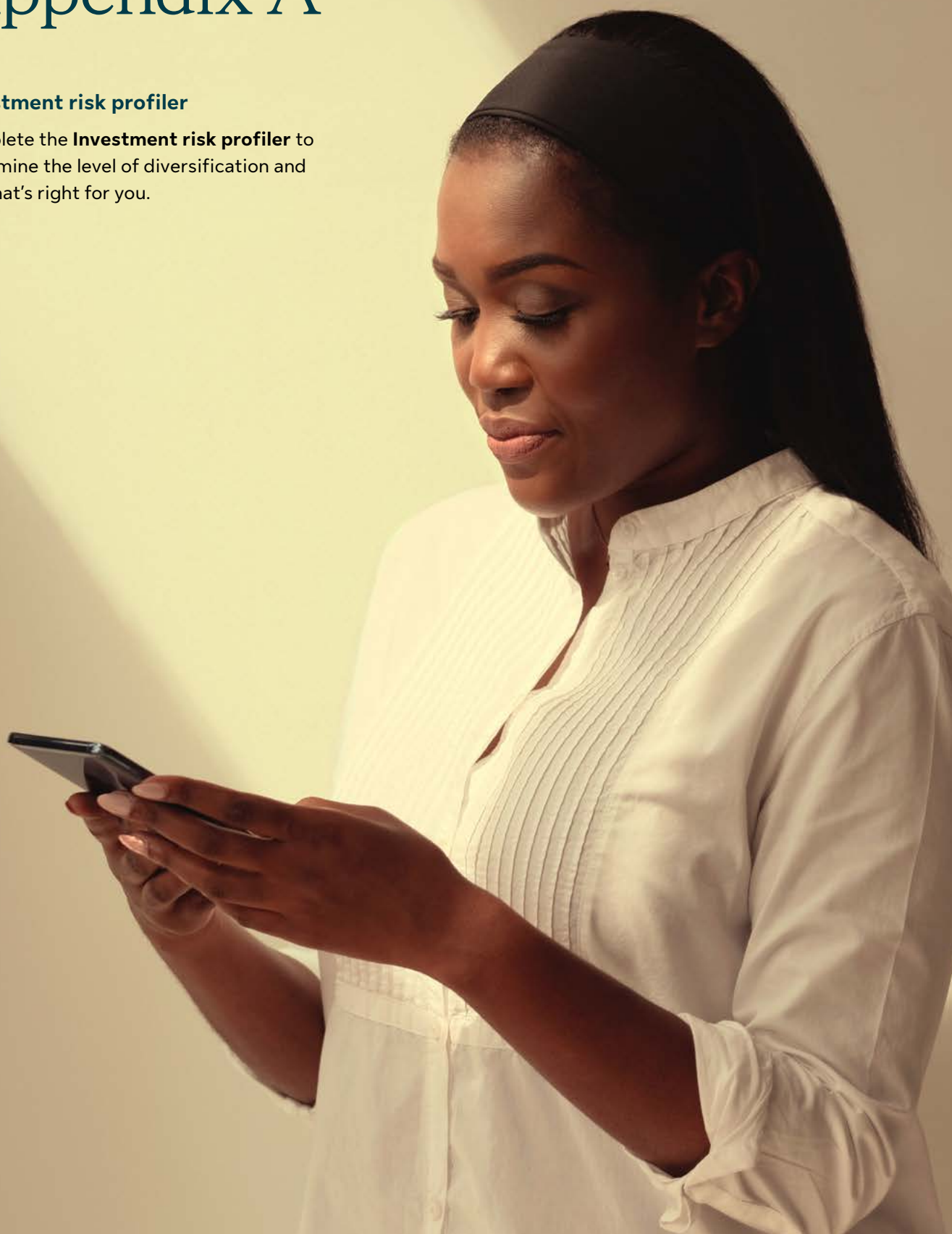
- Making sure you understand how your plan works
- Taking advantage of the information and tools made available to you to help you make your investment decisions
- Taking advantage of the investment advisory services of your Plan Advisor
- Making actual investment decisions
- Determining how much you will contribute to your RRSP and TFSA plans
- Checking to see how your investments are performing and revising your investment strategy if your personal circumstances change.



Appendix A

Investment risk profiler

Complete the **Investment risk profiler** to determine the level of diversification and risk that's right for you.



Investment risk profiler

A quiz that matches your personality to your money

While growing your money is important, it's equally important that you're able to sleep at night. This tool will help you determine your tolerance for investment risk, and, in turn, help you select the investment options that are right for you. Answer each of the following questions, keeping your objective in mind.

1. Which statement best describes your comfort level with fluctuations in the value of your investments?

- a. I'd be very upset if my investments dropped in value over any period of time. **1 point**
- b. I'm willing to accept a lower, more predictable rate of return as long as fluctuations in the value of my investments are small. **10 points**
- c. I'm willing to accept some fluctuations in the value of my investments as I'm seeking a higher rate of return. **20 points**
- d. I want the highest rate of return possible, and understand the value of my investments can fluctuate significantly. **30 points**

2. How long will you leave this money invested before you'll need a significant portion of it for your stated objective?

- a. Less than five years. **1 point**
- b. Five to 10 years. **10 points**
- c. Eleven to 20 years. **20 points**
- d. More than 20 years. **30 points**

3. How likely is it that you'll need access to a large portion of this money earlier than expected? (For example, taking early retirement.)*

- a. Very likely. **1 point**
- b. Somewhat likely. **10 points**
- c. Unlikely. **20 points**
- d. I won't need access to any of the money in this plan early. **30 points**

4. Which of the following patterns of returns would you be most comfortable with? Assume an initial amount of \$5,000 invested for 10 years.

- a. Your investment grows without losses to \$8,100. However, in one of the years the value of your portfolio does not increase. **1 point**
- b. Your investment grows to \$10,100 in year 10, but slightly declines in value in two of the years. **10 points**
- c. Your investment grows to \$12,400, but significantly declines in value in three of the years and was worth only \$3,500 after the first year. **20 points**

5. With the four results below, how would you invest \$10,000?

- a. A guaranteed return of \$500. **1 point**
- b. The potential of earning \$800 but the risk of earning only \$300. **10 points**
- c. The potential of earning \$1,200 but the risk of earning nothing. **20 points**
- d. The potential of earning \$2,500 but the risk of losing \$1,000. **30 points**

6. If your investment dropped in value by 20 per cent in one month, how would you react?

- a. I'd cash in my investment immediately. **1 point**
- b. I'd make no changes until the value recovers and then re-evaluate. **10 points**
- c. I'd do nothing. I understand my investments will fluctuate from day to day, but believe they will grow over the long term. **20 points**
- d. I'd invest more while the prices are low. **30 points**

7. How would you describe your investing personality?

- a. I don't like risk and can only tolerate moderate losses. **1 point**
- b. I'm willing to take some risk and can tolerate one year of poor returns. **10 points**
- c. I can tolerate more than one year of poor returns. **20 points**

8. Which of the following statements best describes your investment knowledge?

- a. I'm a novice investor. **1 point**
- b. I have some knowledge. **10 points**
- c. I have good working knowledge. **20 points**
- d. I consider myself an investment pro. **30 points**

Add up your points for your total score.

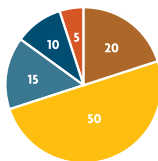
My total score is

* Early retirement is defined by pension legislation and can vary by jurisdiction.

Your risk profile

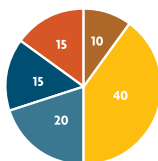
- Cash equivalents
- Bonds (fixed income)
- Canadian equity
- U.S. equity
- International equity

Match your total score from the **Investment risk profiler** to one of the risk profiles below.



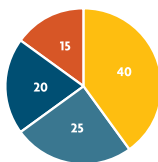
A score of 35 points or less – Conservative

You have a need for a predictable flow of income or have a relatively short investment horizon. Your tolerance for volatility is low and your primary goal is capital preservation.



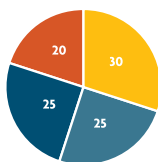
A score of 36 to 85 points – Moderate

You seek a regular flow of income and stability, while generating some capital growth over time. Your tolerance for volatility is moderate and your primary goal is capital preservation with some income.



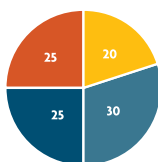
A score of 86 to 145 points — Balanced

You're looking for long-term capital growth and a stream of regular income. You're seeking relatively stable returns, but will accept some volatility. You understand that you can't achieve capital growth without some element of risk.



A score of 146 to 190 points — Growth

You can tolerate relatively high volatility. You realize that, over time, equity markets usually outperform other investments. However, you're not comfortable having all your investments in equities. You're looking for long-term capital growth with some income.

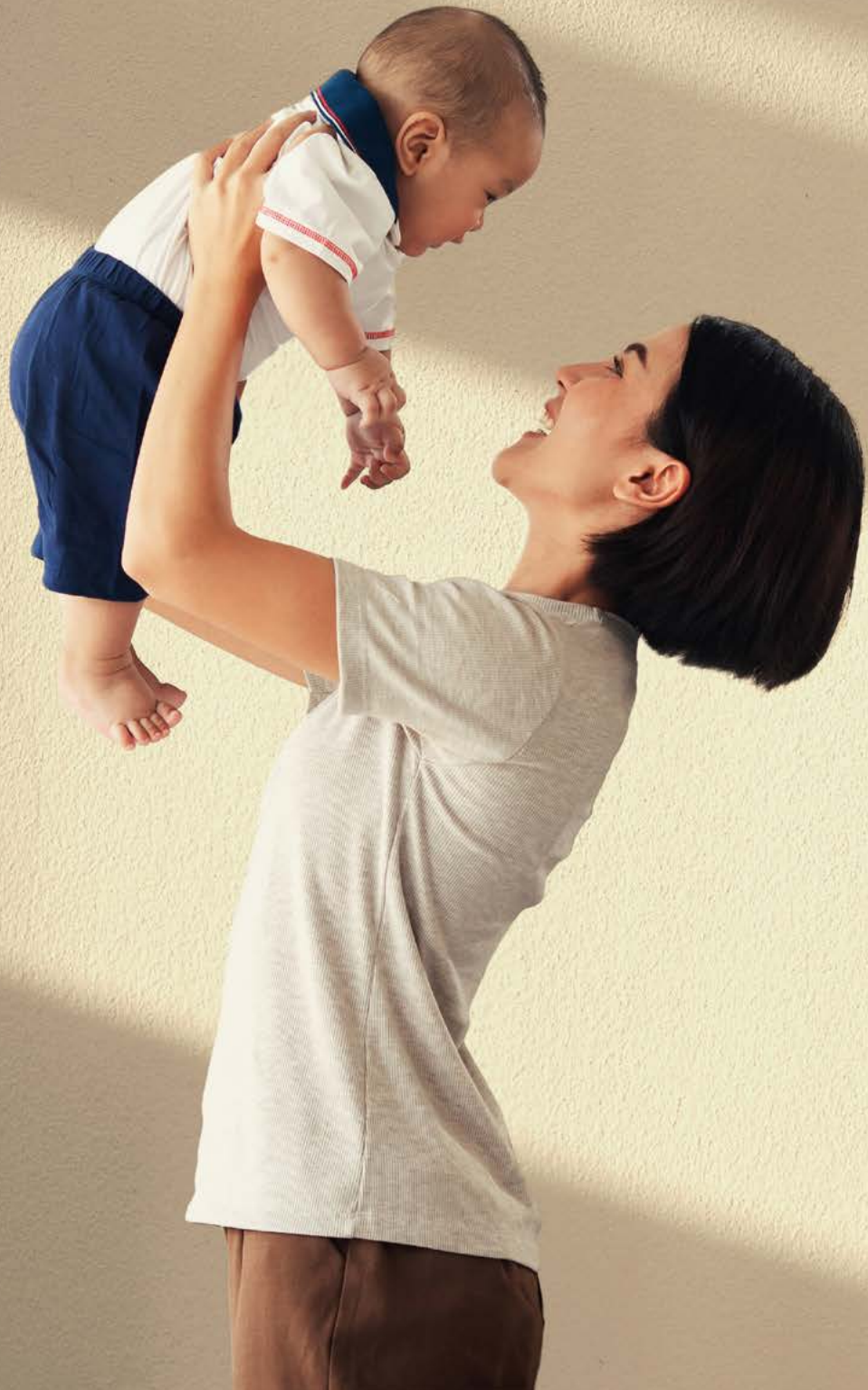


A score of 191 points or over — Aggressive

You can tolerate volatility and significant fluctuations in the value of your investment because you realize that, historically, equities perform better than other types of investments. You're looking for long-term capital growth and are less concerned with shorter-term volatility.

Appendix B

Risk categories





Risk categories

Low

Low-risk investments play an important role when you are saving for short-term goals, as you may need the money within a year or two and will likely not be able to recoup any losses that may occur. In a retirement plan, low-risk investments are favoured by investors who wish to preserve their nest egg as they approach retirement.

Low to Moderate

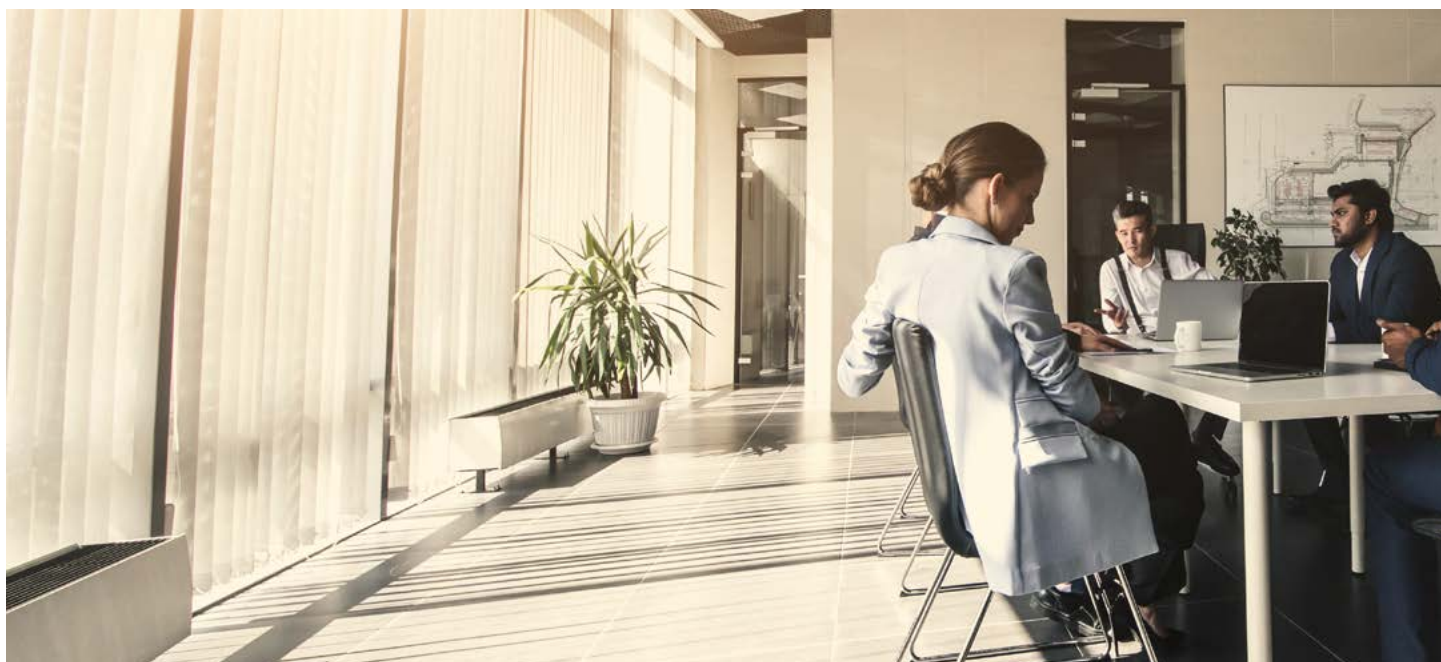
The low-to-moderate risk investments offer the chance to earn income with a low level of risk. The long-term returns of bond funds are expected to be greater than those provided by the lower-risk guaranteed and money market investments. Bonds also offer a consistent rate of return compared to equity or balanced funds. In a retirement plan, low-to-moderate risk investments balance out the risk from other asset classes.

Moderate

Moderate-risk investments such as balanced funds, also known as diversified funds, provide a mix of stocks, bonds and cash in one investment. The automatic diversification that occurs by investing in a variety of asset classes reduces the risk if one asset class performs poorly.

Moderate to High

Moderate-to-high risk investments include equity or stock funds, such as Canadian or foreign equity funds. Generally, these funds are expected to outperform other types of investments as they offer the greatest potential for long-term growth; however they also fluctuate more than other investments and thus have higher risk.



Funds

Low

Let me do it:

- Sun Life Guaranteed Daily Interest Account
- Sun Life Assurance Guaranteed Fund 1 Year
- Sun Life Assurance Guaranteed Fund 3 Year
- Sun Life Assurance Guaranteed Fund 5 Year

Low to Moderate

Help me do it:

- Sun Life Granite™ Retirement Segregated Fund

Let me do it:

- BlackRock Universe Bond Index Segregated Fund
- Sun Life Multi-Strategy Core Plus Bond Segregated Fund

Moderate

Help me do it:

- Sun Life Granite™ 2025 Segregated Fund

Moderate to High

Help me do it:

- Sun Life Granite™ 2030 Segregated Fund
- Sun Life Granite™ 2035 Segregated Fund
- Sun Life Granite™ 2040 Segregated Fund
- Sun Life Granite™ 2045 Segregated Fund
- Sun Life Granite™ 2050 Segregated Fund
- Sun Life Granite™ 2055 Segregated Fund
- Sun Life Granite™ 2060 Segregated Fund
- Sun Life Granite™ 2065 Segregated Fund

Let me do it:

- BlackRock S&P/TSX Composite Index Segregated Fund
- BlackRock U.S. Equity Index Segregated Fund
- Sun Life Multi-Strategy Canadian Equity Segregated Fund
- BlackRock EAFE Equity Index Segregated Fund
- Sun Life Multi-Strategy Global Equity Segregated Fund
- Sun Life Multi-Strategy Real Assets Segregated Fund
- BlackRock Global Equity Index Segregated Fund
- BlackRock MSCI ACWI Islamic Equity Index Fund

Appendix C

Retirement Savings Plan (RSP)

Enrolment form

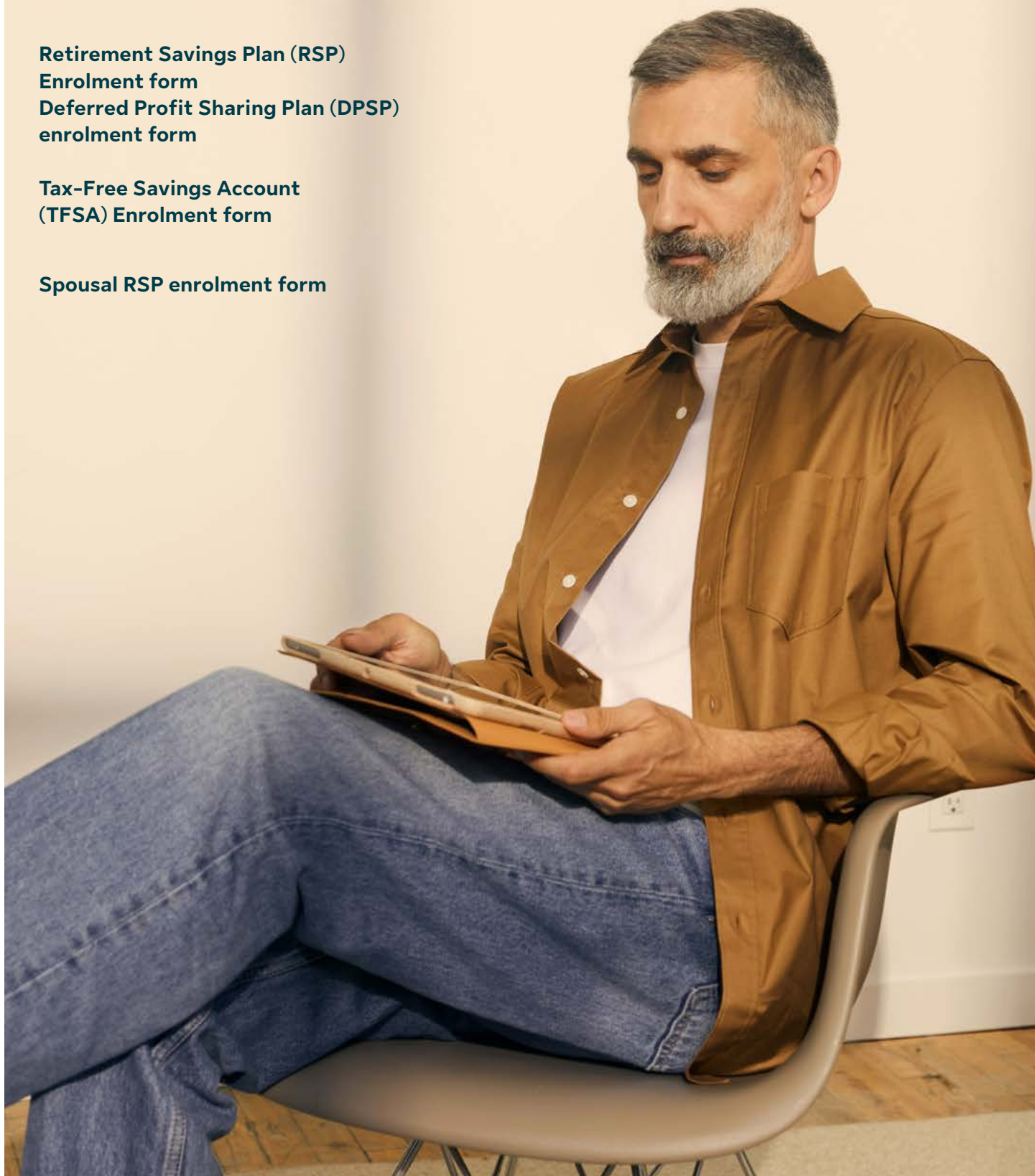
Deferred Profit Sharing Plan (DPSP)

enrolment form

Tax-Free Savings Account

(TFSA) Enrolment form

Spousal RSP enrolment form



SunAdvantage **my savings** Retirement Savings Plan (RSP) Deferred Profit Sharing Plan (DPSP) enrolment form

Return the completed form to your Human Resources or Payroll Department.

Nota : La version française de ce document est également disponible.

Please PRINT clearly.

Account type

Check with your employer to confirm your eligibility for the DPSP. If you are eligible for the DPSP, check both the RSP and DPSP boxes and complete the applicable sections on this enrolment form.

<input type="checkbox"/> RSP	You will be the owner and the annuitant of the account. Complete sections 2, 3, 4, 5, 7, and 9. Section 6 is optional. Note: If you wish to make contributions to a Spousal RSP, you and your spouse must complete a Spousal RSP Enrolment form.
<input type="checkbox"/> DPSP	Complete sections 2, 4, 5, and 9. Section 6 is optional.

Retirement Savings Plan (RSP) Application (Sections 1 to 3 are for registration purposes)

1 Plan sponsor information

This information is to be completed by the plan sponsor.

Name of plan sponsor	Client ID C0	Plan	Contract number -G
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Classifications

Subdivision	Payroll ID	User field
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2 Owner information

Note: The term "owner" has the same meaning as the term "annuitant" in subsection 146(l) of the Income Tax Act (Canada).

First name	Middle initial	Last name	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of birth (dd-mm-yyyy)	Social Insurance Number*	Identification number	
Address (street number and name)			Apartment or suite
City	Province	Postal code	Telephone number (day)
Email address			Telephone number (evening)

*By submitting this form you authorize your Social Insurance Number (SIN) to be used for the purposes of tax reporting and administration of benefits and where applicable, you also authorize the use of your SIN as your identification number until such time as it is replaced with a number that is not your SIN.

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3 Your application for Retirement Savings Plan (RSP)

I apply for a RSP to be established under the terms of the Group Annuity Policy issued by Sun Life Assurance Company of Canada.

I request that Sun Life Assurance Company of Canada apply for registration of the RSP as a registered retirement savings plan (RRSP) under the Income Tax Act (Canada) and, if applicable, under the Quebec Taxation Act.

I appoint the plan sponsor named in this Application to act as my agent for the purpose of the Plan, including payroll deductions, if applicable.

I agree to be bound by the terms of the Group Plan and, if applicable, any locking-in endorsement.

Owner signature X	Date (dd-mm-yyyy)
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Administration information

4 Employment information

Date of enrolment (dd-mm-yyyy)	Date of employment (dd-mm-yyyy)
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5 Beneficiary designation

Complete this section to designate a beneficiary for your account. In the absence of a beneficiary designation, and if not payable to your spouse as prescribed by law, death benefits will be paid to your estate.

Caution in all provinces except Quebec: Your designation of a beneficiary will not be changed or revoked automatically by any future marriage or divorce. Should you wish to change or revoke your beneficiary in the event of a future marriage or divorce, you have to make a new designation. In Quebec, a divorce granted after December 1st, 1982 cancels the beneficiary designation of the married spouse.

In Quebec if you name more than one beneficiary and give them unequal shares of the benefit and one of them dies, the deceased beneficiary's share will default to contingent beneficiary or estate rather than being divided amongst the other beneficiaries.

Note: To appoint a trustee for a beneficiary who is a minor, please complete the 'Appointment of trustee for a minor beneficiary' form. In Quebec, any amount payable to a minor beneficiary during his/her minority will be paid to the parent(s) or legal guardian on his/her behalf.

If you have a spouse when you die, the law may stipulate that all or part of the death benefit be paid to your qualifying spouse, unless your spouse waives the death benefit. A beneficiary designation other than your spouse would only apply to those death benefits which are not, according to the law, payable to your surviving spouse. If you wish your spouse to receive all benefits, please ensure you designate your spouse as beneficiary in the space below.

I revoke any previous beneficiary designations and name as beneficiary for benefits due on my death:

<input type="checkbox"/> RSP <input type="checkbox"/> DPSP	Beneficiary's first name	Middle initial	Last name	
Relationship to you*		<input type="checkbox"/> Revocable**	Date of birth (dd-mm-yyyy)	Percentage of benefits %
<input type="checkbox"/> RSP <input type="checkbox"/> DPSP	Beneficiary's first name	Middle initial	Last name	
Relationship to you*		<input type="checkbox"/> Revocable**	Date of birth (dd-mm-yyyy)	Percentage of benefits %
<input type="checkbox"/> RSP <input type="checkbox"/> DPSP	Beneficiary's first name	Middle initial	Last name	
Relationship to you*		<input type="checkbox"/> Revocable**	Date of birth (dd-mm-yyyy)	Percentage of benefits %

*Following are the values to be used for relationship

Husband (married)	Wife (married)	Civil union	Common-law	
Fiancé(e)	Friend	Former spouse	Father	Mother
Brother	Sister	Son	Daughter	Nephew
Niece	Aunt	Uncle	Cousin	Grandchild
Grandparent	Step family	Family-in-law	Institution	Other

Where Quebec law applies, a **married or civil union spouse beneficiary is **irrevocable** unless you indicate otherwise. To avoid this restriction and make your legal spouse designation revocable, you must check the revocable box above.

If your beneficiary is irrevocable, you may not change your beneficiary designation and may not be able to withdraw/transfer your assets out of the plan unless you provide Sun Life Financial with the irrevocable beneficiary's written consent.

6 Contingent beneficiary designation

Complete this section to appoint a contingent (secondary) beneficiary for your account.

If there is no surviving beneficiary at the time of my death, I declare that the following contingent beneficiary shall receive all benefits due on my death in accordance with any applicable legislation. If there is no surviving contingent beneficiary at the time of my death, the proceeds shall be paid to my estate.

I revoke all previous contingent beneficiary appointments.

<input type="checkbox"/> RSP <input type="checkbox"/> DPSP	Beneficiary's first name	Middle initial	Last name
Relationship to you* (refer to above values)			Date of birth (dd-mm-yyyy)
			Percentage of benefits %
<input type="checkbox"/> RSP <input type="checkbox"/> DPSP	Beneficiary's first name	Middle initial	Last name
Relationship to you* (refer to above values)			Date of birth (dd-mm-yyyy)
			Percentage of benefits %
<input type="checkbox"/> RSP <input type="checkbox"/> DPSP	Beneficiary's first name	Middle initial	Last name
Relationship to you* (refer to above values)			Date of birth (dd-mm-yyyy)
			Percentage of benefits %

7 Contributions

This section is to be completed by the contributor to the account.

RSP contributions

I authorize my employer to deduct a total RSP contribution of _____ % or \$ _____ per pay.

Please select either Option A, B or C to allocate the total contribution amount to your RSP and/or your Spousal RSP.

Choose only ONE option below to allocate your contribution amount.

☐ Option A – Allocate 100% of the amount deducted from my pay to my RSP

☐ Option B – Split contribution between member and spousal RSP

_____ % of the total payroll deduction amount to my RSP plus

_____ % of the total payroll deduction amount to my Spousal RSP

The total of the two percentages entered in Option B must equal 100%

☐ Option C – Allocate 100% of the amount deducted from my pay to my Spousal RSP

DPSP contributions

Contributions to the DPSP are made by your employer.

8 Investment allocation upon enrolment

The Granite™ Target Date series of Segregated Funds (Sun Life Granite™ funds) will be the default investment option when you are enrolled in the plan. For your convenience you will be enrolled in the Sun Life Granite™ Fund with the maturity date occurring just prior to your 65th birthday. This fund is provided as a temporary investment at enrolment and you are encouraged to assess different investment options, based on your risk profile, if this fund doesn't meet your savings goal.

Once you are enrolled please visit www.mysunlife.ca, review the savings and investment guide and complete your Investment Risk Profiler. Once you've determined your investor profile, please review the detailed information on each of the funds available under the plan and, if applicable, make changes to your investment options. If you would prefer to have this material emailed or mailed to you please contact Sun Life's Client Care Centre at 1-877-SUN-LIFE.

9 Your authorization and signature

If I terminate employment with my plan sponsor, I understand that I must provide Sun Life Assurance Company of Canada with transfer or withdrawal instructions for my DPSP assets within 90 days of my termination. If I do not do so before the expiry of the 88th day from my termination, subject to any applicable legislation, I authorize Sun Life Assurance Company of Canada to transfer my assets and benefits under the plan listed above to a group RRSP for terminated members. If this happens, the assets in my original plan will be transferred to the same funds under my new plan. If the same funds are not available under my new plan, assets will be transferred as indicated by the transition package that I will receive upon termination of employment.

I understand that fund management fees may vary from those under my original plan(s). I also understand that as my assets will be under a new plan, any death benefit will be paid to my estate, unless I designate a new beneficiary by completing a beneficiary designation form. If, however, under my original plan(s) my beneficiary designation was irrevocable, that beneficiary will become the beneficiary under my new plan.

I require that all future communications, including this application and Group Plan documents, be provided in English.

I acknowledge that by enrolling in this plan, I am bound by the terms of the group savings plan contract* between my plan sponsor and Sun Life Financial, the applicable details of which have been or will be provided or made available to me by Sun Life Financial or my plan sponsor as part of the enrolment process.

I understand that the funds available in my plan are offered under a group savings plan contract issued to my plan sponsor by Sun Life Financial.

I authorize Sun Life Assurance Company of Canada (Sun Life), its agents and service providers, to collect, use and disclose to my plan sponsor, its agents and service providers, my personal information, which may include annual income information, for the purpose of plan administration.

I also authorize Sun Life, its agents and service providers to disclose my personal information to the advisor appointed by my plan sponsor, if any, or to my personal advisor for the purpose of enabling in-plan advisory services.

*Group savings plan contract includes a group annuity policy issued by Sun Life.

Unless I select 'No' below, I agree that my information may be collected, used and shared with the members of the Sun Life Financial group of companies**, their agents and service providers to inform me of other financial products and services that they believe meet my changing needs.

☐ No, I refuse permission.

**The companies in the Sun Life Financial group of companies mean only those companies identified in Sun Life Financial's Privacy Policy for Canada which is available on the Sun Life Financial website, www.sunlife.ca.

Name of your employer

Owner Signature

X

Date (dd-mm-yyyy)

10 Respecting your privacy

Respecting your privacy is a priority for the Sun Life Financial group of companies. We keep in confidence personal information about you and the products and services you have with us to provide you with investment, retirement and insurance products and services to help you meet your lifetime financial objectives. To meet these objectives, we collect, use and disclose your personal information for purposes that include: underwriting; administration; claims adjudication; protecting against fraud, errors or misrepresentations; meeting legal, regulatory or contractual requirements; and we may tell you about other related products and services that we believe meet your changing needs. The only people who have access to your personal information are our employees, distribution partners such as advisors, and third-party service providers, along with our reinsurers. We will also provide access to anyone else you authorize. Sometimes, unless we are otherwise prohibited, these people may be in countries outside Canada, so your personal information may be subject to the laws of those countries. You can ask for the information in our files about you and, if necessary, ask us in writing to correct it. To find out more about our privacy practices, visit www.sunlife.ca/privacy.

Group Retirement Services are provided by Sun Life Assurance Company of Canada, a member of the Sun Life Financial group of companies.

SunAdvantage my savings Tax-Free Savings Account (TFSA) enrolment form



Return the completed form to your Human Resources or Payroll Department.

Nota : La version française de ce document est également disponible.

Please PRINT clearly.

1 Plan sponsor information

This information is to be completed by the plan sponsor.

Name of plan sponsor	Client ID C0	Plan	Contract number -G
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Classifications

Subdivision	Payroll ID	User field
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2 Owner information

Note: The term "owner" has the same meaning as the term "holder" in subsection 146.2(l) of the Income Tax Act (Canada).

First name	Middle initial	Last name	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of birth (dd-mm-yyyy)	Social Insurance Number*	Identification number	
Address (street number and name)			Apartment or suite
City	Province	Postal code	Telephone number (day)
Email address			Telephone number (evening)

*By submitting this form you authorize your Social Insurance Number (SIN) to be used for the purposes of tax reporting and administration of benefits and where applicable, you also authorize the use of your SIN as your identification number until such time as it is replaced with a number that is not your SIN.

3 Employment information

Date of enrolment (dd-mm-yyyy)	Date of employment (dd-mm-yyyy)
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4 Beneficiary designation

Complete this section to designate a beneficiary for your account. In the absence of a beneficiary designation, and if not payable to your spouse as prescribed by law, death benefits will be paid to your estate.

Caution in all provinces except Quebec: Your designation of a beneficiary will not be changed or revoked automatically by any future marriage or divorce. Should you wish to change or revoke your beneficiary in the event of a future marriage or divorce, you have to make a new designation. In Quebec, a divorce granted after December 1st, 1982 cancels the beneficiary designation of the married spouse. In Quebec if you name more than one beneficiary and give them unequal shares of the benefit and one of them dies, the deceased beneficiary's share will default to contingent beneficiary or estate rather than being divided amongst the other beneficiaries.

Note: To appoint a trustee for a beneficiary who is a minor, please complete the 'Appointment of trustee for a minor beneficiary' form. In Quebec, any amount payable to a minor beneficiary during his/her minority will be paid to the parent(s) or legal guardian on his/her behalf.

I revoke any previous beneficiary designations and name as beneficiary for benefits due on my death:

Beneficiary's first name	Middle initial	Last name	
Relationship to you*	<input type="checkbox"/> Revocable**	Date of birth (dd-mm-yyyy)	Percentage of benefits %
Beneficiary's first name	Middle initial	Last name	
Relationship to you*	<input type="checkbox"/> Revocable**	Date of birth (dd-mm-yyyy)	Percentage of benefits %
Beneficiary's first name	Middle initial	Last name	
Relationship to you*	<input type="checkbox"/> Revocable**	Date of birth (dd-mm-yyyy)	Percentage of benefits %

*Following are the values to be used for relationship

Husband (married)	Wife (married)	Civil union	Common-law
Fiancé(e)	Friend	Former spouse	Father
Brother	Sister	Son	Daughter
Niece	Aunt	Uncle	Cousin
Grandparent	Step family	Family-in-law	Institution
			Other

Where Quebec law applies, a **married or civil union spouse beneficiary is **irrevocable** unless you indicate otherwise. To avoid this restriction and make your legal spouse designation revocable, you must check the revocable box above.

If your beneficiary is irrevocable, you may not change your beneficiary designation and may not be able to withdraw/transfer your assets out of the plan unless you provide Sun Life Financial with the irrevocable beneficiary's written consent.

5 Contingent beneficiary appointment

Complete this section to appoint a contingent (secondary) beneficiary for your account.

If there is no surviving beneficiary at the time of my death, I declare that the following contingent beneficiary shall receive all benefits due on my death in accordance with any applicable legislation. If there is no surviving contingent beneficiary at the time of my death, the proceeds shall be paid to my estate.

I revoke all previous contingent beneficiary appointments.

Beneficiary's first name	Middle initial	Last name	
Relationship to you* (refer to above values)		Date of birth (dd-mm-yyyy)	Percentage of benefits %
Beneficiary's first name	Middle initial	Last name	
Relationship to you* (refer to above values)		Date of birth (dd-mm-yyyy)	Percentage of benefits %
Beneficiary's first name	Middle initial	Last name	
Relationship to you* (refer to above values)		Date of birth (dd-mm-yyyy)	Percentage of benefits %

6 Contributions by automatic cheque plan (ACP)

To be completed when payroll deduction for contributions to the TFSA is not available. Complete this section if you wish to make on-going contributions to the TFSA via automatic deduction from your bank account.

I authorize Sun Life Assurance Company of Canada (Sun Life) to withdraw payments from my bank account indicated below and will notify Sun Life immediately of any change in my account information. I confirm all people whose signatures are required to authorize withdrawals on the bank account indicated have signed this section. The ACP amount is to be invested according to section 7 (Investment instructions). All Automatic Cheque Plans will be processed as personal under the Canadian Payments Association rules (this means I have 90 calendar days from the date any payment is processed to claim reimbursement for any unauthorized payment). I understand I may obtain a sample cancellation form or further information on my right to cancel this ACP agreement at my financial institution or by visiting www.payments.ca.

I agree to waive the requirement that Sun Life notify me of this authorization before the first payment and subsequent payments are processed as well as any changes to the amount or date of the payment initiated by me. I have certain recourse rights if any debit does not comply with this agreement. For example, I have the right to receive reimbursement for any debit that is not authorized or is not consistent with this ACP agreement. For more information on my right to terminate the ACP agreement or my recourse rights, I may contact my financial institution or visit www.payments.ca. I also understand a \$25 fee will be charged for any automatic cheques returned for insufficient funds.

Please select a payment schedule. Check only one.

<input type="checkbox"/> Annual	<input type="checkbox"/> Semi-annual	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Bi-weekly
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ACP amount \$	Start date (dd-mm-yyyy)
------------------	-------------------------

Note: if the date you choose falls on a weekend or holiday, the transaction will be made on the next business day.

Type of bank account

<input type="checkbox"/> Chequing	<input type="checkbox"/> Single
<input type="checkbox"/> Savings	<input type="checkbox"/> Joint

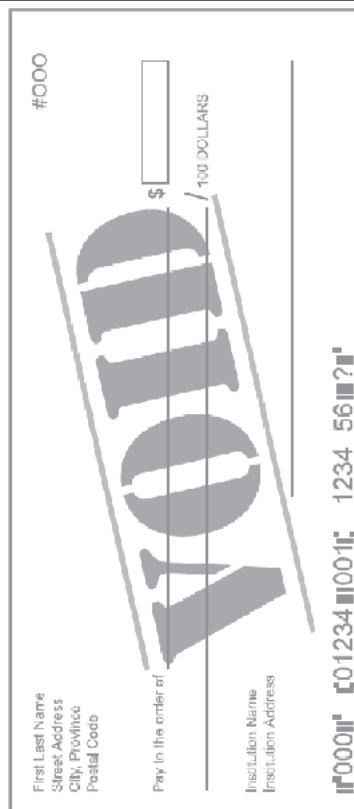
Signature of accountholder X	
Date (dd-mm-yyyy)	

If joint accountholder is applicable:

Signature of joint accountholder X	
Date (dd-mm-yyyy)	

- Place an original voided cheque here >>>
- TAPE the cheque along the side edge

If your personal information is not pre-printed on the cheque, or you do not have a voided cheque, please provide proof of account ownership from your bank. Proof of account ownership must be provided on banking institution letterhead or banking form, it must include your name and it must be stamped by the banking institution.



7 Investment allocation upon enrolment

The Sun Life GDIA Fund will be the default investment option when you are enrolled in the plan. This fund is provided as a temporary investment at enrolment and you are encouraged to assess different investment options based on your risk profile.

Once enrolled please visit www.mysunlife.ca, review the savings and investment guide and complete your Investment Risk Profiler. Once you've determined your investor profile, please review the detailed information on each of the funds available under the plan and, if applicable, make changes to your investment options. If you would prefer to have this material emailed or mailed to you please contact Sun Life's Client Care Centre at 1-877-SUN-LIFE.

8 Your authorization and signature

I apply for a TFSA to be established under the terms of the Group Annuity Policy issued by Sun Life Assurance Company of Canada. I request Sun Life Assurance Company of Canada to file an election to register my arrangement as a Tax-Free Savings Account (TFSA) under the Income Tax Act (Canada) and any applicable provincial tax legislation.

I appoint the plan sponsor named in this application to act as my agent for the purpose of submitting contributions, providing my investment, withdrawal and transfer instructions and any other instructions as may be required to administer my TFSA.

I agree to be bound by the terms of the Plan and any amendments thereto.

I require that all future communications, including this application and Group Plan documents, be provided in English.

I acknowledge that by enrolling in this plan, I am bound by the terms of the group savings plan contract* between my plan sponsor and Sun Life Financial, the applicable details of which have been or will be provided or made available to me by Sun Life Financial or my plan sponsor as part of the enrolment process.

I understand that the funds available in my plan are offered under a group savings plan contract issued to my plan sponsor by Sun Life Financial.

I authorize Sun Life Assurance Company of Canada (Sun Life), its agents and service providers, to collect, use and disclose to my plan sponsor, its agents and service providers, my personal information, which may include annual income information, for the purpose of plan administration.

I also authorize Sun Life, its agents and service providers to disclose my personal information to the advisor appointed by my plan sponsor, if any, or to my personal advisor for the purpose of enabling in-plan advisory services.

*Group savings plan contract includes a group annuity policy issued by Sun Life.

Unless I select 'No' below, I agree that my information may be collected, used and shared with the members of the Sun Life Financial group of companies**, their agents and service providers to inform me of other financial products and services that they believe meet my changing needs.

☐ No, I refuse permission.

**The companies in the Sun Life Financial group of companies mean only those companies identified in Sun Life Financial's Privacy Policy for Canada which is available on the Sun Life Financial website, www.sunlife.ca.

Name of your employer

Owner Signature

X

Date (dd-mm-yyyy)

9 Acceptance of application

Sun Life Assurance Company of Canada's acceptance of application.



Authorized signatures

President and Chief Executive Officer

Secretary

10 Respecting your privacy

Our Purpose is to help our Clients achieve lifetime financial security and live healthier lives. We collect, use and disclose your personal information to: develop and deliver the right products and services; enhance your experience and manage our business operations; perform underwriting, administration and claims adjudication; protect against fraud, errors or misrepresentations; tell you about other products and services; and meet legal and security obligations. We collect it directly from you, when you use our products and services, and from other sources. We keep your information confidential and only as long as needed. People who may access it include our employees, distribution partners such as advisors, service providers, reinsurers, or anyone else you authorize. At times, unless we're prohibited, they may be outside your jurisdiction and your information may be subject to local laws. You can always ask for your information and to correct it if needed. In most cases, you have a right to withdraw your consent, but we may not be able to provide the requested product or service. Read our Global Privacy Statement and local policy at www.sunlife.ca/privacy or call us for a copy.

Group Retirement Services are provided by Sun Life Assurance Company of Canada, a member of the Sun Life Financial group of companies.

SunAdvantage my savings

Spousal Retirement Savings Plan (RSP)

enrolment form

Return the completed form to your Human Resources or Payroll Department.

Nota : La version française de ce document est également disponible.

Please PRINT clearly.

RSP account type

Spousal RSP – Your spouse will be the owner and annuitant under the spousal account.
Your spouse, as owner, completes sections 2, 4, and 8. Section 5 is optional.
You, as contributor, complete sections 3 and 6.

1 Plan sponsor information

This information is to be completed by the plan sponsor.

Name of plan sponsor	Client ID C0	Plan	Contract number -G
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Classifications

Subdivision	Payroll ID	User field
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2 Owner information

Note: The term “owner” has the same meaning as the term “annuitant” in subsection 146(l) of the Income Tax Act (Canada).

First name	Middle initial	Last name	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of birth (dd-mm-yyyy)	Social Insurance Number*	Identification number (not applicable for Spousal RSP)	
Address (street number and name)			Apartment or suite
City	Province	Postal code	Telephone number (day)
Email address			Telephone number (evening)

*By submitting this form you authorize your Social Insurance Number (SIN) to be used for the purposes of tax reporting and administration of benefits and where applicable, you also authorize the use of your SIN as your identification number until such time as it is replaced with a number that is not your SIN.

3 Contributor information

To be completed by the contributor.

First name	Middle initial	Last name
Social Insurance Number	Date of employment (dd-mm-yyyy)	Identification number

ENRLMNT



4 Beneficiary designation

Complete this section to designate a beneficiary for your account. In the absence of a beneficiary designation, and if not payable to your spouse as prescribed by law, death benefits will be paid to your estate.

Caution in all provinces except Quebec: Your designation of a beneficiary will not be changed or revoked automatically by any future marriage or divorce. Should you wish to change or revoke your beneficiary in the event of a future marriage or divorce, you have to make a new designation. In Quebec, a divorce granted after December 1st, 1982 cancels the beneficiary designation of the married spouse.

In Quebec if you name more than one beneficiary and give them unequal shares of the benefit and one of them dies, the deceased beneficiary's share will default to contingent beneficiary or estate rather than being divided amongst the other beneficiaries.

Note: To appoint a trustee for a beneficiary who is a minor, please complete the 'Appointment of trustee for a minor beneficiary' form. In Quebec, any amount payable to a minor beneficiary during his/her minority will be paid to the parent(s) or legal guardian on his/her behalf.

If you have a spouse when you die, the law may stipulate that all or part of the death benefit be paid to your qualifying spouse, unless your spouse waives the death benefit. A beneficiary designation other than your spouse would only apply to those death benefits which are not, according to the law, payable to your surviving spouse. If you wish your spouse to receive all benefits, please ensure you designate your spouse as beneficiary in the space below.

I revoke any previous beneficiary designations and name as beneficiary for benefits due on my death:

Beneficiary's first name	Middle initial	Last name	
Relationship to you*	<input type="checkbox"/> Revocable**	Date of birth (dd-mm-yyyy)	Percentage of benefits %
Beneficiary's first name	Middle initial	Last name	
Relationship to you*	<input type="checkbox"/> Revocable**	Date of birth (dd-mm-yyyy)	Percentage of benefits %
Beneficiary's first name	Middle initial	Last name	
Relationship to you*	<input type="checkbox"/> Revocable**	Date of birth (dd-mm-yyyy)	Percentage of benefits %

*Following are the values to be used for relationship

Husband (married)	Wife (married)	Civil union	Common-law	
Fiancé(e)	Friend	Former spouse	Father	Mother
Brother	Sister	Son	Daughter	Nephew
Niece	Aunt	Uncle	Cousin	Grandchild
Grandparent	Step family	Family-in-law	Institution	Other

Where Quebec law applies, a **married or civil union spouse beneficiary is **irrevocable** unless you indicate otherwise. To avoid this restriction and make your legal spouse designation revocable, you must check the revocable box above.

If your beneficiary is irrevocable, you may not change your beneficiary designation and may not be able to withdraw/transfer your assets out of the plan unless you provide Sun Life Financial with the irrevocable beneficiary's written consent.

5 Contingent beneficiary designation

Complete this section to appoint a contingent (secondary) beneficiary for your account.

If there is no surviving beneficiary at the time of my death, I declare that the following contingent beneficiary shall receive all benefits due on my death in accordance with any applicable legislation. If there is no surviving contingent beneficiary at the time of my death, the proceeds shall be paid to my estate.

I revoke all previous contingent beneficiary appointments.

Beneficiary's first name	Middle initial	Last name	
Relationship to you* (refer to above values)		Date of birth (dd-mm-yyyy)	Percentage of benefits %
Beneficiary's first name	Middle initial	Last name	
Relationship to you* (refer to above values)		Date of birth (dd-mm-yyyy)	Percentage of benefits %
Beneficiary's first name	Middle initial	Last name	
Relationship to you* (refer to above values)		Date of birth (dd-mm-yyyy)	Percentage of benefits %

6 Contributions

This section is to be completed by the contributor to the account.

I authorize my employer to deduct a total RSP contribution of _____ % or \$ _____ per pay.

Please select either Option A or B to allocate the total contribution amount to your RSP and/or your Spousal RSP.

Choose only ONE option below to allocate your contribution amount.

☐ Option A – Split contribution between member and spousal RSP

_____ % of the total payroll deduction amount to my RSP plus

_____ % of the total payroll deduction amount to my Spousal RSP

The total of the two percentages entered in Option A must equal 100%

☐ Option B – Allocate 100% of the amount deducted from my pay to my spousal RSP

Signature of contributor (for Spousal RSP) X

7 Investment allocation upon enrolment

The Granite™ Target Date series of Segregated Funds (Sun Life Granite™ funds) will be the default investment option when you are enrolled in the plan. For your convenience you will be enrolled in the Sun Life Granite™ Fund with the maturity date occurring just prior to your 65th birthday. This fund is provided as a temporary investment at enrolment and you are encouraged to assess different investment options, based on your risk profile, if this fund doesn't meet your savings goal.

Once you are enrolled please visit www.mysunlife.ca, review the savings and investment guide and complete your Investment Risk Profiler. Once you've determined your investor profile, please review the detailed information on each of the funds available under the plan and, if applicable, make changes to your investment options. If you would prefer to have this material emailed or mailed to you please contact Sun Life's Client Care Centre at 1-877-SUN-LIFE.

8 Your authorization and signature

I apply for a RSP to be established under the terms of the Group Annuity Policy issued by Sun Life Assurance Company of Canada.

I request that Sun Life Assurance Company of Canada apply for registration of the RSP as a registered retirement savings plan (RRSP) under the Income Tax Act (Canada) and, if applicable, under the Quebec Taxation Act.

I appoint the plan sponsor named in this Application to act as my agent for the purpose of the Plan, including payroll deductions, if applicable.

I agree to be bound by the terms of the Group Plan and, if applicable, any locking-in endorsement.

I require that all future communications, including this application and Group Plan documents, be provided in English.

I acknowledge that by enrolling in this plan, I am bound by the terms of the group savings plan contract* between my plan sponsor and Sun Life Financial, the applicable details of which have been or will be provided or made available to me by Sun Life Financial or my plan sponsor as part of the enrolment process.

I understand that the funds available in my plan are offered under a group savings plan contract issued to my plan sponsor by Sun Life Financial.

I authorize Sun Life Assurance Company of Canada (Sun Life), its agents and service providers, to collect, use and disclose to my plan sponsor, its agents and service providers, my personal information, which may include annual income information, for the purpose of plan administration.

I also authorize Sun Life, its agents and service providers to disclose my personal information to the advisor appointed by my plan sponsor, if any, or to my personal advisor for the purpose of enabling in-plan advisory services.

*Group savings plan contract includes a group annuity policy issued by Sun Life.

Unless I select 'No' below, I agree that my information may be collected, used and shared with the members of the Sun Life Financial group of companies**, their agents and service providers to inform me of other financial products and services that they believe meet my changing needs.

☐ No, I refuse permission.

**The companies in the Sun Life Financial group of companies mean only those companies identified in Sun Life Financial's Privacy Policy for Canada which is available on the Sun Life Financial website, www.sunlife.ca.

Name of your employer

Owner Signature

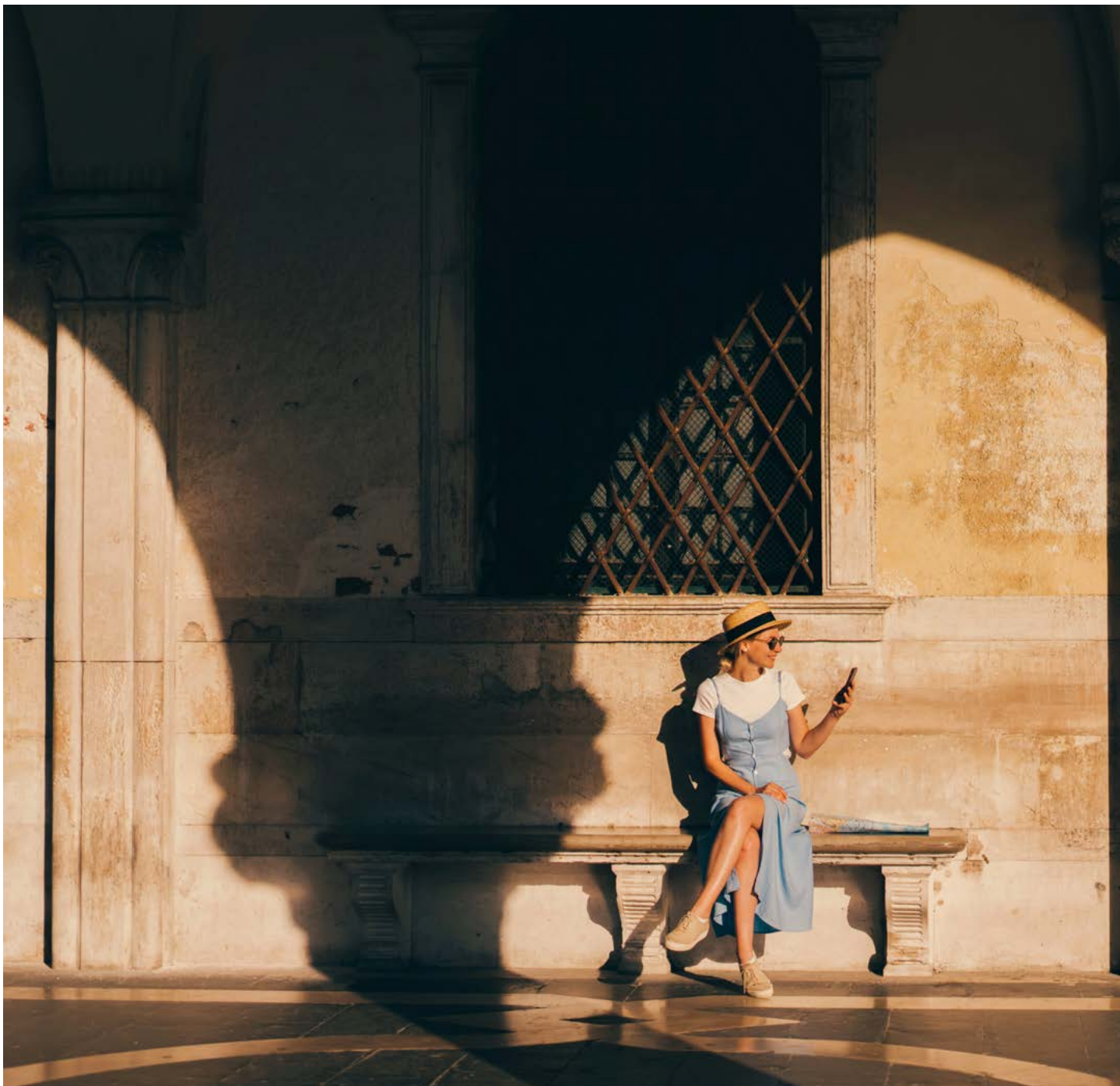
X

Date (dd-mm-yyyy)

9 Respecting your privacy

Respecting your privacy is a priority for the Sun Life Financial group of companies. We keep in confidence personal information about you and the products and services you have with us to provide you with investment, retirement and insurance products and services to help you meet your lifetime financial objectives. To meet these objectives, we collect, use and disclose your personal information for purposes that include: underwriting; administration; claims adjudication; protecting against fraud, errors or misrepresentations; meeting legal, regulatory or contractual requirements; and we may tell you about other related products and services that we believe meet your changing needs. The only people who have access to your personal information are our employees, distribution partners such as advisors, and third-party service providers, along with our reinsurers. We will also provide access to anyone else you authorize. Sometimes, unless we are otherwise prohibited, these people may be in countries outside Canada, so your personal information may be subject to the laws of those countries. You can ask for the information in our files about you and, if necessary, ask us in writing to correct it. To find out more about our privacy practices, visit www.sunlife.ca/privacy.

Group Retirement Services are provided by Sun Life Assurance Company of Canada, a member of the Sun Life Financial group of companies.



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