



January 4, 2018

SAMPLE MEMBER
227 KING ST S
WATERLOO ON

N2J 4C5

▶ Please act by April 4, 2018

Assets in: Sample Client
Client ID: C0CC2 **Plan ID:** 01
Member ID: 000000001

Dear SAMPLE MEMBER,

We recently learned that your employment status has changed. As a result, it's time to decide how you want to invest the savings in your previous employer's group savings plan. If we don't hear from you by **April 4, 2018**, we will follow the default option described in the enclosed Settlement option form(s).

We're here to help

Call one of our licensed Financial Services Consultants to discuss the options described in the enclosed form(s). They're available at **1-866-224-3906**, Monday to Friday, 8 am to 8 pm ET.




If you want to keep your savings with Sun Life and prefer to do this yourself, log into mysunlife.ca and select "Leaving the plan". You can also submit your completed and signed forms via the [my Sun Life Mobile app](#). Log in and use the "Send documents" feature¹ with the reference number 22862000000001.

There are advantages to staying with Sun Life. Our Group Choices Plan allows you to continue saving for retirement with access to diverse investment choices and competitive investment management fees. You'll also have access to industry-leading retirement planning tools including the my Sun Life Mobile app, and ongoing support from licensed Financial Services Consultants.

Sincerely,

Sun Life Financial

For help in making an informed decision on your savings:

-  call us today at 1-866-224-3906
-  talk to your financial advisor
-  log in to mysunlife.ca and click on **Leaving the plan**

Enclosures

- Settlement option form(s)
- Statement
- Group Choices Savings Plan brochure and investment options
- Group Choices Retirement Income Plan brochure
- DCPP information
- RRSP/LIRA/locked-in RRSP information

Life's brighter under the sun

¹ Note – the 'Send documents' feature is supported for iOS and Android devices and may not be available on all plans.

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



Good to know



Staying with Sun Life

The Sun Life Group Choices plan

Do you want to continue to benefit from competitive investment management fees? Stay with Sun Life and transfer your savings to the Group Choices plan. You'll also have access to licensed Financial Services Consultants.

Enrolment is easy. For information on the Choices plan, visit mysunlife.ca and select *Leaving the plan*.

Beneficiary information

When you transfer to your new plan, please designate a beneficiary who will receive your money when you pass away. If we don't receive this information, your money may be paid to your estate. If you enrol into the Choices plan online, you can name your beneficiary there.

In some cases, Choices plan members cannot name a beneficiary. If you're in that situation, name your beneficiary or beneficiaries in your will.

my money for life

If you transfer your money to another company, you forfeit your **my money for life** coverage and any benefit associated with it. The only way to retain **my money for life** coverage is to keep your assets with Sun Life. Call us to discuss your options.

Retirement income planning and government programs

Knowing how much income you can expect to receive from government programs should form a key part of your retirement planning. Go to the Canada Revenue Agency website, canada.ca, or the Quebec provincial website, rrq.gouv.qc.ca, to request a statement of contributions. Contact a Financial Services Consultant at 1-866-224-3906 for a projection of the income you may receive from your retirement savings. Use this information to determine the best retirement income solution for your group plan assets.

Taxes and penalties

Withdrawing from your non locked-in registered savings account can be costly. Not only does it reduce your savings, you will be charged tax on the withdrawal. It may even place you into a higher income tax bracket for the calendar year.

Transferring from a registered account to a non-registered account or Tax-Free Savings Account also counts as a taxable withdrawal.

Contact your advisor or a tax specialist for information specific to your situation.

Balance amounts

Your balance changes daily due to a number of factors, including the performance of your investments. You can find details of your transactions on mysunlife.ca, or you can call our Client Solutions Centre at the number below.

Multiple options

If you transferred money into your plan from another pension jurisdiction, the options for that money may be different. Please contact us for more information.

Personal information changes

Please let us know if any of your personal information has changed.

We're here to help

You may receive a call from a licensed Financial Services Consultant at Sun Life, who can help you understand your options and review your financial goals. You can also call us at 1-866-224-3906.




Questions?

Call us at 1-866-224-3906

Mon - Fri, 8 a.m. - 8 p.m. ET.

Settlement option form for my RRSP



Personal information

SAMPLE MEMBER

Client ID: COCC2

Contract number: 33300

Plan ID: 01

Account number: 22862000000001

Member ID: 000000001

Account balance

Total balance as of January 3, 2018: \$178,713.26

If we don't hear from you by April 4, 2018 we will transfer your balance to a registered product in the Group Choices savings plan. If you hold investments not available in the Group Choices plan, we will transfer those assets into the Sun Life Financial Granite™ Retirement Segregated Fund.

My options

Stay with Sun Life

- Transfer my balance to the Group Choices plan. I understand that if I hold investments not available in the Group Choices plan and I don't provide alternate instructions, those assets will be transferred into the Sun Life Financial Granite™ Conservative Fund with the target date closest to, without exceeding, my 65th birthday, or the Sun Life Financial Granite™ Retirement Fund, if I am over age 65.
 - Savings plan (H49)
 - Retirement income plan (G83)
- Transfer to a Registered Retirement Savings Plan (RRSP) under another Sun Life plan.
- Transfer to a Registered Retirement Income Fund (RRIF) under another Sun Life plan.
- Transfer to a Registered Pension Plan (RPP) under another Sun Life plan, if that pension plan allows.
- Elect an annuity from Sun Life. The minimum balance for this option is \$5,000.

Transfer to another financial institution – Request the required forms from your other financial institution

- Registered Retirement Savings Plan (RRSP)
- Registered Retirement Income Fund (RRIF)
- Registered Pension Plan (RPP), if that pension plan allows
- Purchase an annuity

Withdraw my balance in cash

- Deposit to my bank account (provide a void cheque)
- Send me a cheque

In-kind transfers (moving investments as is) apply to stock and mutual funds only, and are not applicable for segregated funds or guaranteed interest accounts.

Authorization and signature

I authorize Sun Life to proceed with my selection(s) as indicated.

Authorized signature: _____

Date: _____ Phone Number: _____

Call one of our licensed Financial Services Consultants to discuss your options. They're available at 1-866-224-3906, Monday to Friday, 8 am to 8 pm ET.

Submit your completed and signed forms via the my Sun Life Mobile app. Log in and use the "Send documents" feature with the reference number 22862000000001.

You can mail or fax your completed and signed forms to:

Sun Life Financial, Group Retirement Services
PO Box 2025 Stn Waterloo, Waterloo ON N2J 0B4
Fax: 1-877-818-3143



Questions?

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Mon - Fri, 8 a.m. - 8 p.m. ET.



Settlement option form for my DCPP

Personal information

SAMPLE MEMBER

Client ID: COCC2

Plan ID: 01

Member ID: 000000001

Pension plan funded by Policy: 33303

Account number: 22862000000001

Spouse's name: SAMPLE SPOUSE

Spouse's date of birth: May 12, 1955

Date of termination: November 7, 2017

Years of membership: 8

Years of service: 8

Account balance

Total balance as of January 3, 2018: \$14,618.62

Locked-in balance: Employer: \$2,544.39

Employee: \$6,573.99

Non locked-in balance: Employer: \$0.00

Employee: \$5,500.24

If we don't hear from you by April 4, 2018, we will transfer your balance to a separate account within the plan.

You may not split your locked-in funds in a way that will result in any of your balances qualifying for the small benefit rule.

My options

Locked-in balance options



Stay with Sun Life

- Transfer my balance to the Group Choices plan. I understand that if I hold investments not available in the Group Choices plan and I don't provide alternate instructions, those assets will be transferred into the Sun Life Financial Granite™ Conservative Fund with the target date closest to, without exceeding, my 65th birthday, or the Sun Life Financial Granite™ Retirement Fund, if I am over age 65.
 - Savings plan (H49)
 - Retirement income plan (G83)
- Transfer to a Locked-in Retirement Account (LIRA) under another Sun Life plan.
- Transfer to a Life Income Fund (LIF) under another Sun Life plan.
- Transfer to a Registered Pension Plan (RPP) under another Sun Life plan, if that pension plan allows.
- Elect a life annuity from Sun Life. The minimum balance for this option is \$5,000.

Transfer to another financial institution – Request the required forms from your other financial institution

- Locked-In Retirement Account (LIRA)
- Life Income Fund (LIF)

- Registered Pension Plan (RPP), if that pension plan allows
- Purchase a life annuity

Non locked-in balance options



Stay with Sun Life

- Transfer my balance to the Group Choices plan. I understand that if I hold investments not available in the Group Choices plan and I don't provide alternate instructions, those assets will be transferred into the Sun Life Financial Granite™ Conservative Fund with the target date closest to, without exceeding, my 65th birthday, or the Sun Life Financial Granite™ Retirement Fund, if I am over age 65.
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