

## Standard Life Express™ Implementation package

### Your implementation checklist

**1**

1. Call your Manager, Business Development (MBD) to obtain a new Standard Life Group Savings and Retirement client number.
2. Log into the VIP Room at [www.standardlife.ca](http://www.standardlife.ca), under *Secure online access*, to complete the Standard Life Express™ implementation package.
3. With the client, verify the Summary of main provisions generated online - this is a very important step as it is part of the contractual documentation.
4. Submit the completed Standard Life Express implementation package online.
5. Obtain the following signed documents and send them by email at [standardlife.express@standardlife.ca](mailto:standardlife.express@standardlife.ca) or by fax at 1-866-499-4480.

#### Signed by the client

- ✓ ADP appointment confirmation, if applicable
- ✓ Application - RSP
- ✓ Application - TFSA, if applicable
- ✓ Terms of agreement – DPSP
- ✓ Client identification supplementary information – DPSP
- ✓ Resolution of the Board of Directors – DPSP (typically appended to the next formal Board Meeting minutes)
- ✓ Trust agreement – DPSP
- ✓ T2214 form - DPSP (must only be completed in part)

#### Signed by the agent of record

- ✓ Compensation agreement
- ✓ **New broker contracting documents** (*only required for new advisors to Standard Life*). Contact your MBD to obtain a copy of these documents. Original documents must be submitted.

**Note:** the client should retain all originals as Standard Life and/or the Canada Revenue Agency may request them at any time. Each affiliated company/subsidiary must have its own plan and complete its own package.

**2**

#### Proceed with the member enrolment process.

1. **Obtain member enrolment packages** - choose one of the following two approaches
  - ✓ **Print** the employee material and *Plan for life™* brochure by logging into the VIP Room at [www.standardlife.ca](http://www.standardlife.ca). The *Plan for Life* brochure can also be ordered from your Manager, Business Development (MBD).
    - You must ensure the member package contains the *Plan for life™* brochure, the Rates of Return & Investment Management Fees and the enrolment forms, corresponding to the selected investment menu and the Summary of main provisions.
  - ✓ **Order** pre-assembled enrolment packages and complete section 9 in part A of this implementation package.
2. **Hold a member enrolment session and hand out the enrolment packages:** a template of the presentation is available for you online at <https://viproom.standardlife.ca/pin/Login.jsp>.

**3**

#### Return enrolment forms.

- ✓ Paper enrolment – return by mail to Group Savings and Retirement, P.O. Box 11464, Succ. Centre-ville, Montreal, QC, H3C 5M3
  - Member enrolment form signed by the client and the member - mail original
  - Spousal enrolment form (if applicable) signed by the client, the member and the spouse - mail original
- ✓ Online enrolment – return to address indicated online
  - Member Beneficiary designation form signed by the member - mail original
  - Spouse Beneficiary designation form signed by the spouse - mail original

#### Standard Life will receive all required documentation and will

- ✓ Contact you for any missing information regarding the enclosed implementation material;
- ✓ Contact the employer to review the plan administration;
- ✓ Send the material prepared by Standard Life as per the instructions noted in sections 9 and 12.



**Part A (mandatory) - Basic information**

1 Applicant identification at Standard Life							
Standard Life sales office	Calgary	Halifax	London	Montréal	Québec City	Toronto	Vancouver
Standard Life Group Savings & Retirement client number <sup>(1)</sup>	RS	For a new client, contact your Standard Life sales office MBD Name: _____ Tel: _____ - - - ext. _____ Mobile: _____ - - - Address: _____ _____ _____ Tel: _____ 1 - - - - ext. _____ Fax: _____ - - - Email: _____					
Does the applicant named in section 2 have group benefits with Standard Life?	No						
	Yes, indicate policy:						

(1) Available to new clients and those who already sponsor a plan under the Standard Life Express product.

2 Applicant's name and business contact information	
Full official legal name of employer participating in the plan <sup>(2)</sup>	_____ _____, operating as _____ (company number) (see sample company name)
Business address (No., street, suite)	_____
City	Prov./state Postal/zip code
Telephone	- - - ext. Fax - - -
Nature of business	_____

(2) Must be a single employer (i.e. single legal entity). You must indicate the full official legal name of the employer (example: 232567 Ontario Ltd., operating as sample company). If an affiliated company or subsidiary of the employer also wants to participate, the affiliated company/subsidiary must have its own plan and provide all required documents (completed and signed).

3 Applicant authorized signing officer (for application purposes)				Same address as in section 2	
Last name	First name	Male	Female		
Title	Language of correspondence		English	French	
Business address (No., street, suite)	_____				
City	Prov./state	Postal/zip code			
Telephone	- - - ext.	Fax	- - -		
Email	_____				

4 Applicant designated representative with web access (primary administrator)					
Full access to the VIP Room provides consolidated client information for all members. This primary administrator is authorised to assign access to other parties on the VIP Room.				Same as signing officer Other (specify below)	
Last name	First name	Male	Female		
Title	Language of correspondence		English	French	
Business address (No., street, suite)	_____				
City	Prov./state	Postal/zip code			
Telephone	- - - ext.	Fax	- - -		
Email	_____				

We would like to designate an additional day-to-day contact - please complete the form *Part A (optional) - Subgroups/administrators*

**Part A (mandatory) - Basic information**

**5 Agent of record (firm or individual named on your license)**

<b>FIRM</b>	Name					
	Existing advisor code: _____	Business address (No., street, suite)			Language of correspondence	English    French
		City	Prov./state	Postal/zip code		
To issue	Note: the firm day-to-day contact is as specified in section 6.					

<b>INDIVIDUAL</b>	Last name			First name			
	Existing advisor code: _____	Title			Male    Female		
		Business address (No., street, suite)			Language of correspondence	English    French	
	To issue	City			Prov./state		
		Postal/zip code		Telephone	-   -   ext.	Fax	-   -
		Email					

**6 Agent of record - representative with Web access<sup>(3)</sup>**

Access to the VIP Room is granted with access to client information for all members. This representative is authorised to assign access to others within their firm.			Same as individual agent of record named in section 5 Agent of record day-to-day contact indicated below:			
Last name	First name			Male	Female	
Title				Language of correspondence	English    French	
Business address (No., street, suite)						
City	Prov./state	Postal/zip code				
Telephone	-   -   ext.	Fax	-   -			
Email						

(3) Web access can only be provided to an individual person and not a firm.

**7 Contribution remittance method (must be electronic using one the two approaches described below)**

Does the plan sponsor use a payroll provider?	Yes. ADP will remit contributions electronically directly to Standard Life on the client's behalf.	➔ <b>Approach # 1</b> Please complete the form <i>ADP appointment confirmation</i> .
	Yes. ADP, without electronic contribution remittance.	➔ <b>Approach # 2</b> The plan sponsor will remit the contributions through eServicing using <i>Electronic Fund Transfer (EFT)</i> , <i>Internet banking</i> or <i>Wire transfer</i> . A Standard Life representative will discuss these options when reviewing the administration of the plan with the plan sponsor.
	Yes. Ceridian or another payroll provider (without electronic contribution remittance). No	

**8 Member grouping for reporting purposes<sup>(4)</sup>**

No special member grouping (i.e. reports will show all members)
Group members by subgroup to have reports at the subgroup level (ex: employees have different administrators, are in different locations or have different payrolls) - please complete the form <i>Part A (optional) - Subgroups/administrators</i>

(4) It is very important to group members correctly at implementation. Please note that Standard Life will automatically create a different subgroup for the administration of the plan(s), where necessary.

**Part A (mandatory) - Basic information**

9 Member enrolment					
Session - specify date (YYYY/MM/DD)	Has occurred on: _____ Is scheduled for: _____ None	Session given by:	Agent of record MBD Both N/A or other	Method (select applicable option(s)):	Paper enrolment Online enrolment <sup>(5)</sup>
Do you wish to order member enrolment material <sup>(6)</sup> ?	Yes, complete pre-assembled member enrolment kits. Yes, only the final Summary of main provisions. No, all material will be printed directly from the Standard Life website.	The member enrolment material should be sent to (if applicable):	Primary administrator named in section 4 Individual agent of record named in section 5 Firm address named in section 5 to the attention of the person named below Agent of record representative with web access named in section 6 Name and address indicated below:		
Last name		First name		Male	Female
Title			Language of correspondence	English	French
Business address (No., street, suite)					
City		Prov./state		Postal/zip code	
Telephone	- - ext.		Fax	- -	
Email					

(5) Five to seven business days after receiving the completed implementation package, the sponsor will receive a PIN to enter basic member information on the VIP Room. A PIN letter will then be issued and mailed to each member, who will logon to the member VIP Room to complete enrolment. The member will need to print, sign, and mail the beneficiary designation form to Standard Life.

(6) The number of copies per language is as requested in section 16.

10 Investment menu (applies to all members)		
Investment menu selected <sup>(7)</sup>	Monitored Avenue Portfolio Program 1	Monitored Avenue Portfolio Program 2

(7) Subject to conditions described in the selected program overview.

11 Pricing information (applies to all members)			
Number of members		Annual cashflow	
Base annual Investment Management Fees (IMF)	1.975%	Guaranteed and daily interest rates	Base rate*

\* Standard Life Canada's base interest rate for group plans.

12 Issued material prepared by Standard Life					
Issued material (i.e. policy and official plan text) should be sent to		Policyholder (i.e. applicant named in section 3) with a copy to the agent of record			
		Individual agent of record named in section 5*			
		Firm address appearing in section 5 to the attention of the person named below*			
		Agent of record representative with web access named in section 6*			
		Name and address indicated below*:			
Last name		First name		Male	Female
Title			Language of correspondence	English	French
Business address (No., street, suite)					
City		Prov./state		Postal/zip code	
Telephone	- - ext.		Fax	- -	
Email					

\* For delivery to the policyholder

**Part A (optional) - Subgroups/administrators**

You must only complete this form if you have indicated that you would like to:

- designate a different day-to-day contact for administration purposes under section 4, and/or
- group members by subgroup under section 8

If in section 8, you indicated you had no special member grouping, go directly to sections c) and d) below:

**a) Member subgroup #1**

Subgroup full name (maximum of 70 characters)			
Subgroup short name/identifier (maximum of 5 characters)			
Subgroup day-to-day contact/administrator	Same as primary administrator named under section 4		
	As specified below under c)	Administrator should receive reports for the specific subgroup	Yes    No

**b) Member subgroup #2**

Subgroup full name (maximum of 70 characters)			
Subgroup short name/identifier (maximum of 5 characters)			
Subgroup day-to-day contact/administrator	Same as primary administrator named under section 4		
	As specified below under d)	Administrator should receive reports for the specific subgroup	Yes    No

The day-to-day administrator(s) named below is/are Standard Life's contact(s) for administration purposes:

**c) Day-to-day contact/administrator\***

Last name		First name		Male	Female
Title		Language of correspondence		English	French
Business address (No., street, suite)					
City		Prov./state		Postal/zip code	
Telephone		Fax			
Email					

**d) Day-to-day contact/administrator\* (only if more than one)**

Last name		First name		Male	Female
Title		Language of correspondence		English	French
Business address (No., street, suite)					
City		Prov./state		Postal/zip code	
Telephone		Fax			
Email					

\* The applicant-designated representative with Web access (referred to as the primary administrator under section 4 in Part A (mandatory) - Basic information) will provide the administrator(s) named above with the appropriate access to the VIP Room.

**Part B (mandatory) - Plan details**

**13 Plan information**

**Deferred Profit Sharing Plan (DPSP)**

Plan name	Deferred Profit Sharing Plan for the employees of the employer named in <i>Part A (mandatory)</i> - section 2 under "Full official legal name of employer participating in the plan"	
Effective date (YYYY/MM/DD) <sup>(9)</sup>	<p><i>Note: This date cannot be before the day all the requirements are sent by registered mail to the CRA. You may therefore propose an effective date, but the effective date will be confirmed by the Canada Revenue Agency. Non-profit organisations are not permitted to have a DPSP as contributions must be based on profits.</i></p>	
Do you have any employees considered "Connected persons" <sup>(10)</sup> ?	No	
	Yes. If so, do you wish to make them eligible to a retirement savings plan?	No Yes

**Employer-sponsored Retirement Savings Plan (RSP)**

Plan name <sup>(8)</sup>	Retirement Savings Plan for the employees of the employer named in <i>Part A (mandatory)</i> - section 2 under "Full official legal name of employer participating in the plan"
Effective date (YYYY/MM/DD) <sup>(9)</sup>	

**Tax-Free Savings Account (TFSA)**

Plan name	The Standard Life Tax-Free Savings Account
Effective date (YYYY/MM/DD) <sup>(9)</sup>	

- (8) As per the Canada Revenue Agency, the term "Registered" may not be part of the plan name.
- (9) The date may not be before the effective date of the plan with Standard Life.
- (10) "Connected person" is defined in subsection 8500(3) of the income tax regulations and includes a person who meets one or more of the following conditions. The person: owns, directly or indirectly, at least 10% of the issued shares of any class of the capital stock of the employer, or of any other corporation that is related to the employer; does not deal at arm's length with the employer; or is a specified shareholder of the employer under paragraph (d) of the definition of "specified shareholder" in subsection 248(1) of the *Income Tax Act*(Canada).  
In accordance with the *Income Tax Act*(Canada), "Connected persons" are not entitled to join a Deferred Profit Sharing Plan.  
If some employees are considered "Connected persons" and you wish to make them eligible to a retirement savings plan (RSP), you must complete the Retirement Savings Plan provision page in section 15 with the employment class defined as "Connected persons". Since they cannot join the Deferred Profit Sharing plan, the employer may choose, as an alternative, to contribute in the Retirement Savings Plan.

**14 Summary of main provisions (for members)**

Does the Agent of record want to have his contact information appear at the end of the summary?	No						
	Yes, show name and phone number of	Agent of record - individual named in section 5					
		Agent of record - representative with web access named in section 6					
		As follows	<table border="1"> <tr> <td>Last name</td> <td></td> </tr> <tr> <td>First name</td> <td></td> </tr> <tr> <td>Telephone</td> <td></td> </tr> </table>	Last name		First name	
Last name							
First name							
Telephone							
Do all members (other than those considered "Connected persons") have the same plan provisions?	Yes No, the plan holds 2 employment classes with different plan provisions <sup>(11)</sup> No, the plan holds 3 employment classes with different plan provisions <sup>(11)</sup>						

(11) The employment classes are defined in section 15. The number of employment classes for employees who are not considered "Connected Persons" indicated above must match the exact number of plan provisions pages in section 15.

**Part B (mandatory) - Plan details**

**Note:** you must complete one plan provisions page for each employment class defined. Please add additional pages as needed.

15 Plan provisions (RSP/DPSP)						
<b>Description of eligible employment class</b>						
This employment class is defined as	All Employees					
	Employees who are <sup>(12)</sup> :	Salaried Hourly	Unionized Non unionized	Management Non management	<i>As selected in electronic menu</i> Permanent <sup>(12)</sup>	
<b>Employer-sponsored Retirement Savings Plan (RSP)</b>						
<b>Eligibility waiting period</b>						
Full-time employees	Immediately on the date of hire		Part-time employees	Same as full-time		
	On the first of the month following completion of ___ months of service with the employer			Immediately on the date of hire		
				On the first of the month following completion of ___ months of service with the employer		
				Not eligible		
<b>Participation of eligible employees</b>						
Full-time employees	Mandatory	Voluntary	Part-time employees	Mandatory	Voluntary	Not applicable/not eligible
<b>Annual earnings</b>						
N/A - Employee required contributions described below are not based on a percentage of annual earnings						
Are defined as follows	T4 earnings, as reported by the employer					
	Base salary, as determined by the employer, plus the payment for (select applicable option(s)): Overtime                      Bonuses                      Commissions                      Expense allowances					
<b>Employee required contributions</b>						
None (employees are not required to contribute but may elect to make voluntary contributions <sup>(13)</sup> ) - Go to "Employer contributions" section						
Are defined as follows	a) \$_____ per pay			Subject to a maximum (select applicable option)* :  Not applicable (no maximum) \$_____ per year _____% of the employee annual earnings (only available for option a)  <small>* Contributions are limited to the maximum allowed under the Income Tax Act (Canada).</small>		
	b) _____% of the employee annual earnings					
	c) a minimum of _____% up to a maximum of _____% of the employee annual earnings					
	d) a percentage of employee annual earnings, based on years of completed service with the employer _____%   less than ___ years _____%   at least ___ but less than ___ years _____%   ___ or more years					
May be withdrawn during employment <sup>(14)</sup>	Yes	No, unless withdrawals are made under Home Buyer's Plan or Lifelong Learning Plan				
May be directed to a spousal account <sup>(15)</sup>	Yes	No				

**Part B (mandatory) - Plan details**

Deferred Profit Sharing Plan (DPSP)						
Eligibility waiting period						
Full-time employees	Immediately on the date of hire		Part-time employees	Same as full-time		
	On the first of the month following completion of ___ months of service with the employer			Immediately on the date of hire		
				On the first of the month following completion of ___ months of service with the employer		
				Not eligible		
Participation of eligible employees						
Full-time employees	Mandatory	Voluntary	Part-time employees	Mandatory	Voluntary	Not applicable/not eligible
Annual earnings						
N/A - Employer contributions described below are not based on a percentage of annual earnings						
Are defined as follows	T4 earnings, as reported by the employer					
	Base salary, as determined by the employer, plus the payment for (select applicable option(s)):					
	Overtime	Bonuses	Commissions	Expense allowances		
Employer contributions						
Are defined as an amount, based on profit equal to	a) \$_____ per pay			Subject to a maximum (select applicable option)*:		
	b) Matching ___% of employee required contributions made to RSP					
	c) ___% of the employee annual earnings					
	d) a minimum of ___% up to a maximum of ___% of the employee annual earnings					
	e) a percentage of employee annual earnings, based on years of completed service with the employer					
	___%	less than ___ years				
	___%	at least ___ but less than ___ years				
	___%	___ or more years				
May be withdrawn during employment	Yes, if vested	No				

\* Contributions are limited to the maximum allowed under the Income Tax Act (Canada).

**Part B (mandatory) - Plan details**

Vesting (applicable to employer contributions)		
On termination of employment	Immediate	Upon completion of 2 years of participation in the plan
On death	Immediate	Upon completion of 2 years of participation in the plan
On normal retirement	Immediate	Upon completion of 2 years of participation in the plan

- (12) You can only select two boxes if one of them is "Permanent" (ex: if you select Permanent and Salaried, the employment class is "Permanent Salaried Employees").
- (13) Employee voluntary contributions are always permitted and a percentage, as selected by the employee, may be directed to the spousal plan.
- (14) Any withdrawal restrictions on employee required contributions and/or employer contributions also apply to such contributions directed to the spousal account.
- (15) Standard Life will automatically set up a spousal account to allow employees to contribute for their spouse in their spousal account.

<b>16 Number of copies (for kits and summary of main provisions)</b>	English <u>  1  </u>	French <u>  1  </u>
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**Part B (mandatory) - Plan details**

**Note:** you must only complete this part if you have indicated in section 13 that employees considered "Connected persons" are eligible to join a Retirement Savings Plan.

15 Plan provisions (RSP)						
Description of eligible employment class						
This employment class is defined as	Employees designated as "Connected persons"					
Eligibility waiting period						
Full-time employees	Immediately on the date of hire	Part-time employees	Same as full-time			
	On the first of the month following completion of ___ months of service with the employer		Immediately on the date of hire			
			On the first of the month following completion of ___ months of service with the employer			
			Not eligible			
Participation of eligible employees						
Full-time employees	Mandatory	Voluntary	Part-time employees	Mandatory	Voluntary	Not applicable/not eligible
Annual earnings						
N/A - Employee required contributions and employer contributions described below are not based on a percentage of annual earnings						
Are defined as follows	T4 earnings, as reported by the employer					
	Base salary, as determined by the employer, plus the payment for (select applicable option(s)): <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>Overtime</span> <span>Bonuses</span> <span>Commissions</span> <span>Expense allowances</span> </div>					
Employee required contributions						
None (employees are not required to contribute but may elect to make voluntary contributions <sup>(13)</sup> ) - Go to "Employer contributions" section						
Are defined as follows	a) \$_____ per pay	Subject to a maximum (select applicable option)*:  Not applicable (no maximum) \$_____ per year _____% of the employee annual earnings (only available for option a)  <small>* Contributions are limited to the maximum allowed under the Income Tax Act (Canada).</small>				
	b) _____% of the employee annual earnings					
	c) a minimum of _____% up to a maximum of _____% of the employee annual earnings					
	d) a percentage of employee annual earnings, based on years of completed service with the employer <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>_____% less than ___ years</span> <span>_____% at least ___ but less than ___ years</span> <span>_____% ___ or more years</span> </div>					
May be withdrawn during employment <sup>(14)</sup>	Yes	No, unless withdrawals are made under Home Buyer's Plan or Lifelong Learning Plan				
May be directed to a spousal account <sup>(15)</sup>	Yes	No				

**Part B (mandatory) - Plan details**

Employer contributions		
Are defined as follows	a) \$_____ per pay	Subject to a maximum (select applicable option)*:  Not applicable (no maximum) \$_____ per year _____% of the employee annual earnings (only available for options a and b)  * Contributions are limited to the maximum allowed under the Income Tax Act (Canada).
	b) Matching ____% of employee required contributions	
	c) _____% of the employee annual earnings	
	d) a minimum of ____% up to a maximum of ____% of the employee annual earnings	
	e) a percentage of employee annual earnings, based on years of completed service with the employer	
	_____% less than ____ years _____% at least ____ but less than ____ years _____% ____ or more years	
May be withdrawn during employment <sup>(14)</sup>	Yes No, unless withdrawals are made under Home Buyer's Plan or Lifelong Learning Plan	
May be directed to a spousal account <sup>(15)</sup>	Yes No	

- (13) Employee voluntary contributions are always permitted and a percentage, as selected by the employee, may be directed to the spousal plan.
- (14) Any withdrawal restrictions on employee required contributions and/or employer contributions also apply to such contributions directed to the spousal account.
- (15) Standard Life will automatically set up a spousal account to allow employees to contribute for their spouse in their spousal account.

<b>16 Number of copies (for kits and summary of main provisions)</b>	<b>English</b> _____ <b>1</b> _____	<b>French</b> _____ <b>1</b> _____
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ADP appointment confirmation


To: The Standard Life Assurance Company of Canada (Standard Life)  
 Re: Plan sponsor name: \_\_\_\_\_  
 Policy/contract no.: RS \_\_\_\_\_  
 Group Saving & Retirement plan type/name:                      RRSP                      DPSP                      TFSA  
 Payroll service provider: ADP  
 Payroll service provider company code: \_\_\_\_\_

- The plan sponsor confirms that the service provider was appointed to provide certain payroll services to the plan sponsor that include the following services with respect to the plan (the "services"):

Contribution service  
 \_\_\_\_\_  
 \_\_\_\_\_

- In consideration of the above, in providing the Services to the Plan Sponsor, the Service Provider may provide or receive personal information with respect to the members of the Plan ("Personal Information") to/from the Plan Sponsor or to/from Standard Life provided such information is necessary for the administration of the Plan.
- The appointment is effective: \_\_\_\_\_ (YYYY/MM/DD)

REMINDER: Please remember to contact your ADP Canada sales representative that will be able to assist you in completing your set up. Should you wish more information about ADP Canada, you can access their website at <http://www.adp.ca> or call your local service group and select the Finance option. For your convenience, ADP Canada's Client Financial Services fully bilingual department is staffed from 7:30 A.M. to 8:00 P.M. Eastern Standard Time, Monday through Friday.

Signature		
Signature of duly authorized officer	Title	
		
Name (please print)	Signed At	Date (YYYY/MM/DD)





# Application Employer-sponsored Retirement Savings Plan

We, \_\_\_\_\_ (the applicant), acting as agent for and on behalf of the employees  
(Full official legal name of employer participating in the plan)

to be included in the Employer-sponsored Retirement Savings plan (the "plan") hereby make application to The Standard Life Assurance Company of Canada (Standard Life Canada) and Standard Life Assurance Limited (Standard Life) for a policy to be issued to us to take effect from the date stated in the policy. The policy will be jointly issued by the Standard Life Assurance Company of Canada and by Standard Life Assurance Limited, a Scottish company, in the course of its insurance business in Canada.

We agree:

1. to supply Standard Life Canada with all information and documents deemed necessary to fulfil its obligations under the policy. This includes but is not limited to, our approval (email or other written approval) of the pricing terms associated to the policy, the provisions of the plan and the confirmation of the investment funds selected for the plan. Such approval can be given by our representative who has responsibility for the administration of the plan, or by the agent of record appointed by us from time to time. Standard Life Canada shall be entitled to act upon the instructions that we or our authorized representative have provided without further investigation or validation by Standard Life Canada;
2. that full access to the Standard Life VIP Room be provided to the designated representative we have named for that purpose and we authorise such representative to assign access to other parties, subject to the applicable privacy laws and regulations and solely for the purpose of the plan;
3. (a) \_\_\_\_\_ has been appointed as our agent of record for the plan to arrange for and service the policy on an ongoing basis;  
(b) that full access to the Standard Life VIP Room be provided to our agent of record, designated representative with web access, and we authorize such representative to assign access to other parties within their firm, subject to the applicable privacy laws and regulations and solely for the purpose of the plan;
4. that the fees may include a compensation from Standard Life Canada to the agent of record following the acquisition of the group policy;
5. that we are under no obligation to transact any other business with Standard Life Canada or Standard Life or any other person or company as a condition of Standard Life Canada and Standard Life issuing the policy to us;
6. to comply with federal and/or provincial privacy legislation regarding the privacy of personal information collected, used, and disclosed in relation to the plan and to obtain the written consent of each member of the plan to the exchange of such information and to provide such written consent to Standard Life Canada in the manner or form deemed appropriate by Standard Life Canada for the ongoing administration of the plan;
7. to provide each member of the plan with a written explanation of the terms and conditions of the plan, any applicable plan amendments and an explanation of his or her rights and duties with respect to the benefits available to him or her under the terms of the plan;
8. that the policy will be established on the basis of the specimen policy forming part of Standard Life Canada Specimen plan No. RSP267-046 (Employer-Sponsored RSP) that is pre-approved by Canada Revenue Agency and we acknowledge and accept that any modification to the specimen plan offered under this policy be binding on the policyholder and its members;
9. that this application, together with the Quotation established in connection with the policy, will form the basis of the contract between the applicant and The Standard Life Assurance Company of Canada and Standard Life Assurance Limited.

The policy is an annuity contract that is based on the following terms:

This policy includes benefits that are not guaranteed and which fluctuate with the market value of the assets of the funds supporting them.

Employees: Such employees as are included under the plan. The benefits of employees are derived from income earned in Canada.

Annuity: The amounts and types of annuity are determined according to the terms of the policy, unless provided otherwise in the plan.

Premiums: The applicant will remit all premiums to Standard Life Canada for investment.

Standard Life Guaranteed funds are only made available to those members whose investments in Standard Life Canada Guaranteed funds have reached the Assuris maximum protection limit for registered group policies and who wish to secure additional Assuris coverage by investing in Standard Life Guaranteed funds. Assuris is a not for profit corporation, funded by the life insurance industry, that protects Canadian policyholders against loss of benefits due to the financial failure of a member company. Details about the extent of Assuris' protection are available at [www.assuris.ca](http://www.assuris.ca) or in its brochure, which can be obtained from your financial advisor, life insurance company or Assuris from [info@assuris.ca](mailto:info@assuris.ca).

If this application is signed in Quebec:

The undersigned acknowledges having requested that this application and its policy be provided in the English language;  
Le soussigné reconnaît avoir demandé que la présente proposition et la police soient établies en anglais.

Signature		
Signature of duly authorized officer	Title	
<div style="color: red; font-weight: bold; font-size: 2em; margin-bottom: 5px;">X</div> Name (please print)	Signed At	Date (YYYY/MM/DD)
<b>Policy no (to be completed by Standard Life): RS</b> _____ - _____		





**Application  
The Standard Life Tax-Free Savings Account (the "plan")**

We, \_\_\_\_\_ (the applicant), acting as agent for and on behalf of the employees  
(Full official legal name of employer participating in the plan)

to be included in the Standard Life Tax-Free Savings Account (the "plan") hereby make application to The Standard Life Assurance Company of Canada (Standard Life Canada) and Standard Life Assurance Limited (Standard Life) for a policy to be issued to us to take effect from the date stated in the policy. The policy will be jointly issued by the Standard Life Assurance Company of Canada and by Standard Life Assurance Limited, a Scottish company, in the course of its insurance business in Canada.

We agree:

1. to supply Standard Life Canada with all information and documents deemed necessary to fulfil its obligations under the policy. This includes but is not limited to, our approval (email or other written approval) of the pricing terms associated to the policy, the provisions of the plan and the confirmation of the investment funds selected for the plan. Such approval can be given by our representative who has responsibility for the administration of the plan, or by the agent of record appointed by us from time to time. Standard Life Canada shall be entitled to act upon the instructions that we or our authorized representative have provided without further investigation or validation by Standard Life Canada;
2. that full access to the Standard Life VIP Room be provided to the designated representative we have named for that purpose and we authorize such representative to assign access to other parties, subject to the applicable privacy laws and regulations and solely for the purpose of the plan;
3. (a) \_\_\_\_\_ has been appointed as our agent of record for the plan to arrange for and service the policy on an ongoing basis;  
(b) that full access to the Standard Life VIP Room be provided to our agent of record, designated representative with web access, and we authorize such representative to assign access to other parties within their firm, subject to the applicable privacy laws and regulations and solely for the purpose of the plan;
4. that the fees may include a compensation from Standard Life Canada to the agent of record following the acquisition of the group policy;
5. that we are under no obligation to transact any other business with Standard Life Canada or Standard Life or any other person or company as a condition of Standard Life Canada and Standard Life issuing the policy to us;
6. to comply with federal and/or provincial privacy legislation regarding the privacy of personal information collected, used, and disclosed in relation to the plan and to obtain the written consent of each member of the plan to the exchange of such information and to provide such written consent to Standard Life Canada in the manner or form deemed appropriate by Standard Life Canada for the ongoing administration of the plan;
7. to provide each member of the plan with a written explanation of the terms and conditions of the plan, any applicable plan amendments and an explanation of his or her rights and duties with respect to the benefits available to him or her under the terms of the plan;
8. that the policy will be established on the basis of the specimen policy forming part of Standard Life Canada Specimen plan No. TFSA267-0016 (The Standard Life Tax-Free Savings Account) that is pre-approved by Canada Revenue Agency and we acknowledge and accept that any modification to the specimen plan offered under this policy be binding on the policyholder and its members;
9. that this application, together with the Quotation established in connection with the policy, will form the basis of the contract between the applicant and The Standard Life Assurance Company of Canada and Standard Life Assurance Limited.

The policy is an annuity contract that is based on the following terms:

This policy includes benefits that are not guaranteed and which fluctuate with the market value of the assets of the funds supporting them.

Employees: Such employees as are included under the plan. The benefits of employees are derived from income earned in Canada.

Annuity: The amounts and types of annuity are determined according to the terms of the policy, unless provided otherwise in the plan.

Premiums: The applicant will remit all premiums to Standard Life Canada for investment.

Standard Life Guaranteed funds are only made available to those members whose investments in Standard Life Canada Guaranteed funds have reached the Assuris maximum protection limit for registered group policies and who wish to secure additional Assuris coverage by investing in Standard Life Guaranteed funds. Assuris is a not for profit corporation, funded by the life insurance industry, that protects Canadian policyholders against loss of benefits due to the financial failure of a member company. Details about the extent of Assuris' protection are available at [www.assuris.ca](http://www.assuris.ca) or in its brochure, which can be obtained from your financial advisor, life insurance company or Assuris from [info@assuris.ca](mailto:info@assuris.ca).

If this application is signed in Quebec:

The undersigned acknowledges having requested that this application and its policy be provided in the English language;  
Le soussigné reconnaît avoir demandé que la présente proposition et la police soient établies en anglais.

Signature		
Signature of duly authorized officer	Title	
<b>X</b>		
Name (please print)	Signed At	Date (YYYY/MM/DD)
<b>Policy no (to be completed by Standard Life): RS</b>		





**Terms of agreement  
Deferred Profit Sharing Plan**

We, \_\_\_\_\_ (the applicant), hereby agree to the following  
(Full official legal name of employer participating in the plan)

terms and conditions in relation to the group policy to be issued to Standard Life Trust Company (Standard Life Trust), as trustee of the Deferred Profit Sharing Plan for \_\_\_\_\_, by The Standard Life Assurance Company of Canada (Standard Life Canada) and by Standard Life Assurance Limited (Standard Life Limited), a Scottish company, in the course of its insurance business in Canada, with effect from the date stated in the policy.

**Terms and Conditions**

We agree:

1. to duly execute a Trust agreement with Standard Life Trust in conjunction with the plan;
2. to supply Standard Life Canada with all information and documents deemed necessary to fulfill its obligations under the policy and the obligations of Standard Life Trust under the terms of the Trust agreement. This includes but is not limited to, our approval (e-mail or other written approval) of the pricing terms associated to the policy, the provisions of the plan and the confirmation of the investment funds selected for the plan. Such approval can be given by our representative who has responsibility for the administration of the plan, or by the agent of record appointed by us from time to time. Standard Life Canada shall be entitled to act upon the instructions provided without further investigation or validation by Standard Life Canada;
3. that full access to the Standard Life VIP Room be provided to the designated representative we have named for that purpose and we authorise such representative to assign access to other parties, subject to the applicable privacy laws and regulations and solely for the purpose of the plan;
4. (a) \_\_\_\_\_ has been appointed as our agent of record for the plan to arrange for and service the policy on an ongoing basis;  
(b) that full access to the Standard Life VIP Room be provided to our agent of record, designated representative with web access, and we authorize such representative to assign access to other parties within their firm, subject to the applicable privacy laws and regulations and solely for the purpose of the plan;
5. that the fees may include a compensation from Standard Life Canada to the Agent of Record following the acquisition of the group policy;
6. that we are under no obligation to transact any other business with Standard Life Trust, Standard Life Canada or Standard Life Limited or any other person or company as a condition of the issuance of this policy;
7. to comply with federal and/or provincial privacy legislation regarding the privacy of personal information collected, used, and disclosed in relation to the plan and to obtain the written consent of each member of the plan to the exchange of such information and to provide such written consent to Standard Life Canada in the manner or form deemed appropriate by Standard Life Canada for the ongoing administration of the plan;
8. to provide each member of the plan with a written explanation of the terms and conditions of the plan, any applicable plan amendments and an explanation of his or her rights and duties with respect to the benefits available to him or her under the terms of the plan.

If this *Terms of agreement* is signed in Quebec:

The undersigned acknowledges having requested that this application and its policy be provided in the English language;  
Le soussigné reconnaît avoir demandé que la présente proposition et la police soient établies en anglais.

<b>Signature</b>		
<b>Signature of duly authorized officer</b>	<b>Title</b>	
✘		
<b>Name (please print)</b>	<b>Signed At</b>	<b>Date (YYYY/MM/DD)</b>
<b>Policy no (to be completed by Standard Life): RS</b>		





**Client identification supplementary information  
Deferred Profit Sharing Plan**

Client no.	Corporation registration certificate no.

**Ownership details  
(to be completed when the plan sponsor is a corporation or an entity)**

As required by the *Proceeds of Crime (Money Laundering) and Terrorist Financing Act and Regulations*, the following information must be provided when applicable.  
Please provide the name and occupation of all directors of the corporation.

Name	Occupation

Please provide the name, address and occupation of all individuals who directly or indirectly own or control 25% or more of the shares of the corporation or control 25% or more of the entity (other than a corporation), such as a trust or association.

Name	Address	Occupation	% Shares

**I certify to the best of my knowledge the information supplied within this form is accurate.**

Signature of the plan sponsor  <span style="color: red; font-weight: bold;">✘</span>	Date (YYYY/MM/DD)
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**Board of Directors Resolution  
Deferred Profit Sharing Plan**

**RESOLUTION**  
of the Board of Directors of

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WHEREAS: \_\_\_\_\_ (the "Company") having decided to establish the  
Deferred Profit Sharing Plan for Employees of \_\_\_\_\_ (the  
"plan") effective \_\_\_\_\_; and

WHEREAS: the Company reserves the right to amend or discontinue the plan at any time; and

WHEREAS: the Company wishes to select the Investment Manager for the plan fund; and


WHEREAS: the Company wishes to select the Custodian for the plan fund.

NOW THEREFORE IT IS RESOLVED THAT:

1. The Investment Manager of the plan fund shall be Standard Life Canada effective \_\_\_\_\_
2. The Custodian of the plan fund shall be Standard Life Trust effective \_\_\_\_\_
3. The proper officers of the Company be and hereby are authorized and directed to do all such things and to execute all such documents as may be necessary to give effect to this resolution and to carry out its intent.

CERTIFIED to be a true and correct copy of a resolution passed by the Board of Directors of  
\_\_\_\_\_ at a meeting of the Board held on \_\_\_\_ day of \_\_\_\_\_.

Signature		
Signature of duly authorized officer	Title	
		
Name (please print)	Signed At	Date (YYYY/MM/DD)

Additional signature (if applicable)		
Signature of duly authorized officer	Title	
		
Name (please print)	Signed At	Date (YYYY/MM/DD)





THIS TRUST AGREEMENT made this \_\_\_\_\_

BETWEEN:

\_\_\_\_\_  
(hereinafter referred to as the "Company")

- AND -

STANDARD LIFE TRUST COMPANY  
a trust company incorporated under the *Trust and Loan Companies Act*  
(Canada)

(hereinafter referred to as the "Trustee")

WHEREAS the Company has adopted a deferred profit sharing plan for its employees known as the \_\_\_\_\_ deferred profit sharing plan (hereinafter referred to as the "plan") and which plan as it may be amended from time to time is collectively made a part hereof; and

WHEREAS under the plan funds will be contributed to the Trustee, which funds as and when received by the Trustee will constitute a trust fund for the benefit of the members of the plan or their beneficiaries or estates; and

WHEREAS the Company desires the Trustee to administer such trust fund and the Trustee is willing to administer the same pursuant to the terms of this agreement.

NOW THEREFORE in consideration of the premises and the mutual covenants herein contained the Company and the Trustee do hereby covenant and agree as follows:

- (1) The Trustee shall receive any contributions paid to it pursuant to the terms of the plan. The Contributions so received together with the income therefrom (hereinafter referred to as the "Trust fund") shall be held, invested, managed and administered pursuant to the terms hereof. The Trustees shall not be responsible for the collection of any funds required by the plan to be paid to the Trustee.
- (2) The Trustee shall from time to time make payment out of the Trust fund of all amounts which under the terms of the plan are to be paid for the benefit of the members of the plan and their beneficiaries and estates, and upon such payment being made, the amount thereof shall no longer constitute a part of the Trust fund.
- (3) No part of the Trust fund shall be used for, or diverted to purposes other than those provided in the plan, other than such part as is required to pay taxes and administration costs and expenses. In the event that the plan is terminated, after all claims and liabilities of the Trust fund under the terms of the plan have been satisfied, the assets of the Trust fund will, within ninety days of termination be applied for the benefit of the participants and beneficiaries in accordance with the value of the respective accounts as found by a special valuation of the Trust fund as at the date the plan is terminated.
- (4) The Trustee shall have in addition to any other powers and authority to which trustees may be entitled at law, the following powers and authority in the administration of the Trust fund:
  - (i) To purchase or sell any security recognized as a "qualified investment" under the *Income Tax Act (Canada)*, or the regulations thereunder, and to act generally as owner and exercise all rights associated with ownership thereof.
  - (ii) To purchase life insurance or annuity policies or units in a segregated fund of an insurance company authorized to carry on business in Canada.
  - (iii) To borrow money on a short-term basis to facilitate the payment of benefits under the plan without forcing a distress sale of long term investments.
  - (iv) To hold cash or bank deposits.
  - (v) To employ agents, lawyers or accountants and to pay them out of the Trust fund.
- (5) The powers given in clause (4) above shall be limited to the extent that the Trustee shall not be permitted to invest in notes, bonds, debentures or similar obligations of the Company or of any other corporation with which it does not deal at arm's length nor in the shares of any corporation at least 50% of the property of which consists of such property.
- (6) The Trustee shall cause full and accurate records of the administration of the Trust fund to be kept and shall render to the Company not less frequently than annually a report or accounting in reasonable detail of the transactions and assets and liabilities of the Trust fund.



**Trust agreement - Page 2 of 2**  
**Deferred Profit Sharing Plan**

- (7) The Trustee shall be entitled to receive such reasonable fees and administration charges as may be established from time to time and the reimbursement of all disbursements reasonable incurred by it in the performance of its duties hereunder in accordance with the fee schedule provided to the Company, as it may from time to time be amended by agreement between the Trustee and the Company.
- (8) In the absence of gross negligence or wilful misconduct, the Trustee shall incur no liability for any act or omission.
- (9) The Trustee may resign at any time by giving thirty days' written notice and the Company may remove the Trustee by giving it thirty days' written notice. In the event of such resignation or removal of the Trustee, the Company shall appoint a successor Trustee by an instrument in writing and such successor trustee shall have the same powers and duties as the Trustee.
- (10) The Trustee shall honour its obligations under the *Income Tax Act* with respect to withholding of taxes.
- (11) The Company and the Trustee shall have the right at any time, by mutual consent to amend, in whole or in part, any or all of the provisions of this agreement with the concurrence of the authorities administering the relevant income tax legislation. Any such amendment shall be in writing.
- (12) The Trustee hereby accepts this trust and agrees to administer the Trust fund in accordance with the terms and conditions of this agreement.
- (13) This agreement shall be construed and enforced according to the laws of the Province in which the Company has its head office and all provisions hereof shall be administered according to the laws of the said province.

IN WITNESS WHEREOF the parties hereto have executed these presents the date and year first above written.

\_\_\_\_\_

Per: \_\_\_\_\_

Per: \_\_\_\_\_

STANDARD LIFE TRUST COMPANY

Per: \_\_\_\_\_

Per: \_\_\_\_\_



**T2214**  
**Deferred Profit Sharing Plan**

Please use the following link to obtain a copy of the form T2214, Canada Revenue Agency (CRA) application for a Deferred Profit Sharing Plan: <http://www.cra-arc.gc.ca/E/pbg/tf/t2214/t2214-09e.pdf>.

Then,

- **Complete the following:**
  - Fiscal year end
  - Business number
  - Section 5
  - Name of authorised representative of applicant in section 10
  
- **Sign section 10**
- **Forward the document to Standard Life who will complete the remaining fields.**



## Compensation agreement - Page 1 of 2

1 Definitions	
<b>Standard Life Canada</b>	The Standard Life Assurance Company of Canada
<b>Agent</b>	The compensation payable under the terms of this agreement will be distributed to:  <b>Note: must be the same as indicated in the implementation package under section 5 of Part A (mandatory) - Basic information.</b>
<b>General Agent (if any)</b>	I acknowledge having placed this business through my affiliation with the following General Agent:  _____
<b>Policyholder</b>	For purposes of this Agreement, Policyholder also refers to the sponsor of a trustee plan in respect of which a policy is issued to the trustees. <b>Note: must be the same as indicated in the implementation package under section 2 of Part A (mandatory) - Basic information.</b>
<b>Group Policy</b>	Each of the group policies issued by Standard Life Canada to the Policyholder under the Standard Life Express product. A separate Group Policy is issued for each group savings or retirement plan. Immediate or deferred annuity certificates, the Group RIF/LIF and the SLX Vision or Advantage program are not considered Group Policy for the purpose of this agreement.
<b>Compensation Year</b>	The Effective Date marks the beginning of a Compensation Year. Subsequent anniversaries of this date mark the start of each new Compensation Year while the Group Policy is in force.  <b>Note:</b> In the event that the commission terms under section 2 (Commissions), of this agreement represent a change in the terms originally established in respect of the Group Policy or represent the terms applicable to the incorporation of an Agent under the said policy where the Agent did not previously exist, the Compensation Year shall be re-set and will begin on the date that change in commission terms or date of incorporation of the Agent is recorded in the records of Standard Life Canada.
<b>Asset Transfers</b>	Funds originating from policies or other sources outside Standard Life Canada, which are transferred to the Group Policy.
<b>Effective Date</b>	The Effective Date of this compensation agreement is the date established on the commencement date of the Group Policy, which coincides with the date on which the first premium is received by Standard Life Canada in respect of the Group Policy.
<b>Regular Premiums</b>	Premiums remitted to Standard Life Canada in accordance with the terms of a group savings or retirement plan for which a Group Policy has been issued, excluding Assets Transfers.
The Standard Life Assurance Company of Canada and the Agent hereby agree to and accept the following compensation terms in recognition of services provided by the Agent with respect to the Group Policy issued to the Policyholder.	

2 Commissions	
Standard Life Canada will pay commission to the Agent, for services provided to the Policyholder as the Agent of record and for any assistance given to Standard Life Canada which may be required in order to service the Group Policy, at the following rate:	
<b>(a)</b>	Commission on assets under the Group Policy will be paid at the rate of 0.300% of Accumulated assets under a Group Policy per Compensation Year, payable monthly.
<b>(b)</b>	The commission payable on <b>Regular Premiums</b> and <b>Asset Transfers</b> to the Group Policy received during each Compensation Year is 1% of Regular Premiums and Asset Transfers received in respect of a Group Policy per year.

3 Commissions Advance	
First year's commission on Regular Premiums is paid in advance to the Agent based on 80% of the "estimated annual cashflow" as defined in section 11 of Part A (mandatory) - Basic information for the 12 month period following the Effective Date. Upon expiry of the said period, the Company will perform a reconciliation of the total Regular Premiums actually received during the said period and the said "estimated annual cashflow". Any commission then determined to be due to the Agent will be paid or, alternatively, the Company will recover any overpayment of commission from the Agent or from commission due to the Agent in respect of Regular Premiums made in the second or subsequent year.	

**Compensation agreement - Page 2 of 2**

**4 Commission recovery schedule**

If this Group Policy is terminated within 48 months of the Effective Date, Standard Life Canada will recover from the Agent commissions paid to the Agent for Regular Premiums and Asset Transfers according to the following commission recovery schedule:

Number of months from the Effective Date	% of commission recoverable
0 to 12 months inclusively	100%
13 to 24 months inclusively	75%
25 to 36 months inclusively	50%
37 to 48 months inclusively	25%
49 months or more	Nil

No commission recovery will apply to asset commission nor to the portion of commission on Regular Premiums that is offset by a cashflow charge, if applicable.

**5 Notes**

- Subject to the terms of the following paragraphs, the Agent shall be entitled to compensation for any premium received under the Group Policy on and after the date on which the appointment of the Agent by the Policyholder is recorded on the records of Standard Life Canada.
- Commission payments will continue to be paid to the Agent provided the Agent continues to be recognized as Agent of record under the Group Policy and continues to hold a valid Provincial Life Insurance Agent's licence.
- Where a master broker agreement has been executed between Standard Life Canada and the Agent respecting group insurance and/or retirement products, this compensation agreement will be considered to be an Appendix to the master broker agreement and will be subject to the terms and conditions set out in the said agreement.

**6 Agreement**

In consideration of the fact that, in providing services to the Policyholder, the Agent will receive personal information with respect to the members of the plan ("personal information") from the Policyholder or from Standard Life Canada, the Agent agrees that it will use, retain and disclose such personal information received from the Policyholder or Standard Life Canada only in accordance with applicable privacy law, whether federal or provincial (the "applicable law"), and, in particular, that it will use, retain and disclose such personal information only for the purpose of the Group Policy and plan. The Agent further agrees that it will treat all personal information it receives in the strictest confidence and will not disclose such personal information to anyone, other than its directors, officers and employees on a "need-to-know" basis for the purpose of the plan except in accordance with applicable law.

I acknowledge having received the Implementation Package Checklist and that I am solely responsible to provide eligible employees of the above Policyholder with, or ensure that they are provided with, the required documents and information as listed under this Checklist.

If mandated with the responsibility to provide Standard Life Canada with confirmation of the Policyholder's approval of the pricing terms and plan provisions associated to the Group Policy or plan and/or the investment funds selected for the Group Policy or plan, the Agent, as the Policyholder's authorized representative, agrees that it will transmit such confirmation to Standard Life Canada via e-mail or other written communication and agrees that Standard Life Canada shall be entitled to act upon our instructions without further investigation or validation by Standard Life Canada.

As the Agent of record, I agree to the terms of this compensation agreement.

Agent's signature:  \_\_\_\_\_ On behalf of: \_\_\_\_\_  
 Date (YYYY/MM/DD): \_\_\_\_\_

**Policy no (to be completed by Standard Life): RS** \_\_\_\_\_ - \_\_\_\_\_

(Policy number to be added as required)