

**FOR PLAN ADMINISTRATORS**

**Are you using My Client Space to enrol the plan member?** Please keep the form for your records.

**Not using My Client Space?** Please keep the original form for your records and submit a copy of the form to iA Financial Group by:

Fax: 1-888-780-2376  
 Mail: Administration  
 PO Box 790, Station B  
 Montreal, Quebec H3B 3K6

**TO BE COMPLETED AND SIGNED BY THE PLAN ADMINISTRATOR (Please print in ink)**

Policyholder's name \_\_\_\_\_ **Group policy no.** \_\_\_\_\_  
 (Employer/Organization)

Division no. \_\_\_\_\_ Class no. \_\_\_\_\_  Certificate no. \_\_\_\_\_

Location no. or name (if applicable) \_\_\_\_\_  Certificate no. to be assigned by the insurer

Plan member's occupation \_\_\_\_\_

Employment date 

Y	M	D

 Eligibility date 

Y	M	D

 For reinstatement, date rehired full-time 

Y	M	D

If you waived the waiting period, please explain why: \_\_\_\_\_

Salary \$ \_\_\_\_\_  Annually  Biweekly  Hourly – Hours worked/week \_\_\_\_\_  
 Monthly  Semi-monthly  Weekly

Plan administrator's signature \_\_\_\_\_ Date 

Y	M	D

Plan administrator's email address \_\_\_\_\_ Tel. no. \_\_\_\_\_

**TO BE COMPLETED AND SIGNED BY THE PLAN MEMBER (Please print in ink)**

**1. PLAN MEMBER INFORMATION**

First name \_\_\_\_\_ Last name \_\_\_\_\_

Address \_\_\_\_\_ Postal code \_\_\_\_\_  
No. Street Apt. City Province

Date of birth 

Y	M	D

 Gender:  Male  Female Language:  English  French

**Direct deposit of your health and/or dental claim reimbursements and notification of claim processing**

Banking information for direct deposit:

Transit # \_\_\_\_\_ Institution # \_\_\_\_\_ Account # \_\_\_\_\_  


- 1 Cheque number (do not write this number).
- 2 Transit number (5 digits).
- 3 Financial institution number (3 digits).
- 4 Account number up to 12 digits. The format may vary from one financial institution to another. **Indicate all numbers and only the numbers.**

Email address for notification: \_\_\_\_\_  Personal  Work

**⚠ To receive notifications, you must provide your email address and your banking information.**

I do not want to receive notification

You can view the status and details of your health and/or dental claims via My Client Space, our secure website, at any time.

**Please complete all pages of this form and sign the "PLAN MEMBER CONFIRMATION/AUTHORIZATION" section.**

**IMPORTANT:** The basic dependents' life insurance coverage will be applied automatically if your plan includes this benefit and your dependents (spouse and children) are eligible. This requirement applies regardless of the coverage chosen for the health and dental benefits (individual, family, single-parent, couple or refused coverage).

**2. SPOUSE INFORMATION**

First name \_\_\_\_\_ Last name \_\_\_\_\_

Date of birth 

Y	M	D

 Gender:  Male  Female

Does your spouse already have health and/or dental coverage under another group plan?  Yes  No

If yes, specify your spouse's:

Health coverage:  Individual  Family  Single-parent  Couple Effective date: 

Y	M	D

Dental coverage:  Individual  Family  Single-parent  Couple Effective date: 

Y	M	D

Insurer's name \_\_\_\_\_

Group policy no. \_\_\_\_\_ Certificate no. \_\_\_\_\_

Note: If your spouse is a common-law spouse, please contact your plan administrator to confirm his/her eligibility.

**3. DEPENDENT CHILDREN INFORMATION (if more space is required, please use another sheet. Date and sign any attached document.)**

First name	Last name	Gender	Date of birth	If age 21* or over, specify
		<input type="checkbox"/> M <input type="checkbox"/> F	Y M D 	Full-time student <input type="checkbox"/> Yes <input type="checkbox"/> No With a disability <input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> M <input type="checkbox"/> F	Y M D 	Full-time student <input type="checkbox"/> Yes <input type="checkbox"/> No With a disability <input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> M <input type="checkbox"/> F	Y M D 	Full-time student <input type="checkbox"/> Yes <input type="checkbox"/> No With a disability <input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> M <input type="checkbox"/> F	Y M D 	Full-time student <input type="checkbox"/> Yes <input type="checkbox"/> No With a disability <input type="checkbox"/> Yes <input type="checkbox"/> No

\* The age limit may vary depending on your plan. Please contact your plan administrator to confirm this information.

**If any of your dependent children have coverage under a group insurance plan other than yours or your spouse's, complete the following table:**

Child First name, Last name	Plan type (e.g. school plan, etc.)	Insurer name	Group policy no.

**4. CHOICE OF COVERAGE**

Coverage requested:  Individual  Family  Single-parent<sup>1</sup>  Couple<sup>1</sup>

<sup>1</sup> Select this coverage only if offered by your plan. Please be advised that if the single-parent and couple categories are not offered, you will automatically have family coverage.

Specify: Option/Module/Plan (if applicable) \_\_\_\_\_

If you and/or your dependents **already have health and/or dental coverage under another group plan**, you can refuse health and/or dental coverage under this group plan by checking the following boxes:

For myself and my dependents:  I refuse health coverage  I refuse dental coverage

For my dependents only:  I refuse health coverage  I refuse dental coverage

Note: If you refuse coverage and wish to request it at a later date, certain conditions may apply. Please contact your plan administrator for further details.

## 5. OPTIONAL BENEFITS

You can enrol in optional benefits to enhance your life, accidental death & dismemberment (AD&D) and critical illness insurance coverage. Before you enrol, please check with your plan administrator if optional benefits are offered as part of your group plan.

**Are ExtensiA optional benefits offered as part of your group plan?** You can enrol online. Simply go to My Client Space, our secure website, and under *ExtensiA – Optional Benefits*, click on *Online Enrolment*. You can also complete the *ExtensiA Application* form.

**Are standard optional benefits offered as part of your group plan?** Simply complete the table below. Please check with your plan administrator if you should complete the *Evidence of Insurability* form (F54-002A).

**▲** Please indicate the coverage amount to be added. Do not include basic coverage.

	Life	Accidental death and dismemberment	Critical illness	Statement (Complete only if you want to add optional life and/or optional critical illness benefits)
<b>Plan member</b>	\$ _____	\$ _____	\$ _____	In the last 12 months, have you used, in any form whatsoever, tobacco, nicotine or cannabis mixed with tobacco? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Spouse</b>	\$ _____	\$ _____	\$ _____	In the last 12 months, has your spouse used, in any form whatsoever, tobacco, nicotine or cannabis mixed with tobacco? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Children</b>	\$ _____	\$ _____	\$ _____	Each child will benefit from the coverage amount you selected.

## 6. APPOINTMENT OF BENEFICIARY (If you do not appoint a beneficiary, the benefit will be payable to the estate.)

To appoint a beneficiary, go to My Client Space, our secure website, at [ia.ca/myaccount](http://ia.ca/myaccount) (in your group insurance session, under *Beneficiaries*).

### PLAN MEMBER CONFIRMATION/AUTHORIZATION

**I HEREBY APPLY** for the benefits which I am eligible for under my Employer's/Policyholder's group insurance plan, subject to any refusal indicated and **CONFIRM** that the information contained in this form is true and complete to the best of my knowledge.

**I AUTHORIZE** my Employer/Policyholder to make the required salary deductions for my group insurance plan.

If I enrol in direct deposit, **I AUTHORIZE** Industrial Alliance Insurance and Financial Services Inc. ("iA Financial Group") to deposit in my bank account any amounts payable in regards to a claim, using the banking information provided in this form. **I AGREE** that this authorization will apply until such time as I submit a written request to the contrary to iA Financial Group. **I UNDERSTAND** that iA Financial Group will have no further obligation with regard to the claims paid. **I UNDERSTAND** that iA Financial Group can, without prior notice, terminate the direct deposit of my claims payments. This authorization takes effect on the date indicated below and will be valid for all other active bank accounts at this or any other financial institution that I may name in the future.

**I ALSO UNDERSTAND** and **AGREE** that if I provide iA Financial Group with incorrect banking information or if I fail to notify iA Financial Group of any change in my banking information and, as a result of this error or omission, the amount of a paid claim is deposited into the wrong bank account, iA Financial Group cannot be held responsible or liable for this error or omission or be obligated to reimburse me if iA Financial Group is unable to recover the amount that was paid into the wrong account.

**I AGREE** that a copy of this Confirmation/Authorization shall be as valid as the original.

Please continue reading and please sign this section on the next page.



# PRIVACY NOTICE

## 1. Your personal information is precious

We, iA Financial Group and its affiliates<sup>1</sup>, are doing everything we can to protect the personal information you entrust to us. That is why we are committed to continually reassessing our practices, keeping them up to date and in line with the high standards regarding your privacy and management of your personal information.

## 2. What we are doing to protect your personal information

First and foremost, what constitutes personal information? It is information that concerns you and can be used to identify you, directly or indirectly.

### 2.1 We operate on the basis of 4 important principles

The following principles govern how we ensure your privacy:

- **Ensure secure management.** We implement good management and safeguard practices to secure your personal information and oversee its use.
- **Respect your rights.** You have rights related to the personal information we hold about you. You may exercise them at any time.
- **Be transparent.** We provide you with all relevant information about our privacy practices.
- **Act responsibly.** Our employees, suppliers and representatives (including our financial services advisors) must comply with our privacy practices. Our Chief Privacy Officer sees to ensure that they do and that our practices are always up to date.

### 2.2 We only collect personal information that is necessary

#### *From whom do we collect your personal information*

We collect your personal information primarily from you. We may also collect it from others, depending on the circumstances and the products or services you have with us. For example:

- Your employer
- Public bodies
- Our representatives
- Personal references
- Credit bureaus and reporting agencies
- Other insurers, reinsurers or financial institutions
- Public and private insurance, fraud and claims databases
- Partners who distribute our products and services, such as independent brokers, specialized insurance coverage providers, travel agencies or car dealerships

A person who has or wishes to obtain a product or service from us may also disclose your personal information to us so that you can benefit from that product or service. For example, this person could add you as an insured person.

#### *How do we collect your personal information*

We may collect your personal information in a number of ways, including:

- By phone
- In person
- Via our paper and online forms
- Via cookies, when you visit our websites

#### *What personal information do we collect*

We only collect the personal information necessary to fulfill the purposes outlined in this notice.

Here are some examples of personal information we may collect:

Categories	Examples
<b>Identification information</b>	Name, date of birth, postal address, email, phone number, marital status, government identifiers (passport number, driver's licence number, etc.), social insurance number, citizenship, country of birth
<b>Financial information</b>	Income, salary, financial report, investments, information on financial products you have with us or elsewhere, investor profile, rent, mortgage, bank account, credit history and score
<b>Health information</b>	Medical records, medical information related to your claims, paramedical test results, medical history
<b>Insurance information</b>	Information on insurance policies you have with us or elsewhere, claims history, sex at birth, lifestyle habits, criminal record
<b>Employment information</b>	Employment status, current employer, former employers
<b>Information about your assets</b>	Vehicle, residence, recreational vehicle
<b>Information about your family</b>	Name, age, financial situation and health status of your spouse, children or parents

We may also create or infer information from the personal information we collect. For example, we may create a client profile or identifier for you. This information is considered personal information. We manage and protect it in accordance with the same practices as the rest of your personal information.

### 2.3 We collect your personal information for specific purposes

We collect, use, disclose and retain your personal information solely for the purposes outlined in this notice. We will inform you of the intended purposes at or prior to the time we collect your personal information.

The following purposes may be essential to our relationship with you, depending on the products and services you request:

Categories	Specific purposes
<b>Know who you are</b>	<ul style="list-style-type: none"><li>– Verify your identity</li><li>– Keep your contact information up to date</li><li>– Recognize you through iA Financial Group</li><li>– Verify that your personal information is accurate</li></ul>

<sup>1</sup> iA Financial Group is primarily composed of the following entities: iA Financial Corporation Inc., Industrial Alliance, Insurance and Financial Services Inc., Industrial Alliance Pacific General Insurance Corporation, Industrial Alliance Auto and Home Insurance Inc., Industrial Alliance Trust Inc., PPI Management Inc., Michel Rhéaume et Associés ltée (MRA), iA Advantages Damage Insurance Inc., SurexDirect.com Ltd., Prysm General Insurance Inc., iA Auto Finance Inc., iA Clarington Investments Inc., Industrial Alliance Investment Management Inc., iA Global Asset Management Inc., iA Private Wealth Inc., Investia Financial Services Inc., IA American Life Insurance Company, American-Amicable Life Insurance Company of Texas, iA American Warranty Corp., Dealers Assurance Company, iA American Warranty, L.P., WGI Service Plan Division Inc., WGI Manufacturing Inc., Lubrico Warranty Inc., National Warranties MRWV Limited, SAL Marketing Inc. The updated list is available on our website at the following address: [ia.ca/about-us/group-of-companies](http://ia.ca/about-us/group-of-companies).

Categories	Specific purposes
<b>Build a relationship with you</b>	<ul style="list-style-type: none"> <li>– Contact you if you request it and answer your questions</li> <li>– Understand your needs and your profile to advise you</li> <li>– Analyze your requests for products or services</li> <li>– Determine whether you are eligible for a product or service, and if it is right for you</li> <li>– Determine the cost of a product or service you request</li> </ul>
<b>Maintain our relationship with you</b>	<ul style="list-style-type: none"> <li>– Day-to-day administration of your contracts, for example, amending them or informing you of changes in your investments</li> <li>– Process your payments</li> <li>– Process your insurance claim, transaction or any other contract-related requests</li> <li>– Handle any complaints or dissatisfaction</li> <li>– Transfer your contracts to or from another financial institution</li> <li>– Transfer your file to another representative, if necessary</li> </ul>
<b>Comply with laws and manage risk</b>	<ul style="list-style-type: none"> <li>– Detect, prevent and contain fraud and unauthorized or illegal activities, such as money laundering and cyber threats</li> <li>– Monitor business practices to ensure that they are sound</li> <li>– Verify transactions</li> <li>– Adequately train our employees and representatives</li> <li>– Comply with our legal obligations and the requirements of courts, regulatory authorities or self-regulatory organizations</li> <li>– Have certain risks insured by another insurer (reinsurance)</li> </ul>

Some purposes are optional for doing business with us. You can consent to them to benefit from a distinctive client experience and to obtain offers tailored to your needs.

We must obtain your consent to collect, use, disclose and retain your personal information for the following purposes:

Categories	Specific purposes
<b>Improve our products and services and provide a distinctive client experience</b>	<ul style="list-style-type: none"> <li>– Acknowledge your differences and similarities with respect to our other clients</li> <li>– Understand how our digital tools and websites are used in order to improve them</li> <li>– Consult with you to gain more insight into your experience, reactions and interactions with us</li> <li>– Keep up with the various stages of your life to make our products and services even more useful and effective over the course of our relationship with you</li> <li>– Allow all our clients to benefit from the lessons gleaned from you as we work to improve our client experience</li> <li>– Make it easier for you to enter your information when requesting a product or service (e.g., automatically fill in certain fields)</li> </ul>
<b>Keep you informed of our promotions, products, services, contests and events that may be of interest to you</b>	<ul style="list-style-type: none"> <li>– Understand the product and services portfolio you have with iA Financial Group in order to offer you relevant products and services that are adapted to your reality</li> <li>– Contact you at the right time, in the right way</li> <li>– Offer you benefits or advantageous pricing based on the products or services you have with iA Financial Group</li> <li>– Keep you informed of contests or other promotional events that may be of interest to you</li> </ul>

## 2.4 We may share your personal information with other individuals or organizations

### *To whom may we disclose your personal information*

In order to fulfill the purposes outlined in this notice, we may sometimes need to share your personal information with other individuals or organizations.

For example, we may share it with the following third parties:

- Your financial services advisor
- A person who has a product or service with us from which you are benefitting
- Other iA Financial Group entities and their representatives
- Credit bureaus and reporting agencies, such as Equifax or TransUnion
- Public and private insurance, fraud and claims databases
- Public bodies, such as the Société de l'assurance automobile du Québec or health care institutions
- Other insurers, reinsurers and financial institutions
- Your employer, union or association
- Partners who distribute our products and services, such as independent brokers, general agents, specialized insurance coverage providers, travel agencies or car dealerships
- Suppliers, for example of document printing, delivery or data storage services
- Courts, regulatory authorities or self-regulatory organizations
- Fraud prevention and management organizations, for example, law enforcement agencies

### *We may disclose your personal information outside of Canada*

We store your personal information primarily in Canada, but we may sometimes disclose it to parties outside of Canada. For example, if we are doing business with a supplier based in another country. In this case, we contractually ensure that our supplier meets our expectations in terms of managing and protecting your personal information. Before we transfer your personal information outside of Canada, we ensure that it is adequately protected.

We may also disclose your personal information to another Canadian province or territory.

## 2.5 We obtain your consent, except in certain cases prescribed by law

### *When do we obtain your consent*

We obtain your consent before we collect, use or disclose your personal information. We may obtain consent directly from you. It may also be obtained from another person, such as your financial services advisor, employer, car dealer, etc.

We will request your consent again if we wish to use or disclose your personal information for a purpose to which you have not consented.

### *When do we not request your consent*

In some cases, the law permits us to collect, use or disclose your personal information without your consent.

Here are a few examples:

- Disclosing your personal information to suppliers for a purpose outlined in this notice, to provide you with the requested product or service
- Conduct statistical studies using de-identified personal information, where permitted by law
- Take appropriate action if we detect potential fraud
- In Quebec only: Using your personal information if it is clearly for your benefit or for purposes related to those to which you have already agreed
- Outside of Quebec: Using or disclosing your personal information if it is clearly for your benefit and we are unable to obtain your consent

We may also be required by law to disclose personal information. For example, if ordered by a court or requested by a regulatory authority or a self-regulatory organization.

## 2.6 We retain your personal information for a limited time

We retain your personal information only as long as necessary to:

- Fulfill the purposes for which we collected it, and
- Meet our legal obligations

We have implemented a retention schedule. It guides us as to how long we should keep each type of personal information, depending on the context. We destroy personal information once the retention period has elapsed. The duration of this period depends, among other things, on our legal and regulatory obligations and on the time needed to protect our rights in the event of legal recourse.

We may anonymize certain personal information before destroying it and retain a copy. Once the information is anonymized, it can no longer be used to identify you and is therefore no longer deemed personal. We use it, among other things, to improve our product pricing, identify trends and establish performance indicators.

## 2.7 We respect your privacy rights

### Manage your consent preferences

You may review and change your consent preferences for the collection, use and disclosure of your personal information at any time. Please be aware, however, that we will no longer be able to offer you our products and services if you withdraw your consent for a purpose that is essential to our relationship with you (See the section We collect your personal information for specific purposes for further details).

For optional purposes, you may withdraw your consent at any time without adversely affecting our relationship with you.

You can contact us to withdraw your consent for the following purposes:

- Improve our products and services and provide a distinctive client experience
- Keep you informed of our promotions, products, services, contests and events that may be of interest to you

Withdrawing your consent may take up to 30 days to be processed and applied.

### Accessing, rectifying or deleting your personal information

You have several rights regarding the personal information we hold about you. You may exercise them at any time.

<b>Know whether we hold personal information about you</b>	You can ask us: <ul style="list-style-type: none"><li>– If we hold personal information about you</li><li>– How your personal information was collected, used and disclosed</li><li>– If another person or organization holds your personal information for us</li></ul>
<b>Access your personal information</b>	You may ask to access the personal information we hold about you. You can also obtain a copy, but you may have to pay a reasonable fee for it. In some cases, we are unable to provide you with the requested information. For example: <ul style="list-style-type: none"><li>– We share certain medical information with your health care professional. This person can then explain it to you correctly.</li><li>– We cannot give you information that would reveal information about another person.</li></ul>
<b>Rectify your personal information</b>	You can request that we rectify your personal information if it is incomplete or inaccurate. You can also update it if it has changed.

You can request that we delete your personal information. Our response will depend on the situation.

If we have fulfilled the purposes for which the personal information was collected, we will delete it. However, we may retain it in order to meet our legal and regulatory obligations and protect our rights in the event of legal recourse.

If we have not yet fulfilled the purposes for which the personal information was collected, we will delete the information that is out of date, inaccurate, incomplete or no longer required. If you request that we delete the rest of your personal information, we will no longer be able to offer you our products and services.

### Delete your personal information

You may submit a written request to exercise any of your rights in relation to your personal information. You will receive our written response within 30 days. If we deny your request in whole or in part, we will provide you with several pieces of information:

- Reasons for the denial
- The references of the laws and regulations that justify this denial
- Your right to challenge this denial before the privacy regulatory authority of your province or territory
- Timeframe for appealing the denial

### Filing a complaint

You may file a complaint if you feel that we have mishandled your personal information.

We invite you to contact us first if you wish to file a complaint. We will take the time to analyze your complaint and work with you to resolve the situation.

You can also file a complaint with the privacy regulatory authority of your province or territory.

## 3. How to contact us regarding your privacy

You can contact us in writing at the addresses below to:

- Submit a request to access, rectify or delete your personal information
- File a complaint about the handling of your personal information
- Request assistance, send us a comment or ask any question related to your privacy

Make sure you provide us with all the information we need to follow up on your request.

**By email:** [privacyofficer@ia.ca](mailto:privacyofficer@ia.ca)

**By mail:** Office of iA Financial Group Chief Privacy Officer  
1080 Grande Allée West  
PO Box 1907, Station Terminus  
Quebec City, Quebec G1K 7M3

## 4. If we update this notice

We regularly update our practices to bolster them and ensure that they reflect changing privacy laws, regulations and standards. We will notify you on our website of any material changes to this notice.