

Plan Sponsor Services

SunAdvantage Group Benefits Administration guide

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Use this guide for client-administered group plans if you use our Plan Sponsor Services Group Benefits Administration website.

Our guides are stored and regularly updated on our Plan Sponsor Services **Guides for Group Benefits Administrators** page.

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Introduction to Plan Sponsor Services

Welcome to Sun Life's Plan Sponsor Services (PSS) – Group Benefits Administration (GBA). It's our customer-driven, web-based tool. GBA makes record keeping quick and easy. We also provide Health Spending Account (HSA) and Personal Spending Account (PSA) administration guides, if related to your plan.

Plan sponsors who are responsible for the administration of their plans may qualify for Enhanced Access. With it, they can Add, Change or Deactivate their benefits administrators. And, they can do so without having to contact Sun Life.

To qualify for Enhanced Access, benefits administrators need unrestricted access to all locations. Contact your Service Representative to confirm eligibility.

Third party administrators and advisors do not qualify for Enhanced Access.

With our Plan Sponsor Services website, you can:

- enrol plan members, update their records
- terminate or reinstate plan members' coverage
- view, print or save plan members' coverage summaries and drug cards (if applicable)
- view details of your benefits plan coverage
- download contract, booklets and plan document
- download and print a wide range of standard forms for benefits administration
- view and print a monthly premium statement

To use our Plan Sponsor Services website, you'll need:

- a plan sponsor Access ID and password
- this Administration Guide, your group benefits contract and booklet

Your Access ID and Password

Your Client Service Administrator will contact you to provide you with your Plan Sponsor Access ID and password.

When you receive your Plan Sponsor Access ID and password, go to sunlife.ca/sponsor. Enter Access ID and password and click **Submit**.

The first time you use our website, we'll ask you to:

- change your password immediately – for security reasons
- enter your date of birth
- choose a verification question from the list provided and enter an answer that only you know.

Do not share your Access ID or password with anyone. They're key elements of our web security, created to protect you and your plan members' information.

If you forget or lose your password in the future, you can reset it online by selecting **Forgot your Access ID**. Then, enter the date of birth you first provided, and answer the identity verification question correctly. This information will allow the system to validate you as a registered user.

If you haven't already done so, you should also submit a current and valid e-mail address. When done, you'll receive an e-mail from Sun Life. This will confirm that your password was re-set. Please follow the instructions in that email, to complete the validation process.

We designed this guide to help you manage your plan member records on our system. It describes the procedures you should follow in the day-to-day administration of your plan. You can use it, along with your group benefits contract and benefit booklet, to do so.

As a GBA plan administrator, it's up to you to maintain your plan member records directly on our administration system. We use this information to prepare your monthly premium bill. It's up to you and your members as a member enrolment tool user to update as necessary.

Another key part of your role is to update all required plan member information on a timely basis. That will enable us to pay claims and prepare your monthly premium bill on time. It's up to you and your members as a member enrolment tool user to update as necessary.

For those of you who don't have member enrolment tool, plan members will have to complete the required forms.

We designed this guide to reflect your benefit plan. But, you may find references to benefits or provisions that don't apply to your plan. Please disregard those references.

Note: This guide does not override the terms and provisions of your group benefits contract. You're responsible for administering your plan according to the terms of your contract.

When communicating with us, you should always include your company name and contract number. If you're writing about a plan member, be sure to include the plan member's full name and Member ID.

Protecting plan members' privacy

We're committed to protecting your plan members' personal information. Our global privacy commitment specifies a common and consistent set of principles that all Sun Life companies follow. All of our representatives must comply with our code of conduct.

Our privacy policy and code for Canada is on our website at sunlife.ca. It includes obligations related to the collection, use and disclosure of personal information. Unless we have the plan member's consent, we don't disclose personal plan member information to third parties. Some examples are:

- Plan sponsors
- Doctors
- Workplace medical or health centre staff

Even when we have consent, we'll only disclose information in some situations. As the administrator of your benefits plan, you may need to handle documents that contain personal information. Please keep up that same level of respect for the privacy of all plan member data.

Getting started

When you enter your plan sponsor Access ID and password, the **Plan Sponsor Services** home page will appear. From here, you can:

- Select an application
- Read messages about relevant topics
- Select links to useful information

Select **Group Benefits Administration** to access online administration. Select **Group Benefits** from the menu at any time to return to the Welcome page. When you are finished your session, select **Sign Out**. Signing out helps to ensure your data is protected.

You can access a variety of plan member and administration options from our Welcome to Group Benefits Administration page. The options available to you may vary, depending on your administrator access and plan design.

Navigation bar	You can get access to the full range of options for administering your benefits from the navigation bar. It's located at the top of the page. Select Members, Billing & Reports or Resources to display the dropdown menus.
Group Benefits	To return to the Group Benefits Administration Welcome page, you can select Group Benefits at any time.
Help	You can get help on how to switch to your preferred language, change your profile and other topics, on our website.
Contact us	Here you'll find the number to call when you want answers to your questions.
Profile	You'll need to select this option if you want to change your password, your verification information, or your e-mail address. (You must enter your email address before you can re-set your password.)
Sign Out	You must click on this button to sign out and protect your data.
Quick Links	You can use these to links get easy access to popular features.
View a member	Use this feature to search for plan members by name, ID or by using a "wildcard" (a handy feature when you have limited information with which to search). Save and/or print copies of your plan member's coverage summary and drug card (if applicable).
Members	Get quick access to the most commonly used plan member features, by clicking this button.
Resources	You can get quick access to reference resources, including your contract updates, benefit booklet and other documents related to your plan.

Plan member information

ME refers to the Member Enrolment Tool. The table below sets out the functions available to Clients with the tool (see ME column) and without the tool (see Non ME column). These functions help you manage plan member information. :

Functions	ME	Non ME
View a member	Yes	Yes
Add a member	Yes	Yes
Update a member	Yes	Yes
Reinstate a member	Yes	Yes
Terminate a member	Yes	Yes
Make special requests	Yes	Yes
Update many salaries	Yes	Yes
Manage member access	Yes	No
Member view	Yes	No

With Inquiry access you can see plan member information and access special requests.

About effective dates

For most plan member changes you process on our GBA website, you'll need to enter an effective date of change (the date you want the change to apply).

You can process multiple changes to a member's record on the same business day if all changes have the same effective date.

Tips

Adding a new plan member

Member information

- Enter the plan member's hire date and our system will apply the waiting period, if applicable, to calculate the effective date.

Benefit information

- Our system will set the benefit effective dates.
- If there are waiting periods, the benefit effective dates will be set to the first date after the waiting period has been satisfied.

Updating a plan member

Member information

- The effective date is the date the event occurred: e.g., birth, adoption, marriage, etc.

Benefit information

- The effective dates cannot be earlier than the benefit effective dates, or the plan member's hire date.

Reinstating a plan member

Member information

- If there are no waiting periods, the effective date is the date the plan member returns to work.
- If there are waiting periods, the effective date is the first date after the waiting period ends.

Who is eligible?

Terminating a plan member

Member information

- The effective date is the date the plan member's coverage ends.
- This section will help you determine plan member and dependent eligibility. You need to refer to your contract for specific details.

Plan member

- To be eligible for coverage, plan members must be permanent employees, residing and working in Canada, be actively at work and meet the eligibility requirements outlined in your contract.
- To be eligible for Extended Health Care benefits, they must be covered under a provincial or federal medicare plan.

Spouse

Refer to your contract for your plan's definition of spouse. Members can only cover one spouse at a time.

Dependent children

Plan members' children and spouses' children are eligible dependents if they are not married or in any other formal union recognized by law and are under the age limit specified in your contract. Eligible children include natural children and legally adopted children.

Notes:

- Foster children are not eligible dependents. The province provides benefits for them.
- Other children who are in the custody of a member (not their natural child) are not automatically covered. You must request an administrative exception for such coverage. (See **Administrative exceptions** section.)

Overage student

Dependent children are eligible until they reach the upper age limit if they are not married or in any other formal union recognized by law, so long as they are full-time students at an educational institution recognized under the Income Tax Act (Canada). Students do not have to live with the plan member or even attend a school in their province to maintain dependent status. However, they must be covered under a provincial or federal medicare plan (to be eligible for Extended Health Care) and be dependent upon the plan member for support. (See your contract for age limits and other details.)

Notes:

- If an overage dependent child, not currently covered, returns to school full-time, they are eligible for coverage while they remain a student until they reach the plan's upper age limit.
- If an overage dependent attends school outside of Canada, you must request an administrative exception to continue coverage. (See **Administrative exceptions** section.)

Disabled dependents

If a dependent is disabled before your plan's age limit, coverage can be continued provided he or she:

- Is incapable of financial self-support because of a physical or mental disability, and
- Depends on the plan member for financial support, and is not married or in any other formal union recognized by law.

To be eligible, a **Disabled Child Coverage** form needs to be completed and sent to us within 6 months of the date the dependent reaches the age limit.

Types of plans and effective dates

To enrol all eligible plan members according to your contract terms, please refer to the participation level specified in your contract.

Determining effective dates

If your contract/booklet includes a waiting period, plan members must satisfy that waiting period before their coverage takes effect.

Plan members must be actively at work on the date coverage would normally begin for coverage to become effective.

Note: If a plan member goes off sick during the waiting period, they do not need to restart the waiting period on their return.

Participation Level of 100% (mandatory benefit plan)

Benefits take effect on the day after plan members satisfy the waiting period and other eligibility requirements.

Participation Level of anything other than 100% (non-mandatory benefit plan)

To add a late applicant, Sun Life requires the Enrolment form.

Ensure you process plan member enrolments in a timely manner. The effective date of their coverage is determined by the following:

If we receive the enrolment form* . . .	Then the effective date is . . .
On or before the date the plan member becomes eligible	The date the plan member becomes eligible
Within 31 days of the date the plan member becomes eligible	The date the Enrolment form is received
More than 31 days after the date the plan member becomes eligible. The plan member is considered a late applicant. The plan member and the plan member's eligible dependents must complete a Health Statement form to verify proof of good health. ¹	The date the Health Statement form is approved. There may be a restricted maximum for Dental. We will notify you in writing whether the application is approved.

For Clients with the ME tool, we don't need enrolment forms. The requested enrolment date is the date of the plan member's signature.

For Non ME tool enrolment Clients

* Sun Life uses the date the **Enrolment form** is signed as the date received, unless we receive the **Enrolment form** more than two months after the date the plan member becomes eligible. In this case, a **Health Statement** form is required,

¹ If a resident of Québec, the plan member must be covered under a private plan if one is available. Extended Health Care coverage begins on the date the employee becomes eligible for the coverage.

The Régie de l'assurance maladie du Québec (RAMQ)

If your contract contains health, accident or disability benefits, and you have a place of business in Québec, your contract must comply with Québec Drug Insurance Plan requirements. This means the drug portion of the Extended Health Care benefit must at least, match the basic drug plan provided by the Québec government. And, plan members' participation is compulsory for both plan member and dependent coverage (unless the plan members and dependents have coverage elsewhere (e.g., a spouse's plan).

Combined mandatory and non-mandatory plans

We'll base the benefits effective date on the rules specified above, for each type of plan

For any coverage requiring proof of good health (see Enrolling in the plan section)

Benefits are effective on the later of:

- the date the plan member qualifies, or
- the date we approve the Health Statement

When a plan member refuses coverage

If the plan member wants to re-join the plan, see the Proof of Good Health section on page 10.

As a result of comparable coverage:

- Plan members may refuse Extended Health Care and/or Dental Care benefits because they have comparable coverage under another group plan*. Plan members may refuse coverage for themselves and their dependents, or their dependents only.

Other than for comparable coverage:

- Mandatory plan – Plan members cannot refuse coverage if the plan is mandatory.
- Non-mandatory plan – A plan member may refuse all coverage, or all dependent coverage, but plan members cannot pick and choose benefits.

*The most common type of comparable coverage is a spouse's plan. But, a plan member could also be covered under another group plan as an active employee or a retiree.

Non-mandatory plan: Plan members must provide you with all refusals in writing, for future reference. Make sure the plan member completes and signs a **Refusal for Group Coverage** form. This will prove that you offered them coverage, and they refused it.

Reinstating a former plan member

- If your contract contains re-employment conditions (e.g. six months), the waiting period is not required for plan members re-employed within the number of months indicated in the contract. The reinstated plan member will have the same level of benefits as prior to termination. Coverage may be reinstated on the date of re-employment.
- If re-employment is outside the number of months specified in your contract, the plan member will need to satisfy the waiting period set out in your contract from the date of re-employment and complete a new enrolment form. The member will have to reapply for any optional coverage.
- The plan member's previous claims history and maximums will also be in place upon their reinstatement whether or not they returned to work within the reinstatement period.

The reinstatement rules follow the mandatory or non-mandatory plan rules outlined earlier. The same reinstatement rules also apply to plan members, returning to work from a leave of absence, who did not have coverage during that leave.

If your plan has optional benefits

Your plan may include optional benefits like Optional Life, Optional Accidental Death & Dismemberment and Optional Critical Illness. We usually need the plan member to complete a **Health Statement** for optional benefits. The Health statement will be available to the members on the member enrolment tool if they have/selected optional benefits.

Coverage becomes effective on the later of the following dates:

- the plan member or dependent is eligible, or
- we approve the **Health Statement**.

If the plan member is applying for both Optional Life and Optional Critical Illness benefits, the plan member will receive separate notification of our decision.

Optional benefits cancellation

A plan member can cancel optional benefits at any time. If they cancel within 30 days from the effective date of coverage, any premium paid by the plan member must be returned.

Enrolling in the plan

For Non ME tool Clients

It's a good practice to enrol plan members in the benefits plan as soon as they are hired. This applies even though they'll need to go through a waiting period before they qualify for coverage.

Welcome Guide

Use the Welcome guide that is available on the Forms page on the Plan Sponsor site or public forms page.

- Step 1 Fill out the first section of the **Enrolment form** for each plan member (complete this digitally by sending via email to the plan member to complete the rest of the form).
- Step 2 Have the plan member complete the remaining sections of the form and return it to you.
- Step 3 Review the form is complete and signed.
- Step 4 Enter the plan member on the GBA system. A coverage summary, including a link to the drug card (if applicable) will automatically be generated. You can download and/or print both documents and give these to the plan member.
- Step 5 File in your member records file.
- Step 6 You are responsible to provide plan members a benefit booklet, all information pertaining to their benefits plan and any other documentation you normally provide. Plan members may have access to their benefit booklet, drug, travel and Member ID cards at **mysunlife.ca**.

Provide your plan member with a copy of the **Welcome Guide**, the contract number and the member ID. This guide provides the plan member with:

- registration for on-line access
- making claims
- where to get their Travel and Drug cards
- view the benefit booklet

- Step 7 Provide plan members with information about their disability plan. This includes the benefit calculation formula, definition of disability, exclusions and pre-existing conditions. This information is included in the **Disability Insurance – Important information** document located under Claim form/Disability.

Note: For plan members in Québec, distributing this information is a regulatory requirement.

Reminder: it is your role and responsibility to:

- Provide plan information to plan members, but not advice
- Refer plan members to Sun Life or to a licensed advisor if they are asking about their coverage needs
- Refer plan members to Sun Life if they have questions about their claims.

More on the Enrolment form

Detailed dependent information is entered on our claims system for validating claims eligibility. The spouse details and children's details section of the Enrolment form must be fully completed.

Plan members who are refusing Extended Health and/or Dental Care because they have comparable coverage (e.g. under their spouse's plan) should complete the refusal section of the form.

For ME tool Clients

For new hires, here's what you'll need to do:

- When adding the plan member to the ME tool, provide the mandatory member information on the Add a member function screen. This includes all fields on page 1 and the member's email, salary and mailing address.
- Select the Email notification field. Your member will receive an email that will guide them through the enrolment process.
- Provide plan members with information about their disability plan. This includes the benefit calculation formula, definition of disability, and terms that limit or restrict their coverage, including the pre-existing condition. You'll find this information in the Disability **Insurance – Important information** document located under Claim form/Disability.

Note: For plan members in Québec, distributing this information is a regulatory requirement.

Remember it's important to run the plan member event report to check that the member has completed their enrolment. See Administrative reports section, page 23 for details.

To help with enrolment, know that:

- Using the Member view function, you can support your plan member through the enrolment process. You can see what they see (i.e. shadow the member experience).
- Using the Manage member access function, you'll be able to open New Hire and or Life events, as well as trigger an email notification to the member letting them know they need to enrol.

You can remind members they can open their own events for:

- Add/remove eligible dependents
- Spouse/partner's loss of/additional coverage

Reminder: it is your role and responsibility to:

- Provide plan information to plan members, but not advice
- Refer plan members to Sun Life or to a licensed advisor if they are asking about their coverage needs
- Refer plan members to Sun Life if they have questions about their claims.

When proof of good health (Health Statement) is required

For ME tool, the plan members will see a link to complete the Health statement on the confirmation page.

For Non ME Tool plan members please complete the following:

A **Health Statement** form is required when:

- a plan member is a late applicant (see **Determining effective dates**)
- a plan member originally refused benefits in a non-mandatory plan and is now applying for coverage
- a plan member is applying for Optional Life or Optional Critical Illness benefits, or
- the Life or Long-Term Disability amount exceeds the non-evidence maximum (NEM).

Your contract/booklet will indicate if your plan has an NEM. If your plan has NEM coverage, your plan member must submit proof of good health when they first apply for coverage that exceeds the NEM amount.

For Non ME tool Clients

Submitting a Health Statement form

- Step 1 Complete “Part 1 – Plan Administrator Information” and then give the form to the plan member for completion.
- Step 2 Advise the plan member to answer all questions on the form to ensure coverage is not delayed. If applicable, the spouse and/or dependent sections of the form must also be completed.
- Step 3 The information requested on the **Health Statement** form is highly confidential. Advise the plan member to send the completed form directly to us. Mailing instructions are provided on the form.

When we make our decision

We will notify you in writing whether the application is approved.

If the application is approved: A confidential letter will be sent to the plan member advising of our decision.

Until you receive written confirmation from us that the plan member’s application has been approved for the amount of coverage requested, do not make payroll deductions for the coverage under review.

If the application is declined: A confidential letter will be sent to the plan member advising of our decision and stating the reason for decline.

If additional information is required:

- A confidential letter will be sent to the plan member requesting the required information.

If the plan member does not provide the requested information, we will advise the plan member that the file will be closed.

Coverage becomes effective on the later of the following dates:

- the plan member or dependent is eligible, or
- we approve the Health Statement.

Naming a beneficiary

For ME tool Clients, if a plan member enrolls, they'll be prompted to submit/review their beneficiary designation(s) once they complete their enrolment.

If your contract includes Life benefits, the plan member should designate a beneficiary stating the beneficiary's full name and relationship to the plan member.

Plan members can change their beneficiary designations by filing a new designation. However, if the plan member has named an irrevocable beneficiary, then they can't change the designation without the irrevocable beneficiary's consent.

For Non ME Clients other ways to designate beneficiaries:

- use a paper form. Complete, date and sign a new form (plan member must initial any changes and correction fluid can't be used)
- use a digital tool provided by the Plan Sponsor (in-house or through a TPA)

Note: When a plan member updates their beneficiary, you should ensure that they're not attempting to change a previous nomination of an irrevocable beneficiary. (Please see details on irrevocable beneficiaries below.)

The Sun Life Digital Beneficiary tool

The digital beneficiary tool allows plan members to view and update their designation online at any time. There are no paper forms to mail.

The digital beneficiary tool is available on:

- the profile page on the **mysunlife.ca** or
- the Member enrolment tool if applicable to your administration

To enter a nomination in the digital beneficiary tool, plan members will require:

- access to **mysunlife.ca**
- life benefits

Plan members can enter designations in 2 ways:

1. Same beneficiary for all benefits
 - the named beneficiary will apply to all the plan member's life benefits at time of death.
Note: the nomination will apply to benefits selected both before and after the nomination is made, even if the member designated an irrevocable beneficiary.
 - if the plan member wants to nominate a different beneficiary for any new benefits, they can update their nomination by selecting the Different beneficiary for each benefit option
2. Different beneficiary for each benefit
 - plan members can enter a different beneficiary by benefit
 - plan members will have to designate a beneficiary for each new benefit. If the plan member fails to name a beneficiary for a benefit, then any payment for that benefit will default to the estate.

Plan members with an irrevocable beneficiary will be blocked from making updates online, even if they enrol in new coverage.

- plan members will still need to complete a paper Beneficiary form and a Consent by Beneficiary form to ensure proper consent.

There is no option to enter a beneficiary for Optional Spousal Life. The member will receive the benefit for any Optional Spousal Life.

- If a member wants to nominate someone else, they can request the **Beneficiary for Optional spouse life benefits** form.

Using the Sun Life Digital Beneficiary tool

- Plan members should be encouraged to use the Sun Life digital tool but paper forms will still be accepted
- If a plan member submits a paper beneficiary form, you must enter the designation in the **Plan Sponsor Services** website:
 - ensure the date the form is signed is later than the time/date stamp of the last digitally submitted nomination.
 - NOTE:** You can view nominations but are unable to make updates in the digital beneficiary tool.
 - add a space between the letters 'l' and 'r' of a beneficiary name that contains the consecutive letters 'irr'
 - ensure you include 'revocable' or 'irrevocable' for a beneficiary with a relationship of spouse, in the province of Québec
 - if a plan member names an irrevocable beneficiary, ensure 'irrevocable' is included, in all provinces.
 - if plan member adds an irrevocable beneficiary using the 'Same beneficiary for all benefits' option, a consent form will still be required if changing beneficiary for a newly added benefit.
 - add a spousal nomination for someone other than the member to the existing nomination.
- You must still retain previously submitted paper forms (enrolment, change or beneficiary) or scans made in compliance with e-commerce legislation. You will be asked to provide these at time of claim.

Electronic beneficiary (e-beneficiary) designations, electronic signatures (e-signature), and Scans

This section applies if you allow your employees to:

- name beneficiaries on a system that you or a third party administrator hosts (e-beneficiary)
- digitally sign a PDF (e-signature) or
- use an application such as DocuSign or OneSpan (e-signature)

You need to accept, store and manage these designations in a manner or on a system that complies with:

- electronic commerce law and
- the CLHIA Process on Electronic Declarations dated December 2019 (Please see appendix B).

Technology that captures an e-signature or a system that allows for an e-beneficiary must include security measures to:

- allow your employees to verify their identity (secure sign-in) and authenticate themselves
- link the e-signature to the document
- uniquely link the designation to your employee
- allow you to detect the location from which the designation is sent (IP address)
- allow your employees to access, view and change the designation
- store the designation to protect against unauthorized access by a third party
- detect any changes to the designation
- affix a date/time stamp to the designation
- acknowledge receiving the designation by e-mail (to a known and trusted email)

- or other means
- alert your employee of any changes to the designation by e-mail (to a known and trusted email) or other means

Ensure that you have reliable administrative practices. We need to know about prior and current designations. Your processes should include measures to:

- review and store any existing paper designations
- safeguard prior and current designations;
- accept paper when necessary or as an option for employees who ask for it
- prevent:
 - ◆ employees with existing irrevocable beneficiaries from making changes without the irrevocable beneficiary's consent;
 - ◆ designations by Powers of Attorney;
- verify the employee's email address that they use to send a PDF having an e-signature
 - ◆ encourage use of work email because it is secure and only the employee has access
 - ◆ if designation received through a personal email address, confirm receipt by work email
 - ◆ if neither of the above are possible, you need to be confident that the designation is indeed from the employee
- allow you to securely transmit beneficiary designations to Sun Life at time of claim (e.g., PDF or screen shot that include date and time stamp).

You should consult with your legal advisors when allowing e-beneficiary or e-signature.

Scans

Sun Life will accept scans of paper designations, made in compliance with e-commerce legislation, at time of claim. Please send securely.

Designation requirements

Designations, whether customized paper forms or digital must:

- tell employees whether their designation applies to all benefits or if different beneficiaries can be named for different benefits (e.g. basic life/accidental death and optional life/optional accidental death)
- tell employees we will pay the estate if they do not name a beneficiary
- allow employees to name a trustee for a beneficiary under 18 years old. Include wording to tell employees:
 - to name a trustee for children under 18 except in Québec
 - in Québec, payments to minors will be made to parents on their behalf; trustees are not applicable
- ensure that employees can make their beneficiary designations revocable
- tell Québec employees that:
 - designation of their legal spouse is irrevocable unless the designation is clearly marked

revocable

- they will not be able to change their nomination or reduce their life insurance coverage without the written consent of the irrevocable beneficiary.

Revocable and irrevocable beneficiaries

Revocable beneficiary means that the plan member may change their beneficiary designation at any time. A beneficiary is assumed to be revocable unless specifically designated as irrevocable.

In Québec, a spouse by marriage or a civil union is considered revocable only if the word “revocable” is specified in the designation or a revocable box is checked.

Irrevocable beneficiary is a type of beneficiary designation. An irrevocable beneficiary has rights that other beneficiaries don't have. A plan member can't replace an irrevocable beneficiary unless the irrevocable beneficiary agrees. Similarly, a plan member needs their consent if the plan member wants to reduce the irrevocable beneficiary's share of the life benefit. A plan member may designate anyone as an irrevocable beneficiary, regardless of the relationship to the plan member.

A beneficiary designation may be irrevocable for the following reasons:

- **Irrevocable by provincial law** — In the province of Québec, a legally married spouse or civil union spouse designated as the beneficiary is presumed to be irrevocable unless the word “revocable” is specified in the designation or a revocable box is checked.
- **Irrevocable at the member's request** — A member may designate a beneficiary as irrevocable by including the word “irrevocable” in the designation or by checking an irrevocable box. For example, John Doe, Spouse (Irrevocable) - 100%.
- **Irrevocable by court ruling** — A beneficiary designation could be made irrevocable by a court ruling. For example, a term of a divorce decree may require that the spouse must remain as the beneficiary and cannot be changed without the spouse's consent. The plan member must designate the court mandated beneficiary and include the word irrevocable in the designation or check an irrevocable box.

Changing an irrevocable beneficiary includes:

- changing the current irrevocable beneficiary to another beneficiary;
- reducing the amount of coverage payable to the irrevocable beneficiary;
- changing the current beneficiary designation from irrevocable to revocable

To change an irrevocable designation, the member must submit one of the following documents:

- Consent by Beneficiary form, signed by the irrevocable beneficiary, revoking their rights;
- Final Decree of Divorce (see Beneficiaries in Québec table below);
- Proof of death of the irrevocable beneficiary.

Note: If you have changed the design of your plan and this plan negatively impacts the irrevocable beneficiary, then consent is not required. For example, if you lower the amount of basic life insurance for your plan members from \$50,000 to \$25,000, then despite a lower life

benefit payable to the Irrevocable Beneficiary, the consent of the Irrevocable Beneficiary is not required.

Beneficiaries in Québec

The following table will help you understand when a beneficiary change is allowed when a legal spouse has been designated as a beneficiary.

Spouses designated after 20/10/76

Current beneficiary designation	Can be changed to
Spouse designated on or after 20/10/76 is revocable if the word revocable is included in the designation or a revocable box is checked.	Any beneficiary
Spouse designated on or after 20/10/76 is irrevocable, unless the word revocable is included in the designation or a revocable box is checked.	Cannot be changed unless: <ul style="list-style-type: none"> • A waiver was signed • Divorce was granted on or after 20/10/76 and before 1/12/82 terminating the spouse's rights, or • Divorce was granted on or after 1/12/82

Spouses designated before 20/10/76

Current beneficiary designation	Can be changed to
Husband designated between 1/7/70 and 20/10/76 whether the word revocable is included or not	Any beneficiary
Husband designated between 1/7/70 and 20/10/76 with the word irrevocable included	Cannot be changed unless: <ul style="list-style-type: none"> • A waiver was signed • Divorce granted on or after 20/10/76 and before 1/12/82 – terminating the husband's rights, or • Divorce was granted on or after 1/12/82
Husband designated before 1/7/70	Any beneficiary
Wife designated before 20/10/76, and divorce granted before 20/10/76	Any beneficiary
Wife designated before 20/10/76, but divorce granted on or after 20/10/76 and before 1/12/82	Child until 20/10/77; thereafter the wife is irrevocable except if she waived her rights or if divorce terminated her rights
Wife designated before 20/10/76, but divorce granted after 1/12/82	Any beneficiary after the date of divorce

More about beneficiary designations

The following chart contains beneficiary examples. In the event of a trust, sophisticated or complex designations, please advise the plan member to consult with their legal, financial advisor or licensed insurance advisor.

Scenario	Additional information
Designating one beneficiary	To designate one beneficiary, the plan member must complete the name and relationship of the beneficiary.
Designating more than one beneficiary	To designate more than one beneficiary, the plan member must complete the name and relationship and percentage on the form for each beneficiary. The total of the designated percentages must equal 100 percent. An equal distribution will be assumed if there are no percentages indicated.
If your plan has Optional Life benefits	The plan member may designate separate beneficiaries for Basic Employee Life, and Optional Employee Life. The plan member needs to complete each of the applicable sections of the Enrolment form or Beneficiary Nomination form. If the plan member wishes to designate the same beneficiary for basic and optional benefits the employee can complete the 'Same beneficiary for all benefits' form. The plan member is the beneficiary by default for any Optional Spousal benefit.
Appointing a contingent beneficiary	To appoint a contingent beneficiary, the plan member should complete the Contingent Beneficiary section of the Enrolment form or Beneficiary Nomination form. A contingent beneficiary is the person designated to receive the proceeds if the primary beneficiary dies before the insured.
Designating a minor child in Québec	In Québec, a plan member may NOT designate an administrator (or trustee). The proceeds will be paid to the parent(s) or other legal tutor if the beneficiary is a minor at time of death of the parent(s).
Designating a minor child in all other provinces	To designate minor children under the age of 18 as beneficiaries, a trustee must be designated. If no trustee is named, proceeds may be paid into court.
Designating an estate	A plan member designating the estate should consider the following: <ul style="list-style-type: none"> • The insurance proceeds may be subject to estate taxes • Insurance proceeds payable to the estate are subject to claims from creditors, whereas proceeds payable to a named beneficiary may be protected from creditors. • Probate costs vary from province to province and are based on the total value of the estate (except in Québec). These costs are not incurred if proceeds are payable to a named beneficiary.
When no beneficiary has been designated	Proceeds will be paid to the plan member's estate.

Note: Plan members cannot name a bank or financial institution as their beneficiary for purposes of providing collateral for a loan.

Maintaining plan member records

For ME tool Clients, their plan members will be able to self-serve and manage their own Life events like:

- Add/remove eligible dependents
- Spouse/partner's loss of/additional coverage

When plan members submit a change, they may be prompted to submit a Health Statement for pending benefits, and/or review their beneficiary designation.

It's important that plan member information is kept up-to-date. This ensures that your monthly premiums are based on the most recent changes. It also helps us to process and pay claims accurately.

Recording plan member changes

The effective date must be recorded for all changes affecting a member's coverage such as:

- Salary changes (when coverage is based on earnings)
- Class/location change,
- Change in family status (e.g. from single to family),
- Adding dependents (newborns, change in spouse, etc.),
- Change in spousal coverage,
- Student information, and
- Termination of coverage.

Notes:

- When a plan member record is changed in our administration system, the new data is transferred to our claims system. Then, it transfers to our pay-direct drug system. No claims should be submitted until the update is complete.

Outlined below are general guidelines that you'll need to keep in mind for some specific plan member changes.

Change from single to family status

When a plan member in the benefit plan with single coverage requests a change to family status, consider your plan type:

- **Mandatory benefit plan** – The change effective date is the date of the plan member's status change, i.e. date of marriage, adoption, birth of a child, etc.
- **Non-mandatory benefit plan**

If plan member requests change from single to family due to an event such as birth, adoption, marriage:	Then the effective date is:
On or before the date of the event	The date of the event ²
Within 31 days of the event	The date of the event ²
More than 31 days after the date of the event – the plan member's dependents are late applicants and must complete a Health Statement form to verify proof of good health ¹	The date the Health Statement form is approved, and we will notify you of the approval. (There may be a restricted maximum for Dental.)

¹ A Health Statement form is required for any existing dependent not already covered.

² If a resident of Québec, the plan member must be covered under a private plan if one is available. Extended Health Care coverage begins on the date the employee becomes eligible for the coverage.

Adding or removing dependents, newborns, change in spouse, etc.

New dependent information needs to be updated or claims will be rejected.

For ME tool Clients, it's up to the plan member to confirm they're financially responsible for the dependent and responsible for the care and well-being of the dependent.

Coverage for children other than plan member/spouse's children

It will be up to you to ensure that the plan member is:

- financially responsible for the dependent
- responsible for the care and well-being of the dependent

You can add the dependent if the above criteria is met. The effective date is the date the plan member takes financial responsibility or legal guardianship of the child.

It will be up to you to obtain proof and maintain their records. Your legal counsel can help with what proof is required. You do not have to complete the Request to Continue Coverage form.

Please note that Foster Children are not eligible and do not follow the above guidelines, as the Province provides benefits for them. Please note if a member's child is disabled, the member is able to submit a request through the member enrolment tool, for approval.

Updating student information

For plan members with the ME tool, they can do it themselves! Use the life event/update or change of life event section. The plan member must keep their dependent status up to date.

Coverage for a dependent child ends at the lower age limit specified in your contract/booklet. Unless the dependent child meets the criteria to continue coverage as an overage student. See the "Determining eligibility" section for the definition of an overage student.

To qualify as an overage student:

- their learning institute must consider them a full-time student.
- we'll also consider:
 1. co-op programs, and
 2. apprenticeship programs, but the overage student must not receive Employment Insurance (EI) while in school.

An overage student does not have to be living with the plan member to qualify as a dependent. They can be earning an income during their studies.

You must notify us if coverage for a dependent child is to continue past the lower age limit. This can be done through the Update a member page.

Once our system is updated to reflect that a dependent child is an overage student, you'll need to inform us if this status changes in the future.

Coverage for an overage dependent ends on the:

- first day of the next term if the student does not return to full-time studies
- date the student graduates
- date the student stops attending school (i.e. discontinues their education)

We'll allow coverage to continue through the summer term, if the student is returning to their studies in September.

At least once a year, confirm coverage dependents are still enrolled in a learning program full-time and will be enrolled full-time for the upcoming year.

If your policy includes dependent life, we may ask for proof of enrolment if we receive a death claim. We'll use it to verify that a dependent qualifies for a claim payment.

How to determine if a school or college is an accredited institution?

Visit the website listed in the table below, to see a list of the accredited institutions:

In Canada	Outside Canada
https://www.cicic.ca/868/search_the_directory_of_educational_institutions_in_canada.canada	https://www.cicic.ca/976/get_information_on_applying_to_study_abroad.canada

Adding coverage that was initially refused due to comparable coverage

Event	Mandatory plan	Non-mandatory plan
Other coverage ends (e.g. spouse's plan)	Coverage start date should be the date the other coverage ends	<ul style="list-style-type: none"> Coverage start date should be the day after the other coverage ends. The plan member must request coverage within 31 days of the other coverage ending. If coverage is not requested within 31 days after the other coverage ends, the plan member is considered a late applicant. The plan member and their eligible dependents must complete a Health Statement to verify proof of good health. There may be a maximum limit for Dental.¹²
Other coverage doesn't end, but plan member requests coverage after initially refusing	Coverage start date should be the original effective date	The plan member is considered a late applicant. The plan member and their eligible dependents must complete a Health Statement to provide proof of good health. There may be a maximum limit for Dental. ¹²

¹ If a resident of Québec, the plan member must be covered under a private plan if one is available. Extended Health Care coverage begins on the date the employee becomes eligible for the coverage.

² To add a late applicant, Sun Life requires the Enrolment form.

Terminating coverage

Coverage terminates when a plan member's employment ends or if the plan member is no longer actively working. Your contract specifies when coverage terminates. (See **Premiums - Plan Member Terminations** section)

Our systems will automatically update the plan member benefits when:

- the plan is set up with a life reduction
- a benefit is scheduled to terminate at retirement (if you have provided the retirement date)
- a benefit is scheduled to terminate based on age

You need to notify us when:

- a plan member takes early retirement (if you have not provided the retirement date or it changes)
- a plan member on LTD with another carrier reaches age 65

You are also responsible for notifying eligible plan members of their right to apply to convert their Life to an individual insurance policy. (See **Purchasing individual insurance when benefits end or reduce** section.)

Changes due to age or retirement

Coverage may reduce or terminate at a certain age or at retirement, depending on the benefit. Check your contract/booklet for the definition of Retirement Date.

You are responsible to notify plan members that they can apply to convert Life insurance to an individual policy. (See **Purchasing individual insurance when benefits end or reduce** section.)

Changing a beneficiary designation

To name or change a beneficiary designation, a new designation must be made. (See **Naming a beneficiary** section.)

Plan members who are approved for disability

For ME tool Clients, when we approve a disability claim, remember to Disable Enrolment. Go to the Manage member access function to complete this function. This will prevent the plan member from updating any life events while on disability.

We will update the system to reflect the premium waiver for the appropriate benefits when:

- a plan member is receiving Long-Term Disability benefits, or
- a Waiver of Life Premium has been approved.

Statutory leave

Your contract allows you to continue coverage while a plan member is on statutory leave. The continuation of coverage provision in your benefit plan helps you comply with your legal obligations to continue coverage under minimum standards legislation. Check with your legal advisor if you are uncertain about your obligations to continue coverage under such legislation.

You'll need to make arrangements to collect any premiums required from plan members.

Continuing coverage during a leave

- You do not need to notify us if all coverage is continuing for the province's legislated statutory leave period.
- You must notify us if the plan member chooses to cancel:
 - ◆ all benefits
 - ◆ non-taxable LTD
 - ◆ optional benefitsThey'll need to sign Sun Life's waiver and release form.

- Refer to the **Administrative exceptions** section if coverage is being requested beyond the province's legislated statutory leave period.

If a plan member terminates coverage during their leave and they return to work within the province's legislated statutory leave period:

- Previous benefits coverage should be immediately reinstated when they return to work. We will not enforce the waiting period.
- Reinstatement of coverage follows the mandatory/non-mandatory plan rules outlined earlier. (See **Types of plans and effective dates** section.)

If a plan member terminates optional coverage and/or non-taxable LTD coverage

If your plan member re-elects optional coverage when they return to work, they'll need to complete a **Health Statement**.

About RAMQ:

Your contract must comply with Québec Drug Insurance Plan requirements if: your contract contains health, accident or disability benefits and you have a place of business in Québec.

This means the drug portion of the Extended Health Care benefit must at least match the basic drug plan provided by the Québec government. Plan members must participate in the plan to get plan member and dependent coverage (unless plan members and dependents have coverage elsewhere: e.g. spouse's plan).

If a plan member dies

If a plan member dies, provide us with the date of death. We will continue benefits for the survivors based on the terms of your contract, if provided under your plan. Let the survivors continue submitting claims under the plan member's contract number and ID. We will terminate the coverage at the end of the survivor period.

The continuation of benefits for survivors does not apply to dependent Optional Life, Optional Accidental Death & Dismemberment or any Critical Illness coverage.

Survivors must follow the instructions found in the **Submitting Claims** section.

Adding or changing Optional Life benefits

If your plan has optional benefits, plan members may decide to add them after they've enrolled. Or they may choose to increase the amount of optional coverage they initially chose. Below are the steps your plan member must take to add or change optional benefits.

- The plan member must complete the optional benefits section of the **Enrolment** form.
- If electing optional benefits for the first time, make sure that the plan member nominates a beneficiary.
- A plan member or spouse who has declared themselves a smoker and later stops smoking can request non-smoker status by completing a non-smoking declaration.
- For Clients with the ME tool, the member can do this online and will be prompted to provide Health Statement for pending benefits and review their beneficiary.

Voluntary termination

A plan member may cancel all coverage or ALL dependent coverage, if the plan is non-mandatory. (See **When a plan member refuses coverage**.) A plan member may also cancel optional benefits at any time. Coverage will terminate on the later of the date the request is received or the requested effective date.

Administrative reports

Here you'll find our standard suite of administrative reports. Each of these reports is available to you at any time. Just schedule the reports whenever you need them. Note: Plan member updates are not reflected on reports such as Member Listings until the day after they are processed.

Administrative reports

For ME tool Clients

Important to remember: Don't forget to run the member event status report regularly. This will show you which employees have completed their enrolment, and which are still outstanding.

- **Coverage Summaries** provide a plan member's:
 - current address,
 - benefit details,
 - dependent details, and
 - beneficiary informationand will indicate if a Health Statement requires completion for full coverage amounts to be covered. A copy of the Coverage Summary is sent to the plan member any time a change of information occurs.
- **Member Change Forms** are pre-filled with plan member information on the left hand side. The plan member can complete the right hand side with new or changed information.
- **Member Coverage Listing** lists all your plan members' current coverage information, split by location. These reports also provide total number of lives and volume*, by benefit. (*Volume means the plan member's amount of coverage as outlined in the benefit details section of the Benefit Booklet. If the premium rate is expressed as a percentage of payroll then the volume is the plan member's eligible payroll amount, not the amount of coverage.)
- **List of Employees with Pending Benefits** lists all plan members that have pending benefits. You should review this report regularly and remind your plan members to submit a Health Statement. To access the form, select **Forms** from the Resources menu.
- **Overage Dependent Listing** lists all the dependents that are over the age limit for your plan. If you have received confirmation that these dependents are students, you need to update their dependent status on the **Update a member** page. If the overage dependent is not a student, terminate their record on the **Update a member** page.

Purchasing individual insurance when benefits end or reduce

There are insurance and health benefit options available when coverage ends or reduces.

A Sun Life Individual policy

- must apply within 31 days of the group coverage ending/reducing
- applicable to the plan member and their spouse
- plan members residing in Québec are eligible to convert dependent child life
- no proof of good health is required
- the conversion provision is subject to certain conditions that are outlined in the contract or stipulated in any applicable legislation

My Life Choice

- must apply within 60 days of the group coverage ending/reducing
- applicable to the the plan member and their spouse
- a few health questions are required
- there are a number of rules and conditions that apply

Health Coverage Choice

- must apply within 60 days of the group coverage ending
- applicable to the the plan member, their spouse and their children
- options include health and dental coverage
- no proof of good health is required

Choices Critical Illness

- must apply within 60 days of the group coverage ending
- applicable to the the plan member, their spouse and their children
- no proof of good health is required

You're responsible for letting plan members know about their right to apply to convert their benefits.

You need to complete the **Insurance options for plan members on termination of group benefits** form, to confirm that the plan member qualifies.

Let plan members know as soon as possible so they don't miss the deadline.

For more information go to <https://www.sunlife.ca/en/choices/>

Who to call

Plan members can call 1-877-893-9893.

Special Requests

Our website is designed to make benefits administration as easy as possible. However there are some transactions you need to submit to Sun Life for processing, since they need special attention. Send us the details for these transactions through the Special Requests feature on the Members menu, which includes:

- Waive a waiting period/Change plan member and benefit effective dates
- Change plan member ID, location, plan, classification or hire date
- Change benefit termination dates
- Request for other changes

Step 1 For all admin exception requests, provide all relevant information about the request within in the Member menu, Special Request feature.

Step 2 We will advise you of our decision. If approved, we will outline the terms of the approval. Or we'll review the requests and respond to you within 48 hours to confirm the status of the request.

Administrative exceptions that require special handling

- **Waiver of waiting period** requests should be completed through the Special Request feature. We will consider the request to waive the waiting period and notify you of our decision. For ME tool Clients, if you want to waive a plan member's waiting period, you need our approval. Do not open up an event until we've completed the approval and the member record is updated.
- **Coverage for temporary work stoppages** such as layoffs, strikes, statutory leave, leave of absence and sabbatical. Approval is required if the covered period exceeds the greater of one month or the time limit outlined in the group benefits contract, or, for statutory leaves, the longer of the province's legislated statutory leave period or the limit outlined in the contract.
- **Coverage during a strike or lockout.**
- **Coverage for permanent work stoppages** such as permanent layoff and severance beyond the terms of the contract.
- **Request for out-of-country coverage extension.** Approval is required to cover a member or dependent who will be traveling or residing outside the country for business, pleasure or attending school beyond the time limits outlined in the group benefits contract.

Employer Contributions and Taxable Benefits

This information is not tax advice. We recommend you seek advice about tax reporting the benefits you provide to your employees or other plan members.

The Canada Revenue Agency (CRA) and Revenu Quebec (RQ) published tax guides explain when there is a taxable benefit. The guides include information about:

- how to calculate the value of the taxable benefit,
- what to include in the calculation,
- when to include in the employee’s income, and
- where to include on the tax slip.

Please refer to these published guides for full details. They include tax reporting information about workplace benefits. We’ve provided the links below.

Certain employer contributions are added to the employee’s income. The table below gives an overview when a group insurance contract exists.

This table is not an exhaustive list and may not represent all the benefits or services available to employees.

Legislation	Employer contributions included on tax slips	Employer contributions not included on tax slips
Income Tax Act (Canada)*	<ul style="list-style-type: none"> • Group life insurance • Group sickness or accident insurance plans (e.g., Critical Illness, Accidental Death & Dismemberment) • Personal Spending Account 	<ul style="list-style-type: none"> • Disability benefits (short and long-term) – when disability payments are taxable income • Private health services plan, such as Medical, Dental and Health Spending Account
Income Tax Act (Québec)*	<ul style="list-style-type: none"> • Group life insurance • Group sickness or accident insurance plans (e.g., Critical Illness, Accidental Death & Dismemberment) • Personal Spending Account • Private health services plan benefits (e.g., Medical, Dental and Health Spending Account) 	<ul style="list-style-type: none"> • Disability benefits (short and long-term) – when disability payments are taxable income • Private health services plan benefits (e.g., Medical, Dental and Health Spending Accounts) when the benefits are for the surviving spouse

*Based on CRA & RQ guides published in November 2022.

Canada Revenue Agency and Revenu Quebec Guides:

CRA guide for employees across Canada (including Quebec): "<https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/t4130.html>" T4130 Employers' Guide – Taxable Benefits and Allowances

RQ guide when employees live or work in Québec: "<https://www.revenuquebec.ca/en/online-services/forms-and-publications/current-details/in-253-v/>" Taxable Benefits (IN-253-V)

Premiums

You will find your monthly premium statement under the “billing and reports section”. Each month you are required to print your premium statement from the website. You will be notified by e-mail when the monthly bill has been posted to the site, provided we have your validated e-mail address.

Premiums are due on the first of the month. You must pay them within the grace period specified in your contract. If you don't pay your premiums within this grace period, your claim payments could be suspended until we receive payment.

Pre-Authorized Debit (PAD)

For your convenience we use PAD as the payment method. Please complete the PAD form. This is posted on our public website. Refer to the **Administration and claim forms** section.

How premiums are calculated

Premiums are calculated for complete months only.

Premiums are not payable for the first month of coverage if the effective date is after the first of the month. For example:

- If the plan member's coverage is effective on January 1, premiums are payable as of January 1.
- If the plan member's coverage is effective on January 2, premiums are payable as of February 1.

Premiums are payable for the last month of coverage if the termination effective date is after the first of the month. For example:

- If the plan member's coverage is terminated on January 1, premiums are payable up to and including December.
- If the plan member's coverage is terminated on January 2, premiums are payable for the month of January.

Plan Member Terminations

Plan member terminations should be submitted within 3 months of the actual termination.

Today's date	Anniversary date	Termination date	Termination date to use
		Is after the last anniversary date	the actual termination date
May 1 2021	Jan 1 2021	18 April 2021	18 April 2021
	3 or more months ago	is before the last anniversary date	the last anniversary date
May 1 2021	Jan 1 2021	Oct 15 2020	Jan 1 2021
	less than 3 months ago	is before the last anniversary date	today's date minus 3 months
May 1 2021	Mar 1 2021	Feb 15 2021	Feb 15 2021

Waiver of premium for plan members on disability

Premiums are charged for all benefits while a plan member is receiving Short-Term Disability. They are also charged for all benefits while a plan member is applying for Long-Term Disability or Waiver of Life Premium.

Once a plan member is receiving Long-Term Disability benefits, premiums are not charged for their Short-Term Disability or Long-Term Disability coverage.

If a plan member is approved for the Waiver of Life Premium, premiums are not charged for their Employee or Dependent Life and Accidental Death & Dismemberment benefits. Premiums continue to be charged for Extended Health Care, Dental Care and Critical Illness coverage. Refer to your contract or booklet for benefits eligible for waiver of premium.

Resources

This section will provide you with helpful information and instructions for administering your benefits plan.

Forms

You'll find a link to the public SunAdvantage forms page. This includes a comprehensive list of all administration forms. If you cannot find what you're looking for, please contact your Client Service Specialist.

Contract & documents

Here you'll find a copy of your Contract, Focus Update, Benefit booklet and other plan documents applicable to your group benefit plan.

Plan setup

Get details about your plan design at your fingertips.

Provincial health plans

Find out about the public health plans available across Canada. This section provides you with a detailed description of what each provincial plan covers.

Submitting claims

At Sun Life we offer plan members and providers a number of ways to submit claims:

- **mysunlife.ca**
- **my Sun Life Mobile app**
- **Sun Life Connect Provider eClaims Portal**
- **Electronic Data Interchange (EDI)** - at the dental office
- **Pay direct drug claims** - at the pharmacy
- **Mail** - personalized claim forms available on **mysunlife.ca**.

We assess claims based on the information you or your plan members send to us. So, it's important that you help us keep our records up-to-date. We must receive them within the time limits specified in your contract/booklet

Note: Plan members should check their claim statement to ensure they actually received the services that were claimed.

Coordinating benefits with other plans

Plan members can coordinate their medical and dental expenses with other plans to maximize their benefits.

Claims for Plan members and their spouses: The plan under which the person is covered as an employee pays first. If the person is covered as an employee under two plans, the following order applies:

- the plan where the person is covered as an active, full-time employee.
- the plan where the person is covered as an active part-time employee.
- the plan where the person is covered as a retiree.
- the plan where the person is covered as a dependent pays last.

Claims for dependent children should be submitted in the following order:

- the plan where the child is covered as an employee.
- the plan where the child is covered under a student health or dental plan provided through an educational institution.
- the plan of the parent with the earlier birthdate (month/day) in the calendar year pays before the plan of the parent with the later birth date (month/day) in the calendar year (e.g. the plan member's birthday is in June and the spouse's birthday is in March, the spouse's plan pays before the plan member's plan).
- if both parents' birthdays fall on the same month and day, the plan of the parent whose first name begins with the earlier letter in the alphabet.

The above order applies in all situations except when parents are separated or divorced and there is no joint custody of the child, in which case the following order applies:

- plan of the parent who has custody of the child (the plan member should note on the claim form that they have custody of the child);
- plan of the spouse of the parent with custody of the child (the plan member should note on the claim form that they have custody of the child);
- plan of the parent who does NOT have custody of the child (the plan member should note on the claim form that they do not have custody of the child), and
- plan of the spouse of the parent without custody (the plan member should note on the claim form that they do not have custody of the child).

Submitting coordination of benefits (COB) claims online:

Plan members can submit COB claims on mysunlife.ca when Sun Life is the second payer. They can also have COB processed automatically between both plans when their spouse or partner is also covered under a Sun Life plan.

Note: Plan members can submit second payer COB claims using the my Sun Life Mobile app for the medical e-claim category only. The amount of benefit payable under the second plan cannot exceed the total amount of eligible expenses incurred LESS the amount paid by the first plan. Vision, drug and dental categories, or changes to COB status must be submitted via the website.

If both spouses' benefit plans are administered by Sun Life, the plan member can ask us to pay from both benefit plans as part of the same claim process.

If a dental accident occurs, health plans with dental accident coverage will pay benefits before the dental plan.

Extended Health Care

Extended Health Care benefits cover necessary medical expenses that aren't covered by provincial hospital and medical plans (see your contract/booklet for more details).

Hospitals normally submit claims for **hospital expenses** directly to us, and we pay the hospital directly.

Out-of-province medical expenses

Plan members should keep their **Travel card** with them at all times. They must call Sun Life's Emergency Travel Assistance provider **before** they incur a medical emergency expense.

To make a claim for **emergency medical expenses**, while traveling out-of-province, plan members must:

- contact Sun Life's Emergency Travel Assistance provider, immediately
- follow the instructions in their Travel Benefit pamphlet (available at mysunlife.ca)

To claim non-emergency, out-of-province medical expenses, plan members must submit an **Extended Health Care Claim**.

Pay-Direct Drug plans

A pay-direct drug card simplifies the prescription drug claim process. It reduces the plan member's out-of-pocket expenses. Plan members can show their drug card to the pharmacist and if the drug is eligible, we'll pay the amount covered by the plan.

Note: Plan members can only use their drug cards within Canada. If a plan member needs to fill a prescription while traveling, they can submit a claim when they return to Canada. We will assess the claim and convert the eligible expense amount to Canadian dollars.

A drug card is available on:

- mysunlife.ca
- **my Sun Life Mobile app**

When the drug card does not work at the pharmacy

These are some of the most common reasons that drug cards are declined:

Issue	Solution
Incorrect date of the birth	Check birth date entered by pharmacist. If claim is still rejected, check birth date recorded at Sun Life.
Incorrect relationship code	Relationship codes are different for the plan member, spouse, dependent child, overage student and disabled dependent child. Check relationship code entered by pharmacist.
Benefits are being coordinated and your plan is second payor	Drug claims can be coordinated electronically at the pharmacy ONLY if the plan member and spouse both have Pay-Direct Drug plans.
The prescribed drug is not covered	Not all prescription drugs are covered under your plan. The pharmacist can contact the doctor to see if an equivalent drug can be prescribed.
Not covered / Not covered	Member did not complete their enrolment at inception of the plan or when they were hired.

If the plan member receives less than the amount they expected

They have purchased a brand-name drug instead of a generic substitution, and your plan covers only up to the cost of generic drugs.

The pharmacy charges more than the “reasonable and customary” limit typically charged in their regional area for dispensing fee or ingredient costs. (“Reasonable and customary” limits are applied on a number of expenses to ensure your plan does not incur unnecessary cost when providers charge excessive fees.).

Maximum drug supply covered at one time

Normally, a 100-day supply of a drug is the maximum quantity covered at one time. Your plan may also limit the supply for acute drugs to a 34-day supply.

Items that cannot be purchased with the card

There may be some drug expenses that your plan members can’t purchase with their drug card.

Refer to the contract/booklet for or a list of these items. The plan member will need to pay the pharmacy for these expenses and submit an **Extended Health Care Claim**.

Dependent records must be up to date

For ME tool Clients, we may decline claims if the member did not complete their enrolment and add their dependents. They can also verify / manage their overage dependents on the tool.

We may decline claims if the dependent information has not been set up on our system. It’s your role to verify that overage dependents continue to meet your plan’s eligibility requirements. Plus, let us know when their coverage ends.

Overage dependents must be a full-time student or disabled, and financially dependent on your plan member.

Lost or stolen cards

If a plan member loses their drug card or it is stolen, go to:

- **mysunlife.ca**
- **my Sun Life mobile app**
- your Group Client Services administration contact

Dental Care

With Dental care benefits, your plan members are covered for procedures done by:

- a licensed dentist
- denturist
- dental hygienist, or
- anesthetist

For each dental procedure, Sun Life will only cover up to the reasonable and customary charge for the least expensive alternate procedure, service or treatment consistent with accepted dental practice. The eligible expense can't be more than the fee stated in the appropriate Dental Association Fee Guide.

Getting an estimate

Plan members should ask their dentist to send us a fee estimate called a predetermination.

This is for treatments over the amount specified in your contract/booklet. We'll let the plan member and their dentist know which expenses, if any, will be covered. This allows the plan member to discuss treatment options with their dentist before the work starts. It also allows them to budget for the expense, if it's not covered by your plan.

Orthodontic claims

Plan members should submit expenses as they are incurred. If a lump sum is paid, we'll reimburse up to about one-third of the full eligible treatment cost for the initial payment.

Health Spending Account

Please refer to the Health Spending Account Administration Guide if applicable to your plan. This is available within the PSS – Guides for Group Benefits Administrators page.

Personal Spending Account

Please refer to the Personal Spending Account Administration Guide if applicable to your plan. This is available within the PSS – Guides for Group Benefits Administrators page.

Disability

Short-Term Disability (STD) and Long-Term Disability (LTD) benefits provide your plan members with partial replacement of lost income, during periods of total disability. Plan members must complete the elimination (qualifying) period and qualify for these benefits based on the terms of your contract/booklet.

Short-Term Disability and Long-Term Disability claim forms come in three parts:

- The **Plan Member Statement**, which must be completed by the plan member,
- The **Attending Physician Statement**, which must be completed by the doctor supervising the plan member's treatment, and
- The **Plan Sponsor Statement**, which must be completed by you, the plan administrator.

Each part can be submitted separately once completed. But, the plan member statement and the attending physician statement should be sent directly to our group disability claims office. Claim forms must be received within the time limits indicated in your benefit booklet.

If the Disability Online Tool, on our Plan Sponsor Services (PSS) website, is enabled you will be able to submit the Plan Sponsor Statement portion of your disability claim online and any other documentation Sun Life has requested. The plan member can complete their form and upload any supporting documentation on mysunlife.ca. Plan sponsors with proper access can view the status of plan member claims and run reports.

When a plan member returns to work, let us know immediately. Any payment that includes benefits for a period that the plan member was able to work and doesn't qualify, should be returned to Sun Life for final adjustment.

To submit a claim for Long-Term Disability benefits or for waiver of premiums under the Life and Accidental Death & Dismemberment benefits, ensure the appropriate claim forms are completed and sent to us eight weeks prior to the end of the elimination (qualifying) period specified in your contract/booklet.

Notes:

- If a plan member is covered by Sun Life for both LTD and Life benefits, we will assess the waiver of premium claim for the Life benefit at the same time as the LTD claim.
- If a plan member has applied for disability benefits under a government plan (such as workers' compensation), we encourage them to submit a LTD claim to Sun Life, even if they are waiting for a decision under the government plan. We will still assess their LTD and waiver of premium claim.

Life

The following is provided for information purposes only and is not intended to provide legal advice. Plan administrators should be careful not to provide opinions regarding the settlement of life insurance claims. Instead, all questions about a specific claim should be directed to our Group Life Claims Department group.life.claims@sunlife.com.

A properly constituted and current Will should be submitted with any claim to avoid delays in processing with the executors or liquidators of the estate.

Partial (advance) payment immediately upon death

Applies to the Basic Life benefit. Where the beneficiary is a family member (e.g. a spouse) and has an immediate need for funds, a partial claim payment (50% up to \$50,000) can be made (within 24 hours) before death claim forms are submitted. This is intended to help the family deal with immediate financial issues such as outstanding debts. The payment will be sent by courier.

The decision to offer a partial (advance) payment is at the plan sponsor's discretion. Advance payments would not be granted if there were any unusual circumstances surrounding the plan

member's death.

We require the following information to issue partial (advance) payments:

- Notification of Death form,
 - Group contract number,
 - Member ID,
 - Name of deceased,
 - Date of birth of deceased,
 - Date of death of deceased,
 - Cause of death,
 - Amount of insurance in force at date of death,
 - Name of beneficiary/estate,
 - Date last worked and reason,
 - Member's Enrolment form, and
 - All beneficiary designations/estate designations.
 - Directions from the Plan Sponsor on where to send payment, directly to the beneficiary/estate or elsewhere.

We require the following information to issue a death claim payment:

- **Notification of Death** form (see below),
- Proof of death in the form of a Physician's Statement or an original or certified copy of a provincial death certificate or a funeral director's statement of death.
- **Election of method of settlement and statement of claim form** (see below), and
- The original **Enrolment form**, any subsequent **Beneficiary Nomination forms** and a copy of **any Will that contains a beneficiary designation**.
- For an Optional Life insurance claim, in addition to the above, we require:
 - The original approval notice issued by Sun Life confirming approval of the plan member's application for Optional Life insurance, and
 - A completed **Physician's statement** if death occurs within two years of coverage being medically approved by Sun Life's underwriting or, if the benefit is more than \$250,000 **and** coverage has been in effect for less than five years. This is in addition to an official death certificate.

Note: Depending on the circumstances surrounding the plan member's death, we may require more information after reviewing the claim.

Notification of Death form

Following the death of a plan member or dependent, you will need to complete the appropriate section(s) of the **Notification of Death** form. Be sure to indicate the correct plan member ID number, group contract number, billing group number and class. You must sign and date this form to verify coverage. **We should also be provided with all beneficiary designations.**

Election of method of settlement and statement of claim form

If there is more than one beneficiary, an **Election of Method of Settlement and Statement of Claim form** should be completed for each beneficiary.

Note: A signed and dated Claimant Statement is considered a legal document. This statement provides authorization to allow Sun Life to obtain necessary medical information, police report, coroner's report, etc.

Estate claims

When the benefit is payable to the plan member's estate, the following applies:

For life insurance amounts	We require
Under \$150,000	No additional documentation
\$150,000 to \$249,999	Notarial copy of Will
\$250,000 and above	Notarial copy of Probated Will

If there isn't a Will:

If the deceased plan member was a resident of	We require
Ontario	Notarized copy of the Certificate of Appointment of Estate Trustee without a Will
Québec	Notarized copy of the Notarial Declaration of Heirs
Any other province	Notarized copy of Letters of Administration

More about Wills

In order to apply the terms of a Will to the Group Life benefit, the Will must be dated later than the **Enrolment** form (if the Enrolment form designates a different beneficiary than is shown in the Will).

Note:

Plan administrators should avoid giving an opinion on how the Will is to be applied. Once we review a copy of the Will, we will provide that information. Plan administrators should also validate with the Group Life Claims department if there is a valid change of a beneficiary in the Plan Member's Will.

If the beneficiary is the estate

If the proceeds are payable to the estate, the estate's legal representative should complete the Claimant Statement.

If the beneficiary is a minor:

Non-Québec

- If a trustee has been appointed, the trustee should complete the Claimant Statement. We will pay the proceeds to the trustee on behalf of the minor.
- If there is no trustee in place and a Legal Guardian for Property has been appointed for the minor, the legal guardian should complete the claim form and provide documentation showing their appointment.

Québec

- In Québec, the surviving parent is the Sole Tutor for the minor and should complete the claim on their behalf. We require a certified copy of the birth certificate of the minor that identifies the names of the parents. If there is no surviving parent and an administrator has not been designated, a court-appointed Tutor must make the claim

Note:

Each province has its own legislation concerning payments to a legal guardian on behalf of a minor. If a legal guardian hasn't been appointed, payment will be made into the courts or the public trustee in trust for the minor.

How proceeds are paid

We will issue the cheque in the beneficiary's name and send it to you. You are then responsible for arranging the delivery of the cheque to the beneficiary.

Note:

If a beneficiary is interested in exploring other investment options rather than a lump sum cheque, we'll direct them to their nearest Sun Life Financial advisor who can explain the options available to them.

Criminal offence

If the beneficiary is charged with a criminal offence related to the death claim, we cannot settle the claim until the criminal charge has been cleared. Under Canadian law, no one can benefit from a criminal offence.

Beneficiary pre-deceases plan member

If the beneficiary pre-deceases the plan member, we require proof of the beneficiary's death (i.e. funeral director's statement). In this situation, we will pay out the proceeds to the plan member's estate. If there is more than one beneficiary, the proceeds may be shared among the remaining surviving beneficiaries or the deceased beneficiary's share may be paid to the plan member's estate.* (See **Naming a beneficiary** section.)

*unless there are other pre-printed stipulations indicated on the form.

Simultaneous death

If the beneficiary and the plan member die at the same time (e.g. in the same accident), we try to determine the exact time of death, to determine who died first. If it can't be determined whether the plan member or beneficiary died first, the Insurance Act and Québec Civil Code require us to presume that the beneficiary died first. In that case, the beneficiary's share goes to the plan member's estate, or, if there was more than one beneficiary, the proceeds may be shared among the remaining surviving beneficiaries or the deceased beneficiary's share may be paid to the plan member's estate. (See **Naming a beneficiary** section.)

If the beneficiary died after the plan member, the beneficiary's share goes to the beneficiary's estate.

Living Benefits

Under our Living Benefits Loan Program, a terminally ill plan member with a life expectancy of 24 months or less may apply for a loan of up to 50 per cent of the Basic Life insurance amount, to a maximum of \$100,000. If the plan member is within five years of a scheduled reduction of Basic Life insurance, the maximum Living Benefit payable will be 50 per cent of the lowest reduced amount of the Basic Life insurance. The amount of the Living Benefits loan plus interest will be deducted from the proceeds paid to the beneficiary(s) on the plan member's death.

Notes:

- If a plan member has nominated an irrevocable beneficiary the plan member will require their consent to apply for this benefit.
- If a plan member is within five years of a scheduled termination they are not eligible for the program.
- If the loan is approved you must continue to remit premiums on the full amount of coverage and not the reduced amount.
- Before requesting a Living Benefits loan, you should contact your Sun Life group representative to discuss the possible financial implications to your contract.

Other claims

Waiver of Life Premium

The waiver of premium feature under the Life benefit provides ongoing Life coverage for a disabled plan member (and/or covered dependents) without payment of premium during the disability period. This is subject to the terms of the contract that were in effect on the date the plan member became disabled, including reductions and terminations.

When another carrier manages the LTD benefit, we approve the Waiver of Life Premium when you send proof of the employee's total disability. We require the following information:

- Waiver of premium – Plan Member's Statement
- Waiver of premium – Plan Sponsor's Statement
- A copy of the other carrier's approval letter

Accidental Dismemberment

To make a claim for Accidental Dismemberment, contact us, and we'll send you the required forms. Our claims forms are clear and thorough, and we will contact the plan member and their physician as appropriate to ensure we have all the information needed to assess a claim. We keep the plan member well-informed of the claim process and decisions.

Accidental Death

To make a claim for Accidental Death you must provide documentation to support the death as being the direct result of an accident. These documents can be a police or coroner's report and, if available, newspaper clippings that outline the details of the accident (obituary notices are not sufficient).

Critical Illness Insurance

To make a claim for Critical Illness the plan member would call 1-800-669-7921. Critical Illness Insurance does not cover every illness. It is important to review the plan member booklet.

The Call Center will take basic details including the nature of the illness claimed. The Attending Physician's Statement (APS) are specific to the condition claimed. The claims area will e-mail a claim package to the plan member. The package contains the required forms and information to assist the claimant. Instructions include how to complete and return the forms. We ask for the medical information we need to speed up the process.

If coverage is less than \$100,000, we can pay the benefit by direct deposit. We send an authorization with the claim package.

Administration and claim forms

To help you with the administration of your plan, our standard forms have been posted on **mysunlife.ca**.

Step 1 Go to our website at smallbusiness.sunlife.ca

Step 2 Select **Forms**

Ordering supplies

Complete the [order form](#) to request forms and supplies.

Contacts

As your group benefits partner, we understand your need for quick and easy access to information on every aspect of your plan. Here's how you can contact us, whenever you have a question or concern.

Note: Hours of operation refer to Eastern Standard Time

Client Service Specialist

Hours of operation: 8:30 AM - 6:30 PM
Phone number 1-877-786-7227

Extended Health Care & Dental Claims

(including HSA and PSA claims)
Hours of operation: 8 AM - 8 PM
Phone number 1-866-246-4153

Disability Claims

Hours of operation: 8:30 AM - 4:30 PM
Phone number 1-866-246-4153

Life and AD&D Claims

Hours of operation: 8:30 AM - 4:30 PM
Phone number 1-800-361-2128

Critical Illness Claims

Hours of operation: 8:30 AM - 4:30 PM
Phone number 1-800-669-7921

Group Medical Underwriting

Hours of operation: 8:30 AM - 4:30 PM
Phone number 1-866-882-0884

Client Relations

Representatives team

Dedicated line for advisors and plan sponsors
Phone number 1-866-606-8936

Client Care Centre

Dedicated line for plan members
Phone number 1-800-361-6212

Conversions (When benefits end or reduce)

Phone number 1-877-893-9893

Group Retirement Services

Phone number 1-833-292-5400

Visit our website: mysunlife.ca

Or download **My Sun Life mobile app**

Appendix A – Updates to the guide

The following table summarizes the changes to this version of the guide.

Page	Chapter and/or section	What's changed
2	Introduction to Plan Sponsor Services	Addition of details on member enrolment
4	Plan member information	Member enrolment tool Clients and Non member enrolment tool Clients different functions
6	Participation level of anything other than 100% (non-mandatory benefit plan)	Addition of information on Clients with member enrolment tool
9, 10	Welcome Guide	Addition of information on non member enrolment Clients
10	When proof of good health (Health Statement) is required	More information on member enrolment tool Clients
11	Submitting a Health Statement form	Clarification for non member enrolment Clients
12	Naming a beneficiary	Including information for member enrolment Clients
18, 19	Maintaining plan member records	Including information for member enrolment Clients
19	Updating student information	Including information on member enrolment tool
21	Plan members who are approved for disability	Including information on member enrolment tool Clients
22	Adding or changing Optional Life benefits	Adding information on member enrolment tool Clients
23	Administrative reports	Including information on member enrolment tool Clients
25	Special requests	Adding information on member enrolment tool Clients
26	Employer contributions and taxable benefits	Updated to reflect new tax information
31	Coordinating benefits with other plans	Additional information on Coordination of benefits submission
31	Out of province medical expenses	Updated to reflect new travel assistance provider
32	Pay-Direct Drug plans	Information on member enrolment tool Clients

Appendix B – CLHIA Process on Electronic Declarations Contact information



CLHIA Process on Electronic Declarations

Introduction

Electronic insurance business practices evolve alongside advances in technology. Canadian life and health insurance companies (“Insurers”) and other entities such as third party administrators, employers, and group policyholders/plan sponsors (“Third Parties”) involved in the administration of insurance and group benefits on behalf of Insurers must ensure these business practices comply with all applicable laws as well as meet regulatory expectations.

Purpose and Scope

The CLHIA Process on Electronic Declarations (“Process”) sets out recommended processes that Insurers and Third Parties acting on behalf of Insurers (collectively “Company” or “Companies”) may consider when collecting, using, and retaining declarations electronically. Companies must make their own determination whether they will accept, retain and use declarations electronically and the manner in which they choose to do so.

Each Company’s process for collecting, using, and storing the electronic declaration must contain reasonable safeguards to protect the integrity of the electronic declaration.

Recommended Processes

The process should:

1. Be supported by an electronic system designed, adopted by, or otherwise approved by a Company, which is capable of accepting and storing declarations made by an individual policy owner or for group insurance the group life insured (collectively “Insured”). Where a Company chooses to accept more complex declarations electronically, such as declarations that may involve multiple signatories or contingent beneficiaries, the system should be appropriately robust to accommodate these additional requirements. In all cases, the information should be kept secure at all times in accordance with the Company’s own requirements for the electronic storage of personally identifying information.



2. Capture the declaration(s) and require the Insured(s) to confirm their intent to make the declaration by way of an electronic signature¹, captured by the system in accordance with the requirements of the applicable electronic commerce legislation.
3. Utilize appropriate technology which captures the declaration, and the Insured's signature in electronic form. When such signature is used it, or the process used to obtain it, should have the following characteristics:
 - (i) it is uniquely linked to the Insured;
 - (ii) it is capable of identifying the Insured;
 - (iii) if subject to the use of authentication credentials or factors, such credentials or factors can be maintained under the Insured's sole control;
and
 - (iv) it is linked to the declaration or similar document (such as an application or enrolment form) to which it relates in such a manner that any subsequent change of the data is detectable.
4. Provide assurances of the Insured's identity through a verification system allowing:
 - a) the identity of the person and their link to the document, to be confirmed by having appropriate authentication safeguards such as the use of:
 - i. password log-ins;
 - ii. personal verification questions; or
 - iii. other logical and operational security measures;
and
 - b) the document to be identified and, if required, allowing its origin and destination at any given time to be determined.
5. Provide a mechanism for the declaration to be:
 - a) accessible to the Insured at the time the declaration is made, so that the Insured can take appropriate action to ensure it is available for subsequent reference;
 - b) stored (electronically) so as to be protected against unauthorized access;
and
 - c) acknowledged by electronic or other means as received by the Company.

¹ A signature is not specifically required for a declaration made under the laws of Quebec. An electronic declaration must comply with articles 2446 of the *Civil Code of Quebec*, L.Q. 1991, c. 64, and with the *Act to establish a legal framework for information technology*, CQLR c C-1.1.



The characteristics of a process, as described immediately above, provide greater clarity and outline appropriate safeguards where the Insured chooses to utilize electronic means and where the Company chooses to accept electronic declarations and has reliable procedures in place.

Companies should have their electronic declaration processes reviewed by experienced information security professionals both before implementation and on a regular basis thereafter to ensure they have considered the recommended processes set out above.

Additional Considerations

As technology evolves and the law changes, Companies are responsible for ensuring that their own electronic processes remain up-to-date and compliant with the law. Companies should self-evaluate in this respect as part of the Company's Regulatory Compliance Management System with appropriate approval at a senior level (e.g. Chief Compliance Officer, Chief Risk Officer).

Special consideration should be given to irrevocable beneficiary designations where additional processes may be required.

This document is not a substitute for legal advice. Companies should obtain independent legal advice.

Applicable law takes precedent over any conflict between the provisions of this Process and any applicable law.

December 24, 2019

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P.O. Box 99, TD South Tower
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416-777-2221 www.clhia.ca

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