

RRSP/TFSA

Securing your future with your group plan



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SunAdvantage™

— MY SAVINGS —

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



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

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

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

Your choice of accounts

my savings provides both a Group Registered Retirement Savings Plan (Group RRSP) and a Tax-Free Savings Account (TFSA).

- **Group RRSP for your retirement:** Your Group RRSP offers the benefit of pre-tax payroll deduction contributions, so you get an immediate tax break every time you contribute. In addition, all of your investment earnings are tax-deferred until you withdraw them. Because withdrawals are fully taxable, this account is designed to help you save for longer-term goals such as retirement.
- **TFSA for retirement and other savings goals:** For other savings goals, your TFSA is an excellent way to save. You contribute with after-tax dollars through pre-authorized bank account withdrawals or payroll deductions. You don't get an upfront tax deduction – but you generally don't have to pay tax on any investment income you earn* and all withdrawals are completely tax-free. A TFSA gives you complete flexibility to use your savings for any short-, medium- or long-term goal – cars, home down payment, vacations, education, retirement. The choice is yours!

* Foreign tax may apply on certain foreign income.



Enrolling in the plan

Enrolling in the plan is quick and easy.

1. Register for a Sun Life account if you don't already have one.
2. After you have registered, sign in to mysunlife.ca
3. Under **Investments**, select the **Manage plan** drop-down menu, followed by:
 - **Enrol in products.**
 - Then select **Let's get started!**
 - **Add a product** you'd like to enrol in.
4. Personalize your investments.

Select **Next**, and follow the flow to personalize your investments and add beneficiaries.

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



Making contributions

Contributions to my savings can be made in two ways:

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

To ensure you don't over-contribute to your Group RRSP, be sure to refer to the 'Notice of Assessment' provided to you by the Canada Revenue Agency (CRA) after you filed your last income tax return. This form has your RRSP contribution limit for the current year. There's also a limit to how much you can contribute to your TFSA each year. To ensure you don't over-contribute, sign up for the CRA service called My Account to check your available TFSA contribution room for the year online at canada.ca.

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

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



Making your investment choices

You'll find detailed information and analysis from **Morningstar®**, a leading provider of investment news and analysis at [mysunlife.ca](https://www.mysunlife.ca).

What are segregated funds?

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

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

Funds for a help me do it portfolio

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

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

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



Funds for a let me do it portfolio

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

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

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

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

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

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

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

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

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

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

Need help with these choices?

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

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

1. Online at mysunlife.ca at any time
2. By calling one of our Client Care Centre representatives any business day from 8 A.M. to 8 P.M. Eastern Time (ET) at **1-877-SUN-LIFE**.

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

Fee charged for short-term trading

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

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

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



Fees? What fees?

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

What are FMFs?

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

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

Management activities usually include:

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

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

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

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



Different fund types, different levels of management

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

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

Your fund information

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

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

Know your responsibilities

As a member of a group plan, it's important you are aware of your responsibilities. You can learn more by reading the article '**My responsibilities**', which can be found by logging into your account at mysunlife.ca and navigating to the **my plan** page.

Leaving your employer because of termination or retirement

If you end your employment with your employer or you retire, you'll be transferred to the **Sun Life Group Choices Plan**, an exclusive plan for former group plan members that lets you keep the great Sun Life plan benefits you currently enjoy.

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

- **Competitive fees** – The Group Choices Plan fund fees are competitive to similarly managed funds at similar financial institutions.
- **Great investment choices** – You'll continue to enjoy all of the same funds that you have in your current plan, with the choice of many additional options as well.
- **24/7 support** – You'll maintain full access to Sun Life's Plan Member Services website, Client Care Centre and Automated Telephone System.
- **Easy to do** – The switch to the Group Choices Plan is easy – and is cost free.

We'll automatically transfer your RRSP assets to the Group Choices Plan RRSP and your TFSA assets to the Group Choices Plan TFSA and invest your savings in the same investment funds. You can access Sun Life's Plan Member Services website to update the investment options in your retirement portfolio at any time with no additional charge.

Our Client Care Centre representatives are available to help you with any questions. If you prefer to find information online, please visit sunlife.ca/choices.

Retiring? Ask for our free retirement Information kit

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

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



Transfer of your plan assets upon death

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

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

- For your Group RRSP account, assets can be transferred directly to your spouse or common-law partner's RRSP or Registered Retirement Income Fund (RRIF), or to a Group Choices Plan RRSP or RRIF in your spouse or common-law partner's name.
- For your TFSA account, assets can be transferred to a Group Choices Plan TFSA in your spouse or common-law partner's name, or to an existing TFSA they may have.



How to connect

You can contact Sun Life in two ways:

1. Online at mysunlife.ca
2. Our Client Care Centre, available 8 A.M. to 8 P.M. ET, every business day at **1-877-SUN-LIFE**



How Sun Life protects your privacy

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

Changing the plan

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

10-Day cancellation right

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

Interpreting this booklet

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

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

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

Rights to copies of documents

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

Limitation period for legal actions

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

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

For all other members:

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

Secure your future – enrol in the plan today!

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

Questions and answers

1. Can I transfer money in from other plans?

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

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

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

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

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

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

To request a withdrawal, call the Client Care Centre or process the withdrawal through mysunlife.ca. A \$50 fee will apply for each withdrawal, including withdrawals under a Home Buyers' Plan or a Lifelong Learning Plan.

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

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



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

Yes, you can. Your TFSA under **my savings** is designed to help you save for a variety of short- and long-term savings goals. The first withdrawal from your TFSA in each calendar year is free. A \$50 fee will apply for any additional withdrawals during the year. All withdrawals from your TFSA are tax free. Please note that TFSA withdrawals are added back to your TFSA contribution room on January 1 of the following calendar year.

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

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

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

You can also view your member account statements on Sun Life's Plan Member Services website. Account statements are available online in June and December (showing account balances as at the end of May and November). Simply select the **Statement** link under the **Documents** tab (**Manage plan > my plan > Documents**).

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

The second receipt, issued in March, covers the contributions received in the first 60 days of the current calendar year. This allows you to claim the contributions made in the first 60 days of the year either in the year in which they were made or in the previous calendar year, whichever is more advantageous to you. You can also choose to carry forward your RRSP contributions and deduct them in a future tax year.

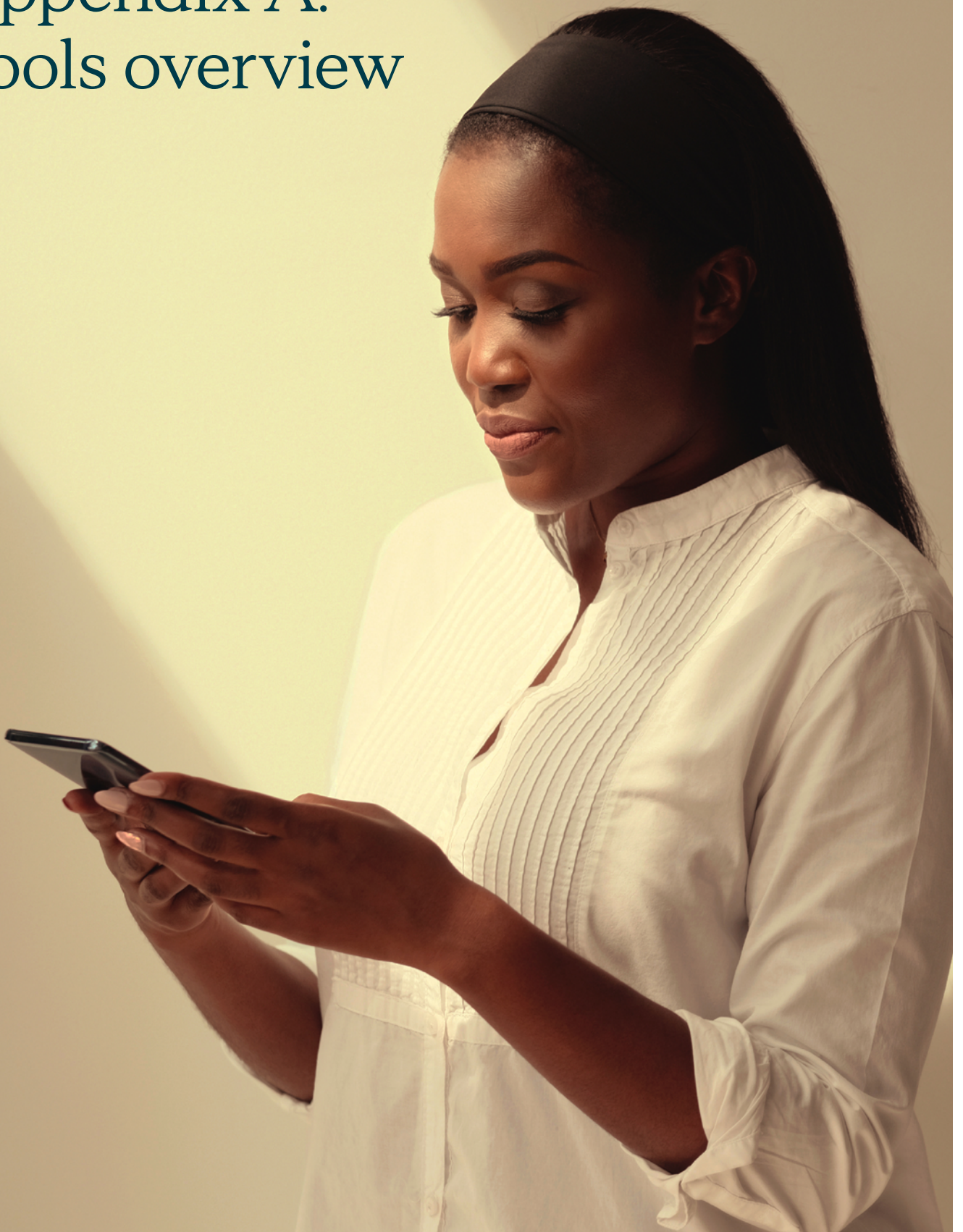
5. What are my responsibilities under the plan?

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

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



Appendix A: Tools overview



Tools overview

Once signed in to mysunlife.ca, you can address the following questions:

Which investments are right for you?

Complete the **Asset Allocation tool** to find out how much risk you're willing to take when it comes to investing. This can help you choose the right funds for your investment goals.

- ✓ Select **Manage plan** then **my plan**. Next, click **Tools** followed by **Asset allocation** and finally **Continue**.

Have you named a beneficiary?

Naming a beneficiary is the best way to make sure your money goes where you want when you're gone. It makes it quicker and hassle-free for your loved ones to receive your money.

- ✓ Select **Manage plan** then **Manage beneficiaries**.

What's your vision of retirement?

Create a plan to meet your retirement goals using the **Retirement planner**. The information you enter will be saved, so you can review it any time to see your progress.

- ✓ Select **Manage plan**, followed by **Tools & calculators**, then **Retirement planner**.

How are your funds doing?

See the funds available in your plan, along with their performance info.

- ✓ Select **Manage plan** then **my plan**. Next, click **Check on account** followed by **View investment performance**.

What fees do you pay?

See the fees charged for each fund available in your plan. Fees pay for the investment management, recordkeeping and operating costs of the funds.

- ✓ Select **Manage plan** then **my plan**. Next, click **Plan overview** followed by **Account fees**.

Review or update your investment instructions

Make sure your contributions are going where you want them to. To make a change:

- ✓ Select **Manage plan** then **my plan**. Next, click **Make a change** followed by **Change investments**. You can also update your account by calling us directly.

There are no charges for transfers. However, there may be a 2% charge if you make a transfer into a fund followed by a transfer out of the same fund within 30 calendar days. We don't charge this fee on guaranteed and money market fund transactions.



Appendix B: Funds





Funds by risk category

Low

Let me do it:

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

Low to Moderate

Help me do it:

- Sun Life Granite™ Retirement Segregated Fund

Let me do it:

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

Moderate

Help me do it:

- Sun Life Granite™ 2030 Segregated Fund

Moderate to High

Help me do it:

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

Let me do it:

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

Appendix C: Payroll deduction authorization/ change form



Payroll deduction authorization/change form

Return completed form to Office Manager/Human Resources

Personal information

Name of plan sponsor	Client ID C0	Plan ID
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Personal information

First name	Middle initial	Last name
Employee number	Telephone number	Email address

Payroll deduction authorization /change

Please select the products applicable to your plan design:

DCPP RRSP Spousal RRSP NREG Other _____

DCPP contributions

I authorize my employer to deduct _____ % per pay to be allocated to the DCPP.

RRSP Contributions

I authorize my employer to deduct \$ _____ per pay to be allocated to the RSP.

Spousal RRSP contributions

I authorize my employer to deduct \$ _____ per pay to be allocated to the Spousal RSP.

NREG contributions

I authorize my employer to deduct _____ % or \$ _____ per pay to be allocated to the NREG.

Other contributions

I authorize my employer to deduct _____ % or \$ _____ per pay to be allocated to the _____

Additional information

RRSP contributions: It is your responsibility to determine your RRSP contribution limit and to ensure you do not exceed your annual maximum allowable contribution limit.

Your signature of authorization

Signature of contributor X	Date (dd-mm-yyyy)
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Life's brighter
under the sun

