



Policy change without evidence of insurability

Version: October 2019

SSQ Insurance Company inc./SSQ, Life Insurance Company inc. 1225 Saint-Charles Street West, Suite 200 Longueuil, Quebec J4K 0B9

Instructions for advisors

Please complete this form for policy changes that don't require evidence of insurability. If the policy has more than two insureds, please complete a second form.

If there is more than one policyowner, EACH policyowner must sign section H of this form.

To request a policy change with evidence of insurability, please complete an application (FIND0035A).

To request a policy change or reinstatement for accident / sickness insurance products, please complete the appropriate form, either the Policy Change form for Individual Disability Plan (FIND0040A) and/or the Policy Change form for AcciGuard (FIND0039A).

A – General information				
New policy / amendment to be sent to: ☐ Advisor ☐ Pol	icyowner(s)	Policy number		
Policyowner 1 (to be completed if change of address)		Policyowner 2 (to be comple Same address as Policyowner		
First and last names		First and last names		
Address (civic number, street)		Address (civic number, street)		
City	Province	City		Province
Postal code Telephone		Postal code	Telephone	
B – Changes requested				
If the policy is not already governed by the tax rules in eff a change to the tax rules applicable to the policy.	ect as of January 1st 2	2017, certain changes that do	not require evidence of	f insurability may cause
If there is more than one policyowner on the policy for wh	nich a change is being	requested, EACH policyown	er must sign section H o	of this form.
B1 – Common changes Please check appropriate box.				
☐ Deletion of insured (at monthly premium due date following the	ne reception of the reque	est)		
		_		
Name of insured(s)				
☐ Deletion of benefit or additional benefit (at monthly premi	um due date following t	he reception of the request)		
Name of insured(s)		 Benefit		
☐ Reduction of face amount (at monthly premium due date follows)	owing the reception of the	he request)		
Name of increal(s)		Donafit		\$
Name of insured(s)		Benefit		Reduction to
For any conversion towards a whole life and universal life		•		
☐ Total conversion on the existing policy — Not available if t Applicable when there is more than one benefit inforce.	he existing policy is a u	niversal life insurance policy gove	erned by the tax rules in eff	ect before January 1st 2017
☐ Total conversion on a new policy				
☐ Partial conversion on the existing policy – Not available if ☐ Preserve the face amount balance ☐ Cancel the face amount		niversal life insurance policy gover	rned by the tax rules in effe	ct before January 1 st 2017.
☐ Partial conversion on a new policy ☐ Preserve the face amount balance ☐ Cancel the face amou	nt balance			
 Complete also section B4 if conversion is towards a universal life For any conversion of a policy for which the premium payment frequer 		al, please attach the balance of prer	nium by cheque, in accordanc	re with section C1 of this form
Name of insured(s)	Previous benefit	New be	enefit	Face amount converted
Name of insured(s) that must be canceled	_			
Continuation Privilege of the \$20,000 Critical Illness Rider	in case of conversion			
If the \$20,000 Critical Illness Rider (the «Rider») is attached to the belief with the Continuation Privilege indicated in the Rider. Do you wish to make the No \square Yes				
Exchange program				
- Available as of the 1st anniversary and prior to the 5th anniversary of			•	
- Available for Term 10 benefits issued as of January 1st, 2011. Available for Term 1st, 2011. Available for Te	=			
☐ Term 10 to Term 20 Name of insured(s) ☐ Term 10 to Term 70 Name of insured(s)				
Term Plus (actual term) to Term Plus (new				
The exchange will be applied on the existing policy and the additional on a universal life insurance policy governed by the tax rules in effect higher than the actual term.				

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☐ Change to the death benefit option within ☐ From Level to Decreasing ☐ From Decreas		contracts only)	
☐ Division of Multi-Life or Multi-Insureds co	verage (at monthly premium due date	e following the reception of the request) – \$25 fee (for universal life insurance: \$50 fee)
Complete a new application <u>without</u> completing universal life insurance, sections B4 , B5 , B6 and	the personal and medical history section of the personal and medical history section the new application.	ions, for the insured being removed from the policy.	In the case of whole life insurance and
☐ Change of Joint coverage to Individual co (at monthly premium due date following the rec	reption of the request) – \$50 fee	ace amount per number of insureds	
Name of insured(s) that must be canceled			
 Complete a new application <u>without</u> completing universal life insurance, sections B4, B5, B6 and 		ons, for all insureds requiring an individual coverage ation.	. In the case of whole life insurance and
Other change (specify)			
B2 – Increase of face amount without e	vidence of insurability (e.g. Term	n Plus I oan Insurance Mortgage Insurance Decr	easing Term Plus)
Please check appropriate box and include			easing reministry
• For any Increase of face amount without evided premium by cheque, in accordance with section	C1 of this form.	h the premium payment frequency is annual or ser	ni-annual, please attach the balance of
Increase of face amount (Term Plus or Loan	,	r the increase of the current loan or one of the life e	wants indicated in the contract
The total of all increases requested cannot exc			events indicated in the contract.
☐ Increase of monthly indemnity (Term Plus o		ne sam msarca en \$100,000.	
	the increase of face amount is done or	n the life insurance coverage of Term Plus or Loan Inerage.	nsurance. The monthly indemnity will be
☐ Increase of face amount (Mortgage Insurance)			
This option must be exercised within 60 days fol The total of all increases requested cannot exc amount of the new loan.		r the increase of the current loan. the sum insured at issue OR \$100,000 OR the actu	al increase of the mortgage loan or the
☐ Increase of monthly annuity (Decreasing Ter	m Plus)		
This option must be exercised within 30 days fol			
		as indicated in the contract. The total of all increases	requested cannot exceed 50% of the
initial monthly annuity indicated in the contract.			
Name of insured 1:		Name of insured 2:	
Increase to: \$		Increase to: \$	
Declaration of insured 1		Declaration of insured 2	
I attest that I am not disabled.		I attest that I am not disabled.	
X Signature of insured 1	Date	Signature of insured 2	Y Y Y Y M M D D
			Date
B3 – Changes without evidence of insur	ability for universal life insura	nce Please check appropriate box.	
Cost of insurance – \$25 fee		Death benefit and Indexation – \$25 fee	Indexation
The net amount at risk remains the same following	a change in the cost of insurance.	from Increasing to Level	☐ from Indexed to Non-Indexed
from YRT to T20-YRT (UL Investment only)	1	\square from Level to Increasing (<i>net amount at risk</i>	remains the same)
☐ from YRT 85/20 to T20-YRT (UL Investment only ☐ Change to T100*	1		
*The T100 cost of insurance is only available on cer	tain universal life insurance products.		
Face amount adjustment			
☐ Change from Maximizer option to Increase option	on		
☐ Change from Increase option to No Increase opti			
☐ Change from Maximizer option to No Increase of			
\square Change from Increase and Decrease option to N	o Increase option		
☐ Change of billed premium			
New annual premium \$	New modal premium \$ _		

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4 – Conversion to universal life insurance Please join an illustration signed by the policyowner(s).			
Cost of insurance type	☐ Yearly Renewable Term (YRT) ☐ T100 ☐ Other (specify):		
Death benefit option	Level death benefit (only available for the YRT cost of insurance type)		
	☐ Increasing death benefit		
	When the death benefit is increasing:		
	For a Joint, Last to die policy, funds will be payable upon last death.		
Annual billing premium (including all additional benefits, if any)	\$		
Face amount adjustment (tax exemption) If there is no option chosen, the "No Increase" option	Option 1: No Increase – No face amount increase (transfer of the excess funds to the transitory deposit account);		
will be applied by default.	Option 2: Exempt Test Increase – Face amount increase (maximum 8%) and, if necessary, transfer of the excess funds to the transitory deposit account;		
	Option 3: Increase and Decrease – Increase and decrease of the face amount (minimum equals initial face amount);		
	Option 4: Maximizer (complete the "Information for the Maximizer option" section below). The Maximizer option is only available for the YRT cost of insurance type.		
Maximizer option			
 Do not forget to specify durations and face amount. In the absence of details regarding the durations and minimum face amount, the default values are as follows: The beginning of duration will correspond to 6 years from the is date, the end of the duration will correspond to 100 years less the insured's age at issue and the minimum face amount will correspond to face amount of the policy. 			
Optimization of exemption test			
\square At the beginning of the duration: $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$			
\square At the end of the duration: $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$			

_____ (minimum \$25,000, maximum face amount chosen)

☐ Minimum face amount:

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Investment options and percentage split

- Please indicate your investment choices and percentage split below.
- The total percentage split must equal 100% (minimum 10% per account).
- In case no investment account is chosen, premiums and deposits are credited in the daily interest account.
- For two accounts or more, if no split percentage is specified, premiums and deposits are equally divided between the accounts.

In order to help you choose an appropriate investment strategy, it is necessary to assess your risk tolerance and the amount of return you hope to achieve, while taking into account your time horizon. Each investor's target asset allocation mix is determined according to their situation, needs and constraints. With these factors in mind, it is necessary that your financial security advisor / representative establishes your investor profile with you in order for him/her to advise you accordingly.

Managed accounts		Interest accounts	
Conservative Strategy	%	Daily interest account	%
Balanced Strategy	%	1-year guaranteed interest account	%
Growth Strategy	%	3-year guaranteed interest account	%
Aggressive Strategy	%	5-year guaranteed interest account	%
CI Cambridge Canadian Asset Allocation	%	10-year guaranteed interest account	%
CI Signature Global Income and Growth	%	Indexed accounts	
Guardian Conservative Monthly Income	%	Canadian Money Market (3-month Treasury Bill)	%
Guardian Monthly Income	%	Canadian Bonds (FTSE Canada Universe Bond)	%
PIMCO Bond	%	Canadian Equity (S&P/TSX)	%
PIMCO Global Bond	%	US Equity (S&P 500)	%
Triasima Canadian Equity	%	US Equity, Technology (MSCI US IM Information Technology 25/50)	%
Guardian Canadian Dividend Equity	%	Small Cap US Equity (S&P SmallCap 600)	%
Hillsdale US Equity	%	International Equity (MSCI EAFE)	%
Hexavest All-Country Global Equity	%	Global Equity (MSCI World Ex Canada)	%
Fiera Capital Global Equity	%	Emerging Market Equity (MSCI Emerging Markets)	%
TD Global Dividend Equity	%	Other (specify)	
C WorldWide International Equity	%		%
Lazard Global Infrastucture	%		%
Morgan Stanley Global Real Estate	%		%
Fisher Emerging Markets Equity	%		%
		TOTAL	100%

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C – Payment of premiums

In accordance with the **Proceeds of Crime (Money Laundering) and Terrorist Financing Act** and its regulations, the financial security advisor / representative and the policyowner(s) must complete the *Determination of politically exposed persons and heads of an international organization* (FRA1234A) form for any lump sum deposit of \$100,000 and more.

and	d more.			
C1	– General information			
Tota	al premium amount for this policy change request: \$			
Nev	v billing premium for the policy following the change (universal life insuran	ice on	ly): \$	
Met	hod of payment			
	nclosed cheque for the amount of \$ Date of cheque Y ashed on reception of this change request.	Υ	Y	
□ P	re-authorized debit drawn from the same bank account associated with the policy num	nber me	entioned in section A of this form	
□ P	re-authorized debit drawn from a new bank account (complete section C2 and attach	a speci	men cheque)	
C2	– Pre-authorized debit agreement			
1.	I hereby authorize SSQ Insurance Company inc./SSQ, Life Insurance Company inc. to debit my account as per my instructions and/or as detailed in the contract of insurance, for monthly recurring payments and/or one time payments from time to time, in payment of all charges, including any applicable financing charges and	9.	In the event that I instruct SSQ Insurance Coinc. to change the amount of the pre-auth the required notice. I may cancel this authorization for pre-au	orized debit, I waive the right to receive
2.	taxes, arising from the contract of insurance. The amount of the pre-authorized debit may be increased or decreased at a later date as a result of endorsements, cancellation, exclusions or renewal of the contract of insurance. I agree that, for the purpose of this Agreement, all pre-authorized		providing SSQ Insurance Company inc./SSQ (30) days notice in writing. I may contact regarding cancellation, or visit www.cdn), Life Insurance Company inc. with thirty my financial institution about my rights pay.ca for a sample cancellation form.
of insurance. I agree that, for the purpose of this Agreement, all pre-authorized debits from my account will be treated as variable amount pre-authorized debits. I understand that the same method of payment will apply upon renewal of the contract of insurance, if applicable, unless I notify SSQ Insurance Company inc./ SSQ, Life Insurance Company inc. before the renewal date of the contract of insurance.			I understand that SSQ Insurance Company inc./SSQ, Life Insurance Compar reserves the right to terminate this Agreement upon fifteen (15) days not writing. Any cancellation of this Agreement will not terminate or otherwise have any be	
3.	I understand that a financing charge may be applicable and spread over the instalments.		on any Agreement that exists with SSQ Insu	urance Company inc./SSQ, Life Insurance
4.			Company inc. whatsoever with respect to any contract of insurance, so payment is provided by an alternate method accepted by SSQ Insurance (inc./SSQ, Life Insurance Company inc.	
	payment. Any charges incurred as a result of NSF may be added to the subsequent pre-authorized payment.	13.	I have certain recourse rights if any debit does not comply with this Ag For example, I have the right to receive reimbursement for any debit th	
5.	I agree to inform SSQ Insurance Company inc./SSQ, Life Insurance Company inc., by way of a letter, of any change in the account information provided in this Agreement at least ten (10) business days prior to the next debit to my account.		authorized or is not consistent with this Ag my recourse rights, I may contact my finance	cial institution or visit www.cdnpay.ca .
6.	I agree to the debiting of my account each month on the day selected in this Policy Change form or the next business day.		SSQ Insurance Company inc./SSQ, Life Premium Accounting 1225 Saint-Charles Street West, Suite 200	· ·
7.	I agree that, for the purpose of this Agreement, all pre-authorized debits from my account will be treated as Personal.	Ple	ease attach a specimen cheque,	Pay to the
8.	I agree and understand that SSQ Insurance Company inc./SSQ, Life Insurance Company inc. will not notify me before each withdrawal.	on which you have written "VOID", for the account to be debited.		order of VOID S
 Nam	ne of Financial Institution			
Add	ress, City, Province and Postal Code of the Branch			
ı			1	
Bran	ch Financial Institution Number Account Number			
	thorization			
For	a joint account, all account holders must sign if more than one signature is	requi	red on cheques issued from the accou	nt.
	X			Y Y Y Y M M D D
Nan	ne of Account Holder or Authorized Person (in capital letters) Signature	9		Date

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Date

X

Signature

Name of Account Holder or Authorized Person (in capital letters)

D – Declaration of Tax Residence of policyowner(s) (self-certification)

(applicable to a conversion towards a whole life insurance and universal life insurance)

The information provided on the Declaration of Tax Residence section must be correct and complete. The policyowner(s) must provide SSQ Insurance Company inc./SSQ, Life Insurance Company inc. with a new tax residence declaration within 30 days of any change in circumstances that causes the information on this form to be incomplete or inaccurate (for example, changing a bank account for one in a financial institution in a country other than Canada or the United States, changing an address for an address in a country other than Canada or the United States, etc.).

-					
Пř	na nalici	vowner is a	corporation or ot	har tyna ni	antity
ш	ic polic	yoviici is a	corporation or ot	HCI LYPC O	Cilcity

The Declaration of Tax Residence must be completed on the form Verification of the existence (identity) of corporations and other entities (FRA1235A).

Policyowner 1 (individual)	Policyowner 2 (individual)
Check (✓) all options that apply to you:	Check (✓) all options that apply to you:
☐ I am a tax resident of Canada	☐ I am a tax resident of Canada
☐ I am a tax resident in a jurisdiction other than Canada or the United States → If you check this box, the form <i>Declaration of Tax Residence (Self-Certification)</i> – <i>Individual</i> (FRA1737A) is mandatory.	☐ I am a tax resident in a jurisdiction other than Canada or the United States → If you check this box, the form <i>Declaration of Tax Residence (Self-Certification)</i> – <i>Individual</i> (FRA1737A) is mandatory.
☐ I am a tax resident of the United States → If you check this box, the Declaration of Tax Residence (Self-Certification) - Individual (FRA1737A) is mandatrory	☐ I am a tax resident of the United States → If you check this box, the Declaration of Tax Residence (Self-Certification) - Individual (FRA1737A) is mandatrory

E – Policyowner(s) identity verification (applicable to a conversion towards a whole life insurance and universal life insurance)

The financial security advisor / representative must:

- verify the identity of each policyowner (required by the Proceeds of Crime (Money Laundering) and Terrorist Financing Act);
- review the applicable document indicated below for that person (must be a government issued photo identification document). In Quebec, you are not allowed to request the client's Health Card, but you can accept it only if the client offers it to you. In the provinces of Ontario, Manitoba, Nova Scotia and Prince Edward Island, the use of a Health Card for identification purposes is prohibited;
- indicate, for each person, which of the required documents has been reviewed, its number, its expiration date and jurisdiction. The identifying document must be an unexpired original. If the document is "Other photo identification document admissible by Law", please specify the type of document verified.

Policyowner 1	Policyowner 2
Name of the policyowner (as appearing on the document)	Name of the policyowner (as appearing on the document)
Principal business or detailed occupation and field of activity (if retired, indicate the last profession and work field)	Principal business or detailed occupation and field of activity (if retired, indicate the last profession and work field)
Is the policyowner a canadian citizen or a permanent resident (holds a permanent resident card)?	Is the policyowner a canadian citizen or a permanent resident (holds a permanent resident card)?
☐ Yes ☐ No	☐ Yes ☐ No
The policyowner must be a canadian resident.	The policyowner must be a canadian resident.
☐ Driver's licence ☐ Passport ☐ Citizenship card with photo	☐ Driver's licence ☐ Passport ☐ Citizenship card with photo
☐ Other photo identification document admissible by Law (specify):	Other photo identification document admissible by Law (specify):
Document number Jurisdiction	Document number Jurisdiction
[Y , Y , Y , Y M , M D , D]	Y
Document expiration date SIN*	Document expiration date SIN*

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^{*} Social Insurance Number (SIN) required for tax purposes (applicable for whole life and universal life insurance products); not required when the policyowner is a corporation or another type of entity.

F – **Third party determination** (applicable to a conversion towards a whole life insurance and universal life insurance)

In accordance with the *Proceeds of Crime (Money Laundering) and Terrorist Financing Act* and its regulations, the financial security advisor / representative must make reasonable efforts to determine, with regard to the present application, if the policyowner(s) is (are) acting on behalf of a third party (individual, company or other type of entity).

When you must determine whether a "third party" is involved, it is not about who "owns" the money, but rather about who gives instructions to deal with the money. If the individual in front of you is acting on someone else's instructions, that someone else is the third party. For the purposes of third party determination, employees acting on behalf of their employers are considered to be acting on behalf of a third party.

When the premium payer is a different person or entity than the policyowner(s), the payer is considered a third party and the section below must be completed.

Is (are) the policyowner(s) acting on behalf of a third party (individual, company or other type of entity) or is there a third party to this contract?
☐ Yes → complete the "Third party identification" section below.
□ No
☐ It is impossible to determine whether the policyowner(s) is (are) acting on behalf of a third party, but I have reasonable grounds to believe that he/she (they) is (are) → complete the "Third party identification" section below.
Is the person or entity paying the premiums/amounts in the insurance contract different from the policyowner(s)?
☐ Yes → complete the "Third party identification" section below.
□ No
Third party identification (if applicable)
Y , Y , Y , M , M D , D
Name of the third party Date of birth (if third party is an individual)
Full permanent address of the third party
Tail permanent address of the tillia party
Principal business or detailed occupation and field of activity (if retired, indicate the last profession) Relationship between the third party and the policyowner(s)
If the third party is a corporation or other type of entity:
Business number Place of issuance of its certificate of constitution
If you cannot obtain the above-mentioned information on the third party, please provide the reasons in the space below:
If you cannot determine if the policyowner is acting on behalf of a third party, but have reasonable grounds to suspect that he is, please provide the reasons in the space below
G – Purpose of insurance (applicable to a conversion towards a whole life insurance and universal life insurance)
G1 – Personal insurance
☐ Income / Loan protection ☐ Estate conservation ☐ Charitable donations
G2 – Business insurance
☐ Buy / sell agreement ☐ Collateral loan (specify the amount: \$
☐ Key person protection ☐ Other (specify):

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H – Signatures If there is more than one policyowner on the policy for which a change is being requested, EACH policyowner must sign this section.

I (we) ask SSQ Insurance Company inc./SSQ, Life Insurance Company inc. to change the policy mentioned in section A of this form, based on the information provided in said form. This form is deemed to form part of the insurance contract between the policyowner(s) and SSQ Insurance Company inc./SSQ, Life Insurance Company inc. The change(s) will take effect on the date SSQ Insurance Company inc./SSQ, Life Insurance Company inc.

II (we) agree that I (we) received the advisor's explanations concerning the possibility of a tax rule change that certain changes, which require evidence of insurability, may cause, if any. As such, the entire policy could be subject to the tax rules in effect as of January 1st 2017, if it is not already the case.

I (we) declare that the information provided on the Declaration of Tax Residence section is correct and complete and agree to provide SSQ Insurance Company inc./SSQ, Life Insurance Company inc. with a new tax residence declaration within 30 days of any change in circumstances that causes the information on this form to be incomplete or inaccurate.

	this	day of	of year
Signed at (city and province)	Date	duy or	or year
x	<u>X</u>		
Signature of policyowner 1	Sign	ature of policyowner 2	
x	X		
Signature of the policyowner(s) for the payment of the u	niversal life change fees from the accumu	ulate funds	
x	X		
Signature of the irrevocable beneficiary(ies) of original po	plicy		
If the policyowner(s) is a company (are companie	s) or other entity (entities):		
	X		
Name and title of authorized signatory	Sign	ature	
	X		
Name and title of authorized signatory	Sign	ature	

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I – Financial security a	dvisor's / representative's report		
I1 – Information about fi	nancial security advisor / representative		
	s necessary for this form to be processed and for	commissions to be	paid.
Name of service advisor (in o	capital letters)	Agency	Code of financial security advisor / representative
Share % (multiples of 5%)	Telephone number		
Name of other advisor shari	ng commission (if applicable) (in capital letters)	Agency	Code of financial security advisor / representative
Share % (multiples of 5%)	Telephone number		
Name of other advisor shari	ng commission (if applicable) (in capital letters)	Agency	Code of financial security advisor / representative
Share % (multiples of 5%)	Telephone number		
12 — Signatura of financia	al security advisor / representative		
-	n "Advisor Disclosure Statement" to the policyowner(s) di	sclosing the following	1.
•	companies I represent at this moment;	sciosing the following	·
that I will receive compensatethat I may receive additional	cion such as commissions for the sale of life and critical illicompensation in the form of bonuses, conference prograufilict of interest that I may have with respect to this transa	ms or other incentives	
-	nce for the territory where this form has been signed.		
I hereby declare that all informa	ition in this form is true and complete to the best of my kr	nowledge.	
Third party determination (applicable only to a conversion towards whole life insuran	ice and universal life i	insurance)
In accordance with the <i>Proceed</i> .	s of Crime (Money Laundering) and Terrorist Financing Act		have made reasonable efforts to determine if the policyowner(s) is (are
acting on behalf of a third party			
Name of financial security advis	or / representative (in capital letters)		
X Signature of financial security a	dvisor / representative (in capital letters)		
Date Y Y Y Y Y M M	D , D		
Comments and details	of financial security advisor / representa	ative	
	or manetal security autisor, represent		

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