

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, 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 or by fax at 1-866-499-4480.

Signed by the client

- ✓ ADP appointment confirmation, if applicable
- ✓ Application - RSP
- ✓ Application - TFSA, if applicable

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. 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 ⁽¹⁾	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 ⁽²⁾	_____ _____, 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)

FIRM	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.					

INDIVIDUAL	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⁽³⁾

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.	➔ Approach # 1 Please complete the form <i>ADP appointment confirmation</i> .
	Yes. ADP, without electronic contribution remittance.	➔ Approach # 2 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⁽⁴⁾

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 ⁽⁵⁾
Do you wish to order member enrolment material ⁽⁶⁾ ?	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 ⁽⁷⁾	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

Employer-sponsored Retirement Savings Plan (RSP)

Plan name ⁽⁸⁾	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"
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Effective date (YYYY/MM/DD) ⁽⁹⁾	
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Tax-Free Savings Account (TFSA)

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

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	Last name
	First name		
Telephone			
Do all employees have the same plan provisions?	Yes No, the plan holds 2 employment classes with different plan provisions ⁽¹¹⁾ No, the plan holds 3 employment classes with different plan provisions ⁽¹¹⁾		

(11) The employment classes are defined in section 15. The number of employment classes 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)						
Description of eligible employment class						
This employment class is defined as	All Employees					
	Employees who are ⁽¹²⁾ :	Salaried Hourly	Unionized Non unionized	Management Non management	<i>As selected in electronic menu</i> Permanent ⁽¹²⁾	
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;"> Overtime Bonuses Commissions Expense allowances </div>					
Employee required contributions						
None (employees are not required to contribute but may elect to make voluntary contributions ⁽¹³⁾) - 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; margin-top: 5px;"> <div style="margin-right: 10px;"> _____% _____% _____% </div> <div> less than ___ years at least ___ but less than ___ years ___ or more years </div> </div>					
May be withdrawn during employment ⁽¹⁴⁾	Yes	No, unless withdrawals are made under Home Buyer's Plan or Lifelong Learning Plan				
May be directed to a spousal account ⁽¹⁵⁾	Yes	No				

Part B (mandatory) - Plan details

Employer contributions		
None (there are no employer contributions ⁽¹³⁾) - go to section 16		
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 ⁽¹⁴⁾	Yes No, unless withdrawals are made under Home Buyer's Plan or Lifelong Learning Plan	
May be directed to a spousal account ⁽¹⁵⁾	Yes No	

- (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.

16 Number of copies (for kits and summary of main provisions)	English <u> 1 </u>	French <u> 1 </u>
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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	
X		
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 or in its brochure, which can be obtained from your financial advisor, life insurance company or Assuris from 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	
X		
Name (please print)	Signed At	Date (YYYY/MM/DD)
Policy no (to be completed by Standard Life): RS _____		



**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 or in its brochure, which can be obtained from your financial advisor, life insurance company or Assuris from 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	
X		
Name (please print)	Signed At	Date (YYYY/MM/DD)
Policy no (to be completed by Standard Life): RS		

Compensation agreement - Page 1 of 2

1 Definitions	
Standard Life Canada	The Standard Life Assurance Company of Canada
Agent	The compensation payable under the terms of this agreement will be distributed to: <i>Note: must be the same as indicated in the implementation package under section 5 of Part A (mandatory) - Basic information.</i>
General Agent (if any)	I acknowledge having placed this business through my affiliation with the following General Agent: _____
Policyholder	_____ 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. <i>Note: must be the same as indicated in the implementation package under section 2 of Part A (mandatory) - Basic information.</i>
Group Policy	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.
Compensation Year	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. <i>Note: 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.</i>
Asset Transfers	Funds originating from policies or other sources outside Standard Life Canada, which are transferred to the Group Policy.
Effective Date	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.
Regular Premiums	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:	
(a)	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)	The commission payable on Regular Premiums and Asset Transfers 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)