

# Owner, annuitant, beneficiary change form – Sun Life Guaranteed Investment Funds



Use this form to transfer ownership, change beneficiary(ies), name or remove a successor owner or a successor annuitant.

Owner/contract information			
Contract number		Date (dd-mm-yyyy)	
Owner's last name	First name	Middle name	
Joint owner's last name	First name	Middle name	

## Ownership change

Non-registered contracts only. **New owner(s) must complete an Identity verification, third party determination and politically exposed persons (PEP) for individual owners (4830-E) form.** By completing this section you, the owner, transfer all rights of the contract to the new owner(s).

After completing a full transfer of ownership, the Beneficiary change section should be completed. If left blank, the beneficiary(ies) will default to the new owner(s). **NOTE:** To transfer ownership, irrevocable beneficiary(ies) authorization is required (if applicable).

Complete this section to show the new owner and/or joint owner of the contract. Changing the owner can have tax implications, please consult your advisor and the information folder and individual variable annuity contract including any supplements for more details.

Owner's last name	First name	Middle name	Sex (annuitant or joint life) <input type="checkbox"/> Male <input type="checkbox"/> Female	
Owner's address (street number and name) <b>(PO Box and general delivery are not acceptable)</b>				
City	Province	Postal code	Country of residency	
Date of birth (dd-mm-yyyy)	Social Insurance Number (SIN)	Owner's email address (optional) *		

Is mailing address the same as residential address?  Yes  No

If no please complete mailing address.

Owner's mailing address				
City	Province	Postal code	Country of residency	
Joint owner's/beneficial owner's last name	First name	Middle name	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
Date of birth (dd-mm-yyyy)	Social Insurance Number (SIN)	Owner's email address (optional) *		

\*We use your email address to send you information about additional products and services we believe meet your changing needs. You can withdraw your consent at any time.

## Joint ownership information

### Joint ownership type:

- Joint owners with right of survivorship (not applicable in Quebec)
- Joint owner
- Subrogated policyholders – Quebec residents only:

Check here if you (the owner) and joint owner would like to name each other as subrogated policyholders.

### Signing authority:

- Only one signature required (if not selected, both signatures will be required)

**NOTE:** Beneficiary changes require all signatures.

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## Ownership change (continued)

Is the new owner a corporation?  Yes  No

Corporate name			
Address (street number and name)			Apartment or suite
City	Country	Province/state	Postal/Zip code
CRA (Canada Revenue Agency) business number		Corporate registration number	
Date of incorporation (dd-mm-yyyy)	Country of incorporation	Province/state of incorporation	

For entity applicants (corporations, partnerships, trusts, etc.) the **International tax classification for an entity (4545-E)** form, **Identity verification and third party determination for entity owners (4831-E)** form, **Certificate of incumbency (4207-E)** and a copy of the articles of incorporation (or equivalent) are also required.

## Beneficiary change

By completing this section, you revoke, cancel and replace any previous beneficiary designations. Your new designation must include all intended primary and contingent beneficiaries for your contract.

For contracts signed in Quebec, the designation of a spouse (married or civil union) as beneficiary is irrevocable unless the owner checks revocable here: **Revocable**

Sun Life is not responsible for the validity of a beneficiary designation. Please consult your advisor and the information folder and individual variable annuity contract including any supplements for more details.

A trustee will need to be named for any minor beneficiaries.

### Primary beneficiary #1

Name	Relationship*	Share	%
Contingent beneficiary(ies) for this primary beneficiary's share (The total percentage for contingent beneficiary(ies) must equal 100% for each primary beneficiary)			
Name	Relationship*	Share	%
Name	Relationship*	Share	%

### Primary beneficiary #2

Name	Relationship*	Share	%
Contingent beneficiary(ies) for this primary beneficiary's share (The total percentage for contingent beneficiary(ies) must equal 100% for each primary beneficiary)			
Name	Relationship*	Share	%
Name	Relationship*	Share	%

### Primary beneficiary #3

Name	Relationship*	Share	%
Contingent beneficiary(ies) for this primary beneficiary's share (The total percentage for contingent beneficiary(ies) must equal 100% for each primary beneficiary)			
Name	Relationship*	Share	%
Name	Relationship*	Share	%

Contract number(s)

## Beneficiary change (continued)

### Primary beneficiary #4

Name	Relationship*	Share %
Contingent beneficiary(ies) for this primary beneficiary's share (The total percentage for contingent beneficiary(ies) must equal 100% for each primary beneficiary)		
Name	Relationship*	Share %
Name	Relationship*	Share %

\* Relationship of the beneficiary to the annuitant except in Quebec where it is the relationship to the owner.

Name of trustee(s) appointed for minor beneficiary(ies) (In Quebec any amount payable to a minor beneficiary during his/her minority will be paid to the parent(s) or legal guardian of the minor child.)
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A separate beneficiary designation with additional/alternate beneficiary or contingent beneficiary instructions is attached.

You can appoint a beneficiary(ies) if you are the owner(s), however, for locked-in pension funds, applicable law will govern who may receive any death benefit.

If a beneficiary dies before the death of the last surviving annuitant, that beneficiary's share of the death benefit will be payable to the contingent beneficiary(ies) named for that share. If there is no living contingent beneficiary for any part of the beneficiary's share of the death benefit, that part is payable to the owner, or if the owner is deceased, to the estate of the owner.

For contracts governed by Quebec legislation, these provisions apply whether or not the shares of beneficiaries of any class are equal or unequal.

In all provinces other than Quebec,

- you can change your beneficiary(ies) without their consent unless you indicate that the designation is irrevocable.
- if you designate minor children as beneficiaries, you should also name a trustee to receive funds on their behalf.

In Quebec,

- if you name your legal spouse (married or civil union) as the beneficiary, this designation will be irrevocable unless you check the "Revocable" box in the **Beneficiary designation** section.
- if you name someone other than your legal spouse (married or civil union) as the beneficiary, you can change your beneficiary(ies) without their consent unless you indicate that the designation is irrevocable.
- any amount payable to a minor beneficiary will be paid to the parent(s) or legal guardian.

**Irrevocable Beneficiary(ies)** – in some jurisdictions, ownership may be transferred without the consent of the irrevocable beneficiary(ies). The contract will remain subject to the irrevocable beneficiary designation and the irrevocable beneficiary's(ies) signature will be required to change the beneficiary designation.

I (We) choose to designate \_\_\_\_\_  
as irrevocable beneficiary(ies).

## Naming or removing a successor owner

Optional for non-registered contracts only.

By completing this section you, the owner, cancel and replace all previous successor owners.

Add/change successor owner     Remove successor owner

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
Successor owner's last name	First name	Middle name
Relationship to owner		

Subrogated policyholders – Quebec residents only:  
Check here if you (the owner) and joint owner would like to name each other as subrogated policyholders.

Contract number(s)

## Naming or removing a successor annuitant (For TFSA, successor planholder)

Optional. For non-registered, RRIF and TFSA contracts only.

A successor annuitant (successor planholder) allows for the continuation of the contract on the death of the annuitant.

For RRIF and TFSA the successor annuitant becomes the owner of the contract.

By completing this section you, the owner, cancel and replace all previous successor annuitants.

Add/change successor annuitant     Remove successor annuitant

Successor annuitant's last name	First name	Middle name	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
Successor annuitant's address (street number and name)			Relationship to owner

## Authorization

Owner's signature X	Date (dd-mm-yyyy)
Joint owner's signature X	Date (dd-mm-yyyy)
New owner's signature X	Date (dd-mm-yyyy)
New joint owner's signature X	Date (dd-mm-yyyy)
Parent/guardian's signature* X	Date (dd-mm-yyyy)

I release my interest in this contract and consent to the transfer.

Irrevocable beneficiary's signature (if applicable) X	Date (dd-mm-yyyy)
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\*Parent/guardian's signature is only required where the annuitant is different from the owner and is under the age of 16 (18 in Quebec).

## Advisor's signature

Advisor's last name	First name
Advisor's number	Dealer/distributor's number
Advisor's signature X	Date (dd-mm-yyyy)

## Contact information

Toll Free English: 1-844-753-4437

Toll Free French: 1-844-374-1375

Fax: 1-855-247-6372

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Contract number(s)