# RSP • INVESTMENT ACCOUNT • RIF APPLICATION



# RSP · INVESTMENT ACCOUNT · RIF

# **New Account Application**



For investment planning advice or assistance filling out this form, call: 1.800.561.9401 or 416.296.9401

Annuity Contract Issued By: Sun Life Assurance Company of Canada

Please return the completed form to: CDSPI, 2005 Sheppard Ave East, Suite 500, Toronto, ON M2J 5B4

E-mail: investment@cdspi.com

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SHADED AREAS FOR OFFICE USE ONLY.					
PLAN SPONSOR DATA: Name of Plan Sponsor: CDSPI Group Annuity Policy No: ☐ 62462-G ☐ 62619-G ☐ 62463-G					
SECTION 1 ACCOUNT TYPE DESIRED					
Choose <u>one</u> only from the following:					
RSP (Personal) RSP (Spousal) RSP (Locked-In)*					
<ul> <li>□ Investment Account (Non-Registered)</li> <li>□ Joint Investment Account (Non-Registered)</li> </ul>					
<ul> <li>□ RIF (Personal)</li> <li>□ RIF (Spousal)</li> <li>□ RIF (Locked-In)*</li> <li>□ LIF (Life Income Fund)</li> <li>□ Prescribed Retirement Income Fund (Saskatchewan and Manitoba only)*</li> </ul>					
* Additional forms required. Contact CDSPI Investment Services.					
<b>Note:</b> Depending on which Plan you are applying for, some sections of this application do not need to be completed. Please refer to the notes at the top of each section.					

(OFFICE USE ONLY) PLAN #:

SECTION 2 APPLICANT ELIGIBILITY					
Complete one of A, B or C.	Complete one of A, B or C.				
A. □ Dentist □ Member of Provincial/Territorial Dental Association* * Excluding the ACDQ in Quebec.					
OR Unique Number					
☐ Member of CDAUnique Number					
☐ Eligible Family Member <sup>†</sup> of Eligible Dentist  Name of Dentist					
Specify Relationship to Dentist					
OR  B.  Hygienist   Certified Dental Assistant   Other Employee   Eligible Family Member <sup>†</sup> of   Hygienist, Dental Assistant   or Employee					
Name of Hygienist, Dental Assistant or Employee:					
Last Name First Name	Initial(s)				
Specify Relationship					
OR C. ☐ Association Staff ☐ Eligible Family Member¹ of Association Staff  Name of Association Staff Member:					
Last Name First Name	Initial(s)				
Specify Relationship					

<sup>&</sup>lt;sup>†</sup> Eligible Family Members of an eligible participant include his or her spouse (or common law or same-sex partner), children, parents, brothers, sisters, grandchildren, grandparents and in-laws.

# **SECTION 3** APPLICANT INFORMATION A. Title (check one): □ Dr. □ Mr. □ Mrs. □ Miss □ Ms. Name. Last Name First Name Initials **B. Gender** □ Male □ Female C. Date of Birth Month **D. Occupation** (if not shown in Section 2) \_ E. Social Insurance Number **F.** Mailing Address (check one): ☐ Home ☐ Business Street Number and Name, Apartment or Suite Province Postal Code G. Home Telephone No. ( H. Business Telephone No. (\_\_\_\_\_) I. E-Mail Address J. Fax No. (\_\_\_\_

#### **SECTION 4** ADDITIONAL INDIVIDUAL INFORMATION

#### (Complete only for Spousal RSP or Joint Investment Account)

ľ	ombiere om a shoreat was of rolling macatilicing account.				
A.	Individual: Information below is for (check one):				
	☐ Contributor to Spousal RSP☐ Second applicant for Joint Investment Account				
	Ownership Type (Joint Investment Account only):  ☐ Joint with Right of Survivorship (not applicable in Quebec) ☐ Joint Tenants in Common				
	Signing Authorization (Joint Investment Account only): ☐ Both to sign ☐ Either/Or to sign				
В.					
	Name Last Name First Name Initial(s)				
C.	<b>Gender</b> □ Male □ Female				
D.	Day Month Year				
E.	. Occupation				
F.	Social Insurance Number				
G.	Street Number and Name, Apartment or Suite				
	City Province Postal Code				
Н.	Home Telephone No. (				
ı.	Business Telephone No. ()				
J.	E-Mail Address				
K.	Fax No. (				

## **SECTION 5** THIRD PARTY DETERMINATION

A.	Will this account be used by or on beha  ☐ No ☐ Yes	alf of a <u>t</u>	<u>hird par</u>	<u>ty**?</u>	
В.	B. If "Yes", you must complete and sign a Third Party Statement. Please contact us to obtain this form.				
	A third party is <u>not</u> an account holder, but an individual ount <u>or</u> receive financial benefit from it.	, company	or other er	tity that will use th	е
	comply with anti-money laundering laws swer to this question is required to prod				n
	SECTION 6 APPLICANT(S) SER	VICE P	REFER	ENCES	
A.	Language Preference (check one):	auliaaut	la!	nt Annlinant*	
•	English French	oplicant	JOI	nt Applicant*	
В.	(check if selecting English language preferred)  I, the Participant, require that this application and documents issued thereunder be drawn up in English and that future communications relating to my participation in the Plan be in English.				
	A	oplicant	Joi	nt Applicant*	
C. Instructions: I hereby authorize and direct CDSPI and CDSPI Advisory Services Inc. to accept instructions given by me to staff of CDSPI and CDSPI Advisory Services Inc. by phone, Internet and/or facsimile.					
•	No Yes (if "Yes" provide signature and date)	oplicant	Joi	nt Applicant*	
<b>Q</b>					
App	llicant Signature (required)	Day	Month	Year	
<b>Q</b>					
Joir	nt Applicant Signature (required if joint account)	Day	Month	Year	
D.	<b>Additional Access:</b> I wish another individuaccount.	dual to h	ave acc	ess to my	
•	No Yes <sup>†</sup>	oplicant	Joi	nt Applicant*	
* Jo	* Joint application information is only required if this application is for a Joint Investment Account.				

# **SECTION 7** APPLICANT(S) FINANCIAL INFORMATION

(This "Know Your Client" information is used to help tailor your investment strategy)

<b>A. Investment Knowledge</b> (check <u>one</u> for each applicant*):				
	Applicant	Joint Applicant*		
<ul> <li>Low (I am just beginning to learn about markets and investments)</li> </ul>				
<ul> <li>Modest (I have some familiarity with markets and investments,</li> </ul>				
but not any in-depth knowledge)				
<ul> <li>Average (I am familiar with the variou types of investments and their relative risk profiles. I am comfortable selection investment funds)</li> </ul>	9			
<ul> <li>High (I am very knowledgeable about the markets and types of investment available. I am very comfortable assembling my own portfolio)</li> </ul>				
B. Approximate Personal Net Worth (ch	eck <u>one</u> for e	each applicant*):		
	<b>Applicant</b>	Joint Applicant*		
<ul> <li>under \$25,000</li> </ul>				
<ul> <li>\$25,000 to \$49,999</li> </ul>				
• \$50,000 to \$99,999				
• \$100,000 to \$199,999				
• \$200,000 to \$500,000		_		
• over \$500,000				
C. Annual Income (check one for each a				
	Applicant	Joint Applicant*		
• under \$25,000				
• \$25,000 to \$49,999		Ш		
• \$50,000 to \$74,999				
• \$75,000 to \$125,000				
<ul><li>over \$125,000</li></ul>				
* Joint applicant information is only required if this application is for a Joint Investment Account.				
(OFFICE USE ONLY) INVESTMENT PROFILE: Risk Tolerance (as a percentage totaling 100%): High Medium%				
Time Horizon (choose one):		less than 1 Year 1 to 3 Years 3 to 7 Years greater than 7 Years		

<sup>&</sup>lt;sup>†</sup> If you wish another individual to have total access you must fill out and return a Power of Attorney form along with this application. If you wish them to only have access for authorizing transfers between investment funds, you must fill out and return an Investment Fund Transfer Authorization. These forms are available by phoning CDSPI or at www.cdspi.com.

# SECTION 8 BENEFICIARY DESIGNATION

As beneficiary for benefits due on my death, I, the Participant, revoke available for the beneficiary designations desired, please check here including percentage distribution and multiple beneficiaries):	, , ,	•	•
mending percentage distribution and mantiple beneficialies).		Proportion	
A			☐ Revocable ☐ Irrevocable
Beneficiary's Name	Relationship to Participant	%	□ inevocable
Contingent Beneficiary's Name (for the above proportion)*	Relationship to Participant		
<b>B</b>			☐ Revocable
Beneficiary's Name	Relationship to Participant	%	□ IIIevocable
Contingent Beneficiary's Name (for the above proportion)*	Relationship to Participant	÷	
*If the beneficiary predeceases the Participant, the contingent benefic of the benefits due upon death.	ciary, if still alive at the death of the Participant, sha	II receive the sp	ecified proportion
Important Notes:			
If the beneficiary designation is revocable, the Participant can change	the beneficiary without the beneficiary's consent.		
If the beneficiary designation is irrevocable, the beneficiary's written c designation or to make redemption requests.	onsent is required in order for the Participant to ma	ke any change i	n the beneficiary
Where Quebec law applies, a spouse (married or civil union) beneficia	ry is irrevocable unless you make the designation re	evocable by chec	king here: 🗆
For RIF/LIF/PRIF applications; any Participant with a living spous	se must name the spouse as beneficiary and also co	mplete Section	11 (G).
The following Caution is required by Manitoba law. It may also apply in	n other jurisdictions.		
CAUTION: Your designation of a beneficiary by means of a designation	form will not be changed or revoked automatically I	oy any future ma	rriage or divorce.

Should you wish to change or revoke your beneficiary in the event of a future marriage or divorce, you will have to do so by means of a new designation.

SECTION 9 "IN TRUST FOR" BENEFICIARY	SECTION 11 RIF/LIF/LRIF/PRIF PAYMENT INFORMATION
(Complete only for "in trust for" Investment Account)	(Complete <i>only</i> for the above plans)
A. Title (check one): □ Dr. □ Mr. □ Mrs. □ Miss □ Ms.	A. Schedule of Payments (check one):
Name	☐ Minimum Payment
Last Name First Name Initial(s)	☐ Level Payments of \$ ☐ Maximum Payment (for LIF/LRIF only)
B. Social Insurance Number	☐ Indexed Payments
C. Date of Birth	B. Payment Mode (check one):  ☐ Monthly ☐ Quarterly ☐ Semi-Annual ☐ Annual
(0	C. First Payment Date
(OFFICE USE ONLY) TRUST DOCUMENT PROVIDED:  ☐ CDSPI Trust Document ☐ other Trust Document	D. Minimum Payment to be based on (check one):
	☐ My age OR ☐ The age of my younger spouse*:
SECTION 10 ASSET ALLOCATION	Spouse's
A. Form of initial contribution (check one):	Name Last Name First Name Initial(s)
☐ Deposit ☐ Transfer of Registered Investments (T2033/T2151) ☐ Transfer of Non-Registered Investments	Spouse's Date of Birth  Day Month Year
<b>B. Invest my contribution as indicated</b> (If listing Guaranteed Funds please specify term (1 to 5 years). Please refer to the CDSPI Fund Descriptions	* Once this selection has been made, you cannot change it in the future even in the event of separation, divorce or the death of your spouse.
sheet or visit www.cdspi.com for a list of CDSPI Funds.):	E. Take my payments from the following funds:
Investment Fund Name Amount or Percentage	Investment Fund Name Amount or Percentage
1\$%	1\$%
2\$%	2
3\$%	3\$%
4\$%	4\$%
5	5\$%
6	6
7\$%	7\$%
8	8
(please make cheque payable to CDSPI) Total \$%	Total \$%
	F. Destination of Payment Payments will be:
	☐ Mailed to Applicant address (same as under Section 3(F))
	□ Directly deposited into your Bank Account (please attach a blank cheque marked "VOID")
	Financial Institution
	<del></del>
	Institution No. (must be 3 digits):
	Transit No. (must be 5 digits):
	Canadian Dollar Account No. (up to 11 digits):
	<ul> <li>G. If you have designated your spouse as Beneficiary in Section 8,</li> <li>check if you would like your spouse to receive:</li> <li>□ a death benefit in lieu of continuing payments</li> <li>OR</li> </ul>
	a continuation of periodic payments as a subsequent Participant

Spouse's Social Insurance Number

#### **SECTION 12** PRE-AUTHORIZED CHEQUING (PAC) AGREEMENT

(Optional: for automatic contributions. Not available for RIF/LIF/LRIF/PRIF plans)

LK	IF/PRIF plans)			
A.	Account to be debited is (choose one):  Personal Name(s) on the Account:  Business Business Name on the Account:			
	Financial Institution			
	Institution No. (must be 3 digits):			
	Transit No. (must be 5 digits):			
	Canadian Dollar Account No. (up to 11 digits):			
Ple	ease attach a blank cheque marked "VOID".			
	Deductions Please deduct a contribution of \$			
	☐ Weekly on the 7th, 14th, 21st and 28th of the month ☐ Semi-Monthly — ☐ 1st and 15th OR ☐ 15th and 28th			
	$\square$ Monthly on the day of the month			
	and invest it into the Fund(s) indicated in Section 10. (Note: the 29th, 30th and 31st are not allowed as PAC withdrawal dates. If the date is not specified, the automatic withdrawal will be made once a month on the 1st day of the month.)			
C.	Starting on Day Month Year			
D.	D. Authorization: I/We hereby authorize CDSPI and the financial institution designated above to begin deductions against the account specified. (This agreement must be signed by all persons whose signature is required to sign on the above account.) This authorization will remain in effect until CDSPI receives written notice (at least 48 hours prior to next scheduled payment date) to cancel the agreement			
	I/we may obtain more information about my/our right to cancel a pre-authorized chequing agreement at my/our financial institution or by visiting www.cdnpay.ca.			
	I/we have certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any debit that is not authorized or is not consistent with this Agreement. To obtain more information about these recourse rights, I/we may contact my/our financial institution or visit www.cdnpay.ca.			
•				
	gnature of Bank Account Holder Day Month Year quired)			

**Signature of Joint Bank Account Holder** 

(required if joint bank account)

Day

Month

Year

#### **SECTION 13** NOTICE ON PRIVACY AND CONFIDENTIALITY

CDSPI and CDSPI Advisory Services Inc. collect, use and disclose your personal information on this application for purposes that include: determining your eligibility for our plans; administering and providing investment and financial services to you; protecting against fraud, errors or misrepresentations; meeting legal, regulatory or contractual requirements; marketing and to advise you of other related products and services. We limit access to your personal information in our files to our employees, authorized agents and third-party service providers, and to any other person you authorize or as authorized by law. These people, organizations and service providers may be in countries outside Canada, so your personal information may be subject to the laws of those countries. You may request to review the personal information your file contains and make corrections by sending a written request to: CDSPI,Attn:The Chief Privacy Officer, 2005 Sheppard Ave East, Suite 500, Toronto, ON M2J 5B4. To find out more about our privacy practices, visit www.cdspi.com/privacy.

#### **SECTION 14** APPLICATION AND AUTHORIZATION

I/we hereby apply for a Group Fund (RSP or Spousal RSP or Individual Investment Account (Non-Registered) or Joint Investment Account (Non-Registered) or RIF or LIF or LRIF or PRIF) as designated above in Section 1 (the "Plan") to be established under the terms of the Group Annuity Policy issued by Sun Life Assurance Company of Canada ("Sun Life").

I/we apply for this Investment Program and appoint the Program Sponsor, CDSPI and its affiliate, CDSPI Advisory Services Inc., to act as my/our agent under the terms of the Program.

If I am applying for a registered account, I request that Sun Life apply for registration of the RSP as an RRSP or the RIF or LIF or LRIF or PRIF as a RRIF under the *Income Tax Act (Canada)* and, if applicable, under the Quebec Taxation Act and with other provincial governmental authorities as required.

If the Plan is a joint account in the Investment Account, each of the undersigned authorizes Sun Life to accept any direction with respect to this account from any joint account holder named in this application. Each joint account participant is the joint owner, with rights of survivorship, of all funds held under our names under Group Annuity Policy No. 62619-G and is permitted, without evidence of consent from the other joint owner, to authorize all transactions, including, but not limited to, change in investment selection, withdrawal of funds and/or closing of the account.

I/we acknowledge that: (i) CDSPI shall remit my/our contributions to Sun Life to be applied in accordance with the Plan; (ii) My/our contributions and income earned in the Plan shall be invested and paid to me/us as indicated above, or as subsequently directed by me/us in writing from time to time; (iii) I/we am/are aware that all payments received by me/us under the Plan if it is a registered one shall be subject to income tax in the year in which I/we receive them; (iv) To the extent permitted by law, I/we reserve the right to alter or revoke the beneficiary designation.

I/we acknowledge that it is **solely my responsibility** (and **not** the responsibility of any other person or organization including CDSPI, CDSPI Advisory Services Inc. or Sun Life) to, where applicable, make all investment decisions concerning my/our account, determine the amount of my maximum allowable contribution, and be aware of the tax consequences with respect to excess amounts contributed for any given year (if the plan is an RRSP) as defined in the *Income Tax Act (Canada)* and other applicable legislation.

I acknowledge that, if I have transferred into my Plan any amounts which originate from a pension plan and which are subject to locking-in requirements applicable to pension plans, I will not be able to receive those amounts in cash and any new registered retirement savings plan established with the Plan funds will have to continue to lock in those amounts. I also acknowledge that, if I have a spouse when I die, the law may stipulate that the death benefit from my locked-in Plan be paid to my spouse, whether or not my spouse is my designated beneficiary. Depending on the jurisdiction under which my Plan is governed, this may not apply if I am living separate and apart from my spouse on the date of my death. I am aware that if I wish to name my spouse as my beneficiary, I should complete the Beneficiary Designation in Section 8.

**Continued on page 7** 

If this application is for an account held in trust, each of the trustees has signed this application and each of the undersigned trustees authorizes Sun Life, CDSPI and/or CDSPI Advisory Services Inc. to accept any direction with respect to this account from any trustee named in this application or, in the case of a change in trustee(s), named in a written notice given to CDSPI, CDSPI Advisory Services Inc. or Sun Life by a trustee or a successor trustee. CDSPI, CDSPI Advisory Services Inc. and Sun Life are not required (unless required by anti-money laundering legislation) to inquire into the authority of any person named as a trustee in CDSPI's records to give directions with respect to the account, including without limitation, directions to complete transactions, make changes in investment selection, withdraw funds, close the account or make changes to the trustee(s) named in CDSPI's records.

I/we agree to be bound by the terms of the Plan. I/we certify that the information given in this application is true and complete and that Sun Life, CDSPI and CDSPI Advisory Services Inc. may rely on that information until the undersigned give(s) written notice of any significant changes.

By submitting the Program application, I/we authorize CDSPI, CDSPI Advisory Services Inc. and their affiliates to exchange and use personal information about me/us for the purpose of performing investment-related services, including account and plan administration on my/our behalf, and for the purpose of providing to me/us reports, statements and information on financial products and services. I/we also authorize Sun Life and its affiliates to obtain, use and transmit to CDSPI and CDSPI Advisory Services Inc. personal information about me/us for the purpose of plan administration.

I/we acknowledge having read and confirm my/our agreement with the Notice on Privacy and Confidentiality.

I/we consent to the use of my/our Social Insurance Number to complete the government information requirements as required by the Canada Revenue Agency or other governmental authorities, but not to its use for identification purposes related to the Plan.

I/we acknowledge that non-payment of the annual provincial or territorial association membership fee (in Quebec, the CDA membership fee) by the eligible dentist specified in Section 2 (where applicable) will prevent me/us from making any new investments in the plans of the Program until that membership fee has been paid.

		Ι,		
Signature of Applicant (required) or Trustee (if account held in trust)	Day	Month	Year	
0		T	111	
Signature of Joint Applicant (required if joint account) or Trustee (if account held in trust)	Day	Month	Year	
Signed at City			Province	
(OFFICE USE ONLY) ACCEPTANCE CONFIRMATION OF ACCEPTANCE OF APPLICATION				
Per(Authorized signature)	Day	Month	 Year	

# **IDENTIFICATION FORM**

CDSPI Advisory Services Inc. is required to confirm the identity of applicants opening accounts. This compliance requirement relates to the federal government's **Proceeds of Crime (Money Laundering) and Terrorist Financing Act**.

Applicants are required to provide CDSPI Advisory Services Inc. with a copy of an acceptable identification document, along with the signed declaration of a guarantor. You can use the form on the following page when providing this information.

### **INSTRUCTIONS**

- 1. As the applicant, you complete Section 1 on the following page, and affix a legible photocopy of an "acceptable identification document" (see notes below).
- 2. Your guarantor completes Sections 2 and 3.
- 3. Send the completed form to CDSPI Advisory Services Inc. via regular mail

#### **NOTES**

#### **Acceptable Identification Documents**

For identification requirements, a copy of an original, legible and <u>unexpired</u> government-issued (federal, provincial or territorial) identification document which has a unique identifier (such as a card number) is required. The identification document does not have to include a photograph.

Examples of acceptable identification documents include a:

- · birth certificate
- · driver's licence
- · social insurance number card
- · passport
- · permanent resident card
- · citizenship card
- photo ID card for the provinces of: Alberta,
   British Columbia, Newfoundland and Labrador, Nova Scotia,
   PEI or Saskatchewan
- health card (Note: Health cards issued in Ontario, Manitoba or PEI are not acceptable. Quebec residents are not obliged to provide health cards as a form of identification, but may do so if they choose.)

**Important:** If an identification card (such as a driver's licence) has your signature and/or the expiry date on the back of the card, <u>both sides</u> of the card will need to be reproduced.

#### **Acceptable Guarantors**

A guarantor is a person <u>other than yourself</u> who confirms your identity. Your guarantor must be a person who is engaged in one of the following professions in Canada:

- · dentist
- · medical doctor, pharmacist, chiropractor or optometrist
- · judge, magistrate, lawyer, notary public, notary (in Quebec) or commissioner of oaths
- chartered accountant, accredited public accountant, certified general accountant, certified management accountant or registered public accountant
- · professional engineer (P.Eng. in provinces other than Quebec), engineer (Eng. in Quebec)
- · veterinarian



# **Identification Form**



1.800.561.9401 or 416.296.9401

Please return completed form via regular mail to:

CDSPI, 2005 Sheppard Ave East, Suite 500, Toronto, ON M2J 5B4

Note: The guarantor's original hand-written signature is required, so this form cannot be accepted electronically.

SECTION 1 Applicant Information	
A. Name of Applicant:	B. Applicant's Date of Birth:
Last Name First Name Initial(s)	Day Month Year
Signature	Date signed
SECTION 2 Identification Document (to be completed by Gua	rantor)
Please attach to this form a legible photocopy of the applicant's government-issued identification document.  On the photocopy, please include all of the following (both A and B):	B. Guarantor to sign and date the photocopy (day/month/year).  Important: Please check that you have included all of the above information on the photocopy before mailing to CDSPI.
A. Guarantor to write the following statement on the photocopy:  Declaration: I certify that this is a true copy of the original identification document.	morniation on the photograpy sold o maining to obol in
SECTION 3 Guarantor Information	
A. Name of Guarantor:	E. Type of identification document provided by the applicant (individual being identified):
Last Name First Name Initial(s)	(e.g. driver's licence or passport)
3. Guarantor's Profession:	F. Number of identification document provided by the application (individual being identified):
(e.g. dentist, medical doctor, chartered accountant)	(
C. Guarantor's Address of Permanent Residence:	(e.g. driver's licence or passport number)
Street Number and Name	(OFFICE USE ONLY) CDSPI ID VERIFICATION:
City Province Postal Code	ID TYPE ID NUMBER EXPIRY DATE WHERE ISSUED
D. Guarantor's Daytime Telephone Number:	Per(Authorized signature) Day Month Year
<i>T</i> )	( and a solution ) but