

## Individual Insurance and Investment

- The purpose of this form is to provide detailed information concerning the determination of Politically Exposed Persons and Heads of an International Organization in accordance with the *Proceeds of Crime (Money Laundering) and Terrorist Financing Act*.
- Sections 1, 2, 3, and 4 must all be completed.

### 1. General Information

Full name of policyowner 1/investor

Full name of policyowner 2/co-investor (if applicable)

Policy or Application No./Contract No.

### 2. Information on Politically Exposed Persons and Heads of an International Organization (Complete ALL sections)

**2A: Foreign Politically Exposed Person (Foreign PEP) 2B: Domestic Politically Exposed Person (Domestic PEP) 2C: Head of an International Organization (HIO)**

For more information on how to complete this section and on definitions, see the "General Information and Instructions" and "Definitions" sections at the end of the form.

#### 2A – Foreign Politically Exposed Person (Foreign PEP)

Does(Do) the policyowner 1/investor, the policyowner 2/co-investor (if applicable), including a family member or a close associate of one of these people hold or, have they held, one or more of the following offices or positions in or on behalf of a foreign state:

No  Yes → **If yes, check all the corresponding box(es) below AND provide the requested information:**

(For more information, see the definition of **Foreign PEP** in the "Definitions" section.)

#### Office(s) or Position(s)

- Head of state or head of government
- Member of a government's executive council or member of a legislature
- Deputy minister or equivalent rank
- Ambassador, or attaché or counsellor of an ambassador
- Military officer with a rank of general or above
- President of a state-owned company or a state-owned bank
- Head of a government agency
- Judge of a supreme court, constitutional court or other court of last resort
- Leader or president of a political party represented in a legislature

#### The person who holds or has held a political office or position in a foreign country is:

(if the person is a family member or a close associate, please provide details)

- The policyowner 1/investor
- The policyowner 2/co-investor
- Family member of the policyowner 1 or of the investor (specify): \_\_\_\_\_
- Close associate of the policyowner 1 or of the investor (specify): \_\_\_\_\_
- Family member of the policyowner 2 or of the co-investor (specify): \_\_\_\_\_
- Close associate of the policyowner 2 or of the co-investor (specify): \_\_\_\_\_

(For the definitions of family member and/or close associate, see the "Definitions" section)

**N.B. If more than one Foreign PEP is involved in this insurance policy/investment account, please fill out a form for each.**

Full name of the person who holds or has held a political office or position in a **foreign country**: \_\_\_\_\_

The office or position held by this person: \_\_\_\_\_

Name of the organization or institution: \_\_\_\_\_

Period during which the position is or was held by this person: Start (year)     End (year)

Country where this position is or was held: \_\_\_\_\_

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## 2A – Foreign Politically Exposed Person (Foreign PEP) (cont.)

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### Measures taken

If the information about the Foreign PEP could not be obtained, please explain why (specify the measures taken, e.g. questions asked to client, date on which the measures were taken and reason why they were unsuccessful):

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## 2B – Domestic Politically Exposed Person (Domestic PEP)

Does(Do) the policyowner 1/investor, policyowner 2/co-investor (if applicable), including a family member or a close associate of one of these people hold or, have they held, **in the last five years** one or more of the following offices or positions in or on behalf of the **Canadian** federal government, a **Canadian** provincial government or **Canadian** municipality:

No  Yes ➔ **If yes, check all the corresponding box(es) below AND provide the requested information:**

(For more information, see the definition of **Domestic PEP** in the "Definitions" section.)

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### Office(s) or Position(s)

- Governor General, lieutenant governor or head of government
- Member of the Senate or House of Commons or member of a legislature
- Deputy minister or equivalent rank
- Ambassador, or attaché or counsellor of an ambassador
- Military officer with a rank of general or above
- President of a corporation that is wholly owned directly by Her Majesty in right of Canada or a province
- Head of a government agency
- Judge of an appellate court in a province, the Federal Court of Appeal or the Supreme Court of Canada
- Leader or president of a political party represented in a legislature
- Mayor or head of a city, town, village, or rural or metropolitan municipality, regardless of the size of the population

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### The person who holds or has held a political office or position in Canada is:

(if the person is a family member or a close associate, provide details)

- The policyowner 1/investor
- The policyowner 2/co-investor
- Family member of the policyowner 1 or of the investor (specify): \_\_\_\_\_
- Close associate of the policyowner 1 or of the investor (specify): \_\_\_\_\_
- Family member of the policyowner 2 or of the co-investor (specify): \_\_\_\_\_
- Close associate of the policyowner 2 or of the co-investor (specify): \_\_\_\_\_

(For the definitions of family member and/or close associate, see the "Definitions" section.)

**N.B. If more than one Domestic PEP is involved in this insurance policy/investment account, please fill out a form for each.**

Full name of the person who holds or has held a political office or position **in Canada**: \_\_\_\_\_

The office or position held by this person: \_\_\_\_\_

Name of the organization or institution: \_\_\_\_\_

Period during which the position is or was held by this person: Start (year) [ Y | Y | Y | Y ] End (year) [ Y | Y | Y | Y ]

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### Measures taken

If the information about the Domestic PEP could not be obtained, please explain why (specify the measures taken, e.g. questions asked to client, date on which the measures were taken and reason why they were unsuccessful):

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## 2C – Head of an International Organization (HIO)

Does(Do) the policyowner 1/investor, policyowner 2/co-investor (if applicable), including a family member or a close associate of one of these people hold or, have they held, one of the two HIO positions below:

- the head of an international organization established by the governments of states
- the head of an institution established by an international organization

No  Yes → **If yes, please provide the following information:**

(For more information, see the definition of HIO in the "Definitions" section.)

### The person who holds or has held the position of HIO is:

(if the person is a family member or a close associate, provide details)

The policyowner 1/investor

The policyowner 2/co-investor

Family member of the policyowner 1 or of the investor (specify): \_\_\_\_\_

Close associate of the policyowner 1 or of the investor (specify): \_\_\_\_\_

Family member of the policyowner 2 or of the co-investor (specify): \_\_\_\_\_

Close associate of the policyowner 2 or of the co-investor (specify): \_\_\_\_\_

(For the definitions of family member and/or close associate, see the "Definitions" section.)

**N.B. If more than one HIO is involved in this insurance policy/investment account, please fill out a form for each.**

Full name of the HIO: \_\_\_\_\_

The office or position held by this person: \_\_\_\_\_

Name of the organization or institution: \_\_\_\_\_

Period during which the position is or was held by this person: Start (year)     End (year)

Country where this position is or was held: \_\_\_\_\_

### Measures taken

If the information about the HIO could not be obtained, please explain why (specify the measures taken, e.g. questions asked to client, date on which the measures were taken and reason why they were unsuccessful):

## 3. Source of Funds that Are, or Will Be, Deposited into this Insurance Policy/Investment Contract

Check ALL the boxes that apply:

Income from self-employment

Investment income

Funds obtained through a donation

Salary

Asset sale

Savings

Death or estate proceeds

Legal settlement

Sale of property

Income from a retirement plan

Business income

Other (specify): \_\_\_\_\_

### Measures taken

If the information regarding the source of funds could not be obtained, please explain why (specify the measures taken, e.g. questions asked to client, date on which the measures were taken and reason why they were unsuccessful):

## 4. Declaration of the Financial Security Advisor

I verified, in compliance with the applicable legislation, whether each policyowner/investor or co-investor (if applicable) is or was at one time a Foreign PEP, a Domestic PEP, the Head of an International Organization, a family member of a Foreign PEP, Domestic PEP, or HIO, or a close associate of one of these persons.

I declare that the information I have provided in this form was obtained directly from each policyowner/investor and co-investor (if applicable) and is, to the best of my knowledge, complete and accurate.

Full name of the Financial Security Advisor/Representative

Financial Security Advisor/Representative No.

Signature of the Financial Security Advisor/Representative

Date

## General Information and Instructions

In this form:

- any expression designating persons includes both men and women
- an entity includes a corporation, a partnership, a trust, an estate, an association, a non-profit organization, a fund, a joint venture, an organization, a union and a foundation

### 1. General Information

The policyowner/investor is the person listed or identified as the holder of the insurance policy/investment account with SSQ, Insurance Company Inc./SSQ, Life Insurance Company Inc. The policyowner/investor also includes any person who has access to the cash value or can designate a beneficiary for the life insurance policy with cash value or the annuity contract.

### 2. Information on Politically Exposed Persons and Heads of an International Organization

When a lump sum payment of \$100,000 or more is made towards an annuity or life insurance policy on their behalf or at the instruction of someone else, you must take **reasonable measures** to determine whether the policyowner/investor, the co-investor (if applicable), a family member or a close associate of one of these persons is a Politically Exposed Person (PEP) and/or the Head of an International Organization (HIO) and obtain the required information when such is the case.

A PEP may be a Foreign PEP or a Domestic PEP.

When the measures taken are unsuccessful (i.e., no clear yes or no answer was obtained), and it is impossible to make a determination, provide the following information:

- the measures taken (e.g. questions asked to client)
- date on which the measures were taken, and
- the reason they were unsuccessful

### 3. Source of Funds that Are, or Will Be, Deposited into this Insurance Policy/Investment Contract

Part of your obligations regarding PEPs and HIOs is that **reasonable measures** must be taken to establish the source of funds used in the transaction. You may ask the client questions about the transaction and/or consult the information provided.

### 4. Declaration of the Financial Security Advisor

The advisor must read this section carefully, then sign and date the form.

## Definitions

### Close Associate

A Close Associate may be a person who is closely associated with a Politically Exposed Person (PEP) or the Head of an International Organization (HIO) for personal or professional reasons, for example, a person who is:

- joint on a policy where one of the holders may be a PEP or HIO
- an owner who makes a deposit of \$100,000 or more and the payee is a PEP or HIO
- business partners with, or who beneficially owns or controls a business with, a PEP or HIO
- in a romantic relationship with a PEP or HIO, such as a boyfriend, girlfriend, lover or mistress
- involved in financial transactions with a PEP or a HIO
- a prominent member of the same political party or union as a PEP or HIO
- serving as a member of the same board as a PEP or HIO
- closely carrying out charitable works with a PEP or HIO

The above list is not comprehensive and is only meant to provide examples of close associations.

### Domestic Politically Exposed Person (Domestic PEP)

A Domestic PEP is a person who holds or has held **in the last five years** one or more of the following offices or positions in or on behalf of the **Canadian** federal government, a **Canadian** provincial government or **Canadian** municipality:

- Governor General, lieutenant governor or head of government
- Member of the Senate or House of Commons or member of a legislature
- Deputy minister or equivalent rank
- Ambassador, or attaché or counsellor of an ambassador
- Military officer with a rank of general or above
- President of a corporation that is wholly owned directly by Her Majesty in right of Canada or a province
- Head of a government agency
- Judge of an appellate court in a province, the Federal Court of Appeal or the Supreme Court of Canada
- Leader or president of a political party represented in a legislature
- Mayor or head of a city, town, village, or rural or metropolitan municipality, regardless of the size of the population

A person ceases to be a Domestic PEP five years after they have left office.

### Family Member (or Close Relative)

Family members (or Close Relatives) of Foreign PEPs, Domestic PEPs, and HIOs must also be regarded as PEPs or HIOs, specifically:

- Spouse/common-law partner
- Children
- Mother or father
- Mother or father of their spouse or common-law partner
- Children of their mother or father (siblings)

### Foreign Politically Exposed Person (Foreign PEP)

A Foreign PEP is a person who holds or has held one or more of the following offices or positions in or on behalf of a foreign state:

- Head of state or head of government
- Member of the executive council of government or member of a legislature
- Deputy minister or equivalent rank
- Ambassador, or attaché or counsellor of an ambassador
- Military officer with a rank of general or above
- President of a state-owned company or a state-owned bank
- Head of a government agency
- Judge of a supreme court, constitutional court or other court of last resort
- Leader or president of a political party represented in a legislature

These persons are Foreign PEPs regardless of citizenship, residence status or birth place.

A person determined to be a Foreign PEP, is forever a Foreign PEP.

### Head of an International Organization (HIO)

The Head of an International Organization (HIO) is a person who is either:

1. the head of an international organization established by the governments of states; or
2. the head of an institution established by an international organization.

When we refer to the Head of an International Organization (HIO) or the head of an institution established by an international organization, we are referring to the primary person who leads that organization (e.g. president or CEO).

There is no requirement for an institution established by an international organization to operate internationally. It is possible that an institution that was established by an international organization only operates domestically or in one jurisdiction.