



# Application for membership in a group non-registered savings

Return to Canada Life, Group Retirement Services  
255 Dufferin Avenue, T540, London, ON N6A 4K1

## SECTION 1 – ELIGIBILITY

You are eligible to become a member under the group non-registered savings plan (the plan) if you fall within one of the following categories. Please select the applicable category:

- Category no. 1 – original members**  
You enrolled in a GRS plan as a result of your relationship with your plan sponsor and
  - a) your membership was terminated; or
  - b) you want to enrol in another plan that is not available to you with your plan sponsor
- Category no. 2 – spouse under GRS plan**  
You are the spouse or common-law partner of an individual under **category no. 1** and have your own non-registered savings plan that is terminated under a GRS plan.
- Category no. 3 – family members**  
You are the spouse, common-law partner, parent or child of legal age of an individual under **category no. 1** who is now a current member of NextStep™.  
Indicate the name of that current NextStep™ member \_\_\_\_\_

In this application, “you” and “your” refer to the person who is applying for membership under the plan, and “we,” “us,” and “our” refer to the issuer, The Canada Life Assurance Company, 100 Osborne Street North, Winnipeg, MB R3C 3A5. We can be contacted at 1-800-724-3402 or by visiting mycanadalifeatwork.com.

## SECTION 2 – PLAN SPONSOR

Name of plan sponsor	Policy/plan number
<b>NextStep</b>	<b>62396</b>

## SECTION 3 – INFORMATION ABOUT YOU (all fields must be completed) (please print)

Last name	Middle initial	First name

Social insurance number (SIN)	Date of birth	Language	Email address
- - - - - You authorize the use of your SIN for tax reporting, identification and record keeping	yyyy mm dd	<input type="checkbox"/> English <input type="checkbox"/> French	Required for online access and to email information about the plan or services connected with it

Address (apt. no., street no., street)  
\_\_\_\_\_

City	Province	Postal code	Telephone no.	Alternate telephone no.
			- - Ext.	- -

If the above address is a PO box, general delivery or rural route, also include the civic or street address below

Address (apt. no., street no., street)	City	Province	Postal code

## SECTION 4 – TAX INFORMATION REQUIRED UNDER THE INCOME TAX ACT (CANADA)

You will not be added as a member of the plan until the requested information is complete.

Are you a United States citizen or U.S. resident for tax purposes?  Yes  No

If yes, provide taxpayer identification number (TIN): \_\_\_\_\_

Are you a resident for tax purposes in a country or region other than Canada or the United States?  Yes  No

If yes, provide jurisdiction(s) of residence for tax purposes \_\_\_\_\_ and taxpayer identification number (TIN) \_\_\_\_\_

If you do not have a TIN for a specific jurisdiction, indicate the reason using one of the following choices:

- You will apply or have applied for a TIN but have not yet received it. Please notify us when it is received.
- Your jurisdiction of tax residence does not issue TINs to its residents
- Other reason: \_\_\_\_\_

## SECTION 5 – TRANSFER FUNDS

You have investments with other financial institutions that you would be interested in transferring to this plan.

Please call:  Daytime number - - -  Evening number - - -

**Application for membership in a group non-registered savings plan (continued)**

**SECTION 6 – YOUR BENEFICIARY DESIGNATION**

Where permitted by law, you can appoint one or more beneficiaries. All designations are revocable except in Quebec (see “Important: Quebec residents”). If you wish to designate an irrevocable beneficiary, complete the *Designation of irrevocable beneficiary* form.

**Primary beneficiary(ies) on your death**

Last name	First name	Date of birth yyyy mm dd	Relationship of beneficiary to you				% of benefit
			Select box below <b>OR</b> Specify under Other				
			Married	Quebec civil union spouse	Common-law partner	Other (child, friend, etc.)	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
							<i>Total 100%</i>

**Important: Quebec residents**

- If you appoint your married or civil union spouse as your beneficiary, they will be irrevocable (meaning you cannot change your beneficiary or perform certain transactions such as making withdrawals (where permitted) without their consent) unless you check the box below: **I designate my married or civil union spouse revocably**
- The death benefit will be paid to the tutor(s) of a beneficiary who is a minor (generally the parents) or the tutor or curator of a beneficiary who otherwise lacks legal capacity unless a formal trust has been established by will or separate contract (in which case, designate the trust as beneficiary in this section)

Unless the law requires otherwise, if one of your primary beneficiaries predeceases you, their share will be paid to the surviving primary beneficiaries in equal shares, or if there is no surviving primary beneficiary(ies), to your contingent beneficiary(ies) named below. If there is no contingent beneficiary(ies), the benefit will be paid to your estate.

**Contingent beneficiary(ies) on your death**

Last name	First name	Date of birth yyyy mm dd	Relationship of beneficiary to you	% of benefit
				<i>Total 100%</i>

**Trustee (to be completed if any of your beneficiaries are minors or otherwise lack legal capacity and do not reside in Quebec; do not complete if a formal trust exists)**

Last name	First name	Trustee for (indicate beneficiary name)	Relationship of trustee to you

You authorize the trustee(s) named above 1) to receive benefits payable on behalf of any beneficiaries who are minors or otherwise lack legal capacity to give a valid discharge and 2) in their sole discretion, to use the benefits for the education or maintenance of the beneficiary and to exercise any right of the beneficiary under the plan. The trust will terminate once the beneficiary is both of age of majority and has capacity to give a valid discharge. Legal advice should be obtained prior to appointing a trustee. Payment to the trustee(s) discharges us to the extent of the payment.

**SECTION 7 – YOUR INVESTMENT SELECTION (not applicable to a transfer of funds from GRS)**

If investment(s) are not selected, new contributions will be invested in the Moderate Profile Fund. Investment selections can be updated at any time through the mycanadalifeatwork.com website or by calling *Access Line* at 1-800-724-3402. The Issuer offers a selection of investment options. **Contributions directed to variable investment funds are not guaranteed and will increase or decrease in value according to fluctuations in the market value of the assets.**

Name of investment and/or code	Percentage	Name of investment and/or code	Percentage
	%		%
	%		%
	%		%
	%		%

*Total allocation must equal 100%*

**SECTION 8 – SIGNATURE**

You apply for membership in the plan and appoint the plan sponsor as your agent for the purpose of the plan. You confirm the information on this form is complete and accurate and will update it in the future as it changes. You have read the terms of the member’s certificate and this application, including the attached Protecting your personal information, and agree to be bound by their terms. You are aware of the reasons the information covered by your authorizations and consents is needed, and the benefits of, and the risks of not, authorizing/consenting. You authorize and consent to us collecting, using, disclosing and retaining your personal information for the purposes outlined in Protecting your personal information. This authorization and consent is given in accordance with applicable law and without limiting the authorizations and consents given elsewhere in this application.

Signature of applicant	Date
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## Protecting your personal information

At The Canada Life Assurance Company we recognize and respect the importance of privacy.

### Your personal information:

- We establish a confidential file that contains your personal information like your name and contact and financial information
- Your information is kept in our offices or the offices of an organization authorized by us.
- You may exercise your rights to view and correct information in the file by sending a written request to us.

### Who has access to your information:

- We limit access to personal information in your file to our staff or persons authorized by us who require it to perform their duties, and to other persons to whom you have granted access.
- In order to assist in fulfilling the purposes identified below, we may use service providers located within or outside Canada.
- Your personal information may also be subject to disclosure to government authorities or others authorized under applicable law within or outside Canada.

### What your information is used for:

- Personal information that we collect will be used for the purposes of administering and servicing the products you have with us, and for our internal data management and analytics purposes.
- This may include investigating claims, paying benefits, and creating and maintaining records concerning our relationship.

Your consent will be valid until we receive written notice that you have withdrawn it, subject to legal and contractual restrictions. For example, if you withdraw your consent, we may not be able to allow you to remain in the plan.

### If you want to know more:

For a copy of our Privacy Guidelines, or if you have questions about our personal information policies and practices (including with respect to service providers), write to our Chief Compliance Officer or refer to [canadalife.com](https://canadalife.com).



## Group Non-registered Savings Plan - Member's Certificate Policy/Plan No. 62396

In this certificate, "you" and "your" refer to the member of the group non-registered savings plan (the Plan), and "we," "us," and "our" refer to the issuer, The Canada Life Assurance Company. We can be contacted at 1-800-724-3402 or by visiting mycanadalifeatwork.com.

We will pay benefits in accordance with this certificate.

### Section 1. Interpretation

In this Plan:

**"Administrative Rules"** means our rules and procedures relating to the operation of the Plan.

**"Applicable Legislation"** means the *Income Tax Act* (Canada) and any other federal or provincial legislation affecting non-registered savings plans.

**"Contributions"** means amounts paid to us on your behalf.

**"Head Office"** means our head office or such other administration office servicing the Plan, as may be communicated to the Plan Sponsor.

**"Income Tax Act"** means the *Income Tax Act* (Canada) and regulations as amended.

**"Investment Option"** means any of the guaranteed investments and variable investment funds available under the Plan.

**"Investment Rules"** means our rules and regulations relating to the management of an Investment Option.

**"Maturity Date"** of this certificate means the date you or the annuitant attain age 100.

**"Member"** means the applicant who completed the application of membership.

**"Plan"** means the Plan Sponsor's Group Non-registered Savings Plan.

**"Plan Sponsor"** means the employer, association or other organization sponsoring this Group Non-registered Savings Plan.

### Section 2. Group Plan

This certificate describes your rights and benefits under the Plan.

### Section 3. Plan Sponsor as Agent

The Plan Sponsor is required to provide us with any information or instructions required by us to administer the Plan.

We are entitled to rely on any information or instructions provided to us by the Plan Sponsor respecting you or on your behalf as if such information or instructions were provided to us directly by you. Upon joining this Plan, you appoint the Plan Sponsor as your agent for all purposes in connection with the provision of information or instructions to us respecting the Plan until such time as we receive notice that you are no longer a Member of the Plan.

### Section 4. Investment Rules

We have established Investment Rules relating to the management of the guaranteed investments and variable investment funds available under the Plan. The operation of the Plan and your rights will be subject to the Investment Rules. We may amend the Investment Rules at any time and will provide the Plan Sponsor with prior notice of material changes wherever possible. From time to time changes to the Investment Rules may be imposed on us by fund managers and in those circumstances prior notice may not be possible.

### Section 5. Contributions

We will establish an account for the Member and Contributions received on behalf of the Member will be allocated to the Member's account.

### Section 6. Investment Options

Contributions will be invested in one or more of the various Investment Options which we make available to the Plan from time to time, as directed by you and/or the Plan Sponsor, as applicable, and will be allocated to your account. If no election has been made by you, new Contributions will be invested in the default Investment Option(s) selected by the Plan Sponsor, or in a short-term guaranteed investment selected by us if a default has not been selected by the Plan Sponsor. Contributions invested in an Investment Option will be subject to the Investment Rules. We may amend the terms of any Investment Option or add or withdraw any Investment Option at any time. We will provide 60 days' notice to the Plan Sponsor of any material change to an Investment Option.

### a) Guaranteed Investments

Contributions may be invested in guaranteed investments of various durations at guaranteed interest rates. Investments in the guaranteed investments described in this certificate are guaranteed both as to principal and interest. Contributions invested in a guaranteed investment will earn interest in the manner and at the rate applicable to that investment in accordance with the Investment Rules. The interest rate on any such investment is compounded daily and guaranteed until the end of the month in which the selected interest guarantee period expires.

At the end of the interest guarantee period of any guaranteed investment, you and/or the Plan Sponsor, as applicable, may select any new interest guarantee period we are then offering, so long as it does not extend beyond the Maturity Date of this certificate. Alternatively, you and/or the Plan Sponsor, as applicable, may select any other Investment Option we are then offering. If no selection is made, the Contributions and interest will be reinvested for the same term, at the guaranteed interest rate in effect at the time of reinvestment.

Subject to the terms of this certificate, you may withdraw amounts from any guaranteed investment before the end of the interest guarantee period. If Contributions are withdrawn from a guaranteed investment, the value withdrawn will be calculated in accordance with the Schedule of Fees applicable to the Plan.

### b) Variable Investment Funds

We offer a variety of variable investment funds. **Contributions invested in a variable investment fund are not guaranteed either as to earnings or as to principal. The value of the Member's account in a variable investment fund will fluctuate with the financial experience of the fund.**

The assets of a variable investment fund belong to us but they are available only for the benefit of unit holders of the fund. If you invest a contribution in a variable investment fund you will acquire units in the fund equal to the value of your Contribution on the date the investment is made.

We determine the value of the units of a variable investment fund on each valuation date of that fund and investments into and withdrawals from a fund can only be made on a valuation date. Most funds offered by us are valued on a daily basis, but we may value funds less frequently in accordance with the Investment Rules. The unit value of a fund on a valuation date is determined by dividing the value of the assets of the fund, less the investment management fee described below, by the number of units in the fund immediate before the valuation date.

An investment management fee is charged and includes a fee for managing the variable investment funds, a fee for providing other services under the Plan and may include an amount for administrative expenses and other services under the Plan in accordance with the schedule of fees applicable to the Plan. This fee may either be deducted from the value of the assets of the fund (as part of the calculation of the unit value of a fund), or with our consent, the Plan Sponsor may elect to pay this fee separately.

### Section 7. Benefits - Income at Maturity

If you or the annuitant are living on the Maturity Date we will liquidate the value of the funds held in your account and will apply the value to provide an annuity under which periodic payments will be paid for your or the annuitant's lifetime with payments guaranteed for 10 years. If you or the annuitant prefer, by notice to us, you or the annuitant may elect another form of annuity settlement option that we are offering at that time.

Annuity payments will be in equal periodic amounts payable yearly or more frequently. The annuity will be issued in accordance with our rules and issue rates for annuities which are then applicable. You or the annuitant must provide us with satisfactory proof of the date of your or the annuitant's birth and sex on or before the Maturity Date. If there has been any misstatement, we will make any adjustments we consider equitable.

Annuity benefits payable to your or the annuitant's surviving spouse following your or the annuitant's death may not exceed the annuity payments which were being made to you or the annuitant before your or the annuitant's death, except for increases due to indexing. At the date of death, the present value, as determined by us, of any remaining payments will be paid in one sum and the annuity will be terminated.

If this certificate is governed by laws of the province of Quebec and the Group Non-registered Policy was established on or after March 1, 2006, the amount of the annuity payments will be determined by multiplying the value of your account (less any applicable fees and charges) one month before the date annuity payments commence by the greater of:

- i) our then current annuity rate for a single life non-participating annuity with a guaranteed period of 10 years; and
- ii) for each \$1,000 of the value:
  - if male and elect to commence annuity payments
    - in the month next following the month you or the annuitant attain the age of 80 years, \$5.10;
    - in the month next following the month you or the annuitant attain the age of 90 years, \$5.95; or
    - if an election is not made the rate will be \$5.96 in the month next following the Maturity Date when you or the annuitant attain age 100.
  - if female and elect to commence annuity payments
    - in the month next following the month you or the annuitant attain the age of 80 years, \$4.84;
    - in the month next following the month you or the annuitant attain the age of 90 years, \$5.92; or
    - if an election is not made the rate will be \$5.96 in the month next following the Maturity Date when you or the annuitant attain age 100.

#### **Section 8. Withdrawal of Funds**

Subject to the terms of this certificate, on or before maturity, you may withdraw all or part of the value of your account by giving notice to us and may elect:

- i) to purchase any form of annuity that we are offering at that time commencing no later than the Maturity Date; or
- ii) to receive payment in cash.

The value of your account will be reduced by the amount of any withdrawals.

All such elections will be completed in accordance with our Administrative Rules and the Investment Rules.

Notwithstanding the above provisions, the Plan Sponsor may impose restrictions on withdrawals and/or transfers to which you will be subject during the duration of your eligibility under the Plan.

#### **Section 9. Termination of Plan or Membership**

If the Group Non-registered Policy is terminated or if you cease to be eligible to participate under the Group Non-registered Policy, no further Contributions may be made under this certificate. When we receive notice that such an event has occurred, the Plan Sponsor will cease to be your agent and we may, without accepting any obligation or responsibility to do so, withdraw the value of your account. We may exercise this right at any time. You will be given 60 days from the date we receive notice of the occurrence of the event to provide us with withdrawal instructions. If you do not provide such instructions within the 60 day period, you acknowledge that we reserve the right to pay the value of your account to you in a lump sum if the plan sponsor does not permit you to remain in the Plan.

#### **Section 10. Limitation of Liability**

The provision of a life annuity, or another form of annuity settlement option, or a withdrawal of the value of your account, will constitute a full and final settlement of the rights of your or your beneficiary's rights, as applicable, with respect to the Plan, as against the Plan Sponsor, any subsidiary or affiliated companies participating in the Plan, any agents of the Plan Sponsor, us and any of our agents.

#### **Section 11. Legal Actions**

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* (for actions or proceedings governed by the laws of Alberta and British Columbia), *The Insurance Act* (for actions or proceedings governed by the laws of Manitoba), the *Limitations Act, 2002* (for actions or proceedings governed by the laws of Ontario), or other applicable legislation. For those actions or proceedings governed by the laws of Quebec, the prescriptive period is set out in the *Quebec Civil Code*.

#### **Section 12. Death of the Member**

You may designate a person to receive all amounts payable to a beneficiary under this certificate. You may change or revoke a revocable beneficiary designation as permitted by law. If you die before the value of your account has been applied to provide an annuity or has been withdrawn or transferred, we will pay that value to the beneficiary in one sum in accordance with our then current practices.

#### **Section 13. Taxes**

All fees and charges payable to us are net of any applicable taxes and any such taxes will be payable or recoverable in the same manner as the fees and charges to which they relate.

#### **Section 14. General Provisions**

Any notice to us must be in writing or such other form as may be agreed upon between us and the Plan Sponsor. Such notice will be effective when received at our Head Office.

Any notice to the Plan Member will be in writing and will be effective on the date it is received.

We may amend the terms and conditions of the certificate issued to you upon 60 days' notice to the Plan Sponsor, unless otherwise specified. Continuation in the Plan after the effective date of such amendment will constitute acceptance of such amended terms.

If we agree to amend or waive any provision of this certificate the amendment or waiver is effective only if it is in writing and signed on our behalf by our authorized officer.

You may request a paper statement of your account, a copy of your application for membership, a copy of the group policy and any other documents to which you entitled to receive under the Applicable Legislation. Some of these rights are also available to your designated beneficiary or another claimant.

All payments to or by us will be in legal Canadian currency.

The ultimate responsibility for administering the Plan in accordance with the Plan's terms lies with the Plan Sponsor.

The Plan is subject to the Applicable Legislation. To the extent of any inconsistency between the Plan and the Applicable Legislation, the Applicable Legislation will override the terms of the Plan.



Paul A. Mahon  
President and Chief Executive Officer



Jeffrey F. Macoun  
President and Chief Operating  
Officer, Canada