

Type of plan	Group Registered Retirement Savings Plan (Group RRSP) 68484-G	Tax-Free Savings Account (TFSA) 68485-G
What is the purpose of the plan?	To assist you in reaching your goals for long-term financial security in retirement.	To provide a convenient method of saving for retirement or other financial goals with tax-sheltered investment growth.
When can I join? To enrol, follow the process communicated to you by the Company.	After 1 year of employment. Membership is voluntary. Note: Spousal RRSPs are permitted. Your spouse must complete the RSP enrolment form indicating "Spousal RSP".	For details on when you can join the TFSA, please contact the Company. Membership is voluntary. Note: You must be at least 18 years of age and a Canadian resident to enrol in the TFSA.
What do I contribute? Unless otherwise indicated, your contributions are payroll deducted. You can make changes to your basic or optional contributions at any time by contacting the Company.	 You choose your basic contribution amount, subject to a minimum of 1% of your earnings. For any tax year, contributions to all your RRSPs, including the Group RRSP and any spousal RRSPs, are limited to the lesser of: (a) 18% of your previous year's earned income in accordance with the Income Tax Act (Canada), and (b) the RRSP dollar limit under the Income Tax Act (Canada) reduced by any pension adjustments reported on your T4. If you do not use your maximum contribution room, any unused contribution room can be carried forward to future years. You can increase your savings by contributing more than the basic or minimum contribution. You can also make a lump sum contribution at any time by sending a cheque to Sun Life or online at mysunlife.ca. 	You choose your contribution amount, if any. Contributions are made directly from your bank account, through an automatic cheque payment (ACP) process set up once Sun Life receives your ACP authorization form duly completed and signed. Under the Income Tax Act (Canada) there is a maximum dollar amount that can be contributed in a year to all of your TFSAs combined. Each year, in your Notice of Assessment, or by separate communication, the federal tax authority will advise you of your maximum TFSA contribution limit for the year. If you do not use your maximum contribution room, any unused contribution room can be carried forward to future years. You can also make a lump sum contribution at any time by sending a cheque to Sun Life or online at mysunlife.ca . Contributions to the TFSA are not tax-deductible.
Does the Company contribute?	The Company, at its discretion, may also make contributions to the Group RRSP. Contributions by the Company are reported to you as income and are considered to be contributions made by you for the purposes of the Income Tax Act (Canada).	No.

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Can I transfer in money from my other plans?	Yes.	Yes.
Can I make withdrawals?	 Withdrawals are permitted at any time from your own contributions. Company contributions may not be withdrawn while you are employed. Tax withholding applies to all withdrawals in cash. Note: Withdrawals under the federal Home Buyers' Plan and/or Lifelong Learning Plan are permitted without penalty or restriction and withholding tax does not apply. 	Withdrawals and transfers to another TFSA are permitted at any time. Any withdrawals that you make in a given year will create contribution room for the following year. No tax will be withheld on withdrawals since contributions are made from after-tax income.
What happens when I terminate or retire?	Options include: - transfer to another RRSP, RRIF or pension plan - transfer to Group Choices Plan RRSP or RRIF - life annuity or fixed-term annuity payable up to age 90 - lump sum cash, less tax If no option is selected within 90 days, your benefit will either be (a) for small balances, paid in a lump sum, less withholding tax, or (b) transferred to the Group Choices Plan RRSP with Sun Life and invested in the same or similar funds ("matched") under the new plan. Any unmatched amounts will be invested as indicated by the transition package that you will receive upon termination of employment. Important Legislation requires that you choose a retirement income option no later than the last day of the calendar year in which you turn age 71, or such other date as may be required by applicable legislation. If you do not choose an option by the end of that year, Sun Life will begin making annuity payments to you. Annuity payments will be made until your death or until 120 equal monthly payments have been made, whichever is later. Once the annuity payments begin, the benefit will be non- commutable and will only be recalculated in order to comply with applicable legislation.	Options include: -transfer to another TFSA - transfer to Group Choices Plan TFSA - life annuity or fixed-term annuity - lump sum cash If no option is selected within 90 days, your benefit will either be (a) for small balances, paid in a lump sum, or (b) transferred to the Group Choices Plan TFSA with Sun Life and invested in the same or similar funds ("matched") under the new plan. Any unmatched amounts will be invested as indicated by the transition package that you will receive upon termination of employment. You must choose how the account balances will be paid out no later than the last day of the calendar year in which you turn age 85. If you do not choose an option by the end of that year, Sun Life will begin making annuity payments to you. Annuity payments will be made until your death or until 60 equal monthly payments in all have been made, whichever is later.

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What benefits are paid if I die? If you do not name a beneficiary to receive the benefits from your plan's Group Annuity Policy, the death benefit will be payable to your estate.	The total of your account balances will be paid to your designated beneficiary as a lump sum cash payment. If your spouse or common-law partner is your beneficiary, his/her options are: - transfer to RRSP or RRIF - transfer to Group Choices Plan RRSP or RRIF - purchase a life annuity or fixed term annuity payable up to age 90 - lump sum cash payment	The total of your account balances will be paid to your designated beneficiary as a lump sum cash payment. If your spouse or common-law partner is your beneficiary, he/she may transfer to his/her own TFSA or the Group Choices Plan TFSA.
Investments	You make the investment decisions.	
 It is important for you to take an active role in your plan, as your decisions will affect the amount of money accumulated for your future. The information provided by Sun Life can assist you in making your decisions. Descriptions of investments offered under the plan are available: online at mysunlife.ca by calling Sun Life's Client Care Centre at 1-866-733-8613 You can change your investment direction for future contributions, or transfer amounts between funds at any time, by accessing your account online, by calling Sun Life's Client Care Centre or by completing a form obtained from the Client Care Centre. 	If you do not make an investment choice contributions will be invested in the Sun Life Granite [™] Segregated Fund whose maturity date is closest to, but not exceeding, your 65 th birthday (Group RRSP) and the BlackRock Bond Index Segregated Fund (TFSA). This default fund is subject to change in the future.	
What are my responsibilities?	 Understand how the plan works Take advantage of the information and tools available to help you make investment decisions Make investment decisions Decide whether you should obtain investment advice and select who you go to for this advice Check how your investments are performing and revise your investment strategy if your personal circumstances change Determine how much you will contribute 	
How do I access my account information?	Once you are enrolled you will receive a welcome letter from Sun Life that includes your account number. You can access your account information by calling toll free at 1-866-733-8613 for 24-hour Automated Telephone System self-service or the Client Care Centre representatives (8 a.m. to 8 p.m. ET). You can also go online at mysunlife.ca using your access identification number and password (available by registering online or through the Client Care Centre). Account statements will be posted on the website semi-annually and will be mailed to you at least once per year.	

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Can I designate a beneficiary?	 Your beneficiary is the person you designate to receive the benefits from your plan's Group Annuity Policy when you die. If you haven't designated a beneficiary, or you would like to change your beneficiary, you can designate a new beneficiary by visiting mysunlife.ca or completing a "Change of records" form which you can obtain from Sun Life. Important Although you can designate anyone as your beneficiary, applicable legislation may require that any locked-in pension amounts be paid to your spouse. A minor cannot personally receive a death benefit until he/she reaches the age of majority. If you are designating a minor as your beneficiary you may wish to either designate the estate as beneficiary, and provide a trustee with directions in your will, or designate someone to receive the death benefits during the time your beneficiary is a minor. A special form is available from Sun Life to designate a trustee for your minor beneficiary's assets. If you are not designating a trustee, current legislation may require Sun Life to pay the death benefit to the court or to a guardian or public trustee. You are encouraged to consult a legal advisor. The Company and Sun Life encourage you to review your will and beneficiary designations from time to time to ensure that your intentions are carried out in the event of your death. 	
What fees and penalties apply?	 Investment management and administration costs are reflected in your account value. You or the Company pay the fees associated with account services depending on the service. Details about your fees and charges are available: on your account statement online at mysunlife.ca. by calling Sun Life's Client Care Centre at 1-866-733-8613 Short term trading fee - You will be charged a 2% fee if you initiate an interfund transfer into a fund followed by an interfund transfer out of the same fund within 30 days. The fee will not be charged for transactions involving guaranteed funds or money market funds, and does not apply to deposits or withdrawals. Early withdrawal from Guaranteed Funds - If you make a transfer or withdrawal from a Guaranteed Fund before the end of the guaranteed term a market value adjustment will be applied to reflect both interest rate movement and shortened period of investment (except on death or disability).	
Sun Life's annuity		the account balances which you are entitled to under the

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Who has access to my information?	Respecting your privacy Respecting your privacy is a priority for the Sun Life group of companies. We keep in confidence personal information about you and the products and services you have with us to provide you with investment, retirement and insurance products and services to help you meet your lifetime financial objectives. To meet these objectives, we collect, use and disclose your personal information for purposes that include: underwriting; administration; claims adjudication; protecting against fraud, errors or misrepresentations; meeting legal, regulatory or contractual requirements; and we may tell you about other related products and services that we believe meet your changing needs. The only people who have access to your personal information are our employees, distribution partners such as advisors, and third-party service providers, along with our reinsurers. We will also provide access to anyone else you authorize. Sometimes, unless we are otherwise prohibited, these people may be in countries outside Canada, so your personal information may be subject to the laws of those countries. You can ask for the information in our files about you and, if necessary, ask us in writing to correct it. To find out more about our privacy practices, visit <u>sunlife.ca/privacy</u> . You have a choice Sun Life will occasionally inform you of other financial products and services that they believe meet your changing needs. If you do not wish to receive these offers, let Sun Life know by calling 1-877-SUN-LIFE (1-877-786-5433).	
Limitation period for actions	If you reside in Ontario and were first provided a Sun Life plan summary or booklet on or after July 1, 2016: Every action or proceeding against an insurer for the recovery of insurance money payable under the contract is absolutely barred unless commenced within the time set out in the Limitations Act, 2002. For all other members: Every action or proceeding against an insurer for the recovery of insurance money payable under the contract is absolutely barred unless commenced within the time set out in the Insurance money payable under the contract is absolutely barred unless commenced within the time set out in the Insurance Act or such other applicable legislation of the previous or tarritement of the recovery of the set out in the Insurance Act or such other applicable legislation of	
Official documents	the province or territory where you reside. In accordance with applicable legislation, if you live in Alberta, British Columbia, Manitoba, Ontario or Saskatchewan, upon your request Sun Life will provide directly to you the information that was required by Sun Life in order to enrol you in the plan and the Group Annuity Policy issued by Sun Life Assurance Company of Canada. If you live elsewhere in Canada, contact the Company to determine if you are entitled to examine certain documents pertaining to your plan. In the event of a conflict the official Group Annuity Policy or other applicable group contracts will override this plan summary.	
Questions?	Contact Sun Life's Client Care Centre representatives toll f p.m. ET.	ree at 1-866-733-8613 any business day from 8 a.m. to 8

Group Retirement Services are provided by Sun Life Assurance Company of Canada, a member of the Sun Life group of companies.