

Plan Administrator Section: PART 1

Complete the fields below, give one copy of this form to the plan member upon termination or reduction of group life insurance, and keep a copy for your files.

1. Group life insurance policy – advisor information (if applicable)

Advisor	Telephone Number ()	Fax No. ()
Address	Email Address	

2. Plan member/Dependent information

Plan Member's Name	Gender <input type="checkbox"/> Male <input type="checkbox"/> Undisclosed <input type="checkbox"/> Female <input type="checkbox"/> Other	Date of Birth (month/day/year)
Spouse's Name (if eligible for spousal conversion)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Undisclosed <input type="checkbox"/> Female <input type="checkbox"/> Other	Date of Birth (month/day/year)
First Child's Name (if eligible for child conversion)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Undisclosed <input type="checkbox"/> Female <input type="checkbox"/> Other	Date of Birth (month/day/year)
Second Child's Name (if eligible for child conversion)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Undisclosed <input type="checkbox"/> Female <input type="checkbox"/> Other	Date of Birth (month/day/year)
Address	Telephone Number ()	

3. Group life insurance information*

Group life policy name:					
		Policy no.:	Reduced/terminated amount:	Combined (max \$400,000 per person) conversion maximum	Date insurance reduced/terminated (month/day/year)
Plan Member	Basic		\$	\$	
	Optional		\$	\$	
	Supplementary		\$	\$	
Spouse	Basic		\$	\$	
	Optional		\$	\$	
First Child			\$	\$	
Second Child			\$	\$	

* If additional space is required to add dependants, please attach an additional page with all required information included.

4. Plan administrator information

Plan Administrator's Name (please print)	Telephone Number ()	Email
Plan Administrator's Signature		Date (month/day/year)

Plan Member/Dependent Section: PART 2

If your Canada Life group life insurance has been terminated or reduced, you may be able to purchase an individual life insurance conversion policy, without providing medical evidence of insurability. The group life conversion application must be received by Canada Life within 31 days after your group life coverage terminates or reduces. Here's what you need to do to convert your group life insurance:

Step 1: Give this completed Group Life Conversion Privilege Notification form to your advisor.

- If you do not have an advisor or your advisor is not licensed to sell Canada Life products, please visit <https://canadalife.com/contact-us/existing-customer/workplace/life-insurance-convert-personal-product.html>. After you submit the form, an advisor will contact you and explain the group life conversion options available so you can make the right choice based on your insurance needs.
- You may also speak to a customer service representative by calling: 1-888-252-1847. The customer service representative will assist in connecting you with an advisor.
- You may also reach us by email: stay_covered@canadalife.com.

Step 2: After you have decided on your group life conversion option, the advisor will submit the completed and signed application, with the first full premium payment to Canada Life for processing. This application process must be completed within 31 days after your group life insurance terminates or is reduced.