

## PART 1 – CLIENT IDENTIFICATION

Account/policyholder last name		First name & initial(s)
Address		Postal code
Social Insurance Number	Home telephone number ( ) –	Alternate telephone number ( ) –

## PART 2 – RECEIVING INSTITUTION INFORMATION

Receiving institution <b>CANADA LIFE</b>	Address: Canada Life, Group Retirement Services 255 Dufferin Avenue, T540, London, ON N6A 4K1	
Name of employer/plan sponsor <b>NextStep</b>	Policy/plan number <b>62396</b>	Plan type <input type="checkbox"/> RRSP (personal) <input type="checkbox"/> RRSP (spousal) <input type="checkbox"/> Locked-in RRSP (LIRA)

## PART 3 – CLIENT DIRECTION TO RELINQUISHING INSTITUTION

Relinquishing institution name		
Address		Postal code
Client account/policy number	Transfer cash value of (check one box only) <input type="checkbox"/> Full account/policy <input type="checkbox"/> Partial account/policy as indicated below or on attached list	
<b>Please refer to bold statement in Client authorization section below</b>		<b>For use by relinquishing institution</b>
Investment amount (\$)	Symbol and/or certificate/policy number	Delay transfer until (mm dd yyyy)
Investment description		
Investment amount (\$)	Symbol and/or certificate/policy number	Delay transfer until (mm dd yyyy)
Investment description		

## PART 4 – PRIVACY

### Protecting your personal information

At Canada Life, we're committed to protecting personal information and respecting your privacy. Personal information is information that either on its own or combined with other information allows an individual to be identified. This includes your name and address, as well as more sensitive information such as your health and financial records. When applicable, this includes information about other people such as your spouse, common-law partner, and children.

### How we use your personal information

Your personal information is used to provide you with products and services and to improve our business operations. This includes verifying your identity, maintaining your profile, and informing you about features of the products you already have with us. It's also used to provide you with advice, evaluate your eligibility for products, price our products, collect feedback on our customer service, process claims and other financial transactions, protect you and us from risks such as cyber threats and fraud, and comply with legal obligations. If you provided your social insurance number (SIN), we'll use it for tax reporting. Your SIN is also used to link your products together and to keep your information separate from other customers with similar names.

### Who we share personal information with

We share your personal information with other people and organizations who help us administer your products and provide you with services. This may include your advisor or people who work with your advisor, our Canadian subsidiaries, and other organizations that provide us services such as other financial institutions, technology suppliers, and credit reporting agencies. As part of our day-to-day business, your personal information may be communicated to government departments and agencies, and may be communicated outside your province of residence or outside Canada. We take protecting your personal information seriously and we'll never sell your personal information to anyone.

### You're in control of your personal information

We respect your privacy preferences and follow them when using your personal information. At any point in your relationship with us, you can choose how your personal information is used by updating your privacy preferences through your [online account](#) or by submitting a request through our [privacy centre](#) at [canadalife.com/privacy](#). This includes choosing whether you receive customer experience surveys, the use of your SIN for non-tax reporting purposes, and whether and how you want to receive information and offers from Canada Life using the personal information we collect from you throughout your relationship with us. You can also exercise other privacy rights through our privacy centre such as access to or correction of your personal information. If you choose to remove your consent to the collection, use and disclosure of the personal information required to serve you and meet our legal obligations, we may not be able to continue to provide you with products and services.

**Want to learn more?** Please visit [canadalife.com/privacy](#).

Contact information 1-800-724-3402 or [mycanadalifeatwork.com](#)

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## Transfer authorization for registered investments

### PART 5 – CLIENT AUTHORIZATION

I understand that my personal information will be collected, used and shared as set out above.

I hereby request the transfer of my account and its investments as described above.

**I have requested a transfer in cash. I authorize the liquidation of all or part of my investments and I agree to pay any applicable fees, charges or adjustments.**

X

Signature of account/policyholder

Date

X

Signature of preferred or irrevocable beneficiary (if applicable)

Date

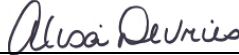
Signature guaranteed by / Signature attestée par:



The Canada Life Assurance Company / La Compagnie d'Assurance du Canada sur la Vie

### PART 6 – ACCEPTANCE BY RECEIVING INSTITUTION

The receiving institution named above accepts the above request for transfer and, when the funds and an application for membership in the plan are received, will credit the annuitant or member under the plan or account number indicated.



Alisa Devries, VP, Wealth Operations

Date

Authorized signature

Position or office

### PART 7 – FOR USE BY RELINQUISHING INSTITUTION ONLY

Registered type ☐ RPP ☐ DPSP ☐ RRSP (personal) ☐ Locked-in RRSP (LIRA)

☐ RRSP (spousal) – Spouse's name

Social Insurance Number

Locked-in funds ☐ No ☐ Yes Original owner ☐ Yes ☐ No (no means funds originate from a former or deceased spouse/common-law partner)

Locked-in amount

Governing legislation

Sex-distinct amount

Unisex amount

\$

\$

\$

Contact name

Telephone ( )

Authorized signature

Position

Date

Contact information 1-800-724-3402 or [mycanadalifeatwork.com](http://mycanadalifeatwork.com)

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## How to complete a transfer authorization form

If you have questions or need help to complete the form, call **1-800-724-3402** to speak with a representative Monday to Friday between 8 a.m. and 8 p.m. ET. Additional transfer forms are available at [mycanadalifeatwork.com](https://mycanadalifeatwork.com). Sign in, then go to Change your portfolio> Printable forms.

Before you begin your transfer authorization form, you'll need:

- Your social insurance number (SIN)
- Your policy/plan number (Look online at [mycanadalifeatwork.com](https://mycanadalifeatwork.com), or on your plan member statement for your client policy/plan number.)
- Your latest statement from the financial institution holding the savings you wish to transfer. Depending on the financial institution, you may also be able to find the information online.

NOTE: If you're transferring your savings from a registered account that has a preferred or irrevocable beneficiary, that beneficiary will need to sign the form as well. To determine whether or not you have an irrevocable or preferred beneficiary, please contact the financial institution that currently holds your savings.

### Part 1 – Your personal information

Ensure the personal information you enter here exactly matches the personal information on your group plan statement. For example, if you have used a middle name or a middle initial on your statement, include it here. It helps us make sure your savings are transferred to the correct person.

### Part 2 – Information about your group plan

Provide the name of your employer/plan sponsor and your group policy/plan number. Then select the type of plan you are moving your savings into. The options are shown on the form:

- RRSP – personal
- RRSP – spousal
- Locked-in RRSP (LIRA)
- Registered pension plan

### Part 3 – Information about the financial institution which currently holds your savings

Provide the name and mailing address of the financial institution which now holds the savings to be transferred. Include details on your account or policy. You will find all this information on your statement or, depending on your financial institution, you may be able to find it online.

We recommend you ask the financial institution currently holding your savings if you'll be charged any transfer fees or deferred sales charges to transfer out of your current plan.

### Part 4 – Sign and date

Sign and date the transfer form in this section.

If you are transferring a registered account with a preferred or irrevocable beneficiary, that person will also need to sign the form.

### Part 5 – Canada Life completes this section

### Part 6 – The financial institution that currently holds your savings will complete this section

When you've completed the form, deliver it to the financial institution which holds the savings you want to transfer.

Contact information 1-800-724-3402 or [mycanadalifeatwork.com](https://mycanadalifeatwork.com)

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