

my money @ work



it's my time to save



Welcome to my money @ work

Millions of Canadians participate in workplace retirement and savings plans. **Now, it's your turn because it's your money and your future.**

Saving at work makes it even easier to attain your goals whether you are just starting your career, midway through it or close to retirement.

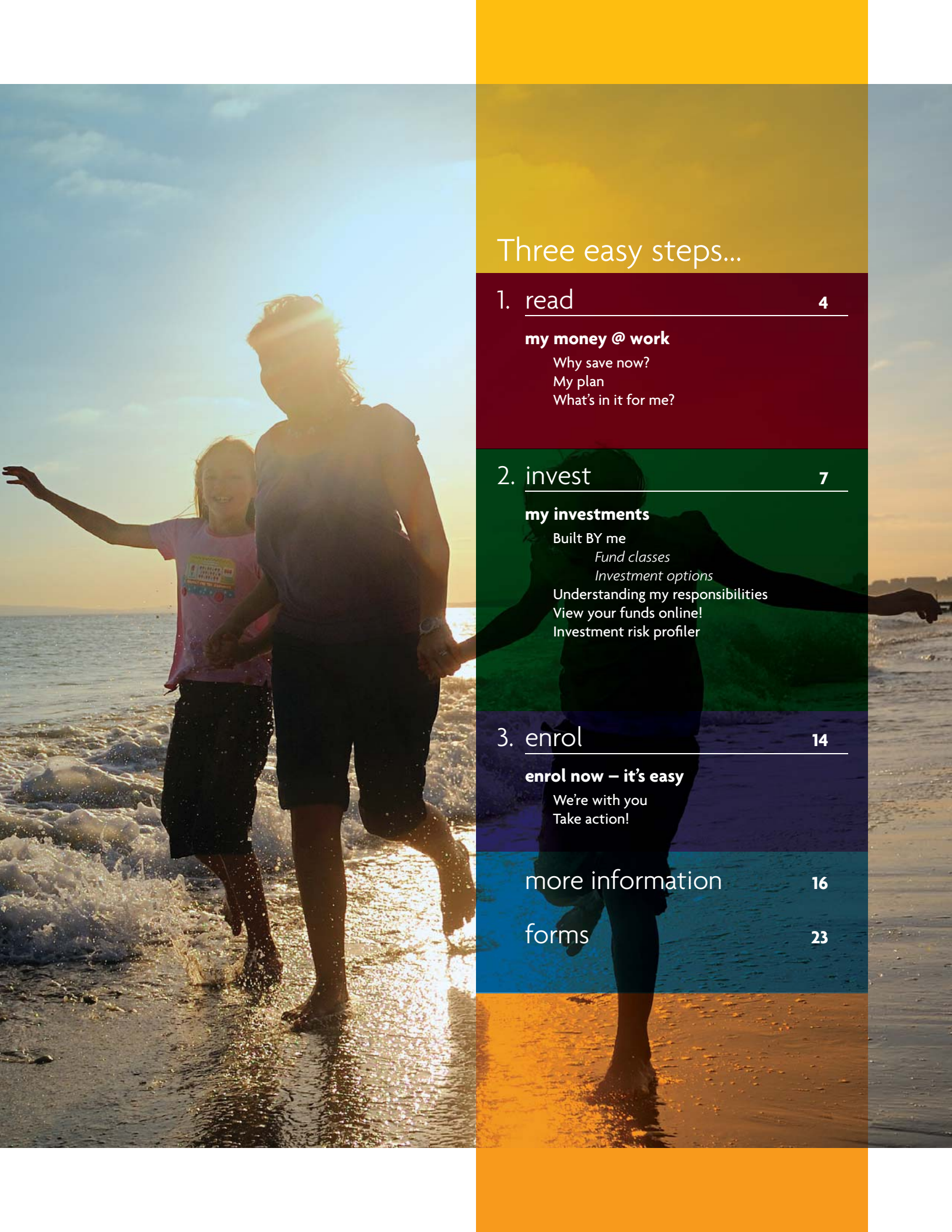
This guide has everything you need – practical information to help you save and enrol in the **St. Francis Xavier University Group Retirement Savings Plan and Tax-Free Savings Account** – with lots of additional information at mysunlife.ca.

So take some time to focus on the financial side of life, and review the information that follows. Investing a little time now can start you on the path to achieving your short-and long-term savings goals.

Remember – being part of the Sun Life Financial community has its advantages. From making the most of your workplace plan to helping you plan for your financial future, **my money @ work** and Sun Life Financial are here for you. All you have to do is take advantage of everything your plan at work offers. For answers to your plan questions, call one of Sun Life Financial's Customer Care Centre representatives at **1-866-733-8612/12** from 8 a.m. to 8 p.m. ET any business day. Service is available in more than 190 languages.



Your plan balances, investment information, financial tools – and everything else related to your plan including this guide – are all online at mysunlife.ca. Your access ID and password are your tickets to a world of information.



Three easy steps...

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my money @ work

There is no better way to save for your future than through your plan @ work. It makes saving and investing easy.

Why save now?



Your future wealth and lifestyle depend on the savings you make today:

- when you save through a registered plan, the benefit of tax-free earnings growth (called compounding) over time is significant; and
- nothing can grow your money like time – saving now rather than saving later can significantly increase the amount of money you have for your future.

Make saving money for your future a priority. Your plan at work is the best place to start.

? DID YOU KNOW?

Saving two dollars a day – one less coffee – can add up to \$3,700 in five years. (This assumes a 4.5 per cent annual rate of return.)



Bill

26, computer analyst, engaged

Retirement is so far away that it's hard for me to see. There are so many other things going on right now that seem much more important: I'm getting married this year and my fiancée and I are looking for our first home. And there's that student loan that I'm trying to pay off... one more year should do it!

My dad keeps telling me that now is the time to start saving – that if I can put aside even \$100 a month, it's going to really help because I've got a long way to go before retiring.

At first I thought even that would be hard to do – my budget is pretty tight. But having it come right off my pay is definitely the easiest way to get it done.

Now I sound like my dad. He says, "You won't even miss it." And as much as I hate to admit it, he's right.

If Bill invested \$100 per month through his workplace plan with an average return of 5.75 per cent (after annual fee), he would have almost \$175,443 by the time he is 65 years old.

My plan

Registered Retirement Savings Plan (RRSP)

An RRSP is a plan to which you contribute (and in some cases your employer contributes) that helps you save for retirement. All contributions made to your RRSP are tax-deductible and all investment earnings are tax-sheltered. You can also contribute to a spousal RRSP on behalf of your spouse.

Tax-Free Savings Account (TFSA)

A TFSA provides you with a multi-purpose savings account in which all investment earnings are tax-free, although contributions are not tax-deductible. You can make contributions each year, up to a certain limit. A TFSA lets you carry forward unused contribution room, and amounts you withdraw can be added back to the available contribution room the following year.

What's in it for me?

Access to information

You can learn about the funds offered under your plan and determine what kind of investor you are by signing in to mysunlife.ca using your company's generic access ID and password (access ID: 04669; password: 259621).

Convenience

Easy to contribute: Payroll deductions make saving easy and ensure that you pay yourself first. You'll be amazed by how much you can save just by making regular contributions.

Easy to access: You have 24-hour access to your account through mysunlife.ca or by phone at 1-866-733-8612. You can also call Sun Life Financial's Customer Care Centre at this number any business day from 8 a.m. to 8 p.m. ET.

More money

Lower management fees: Because of the combined buying power of your employer and Sun Life Financial, you pay fees that are generally lower than what an average person would pay at a bank or mutual fund company for similarly managed funds. When you pay lower fees, more of your hard-earned money is invested and growing for you.

Instant tax savings: If you're contributing to a registered plan (other than a Tax-Free Savings Account) by payroll deduction, your contributions are invested on a before-tax basis – so every cent gets directed to your savings. You won't need to wait until the spring to receive your tax deduction – it happens immediately on each pay.

No fees to transfer between investments: You can transfer money between investments at any time. There is no charge for transfers unless you make a transfer into a fund followed by a transfer out of the same fund within 30 calendar days (called short-term trading).

Your plan is designed to give you a competitive advantage in saving for your future – so make the most of what it has to offer!



DID YOU KNOW?

Living longer – more money. On average, a man who retires at age 65 today can expect to live until age 83. A woman can expect to live until age 86. And that's just the average. Many people are spending 20 to 30 years in retirement. With these expectations for a long retirement, you need to save money now to live and enjoy your later years.



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? DID YOU KNOW?

Lower fees matter! Wherever you invest your money, you pay fees. And all funds in which you invest (other than guaranteed funds) charge annual management fees. These fees reduce the money that you would otherwise have earned. These fees are usually lower when you invest through the ABC. You may not think these lower fees make much of a difference, but you'll be surprised at the impact over the long term.

The table below shows the difference in the total amount you would save under different management fee rates, assuming you invest \$4,000 each year and your plan account earns 5.75 per cent annually before the management fee* reduction.

YEARS OF CONTRIBUTION	TOTAL CONTRIBUTIONS TO YOUR PLAN ACCOUNT	MANAGEMENT FEE*				
		3%	2.5%	2%	1.5%	1%
10 years	\$40,000	\$46,132	\$47,512	\$48,936	\$50,406	\$51,923
20 years	\$80,000	\$105,634	\$112,026	\$118,870	\$126,201	\$134,054
30 years	\$120,000	\$182,379	\$199,625	\$218,814	\$240,176	\$263,972
					\$45,158	

Over a 30-year career, a 0.5 per cent difference in fees (1.5% vs. 2%) means an extra \$21,362 for your long-term savings. And a one per cent difference (1% vs. 2%) adds an extra \$45,158 to your nest egg!

* Assuming fees charged annually at year-end and contributions are made on January 1.

Read the more information section of this guide to learn even more details about the features and benefits of your plan at work.

my investments

Choosing the investments in your plan @ work is an important decision. In a few easy steps, you're on your way.



While saving your money is the first step, investing your savings is important to making your money grow. Invested money earns interest and dividend income, and can generate capital growth, like the growth in the value of a home. These earnings are needed to keep your savings a step ahead of inflation and to ensure you have enough money for your future.



Beth

42, customer service representative, divorced

Life has taken some interesting turns, and I must admit, I'm in a place far different than I would have imagined 10 years ago. But that's okay – my two kids are healthy and I've got a great new job with good benefits.

I do feel like I'm playing "catch-up" when it comes to saving for the future. I've had so many things on my plate during the last several years that I really haven't had time to think about setting money aside. That's why I take advantage of everything that's offered through my plan at work. Investing in the plan through work is a bit like buying wholesale or shopping at the big box stores.

I have to admit, retirement seems like a luxury that I'm not going to be able to afford for a while. But I feel really empowered by the fact that a small part of every pay goes toward building a future that my kids and I can look forward to.

It's never too late to start, but time is your greatest asset when saving for the future. With a 4.25 per cent annual rate of return (5.75 per cent annual rate of return minus 1.5 per cent fund management fee), a 25-year-old who saves \$1,200 a year for 40 years will have \$126,129, and a 45-year-old who saves \$3,000 a year over 20 years will have \$95,584.

Built BY me

Your plan lets you build your own portfolio with funds from a variety of investment fund asset classes.

YOU SHOULD CONSIDER BUILDING YOUR OWN PORTFOLIO IF YOU:

- are comfortable choosing your own investment funds;
- are able to actively manage your portfolio; and
- will monitor and make any needed changes to your portfolio to ensure it continues to reflect your investment goals.

TO BUILD YOUR OWN PORTFOLIO, YOU WILL NEED TO:

1. review the investment fund asset classes;
2. complete the **Investment risk profiler** on page 13;
3. choose and invest in a mix of funds to match the target percentage for each asset class, based on your risk profile/score;
4. review your portfolio regularly, ideally at least once a year, and make any adjustments needed to maintain your target asset mix percentages; and
5. review your risk tolerance at least once each year – or when a major life event occurs. If your risk tolerance has changed, you will need to adjust your mix of funds.

Fund classes



As part of the plan, your employer has chosen a variety of investment funds from the following fund asset classes:

Guaranteed funds: Guaranteed funds are investments offered by insurance companies. They are similar to Guaranteed Investment Certificates, which are offered by banks and trust companies. When you invest in a guaranteed fund, you earn a set rate of interest that is guaranteed for a specific term, and you receive a promise from the insurance company to return your original contribution plus this interest at the end of the agreed upon term, so it is a very low-risk investment. In many plans, there are a variety of terms available.

? DID YOU KNOW?

There are no fees, charges or penalties (other than applicable withdrawal fees) for redeeming your guaranteed funds early. A Market Value Adjustment (MVA) may apply if funds are withdrawn prior to the end of the specific term. If money is withdrawn from a guaranteed fund before the maturity date, Sun Life Financial will calculate the value of the original deposit, plus any compound interest (called the book value). If a MVA applies to early redemption, this amount is then adjusted to reflect any changes in market interest rates (called the market value). The MVA is simply the difference between the market value and the book value.

Money market funds: These invest primarily in short-term investments – under one year – which are issued mostly by the government or high-quality businesses. They are considered liquid investments and earn a low rate of return (compared to other riskier fund classes over long periods).

Bond (fixed income) funds: These invest in bonds issued by governments and corporations. While they have the potential to earn higher returns than money market funds, they are also generally riskier when interest rates change. Bond fund values go down as interest rates go up, and vice versa.

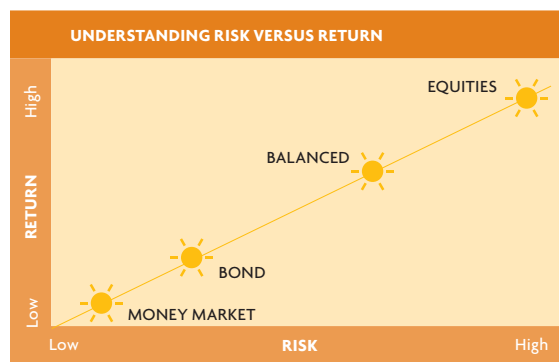
Balanced funds: These invest in a mix of stocks (Canadian and foreign), bonds and cash investments in order to balance risk with the potential for higher returns. Balanced funds tend to be more risky than bond funds but less risky than equity funds.

Equity funds: These invest mainly in stocks. When you buy a stock, you are buying an equity ownership share in a company. Equities tend to be more volatile than other types of investment funds, but have historically provided the best returns. Equity funds will often specialize in different parts of the world, different geographic areas or different economic sectors, or use a particular investment strategy, all of which affect their risk level.

? DID YOU KNOW?

The investment funds in your plan at work are segregated funds. The money invested in segregated funds is held by an insurance company for investment either by the insurance company or by a professional fund manager. Your workplace savings are held in a separate account and are “segregated” from Sun Life Financial’s other assets. The value of your segregated fund assets and their rates of return are not guaranteed.

Risk vs. return



To help you balance your exposure to risk, you can choose from a range of investments, also known as diversification (or not putting all your eggs in one basket). By diversifying, you offset poor performance in some funds with better performance in other funds.



Investment options –built BY me

You can create your own portfolio from the list of funds below, and by selecting a mix of investment funds that match your investment risk profile.

FUND CLASS	FUND NAME	FUND MANAGEMENT FEES*
Guaranteed	SLA 5 Year Guaranteed Fund	N/A
Money market	Sun Life Financial Money Market Segregated Fund	0.31%
Bond (fixed income)	PH&N Bond Segregated Fund	0.43%
	TDAM Canadian Bond Index Segregated Fund	0.37%
Balanced	Fiera Sceptre Balanced Core Pooled Segregated Fund	0.47%
	PH&N Balanced Pension Segregated Fund	0.42%
Canadian equity	PH&N Canadian Equity Plus Pension Segregated Fund	0.44%
	Fiera Sceptre Canadian Equity Pooled Segregated Fund	0.50%
Foreign equity	PH&N Global Equity Segregated Fund	0.49%
	PH&N U.S. Equity Segregated Fund	0.45%

* Fund management fees (FMFs) as at June 30, 2014. The FMFs displayed in this document do not include the applicable sales tax. However, these taxes are charged to your account. Fund management fees include, but are not limited to, investment management fees as well as operating expenses for both the segregated fund and the underlying fund. Investment management fees pay for professional investment managers to select the underlying fund's investments and build the fund's portfolio. These fees also pay for keeping records of your account and member servicing costs. Operating expenses both for the segregated fund and underlying fund, are generally made up of expenses relating to the operation of a fund, including legal, audit, trustee, custodial and safekeeping fees, interest, operating and administrative costs (other than advertising, distribution and promotional expenses), member servicing costs and costs of financial and other reports used by the fund. In some funds, operating expenses also include embedded fees of the underlying fund.

Understanding my responsibilities

You're responsible for making investment decisions for the **St. Francis Xavier University Group Retirement Savings Plan and Tax-Free Savings Account**. We've provided tools and information to help you make these decisions. You should decide if seeking investment or tax advice from a qualified individual makes sense.



After you enrol, you can get detailed information about all of your investment options through Morningstar®, a leading provider of investment news and analysis. Simply sign in to mysunlife.ca using your access ID and password, select **Accounts > Investment performance**.

View your funds online!

You can also view all your investment options online through mysunlife.ca. You have access to detailed information about each fund through **Morningstar®**. You can find information like:

- the fees you pay on each fund;
- the overall fund performance;
- historical rates of return;
- fund manager descriptions;
- the risk level and fund asset class; and
- the underlying makeup of each fund.

To view your up-to-date funds online, sign in to mysunlife.ca using your company's generic access ID (04669) and password (259621). Choose **Investment performance** from the **Accounts** drop-down menu, and then click on each fund.

You can view the fees you pay by selecting **Account fees** from the **Accounts** drop-down menu.

And once you register for your own personal access ID and password, you will also have access to a wealth of tools to help you plan and manage your retirement.

WHAT	DETAILS	WHERE ON MY FINANCIAL CENTRE
Learn about retirement planning and investments	View everyday financial planning videos whenever you want. Topics include things like approaches to investing and setting financial goals.	Resource centre › my learning centre
Determine your tolerance for investment risk	The Asset allocation tool (also known as the Investment risk profiler) will help determine your tolerance for investment risk.	Resource Centre › my money tools › Continue
Envision your retirement	The Retirement planner helps you create a retirement goal and track your progress towards it.	Resource Centre › my money tools › Retirement planner
View your statements online	You can review all of your statements from the past 2 years online.	Accounts › Statements
View RRSP receipts/ Print tax slips	These can be used to complete your tax return when filing electronically.	Requests › Tax slips & RRSP info
Various financial calculators to help answer common financial questions	You have access to a: <ul style="list-style-type: none"> • Withdrawal calculator • Capital gains vs. RRSP tax comparison calculator • Mortgage vs. savings calculator • RRSP loan calculator • Tax calculator for non-residents • Old Age Security (OAS) claw back calculator • Annuity premium calculator • Registered Retirement Income Fund (RRIF) calculator 	Resource centre › my money tools › tools

Investment risk profiler

A quiz that matches your personality to your money.

While growing your money is important, it's equally important that you're able to sleep at night. This tool will help you determine your tolerance for investment risk, and, in turn, help you select the investment options that are right for you. Answer each of the following questions, keeping your objective in mind.

1. Which statement best describes your comfort level with fluctuations in the value of your investments?
 - a. I'd be very upset if my investments dropped in value over any period of time. **1 point**
 - b. I'm willing to accept a lower, more predictable rate of return as long as fluctuations in the value of my investments are small. **10 points**
 - c. I'm willing to accept some fluctuations in the value of my investments as I'm seeking a higher rate of return. **20 points**
 - d. I want the highest rate of return possible, and understand the value of my investments can fluctuate significantly. **30 points**
2. How long will you leave this money invested before you'll need a significant portion of it for your stated objective?
 - a. Less than five years. **1 point**
 - b. Five to 10 years. **10 points**
 - c. Eleven to 20 years. **20 points**
 - d. More than 20 years. **30 points**
3. How likely is it that you'll need access to a large portion of this money earlier than expected? (For example, taking early retirement.)*
 - a. Very likely. **1 point**
 - b. Somewhat likely. **10 points**
 - c. Unlikely. **20 points**
 - d. I won't need access to any of the money in this plan early. **30 points**
4. Which of the following patterns of returns would you be most comfortable with? Assume an initial amount of \$5,000 invested for 10 years.
 - a. Your investment grows without losses to \$8,100. However, in one of the years the value of your portfolio does not increase. **1 point**
 - b. Your investment grows to \$10,100 in year 10, but slightly declines in value in two of the years. **10 points**
 - c. Your investment grows to \$12,400, but significantly declines in value in three of the years and was worth only \$3,500 after the first year. **20 points**

* Early retirement is defined by pension legislation and can vary by jurisdiction.

5. With the four results below, how would you invest \$10,000?
 - a. A guaranteed return of \$500. **1 point**
 - b. The potential of earning \$800 but the risk of earning only \$300. **10 points**
 - c. The potential of earning \$1,200 but the risk of earning nothing. **20 points**
 - d. The potential of earning \$2,500 but the risk of losing \$1,000. **30 points**
6. If your investment dropped in value by 20 per cent in one month, how would you react?
 - a. I'd cash in my investment immediately. **1 point**
 - b. I'd make no changes until the value recovers and then re-evaluate. **10 points**
 - c. I'd do nothing. I understand my investments will fluctuate from day to day, but believe they will grow over the long term. **20 points**
 - d. I'd invest more while the prices are low. **30 points**
7. How would you describe your investing personality?
 - a. I don't like risk and can only tolerate moderate losses. **1 point**
 - b. I'm willing to take some risk and can tolerate one year of poor returns. **10 points**
 - c. I can tolerate more than one year of poor returns. **20 points**
8. Which of the following statements best describes your investment knowledge?
 - a. I'm a novice investor. **1 point**
 - b. I have some knowledge. **10 points**
 - c. I have good working knowledge. **20 points**
 - d. I consider myself an investment pro. **30 points**

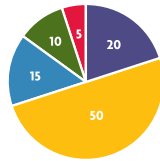
Add up your points for your total score.

My total score is



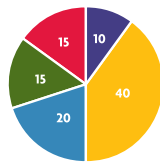
Your risk profile

Match your total score from the **Investment risk profiler** to one of the risk profiles below.



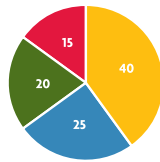
A score of 35 points or less — Conservative

You have a need for a predictable flow of income or have a relatively short investment horizon. Your tolerance for volatility is low and your primary goal is capital preservation.



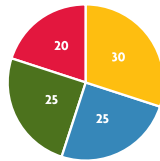
A score of 36 to 85 points — Moderate

You seek a regular flow of income and stability, while generating some capital growth over time. Your tolerance for volatility is moderate and your primary goal is capital preservation with some income.



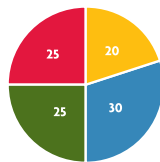
A score of 86 to 145 points — Balanced

You're looking for long-term capital growth and a stream of regular income. You're seeking relatively stable returns, but will accept some volatility. You understand that you can't achieve capital growth without some element of risk.



A score of 146 to 190 points — Growth

You can tolerate relatively high volatility. You realize that, over time, equity markets usually outperform other investments. However, you're not comfortable having all your investments in equities. You're looking for long-term capital growth with some income.



A score of 191 points or over — Aggressive

You can tolerate volatility and significant fluctuations in the value of your investment because you realize that, historically, equities perform better than other types of investments. You're looking for long-term capital growth and are less concerned with shorter-term volatility.

Cash equivalents ■
 Bonds (fixed income) ■
 Canadian equity ■
 U.S. equity ■
 International equity ■



Once you enrol, you can access the **Investment risk profiler** on mysunlife.ca. Simply sign in using your access ID and password then select my financial centre > my money tools > Continue.

enrol now – it's easy

Now that you understand the key features and benefits of your plan @ work and you're familiar with your investment options, it's time to enrol. Get started on your financial future today.

We're with you

Whether you're just starting your career, building a family, getting back on track or planning your retirement, **my money @ work** and Sun Life Financial are with you for the long term. We can show you how to take advantage of everything your plan has to offer and help you plan for tomorrow. From time to time, we'll reach out to you to make sure your savings plan is on track. And when new plans and services become available, you'll be the first to know.

For questions, call 1-866-733-8612 to access Sun Life Financial's automated telephone system 24-hours-a-day, seven-days-a-week or talk to one of our Customer Care Centre representatives any business day from 8 a.m. to 8 p.m. ET. Service is available in more than 190 languages.



Carol

55, account manager, married

I'm so close to retirement that I think about it all the time – I'm trying to understand what it will mean for me – I guess you can say I'm a bit obsessed!

When I retire, I'm planning to spend more time with my family, and lend a hand to our two daughters by helping to look after our grandchildren. I'm really looking forward to spending more time with them and helping my daughters – they're both so busy these days.

My husband and I have always been smart about our money, and now it's paying off. We both have workplace plans and we both take full advantage of every savings opportunity we're offered. The lower management fees really add up over time.

A one per cent difference in your management fees sounds small, but lower fees mean more of your money is working for you by adding thousands of dollars to your nest egg over the years. Take the time to learn all the advantages of your workplace plan.

Take action!

All you need to do is complete the enrolment form(s) located in the **forms** section of this guide and forward it to the address included on the form(s).

To manage your accounts online or by phone, you'll need to register for an access ID and password. To do so, you need an account number, which you'll find in the welcome letter you receive from Sun Life Financial, and your date of birth.

- Refer to your welcome letter for your account number;
- go to mysunlife.ca;
- select **Register now**; and
- follow the instructions provided.



Your plan balances, investment information, financial tools – and everything else related to your plan including this guide – are all online at mysunlife.ca. Your access ID and password are your tickets to a world of information.

more information



Tax-Free Savings Accounts – the advantage is in the name



So what is a group TFSA exactly? It's a savings account, where your money is invested in funds that are available through your workplace retirement and savings plan. Save for short-term goals or build additional retirement savings by contributing up to \$5,500 per year. And here's what else is really great about it:

You're never too old for a TFSA: You won't be forced to take your money out at retirement age. As long as you're 18 or older and a Canadian resident, you can save with a TFSA.

Take money out and replace it later: If you make a withdrawal from your account, you can re-contribute that money later without being taxed. The amount you withdraw gets added to what you're allowed to contribute for the next year.

Know your money is always available to you: There is no waiting period for you to use the money in your account.

Putting money in

Your dollar limit each year for **deposits** is **\$5,500**. This limit will increase with inflation, rounded to the nearest \$500.

Plus – any unused contribution room from **previous** years

Plus – any withdrawal amounts from **previous** years

You won't get a tax deduction for your contribution, but you'll see the rewards when you withdraw tax-free.

- **For example, if you invest \$5,000** per year in 2010, 2011 and 2012, and you **withdraw \$14,000** at the end of 2012, **your contribution room for 2013 would be \$19,500** (the withdrawal amount from previous years – \$14,000 – plus the amount allowed in 2013 – which is \$5,500). That's because amounts withdrawn are added to your TFSA contribution room in the year **following** the year you made the withdrawal. (So if you withdrew money in November 2012, you can re-contribute it to the TFSA in 2013.)

All investment growth (or interest) from your TFSA investments is tax-sheltered permanently. It won't affect your TFSA contribution room now or in the future

You can transfer from a personal TFSA to a group TFSA through work – a direct transfer from one financial institution to another is not considered a withdrawal or contribution and can be completed without a tax penalty.

When you invest in a group TFSA (which is like buying wholesale), you benefit from lower fees when compared to a similar retail fund. This offers a significant savings to plan members over time.

Note: The Canada Revenue Agency (CRA) will impose a one per cent penalty fee for each month that any extra contribution – over your limit – remains in the account.

Taking money out

- you can withdraw funds in a TFSA without being taxed;
- any withdrawals you make create contribution room for future years (meaning the amount can be carried forward in the form of contribution room) and can be replaced in later years without penalty – the amount is simply added to the normal yearly contribution limit;
- spouses or common-law partners can be named as beneficiaries; and
- should you die, the assets in your TFSA can be transferred to your surviving spouse without any impact on his or her contribution room.

WHAT'S IN IT FOR ME?

If you are in your **20s** and starting your career, you can use the TFSA to put aside funds to purchase your first car or home.

If you are in your **30s** with a young family, you can use the TFSA to create an emergency fund.

If you are in your **40s through 60s** you can use the TFSA as another tax-sheltered way to save for your future.

If you are **over the age of 71** you can transfer a portion of your taxable retirement income into a TFSA. Any future income earned will not impact other government-eligible income benefits. The withdrawals won't trigger reductions in Old Age Security benefits or the Guaranteed Income Supplement.

Julie saves \$5,500 each year in her TFSA and pays no tax on any investment growth.

In five years, she withdraws her full account balance tax-free and uses it as a down-payment on a house.

benefits to her plan:

- she doesn't have a withdrawal limit or repayment schedule; and
- she can re-deposit her entire withdrawal amount into her TFSA in the future.

Paul withdraws \$20,000 tax-free from his TFSA to renovate his home. Paul will be able to re-contribute the \$20,000 when he has spare cash in the future.

Paul's re-contribution will not affect his annual contribution room when he makes it. He can still contribute \$5,500 for that year, tax-sheltered, in addition to his re-contribution.

benefits to his plan:

- since withdrawal is tax-free, he can withdraw less and still cover the cost of the renovation (compared to an RRSP, where he would have needed to withdraw more to pay tax and renovate); and
- he loses no contribution room (unlike with an RRSP).

Lina makes contributions to her RRSP that maximizes the match she receives from her employer, but has a bit more money she'd like to save.

The TFSA offers another way to tax-shelter her investment and provides additional flexibility for how she may choose to use these savings in the future.

The flexibility to withdraw it at any time comes in handy five years later, when she decides to help her daughter open a small business.

benefits to her plan:

- even if she uses all her RRSP contribution room each year, she can still tax-shelter additional savings (and their investment growth!) through the TFSA; and
- she accelerates savings for retirement or for a large purchase at or before retirement.

Frank and Evelyn are living comfortably on Frank's pension. They would like to spend their winters in Florida.

They can each save \$5,500 in their TFSAs every year for their trip south, and they can continue to do so throughout their retirement years.

benefits to their plan:

- they can tax-shelter any growth they earn on their investments;
- they can focus on specific savings goals; and
- they can do all this while receiving federal income-tested benefits (e.g. Old Age Security).

You're responsible for keeping track of your account!

Sign up for the CRA service called **My Account for Individuals** and you can check your available contribution room for the year online (www.cra.gc.ca).

For more details...

Call Sun Life Financial's Customer Care Centre any business day from 8 a.m. to 8 p.m. ET. Service is available in more than 190 languages.

Group RRSPs advantages – too many to count



Start-up is easy. A \$25 contribution is all you need to start investing. And, if applicable under your plan, you can make lump sum contributions or transfer money from another financial institution at any time.

You can save without thinking about it. Contributions can be made through payroll deduction (if applicable under your plan). You sock it away right from your pay.

You get a tax break as soon as you contribute. All contributions you make to your RRSP reduce the income tax you pay up front. And if you can contribute through payroll deduction your contributions are invested before tax is taken from your income, therefore your net pay would only be reduced by \$15 when you make a \$25 contribution (assuming a 40 per cent tax bracket).

As long as you're saving, you're free from tax. Investment earnings grow tax-free until you withdraw them.

Your funds are managed for less. When you buy in bulk, you get a better deal. The same concept applies to a group RRSP. When a large group of plan members choose from the same list of funds, Sun Life Financial and your company can negotiate competitive fund management fees.

Quality management and competitive investments. Carefully chosen investment options are available from a variety of top fund managers with a selection of styles to suit you.

Consolidation options simplify your investing. Move any other registered savings (locked-in or non-locked-in) into your group RRSP at any time (if allowed by your plan). This helps you manage all of your investments in one place and keeps your management fees low.

Your planning is supported by excellent tools. As a plan member, you have access to a wealth of financial and retirement planning tools on mysunlife.ca. You can also read all kinds of information and check out webcasts on various financial topics for all stages of planning.

Enjoy superior services and support. You have access to the Plan Member Services website, Automated Telephone System or the Customer Care Centre for account information, monitoring and transactions. You also get regular updates through your member statements, newsletters and reference materials. When we say we're here to help, we mean it.

Contribute on behalf of your spouse. You may have access to a spousal RRSP through your plan. The biggest advantage in contributing to a spousal RRSP is that you can split retirement income between you and your spouse.

Top up your RRSP. Want to beat the yearly tax deadline? You can top up your RRSP.

WHAT ELSE?

Keep track of your contribution limit

It's your responsibility to stay within Canada Revenue Agency (CRA) limits when contributing to your RRSP. CRA limits apply to your total contributions in all your retirement savings plans, so when calculating how much you can contribute, include all contributions you've made including any contributions made to your pension plan (including employer contributions). Refer to the Notice of Assessment you received from the CRA to confirm your RRSP limit.

Know your responsibilities

As a member of a group retirement savings plan with more than one investment option, you are responsible for making investment decisions regarding your plan. We provide tools and information to assist you in making these decisions. You should also decide if seeking investment advice from a qualified financial professional makes sense for you.

Questions

If you have any questions about the above information, please call Sun Life Financial's Customer Care Centre any business day from 8 a.m. to 8 p.m. ET. Service is available in more than 190 languages.

Life's brighter online

mysunlife.ca, has everything you need to manage your workplace retirement and savings plan accounts – 24/7.

With simple navigation, quick access to financial information and tools, and a fun, interactive learning program, you can contribute, invest, track your savings and plan for your financial future better than ever.

Here's a quick overview of some of the key features worth exploring.

The screenshot displays the Sun Life Financial 'my financial centre' interface. At the top, there's a navigation bar with links for Home, Group Retirement Services, Accounts, Requests, Resource Centre, and Quick Links. The main content area is titled 'my financial centre' and shows a 'My account: 34958BAT19 - 01' as of 18 Nov 2013. It lists three accounts: a Non-Registered Savings Plan (NBEG) with a balance of \$2,398.22, a Registered Retirement Savings Plan (RRSP) with a balance of \$2,300.21, and a Pooled Registered Pension Plan (PRPP) with a balance of \$2,200.20. A 'Common actions' list for each account includes options to view balance details, change payroll contribution, and change investments. A 'My account total' of \$6,898.63 is displayed. Below the accounts, there's a banner for 'Need help saving money?' with a play button icon. To the right, there's a 'My retirement plan' summary showing a planned retirement year of 2040, a retirement lifestyle goal of \$47,250 per year, and required assets to support that lifestyle of \$1,443,021. There are also promotional tiles for 'mysunlife.ca' with a 'WHAT'S CHANGED' video, a 'FIRSTNAME NINETEEN LASTNAME NINETEEN' user ID, and a 'MONEY UP' game promotion.

Sign in – and more

The sign in page to **mysunlife.ca** is a resource centre in itself. You'll find engaging articles and helpful resources on topics that members have told us are most important to them – from money, to family, to wellness. You can:

- Read helpful tips and information from Brighter Life articles and existing plan member material under the headings: Wellness, Family, Money, Working life, Retirement, Plans and coverage, and Resources and support
- Access self-serve tools and resources that help you take action
- Rate articles and participate in online poll questions.

As the entry point for most Group Retirement Services and Group Benefits plan members, it also provides you with options to register your account online and retrieve misplaced or forgotten access IDs or passwords.

my financial centre

After signing in, your Personal Portfolio home page shows balances for all of your accounts with Sun Life Financial, and if you're a Group Benefits plan member, at a glance information about your benefits. It's also the gateway to **my financial centre** – a hub that brings together your key account and planning data all in one place. Just click on the **my financial centre** link or any account link to get there.

Manage your investments

Make the most of your savings

Here's what you'll find:

[money UP!](#) [Learn more.](#) [Earn more.](#)

my financial centre provides a direct link to **money UP!**, our fun, game-inspired approach to retirement education. **money UP!** challenges you to learn about your retirement and savings plan using your own competitive spirit to complete related missions. It not only increases your financial knowledge – it helps you complete important retirement and investment planning steps along the way.

You'll also have some fun competing against your colleagues to move up the leader board!

Accounts

Your top three products by assets are displayed on the **my financial centre** home page, with links to the three most common actions for each product. So almost everything you need is just a quick click away.

My retirement plan

If you've used the **Retirement planner** to create a retirement plan, you'll see a snapshot of your retirement savings goal and your progress in achieving it displayed on the right side of the screen. You can update your plan at any time by clicking on **Go to my retirement plan**. If you haven't started a retirement plan, just click on the button to begin – it's ready when you are!

My action plan

My action plan highlights your top action items at any given time – anything from enrolling in a product, to reviewing your statements, to revisiting your asset allocation.

Suggested tools and information

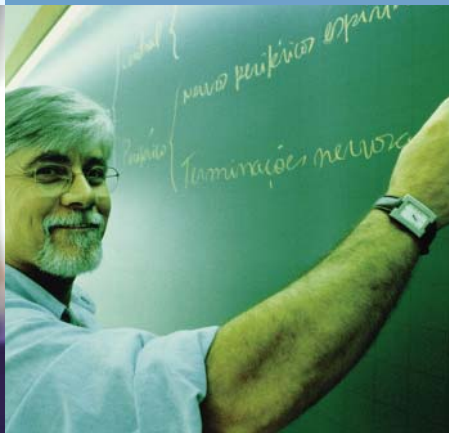
Financial planning tools are also easily accessible – with your top tools always displayed below the **My account** section. For a full list of tools, just select **my money tools** from the **Resource Centre** drop-down menu.

If any action or information you want isn't listed as a link in **my financial centre**, you can access it directly from the drop-down menus on the top navigation bar. Here are just a few of the other things you can do:

- **Build your portfolio** – The **Asset allocation tool** creates a personal investment profile for you – suggesting how much of your savings you should invest in each asset class. Select **my money tools** from the **Resource Centre** drop-down menu, and then **Continue** to complete the questionnaire.
- **Change your investments** – Want to make a change to your fund mix, or how your future contributions are invested? Select **Change investments** from the **Requests** drop-down menu, then follow the instructions to complete your change.
- **Get fund information and returns** – You can get investment performance and detailed information on all the funds in your plan. Select **Investment performance** from the **Accounts** drop-down menu, and then select each fund. Or click on the **Morningstar®** link under **My fund performance** to see an overview of all your funds.
- **Determine your “personal” rate of return** – It's easy to get the rate of return that your own investments have collectively achieved. Just select **Personal rates of return** from the **Accounts** drop-down menu.

Sign in to [mysunlife.ca](#) today and find out how easy it is to save for your future.

forms





Retirement Savings Plan (RSP) enrolment form

Sun Life Financial, Group Retirement Services
 PO Box 11001 Stn CV, Montreal QC H3C 3P3
www.sunlife.ca

Please PRINT clearly.

Nota : La version française de ce document est également disponible.

RSP account type

Complete a separate form for each RSP account type.

RSP – You will be the owner and the annuitant of the account. Please complete sections 2, 4, 6, 7 and 8. Section 5 is optional.

Spousal RSP – Your spouse will be the owner and annuitant under the spousal account. Your spouse, as owner, completes sections 2, 4, 7 and 8. Section 5 is optional. You, as contributor, complete sections 3 and 6.

1 Plan sponsor information

Name of plan sponsor St. Francis Xavier University		Client ID C069K	Plan 01	Contract number 96793-G
Classifications				
Subdivision	Payroll ID	User field		
<input type="checkbox"/> 001 - DC Members	N/A	N/A		
<input type="checkbox"/> 002 - DB Members				

2 Owner information

Note: The term “owner” has the same meaning as the term “annuitant” in subsection 146(1) of the Income Tax Act (Canada).
 *By submitting this form you authorize your social insurance number (SIN) to be used for the purposes of tax reporting and administration of benefits and where applicable, you also authorize the use of your SIN as your identification number until such time as it is replaced with a number that is not your SIN.

First name	Middle initial	Last name		<input type="checkbox"/> Male
				<input type="checkbox"/> Female
Date of birth (dd-mm-yyyy)	Social Insurance Number*	Identification number (not applicable for Spousal RSP)		
–	–			
Address (street number and name)				Apartment or suite
City	Province	Postal code	Telephone number (day)	
			– –	
Email address			Telephone number (evening)	
			– –	

3 Contributor information (for Spousal RSP only)

This section is to be completed by the contributor to the account.

First name	Middle initial	Last name
Social Insurance Number	Identification number	

4 Beneficiary designation

Complete this section to designate a primary beneficiary for your account.

In the absence of a beneficiary designation, and if not payable to your spouse as prescribed by law, death benefits will be paid to your estate. It is important for you to ensure that you specify in your will to whom the death benefit should be paid.

The following caution is required by Manitoba law. It may also be applicable in other jurisdictions.

Caution: Your designation of a beneficiary by means of a designation form will not be changed or revoked automatically by any future marriage or divorce. Should you wish to change or revoke your beneficiary in the event of a future marriage or divorce, you have to do so by means of a new designation.

If you have a spouse when you die, the law may stipulate that all or part of the death benefit be paid to your surviving spouse, unless where provided, the spouse waives the death benefit. A beneficiary designation other than your spouse would only apply to those death benefits which are not, according to the law, payable to your surviving spouse. If you wish to ensure that your spouse receives all benefits, please designate your spouse here.

I revoke any previous beneficiary designations and name as beneficiary for benefits due on my death:

Beneficiary's first name	Middle initial	Last name	Relationship to you*	Percentage of benefits
				%
				%
				%

***Quebec:** if you name your spouse as beneficiary, please indicate if this person is your common-law spouse. Otherwise we will deem this person to be your legal spouse.

Important where Quebec law applies: a legal (married or civil union) spouse beneficiary is **irrevocable** unless you indicate otherwise.

If you have an irrevocable beneficiary, you may not change your beneficiary designation and may not be able to withdraw/transfer your assets out of the plan unless you provide Sun Life Financial with the irrevocable beneficiary's written consent.

To avoid this restriction and make your beneficiary designation revocable you must check here:

Revocable Beneficiary

Note: To appoint a trustee for a beneficiary who is a minor, please complete the 'Appointment of trustee for a minor beneficiary' form. In Quebec, any amount payable to a minor beneficiary during his/her minority will be paid to the parent(s) or legal guardian on his/her behalf.

5 Contingent Beneficiary designation

Complete this section to appoint a contingent (secondary) beneficiary for your account

If there is no surviving beneficiary at the time of my death, I declare that the following contingent beneficiary shall receive all benefits due on my death in accordance with any applicable legislation. If there is no surviving contingent beneficiary at the time of my death, the proceeds shall be paid to my estate.

I revoke all previous contingent beneficiary appointments.

Contingent beneficiary's first name	Middle initial	Last name	Relationship to you	Percentage of benefits
				%
				%
				%

6 Contributions

This section is to be completed by the contributor to the account.

I authorize my employer to deduct a total RSP contribution of _____ % or \$ _____ per pay.

Please select either Option A, B or C to allocate the total contribution amount to your RSP and/or your Spousal RSP.

Reminder: choose only ONE option below.

- Option A** – Split contribution between member and spousal RSP
 _____ % of the total payroll deduction amount to my RSP plus
 _____ % of the total payroll deduction amount to my Spousal RSP

The total of the two percentages entered in Option A must equal 100%

- Option B** – Allocate 100% of the amount deducted from my pay to **my Spousal RSP**
- Option C** – Allocate 100% of the amount deducted from my pay to **my RSP**

Signature of contributor (for Spousal RSP)
 X

7 Investment instructions

Choose funds from one or more of the following investment approaches.

Percentages must be in whole numbers and total 100%.

Pick from any of the funds listed on this form to build your own portfolio that matches your Investment Risk Profile.

I request Sun Life Assurance Company of Canada to allocate contributions to the plan as follows. This instruction applies to all future contributions.

built BY me	Percentage allocation
SLA 5 Year Guaranteed Fund (060)	_____ %
Sun Life Financial Money Market Segregated Fund (X21)	_____ %
PH&N Bond Segregated Fund (U44)	_____ %
TDAM Canadian Bond Index Segregated Fund (X37)	_____ %
Fiera Sceptre Balanced Core Pooled Segregated Fund (U69)	_____ %
PH&N Balanced Pension Segregated Fund (U01)	_____ %
PH&N Canadian Equity Plus Pension Segregated Fund (U43)	_____ %
Sceptre Canadian Equity Pooled Segregated Fund (Q3D)	_____ %
PH&N Global Equity Segregated Fund (U67)	_____ %
PH&N U.S. Equity Segregated Fund (U50)	_____ %
Total	100 %

If the total % does not equal 100%, or if this information is not completed, Sun Life Assurance Company of Canada reserves the right to invest the difference/total in the default fund chosen for the plan by your plan sponsor, which is the PH&N Balanced Pension Segregated Fund.

8 Your authorization and signature

I apply for a RSP to be established under the terms of the Group Annuity Policy issued by Sun Life Assurance Company of Canada.

I request that Sun Life Assurance Company of Canada apply for registration of the RSP as a registered retirement savings plan (RRSP) under the Income Tax Act (Canada) and, if applicable, under the Quebec Taxation Act.

I appoint the plan sponsor named in this Application to act as my agent for the purpose of the Plan, including payroll deductions, if applicable.

I agree to be bound by the terms of the Group Plan and, if applicable, any locking-in endorsement.

I require that all future communications, including this application and Group Plan documents, be provided in English.

I authorize Sun Life Assurance Company of Canada, its agents and service providers, to obtain, use and transmit to my plan sponsor, its agents and service providers, my personal information for the purpose of plan administration.

I also authorize Sun Life Assurance Company of Canada, its agents and service providers to transmit my personal information to the advisor appointed by my plan sponsor, if any, or to my personal advisor for the purpose of enabling in-plan advisory services.

Unless I select 'No' below, I agree that my information may be collected, used and shared with the members of the Sun Life Financial group of companies*, their agents and service providers to inform me of other financial products and services that they believe meet my changing needs.

No, I refuse permission.

*The companies in the Sun Life Financial group of companies mean only those companies identified in Sun Life Financial's Privacy Policy for Canada which is available on the Sun Life Financial website, www.sunlife.ca.

Owner signature X	Date (dd-mm-yyyy) - -
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9 Acceptance of application

Sun Life Assurance Company of Canada's acceptance of application.

Authorized signatures:

Chief Executive Officer

Secretary

10 Keeping your information confidential

Sun Life Assurance Company of Canada, a member of the Sun Life Financial group of companies, is committed to keeping your information confidential. We may leverage our strengths in our worldwide operations and in our negotiated relationships with third party providers and reinsurers who, in some instances, may be located in jurisdictions outside Canada. Your personal information may be subject to the laws of those foreign jurisdictions. Sun Life Financial's operations worldwide and our third party providers are required to protect the confidentiality of your personal information in a manner that is consistent with our privacy policy and practices.

To find out about our Privacy Policy, visit our website at www.sunlife.ca, or to obtain information about our privacy practices, send a written request by email to privacyofficer@sunlife.com, or by mail to Privacy Officer, Sun Life Financial, 225 King St. West, Toronto, ON M5V 3C5.



Retirement Savings Plan (RSP) enrolment form

Sun Life Financial, Group Retirement Services
PO Box 11001 Stn CV, Montreal QC H3C 3P3
www.sunlife.ca

Please PRINT clearly.

Nota : La version française de ce document est également disponible.

RSP account type

Complete a separate form for each RSP account type.

RSP – You will be the owner and the annuitant of the account. Please complete sections 2, 4, 6, 7 and 8. Section 5 is optional.

Spousal RSP – Your spouse will be the owner and annuitant under the spousal account. Your spouse, as owner, completes sections 2, 4, 7 and 8. Section 5 is optional. You, as contributor, complete sections 3 and 6.

1 Plan sponsor information

Name of plan sponsor St. Francis Xavier University		Client ID C069K	Plan 01	Contract number 96793-G
Classifications				
Subdivision	Payroll ID	User field		
<input type="checkbox"/> 001 - DC Members	N/A	N/A		
<input type="checkbox"/> 002 - DB Members				

2 Owner information

Note: The term “owner” has the same meaning as the term “annuitant” in subsection 146(1) of the Income Tax Act (Canada).
*By submitting this form you authorize your social insurance number (SIN) to be used for the purposes of tax reporting and administration of benefits and where applicable, you also authorize the use of your SIN as your identification number until such time as it is replaced with a number that is not your SIN.

First name	Middle initial	Last name		<input type="checkbox"/> Male
				<input type="checkbox"/> Female
Date of birth (dd-mm-yyyy)	Social Insurance Number*	Identification number (not applicable for Spousal RSP)		
–	–			
Address (street number and name)				Apartment or suite
City	Province	Postal code	Telephone number (day)	
			– –	
Email address			Telephone number (evening)	
			– –	

3 Contributor information (for Spousal RSP only)

This section is to be completed by the contributor to the account.

First name	Middle initial	Last name
Social Insurance Number	Identification number	

4 Beneficiary designation

Complete this section to designate a primary beneficiary for your account.

In the absence of a beneficiary designation, and if not payable to your spouse as prescribed by law, death benefits will be paid to your estate. It is important for you to ensure that you specify in your will to whom the death benefit should be paid.

The following caution is required by Manitoba law. It may also be applicable in other jurisdictions.

Caution: Your designation of a beneficiary by means of a designation form will not be changed or revoked automatically by any future marriage or divorce. Should you wish to change or revoke your beneficiary in the event of a future marriage or divorce, you have to do so by means of a new designation.

If you have a spouse when you die, the law may stipulate that all or part of the death benefit be paid to your surviving spouse, unless where provided, the spouse waives the death benefit. A beneficiary designation other than your spouse would only apply to those death benefits which are not, according to the law, payable to your surviving spouse. If you wish to ensure that your spouse receives all benefits, please designate your spouse here.

I revoke any previous beneficiary designations and name as beneficiary for benefits due on my death:

Beneficiary's first name	Middle initial	Last name	Relationship to you*	Percentage of benefits
				%
				%
				%

***Quebec:** if you name your spouse as beneficiary, please indicate if this person is your common-law spouse. Otherwise we will deem this person to be your legal spouse.

Important where Quebec law applies: a legal (married or civil union) spouse beneficiary is **irrevocable** unless you indicate otherwise.

If you have an irrevocable beneficiary, you may not change your beneficiary designation and may not be able to withdraw/transfer your assets out of the plan unless you provide Sun Life Financial with the irrevocable beneficiary's written consent.

To avoid this restriction and make your beneficiary designation revocable you must check here:

Revocable Beneficiary

Note: To appoint a trustee for a beneficiary who is a minor, please complete the 'Appointment of trustee for a minor beneficiary' form. In Quebec, any amount payable to a minor beneficiary during his/her minority will be paid to the parent(s) or legal guardian on his/her behalf.

5 Contingent Beneficiary designation

Complete this section to appoint a contingent (secondary) beneficiary for your account

If there is no surviving beneficiary at the time of my death, I declare that the following contingent beneficiary shall receive all benefits due on my death in accordance with any applicable legislation. If there is no surviving contingent beneficiary at the time of my death, the proceeds shall be paid to my estate.

I revoke all previous contingent beneficiary appointments.

Contingent beneficiary's first name	Middle initial	Last name	Relationship to you	Percentage of benefits
				%
				%
				%

6 Contributions

This section is to be completed by the contributor to the account.

I authorize my employer to deduct a total RSP contribution of _____ % or \$ _____ per pay.

Please select either Option A, B or C to allocate the total contribution amount to your RSP and/or your Spousal RSP.

Reminder: choose only ONE option below.

- Option A** – Split contribution between member and spousal RSP
 _____ % of the total payroll deduction amount to my RSP plus
 _____ % of the total payroll deduction amount to my Spousal RSP

The total of the two percentages entered in Option A must equal 100%

- Option B** – Allocate 100% of the amount deducted from my pay to **my Spousal RSP**
- Option C** – Allocate 100% of the amount deducted from my pay to **my RSP**

Signature of contributor (for Spousal RSP)
 X

7 Investment instructions

Choose funds from one or more of the following investment approaches.

Percentages must be in whole numbers and total 100%.

Pick from any of the funds listed on this form to build your own portfolio that matches your Investment Risk Profile.

I request Sun Life Assurance Company of Canada to allocate contributions to the plan as follows. This instruction applies to all future contributions.

built BY me	Percentage allocation
SLA 5 Year Guaranteed Fund (060)	_____ %
Sun Life Financial Money Market Segregated Fund (X21)	_____ %
PH&N Bond Segregated Fund (U44)	_____ %
TDAM Canadian Bond Index Segregated Fund (X37)	_____ %
Fiera Sceptre Balanced Core Pooled Segregated Fund (U69)	_____ %
PH&N Balanced Pension Segregated Fund (U01)	_____ %
PH&N Canadian Equity Plus Pension Segregated Fund (U43)	_____ %
Sceptre Canadian Equity Pooled Segregated Fund (Q3D)	_____ %
PH&N Global Equity Segregated Fund (U67)	_____ %
PH&N U.S. Equity Segregated Fund (U50)	_____ %
Total	100 %

If the total % does not equal 100%, or if this information is not completed, Sun Life Assurance Company of Canada reserves the right to invest the difference/total in the default fund chosen for the plan by your plan sponsor, which is the PH&N Balanced Pension Segregated Fund.

8 Your authorization and signature

I apply for a RSP to be established under the terms of the Group Annuity Policy issued by Sun Life Assurance Company of Canada.

I request that Sun Life Assurance Company of Canada apply for registration of the RSP as a registered retirement savings plan (RRSP) under the Income Tax Act (Canada) and, if applicable, under the Quebec Taxation Act.

I appoint the plan sponsor named in this Application to act as my agent for the purpose of the Plan, including payroll deductions, if applicable.

I agree to be bound by the terms of the Group Plan and, if applicable, any locking-in endorsement.

I require that all future communications, including this application and Group Plan documents, be provided in English.

I authorize Sun Life Assurance Company of Canada, its agents and service providers, to obtain, use and transmit to my plan sponsor, its agents and service providers, my personal information for the purpose of plan administration.

I also authorize Sun Life Assurance Company of Canada, its agents and service providers to transmit my personal information to the advisor appointed by my plan sponsor, if any, or to my personal advisor for the purpose of enabling in-plan advisory services.

Unless I select 'No' below, I agree that my information may be collected, used and shared with the members of the Sun Life Financial group of companies*, their agents and service providers to inform me of other financial products and services that they believe meet my changing needs.

No, I refuse permission.

*The companies in the Sun Life Financial group of companies mean only those companies identified in Sun Life Financial's Privacy Policy for Canada which is available on the Sun Life Financial website, www.sunlife.ca.

Owner signature X	Date (dd-mm-yyyy) - -
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9 Acceptance of application

Sun Life Assurance Company of Canada's acceptance of application.

Authorized signatures:

Chief Executive Officer

Secretary

10 Keeping your information confidential

Sun Life Assurance Company of Canada, a member of the Sun Life Financial group of companies, is committed to keeping your information confidential. We may leverage our strengths in our worldwide operations and in our negotiated relationships with third party providers and reinsurers who, in some instances, may be located in jurisdictions outside Canada. Your personal information may be subject to the laws of those foreign jurisdictions. Sun Life Financial's operations worldwide and our third party providers are required to protect the confidentiality of your personal information in a manner that is consistent with our privacy policy and practices.

To find out about our Privacy Policy, visit our website at www.sunlife.ca, or to obtain information about our privacy practices, send a written request by email to privacyofficer@sunlife.com, or by mail to Privacy Officer, Sun Life Financial, 225 King St. West, Toronto, ON M5V 3C5.



Tax-Free Savings Account (TFSA) enrolment form

Sun Life Financial, Group Retirement Services
 PO Box 11001 Stn CV, Montreal QC H3C 3P3
www.sunlife.ca

Please PRINT clearly.

Nota : La version française de ce document est également disponible.

1 Plan sponsor information

Name of plan sponsor St. Francis Xavier University		Client ID C069K	Plan 01	Contract number 96794-G
Classifications				
Subdivision	Payroll ID	User field		
<input type="checkbox"/> 001 - DC Members	N/A	N/A		
<input type="checkbox"/> 002 - DB Members				

2 Owner information

The term "owner" has the same meaning as the term "holder" in subsection 146.2(1) of the Income Tax Act (Canada).

*By submitting this form you authorize your social insurance number (SIN) to be used for the purposes of tax reporting and administration of benefits and, where applicable, you also authorize the use of your SIN as your identification number until such time as it is replaced with a number that is not your SIN.

First name	Middle initial	Last name		<input type="checkbox"/> Male
				<input type="checkbox"/> Female
Date of birth (dd-mm-yyyy)	Social Insurance Number*	Identification number		
— —				
Address (street number and name)				Apartment or suite
City	Province	Postal code	Telephone number (day)	
			— —	
Email address			Telephone number (evening)	
			— —	

3 Beneficiary designation

Complete this section to designate a beneficiary for your account. In the absence of a beneficiary designation, death benefits will be paid to your estate. It is important for you to ensure that you specify in your will to whom the death benefit should be paid.

The following caution is required by Manitoba law. It may also be applicable in other jurisdictions. Caution: Your designation of a beneficiary by means of a designation form will not be changed or revoked automatically by any future marriage or divorce. Should you wish to change or revoke your beneficiary in the event of a future marriage or divorce, you have to do so by means of a new designation.

I revoke any previous beneficiary designations and name as beneficiary for benefits due on my death:

Beneficiary's first name	Middle initial	Last name	Relationship to you*	Percentage of benefits
				%
				%
				%

***Quebec:** if you name your spouse as beneficiary, please indicate if this person is your common-law spouse. Otherwise we will deem this person to be your legal spouse.

Important where Quebec law applies: a legal (married or civil union) spouse beneficiary is **irrevocable** unless you indicate otherwise.

If you have an irrevocable beneficiary, you may not change your beneficiary designation and may not be able to withdraw/transfer your assets out of the plan unless you provide Sun Life Financial with the irrevocable beneficiary's written consent.

To avoid this restriction and make your beneficiary designation revocable you must check here: Revocable Beneficiary

Note: To appoint a trustee for a beneficiary who is a minor, please complete the 'Appointment of trustee for a minor beneficiary' form. In Quebec, any amount payable to a minor beneficiary during his/her minority will be paid to the parent(s) or legal guardian on his/her behalf.

4 Contingent beneficiary appointment

Complete this section to appoint a contingent (secondary) beneficiary for your account.

If there is no surviving beneficiary at the time of my death, I declare that the following contingent beneficiary shall receive all benefits due on my death in accordance with any applicable legislation. If there is no surviving contingent beneficiary at the time of my death, the proceeds shall be paid to my estate.

I revoke all previous contingent beneficiary appointments.

Contingent beneficiary's first name	Middle initial	Last name	Relationship to you	Percentage of benefits
				%
				%
				%

5 Contributions by payroll deduction

Complete this section for contributions to the TFSA by payroll deduction.

I authorize my employer to deduct _____ % or \$ _____ per pay to be deposited into the TFSA.

6 Investment instructions

Choose funds from one or more of the following investment approaches.

Percentages must be in whole numbers and total 100%.

Pick from any of the funds listed on this form to build your own portfolio that matches your Investment Risk Profile.

I request Sun Life Assurance Company of Canada to allocate contributions to the plan as follows. This instruction applies to all future contributions.

built BY me

	Percentage allocation
SLA 5 Year Guaranteed Fund (060)	_____ %
Sun Life Financial Money Market Segregated Fund (X21)	_____ %
PH&N Bond Segregated Fund (U44)	_____ %
TDAM Canadian Bond Index Segregated Fund (X37)	_____ %
Fiera Sceptre Balanced Core Pooled Segregated Fund (U69)	_____ %
PH&N Balanced Pension Segregated Fund (U01)	_____ %

PH&N Canadian Equity Plus Pension Segregated Fund (U43)	%
Sceptre Canadian Equity Pooled Segregated Fund (Q3D)	%
PH&N Global Equity Segregated Fund (U67)	%
PH&N U.S. Equity Segregated Fund (U50)	%
Total	100 %

If the total % does not equal 100%, or if this information is not completed, Sun Life Assurance Company of Canada reserves the right to invest the difference/total in the default fund chosen for the plan by your plan sponsor, which is the PH&N Balanced Pension Segregated Fund.

7 Your authorization and signature

I apply for a TFSA to be established under the terms of the Group Annuity Policy issued by Sun Life Assurance Company of Canada.

I request Sun Life Assurance Company of Canada to file an election to register my arrangement as a Tax-Free Savings Account (TFSA) under the Income Tax Act (Canada) and any applicable provincial tax legislation.

I appoint the plan sponsor named in this application to act as my agent for the purpose of submitting contributions, providing my investment, withdrawal and transfer instructions and any other instructions as may be required to administer my TFSA.

I agree to be bound by the terms of the Plan and any amendments thereto.

I require that all future communications, including this application and Group Plan documents, be provided in English.

I authorize Sun Life Assurance Company of Canada, its agents and service providers, to obtain, use and transmit to my plan sponsor, its agents and service providers, my personal information for the purpose of plan administration.

I also authorize Sun Life Assurance Company of Canada, its agents and service providers to transmit my personal information to the advisor appointed by my plan sponsor, if any, or to my personal advisor for the purpose of enabling in-plan advisory services.

Unless I select 'No' below, I agree that my information may be collected, used and shared with the members of the Sun Life Financial group of companies*, their agents and service providers to inform me of other financial products and services that they believe meet my changing needs.

No, I refuse permission.

*The companies in the Sun Life Financial group of companies mean only those companies identified in Sun Life Financial's Privacy Policy for Canada which is available on the Sun Life Financial website, www.sunlife.ca.

Owner signature X	Date (dd-mm-yyyy) - - -
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8 Acceptance of application

Sun Life Assurance Company of Canada's acceptance of application.



Authorized signatures:

Chief Executive Officer



Secretary

Sun Life Assurance Company of Canada, a member of the Sun Life Financial group of companies, is committed to keeping your information confidential. We may leverage our strengths in our worldwide operations and in our negotiated relationships with third party providers and reinsurers who, in some instances, may be located in jurisdictions outside Canada. Your personal information may be subject to the laws of those foreign jurisdictions. Sun Life Financial's operations worldwide and our third party providers are required to protect the confidentiality of your personal information in a manner that is consistent with our privacy policy and practices.

To find out about our Privacy Policy, visit our website at www.sunlife.ca, or to obtain information about our privacy practices, send a written request by email to privacyofficer@sunlife.com, or by mail to Privacy Officer, Sun Life Financial, 225 King St. West, Toronto, ON M5V 3C5.

Privacy

At Sun Life Financial, protecting your privacy is a priority. Sun Life Financial maintains a confidential file containing personal information about you and your contract(s) with Sun Life Financial. Sun Life Financial's files are kept for the purpose of providing you with investment and insurance products or services that will help you meet your lifetime financial objectives. Access to your personal information is restricted to those employees, representatives and third party service providers who are responsible for the administration, processing and servicing of your contract(s) with Sun Life Financial, our reinsurers or any other person whom you authorize. In some instances these persons may be located outside Canada, and your personal information may be subject to the laws of those foreign jurisdictions. You are entitled to consult the information contained in Sun Life Financial's file and, if applicable, to have it corrected by sending a written request to Sun Life Financial. To find out about our Privacy Policy, visit our website at www.sunlife.ca, or to obtain information about our privacy practices, send a written request by e-mail to privacyofficer@sunlife.com, or by mail to Privacy Officer, Sun Life Financial, 225 King St. West, Toronto, ON M5V 3C5.

More choice means better communication

Sun Life Financial is committed to providing you with the information you need to stay informed and get the most out of your plan. We're also committed to using electronic channels for more communications so that together, we'll reduce the amount of paper we use, making us even greener!

We have introduced new contact preferences to allow you to specify how you would like to receive information from us. These changes support our ability to comply with new anti-spam legislation (Bill C-28), which impacts all electronic communications.

We have also updated our Privacy Policy to describe the choice you have about receiving information regarding other products and services from Sun Life Financial. Please visit www.sunlife.ca/privacy to view our Privacy Policy.

If you wish to change your preferences regarding the information you receive from us, you can let us know by visiting the Contact Preferences page under the Profile section of the mysunlife.ca web site or by calling the Sun Life Financial Customer Care Centre.

Tax implications

There are no tax implications when assets are transferred in the registered portion of your retirement savings plan. However, trading/transfer activity in the non-registered portion of your plan will result in a capital gain or loss. If the investments in a fund grow in value, the unit price of the fund will rise. If you redeem your units at this higher price, a capital gain is realized. If you redeem your units at a lower price, a capital loss is realized. Capital gains or losses can also be reported to you if the fund has realized gains or losses due to trading in the fund and its underlying investments.

Unrealized capital gains/losses can also arise from fund gains or losses based on trading by the fund manager. Capital gains must be reported in the year the trading/transfer activity was completed. You can use any capital losses to offset capital gains realized from other sources during the year, offset capital gains that you have reported in the past three years or reduce future capital gains.

Disclaimer

This material is intended as a general guideline for information purposes, and is current as of the date indicated on the last page. Market conditions and other factors change over time, and this will affect either positively or negatively one or more asset classes. The investment assumptions we've used are based upon historical investment returns, and past returns may not reflect future investment performance. In order to identify an asset allocation model, which is appropriate for your individual circumstances, you should consult a qualified financial planner who is familiar with your personal financial circumstances and understands your tolerance for risk.

The term "fund" as used in this document is meant to imply segregated funds, mutual funds or asset allocation models/portfolios that may be available in your plan.

Even though we use the term "my money" throughout this guide, contributions and returns invested in guaranteed or segregated funds while under a group annuity policy with Sun Life Assurance Company of Canada (Sun Life Financial) are the property of Sun Life Financial.

Contact Sun Life Financial's Customer Care Centre any business day from 8 a.m. to 8 p.m. ET if you have any questions about your plan at work.

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Contact Sun Life Financial's Customer Care Centre at **1-866-733-8612**
if you have any questions about your **plan at work**.
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