



FOR PLAN ADMINISTRATORS

Are you using My Client Space to process the changes? 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:1-888-780-2376Mail: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)	
Plan member's name (as shown on our records)	
Plan administrator's signature X	Date D
Plan administrator's email	
TO BE COMPLETED AND SIGNED BY THE PLAN MEMBER (Please print in in	nk)
1. BASIC INFORMATION	
First name Last nam	ne
2. CHANGE OF NAME OR ADDRESS	
New first name New last name	Gender: 🗌 M 🗌 F
New address	Postal code
Y M D	Province
Effective date of address change (if applicable)	age: 🗌 English 🔲 French
3. DIRECT DEPOSIT OF YOUR HEALTH AND/OR DENTAL CLAIM REIMBURS	EMENTS AND NOTIFICATION OF CLAIM PROCESSING
Banking information for direct deposit:	
	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.
1 2 3 4	Indicate all numbers and only the numbers.
Email address for notification:	Personal 🗌 Work
A To receive notifications, you must provide your email address and your	banking information.
\Box 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).

4. SPOUSE AND DEPENDENT CHILDREN INFORMATION

	First name	Last name	Gender	Date of birth	If age 21 ¹ or over, specify
Add spouse ²			□ M □ F	Y M D	
Add child			□ M □ F	Y M D	Full-time studentYesNoWith a disabilityYesNo
Add child			□ M □ F	Y M D	Full-time studentYesNoWith a disabilityYesNo

¹ The age limit may vary depending on your plan. Please contact your plan administrator to confirm this information. ² If your spouse is a common-law spouse, please contact your plan administrator to confirm his/her eligibility.

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

If yes, specify your spouse's:			V M D
_	-		Effective date: Y M D Y M D Y M D Effective date: Y M D
Insurer's name			
Group policy no		Certificate no	

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.

5. CHANGE OF COVERAGE (Evidence of insurability may be required, depending on the nature of the change)

I want to change my coverage to: \Box Individual \Box	☐ Family ☐ Single-parent ¹ ☐ Couple ¹	
¹ Select this cove couple categori	erage only if offered by your plan. Please be advies are not offered, you will automatically have t	vised that if the single-parent and family coverage.
I want to change my option/module/plan to (if applic	able):	
Reason: Marriage/Civil union – Date Common-law spouse – Cohabitation began on Y Divorce/Separation – Date Y Birth/Adoption of a first child – Date	Spouse's new group insurance plan Began on H Began on	nce plan —
If you and/or your dependents already have health a dental coverage under this group plan by checking the second s		an , you can refuse health and/or
For myself and my dependents: \Box I refuse here	alth coverage 🛛 I refuse dental coverage	
For my dependents only:	alth coverage \Box I refuse dental coverage	
Note: If you refuse coverage and wish to request it at for further details.	t a later date, certain conditions may apply. Plea	ase contact your plan administrator

F54-070A(23-09) ACC PAGE 2 OF 5

6. 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 <u>ExtensiA</u> optional benefits offered as part of your group plan? You can add, change or remove this coverage. Simply go to My Client Space, our secure website, and under *ExtensiA – Optional Benefits*, click on *Forms* and then on *ExtensiA Application*, change or termination form. Please complete and submit the form to our offices.

Are <u>standard</u> 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).

Add coverage: Please indicate the coverage amount to be added. Do not include basic coverage or optional coverage currently in place.

	Life	Accidental death and dismemberment	Critical illness	Statement (complete only if you want to add optional life and/or critical illness coverage OR you want to change to non-smoker status)
Plan member	 Terminate coverage Add coverage: \$ 	Terminate coverage Add coverage: \$	Terminate coverage Add coverage: \$	In the last 12 months, have you used, in any form whatsoever, tobacco, nicotine or cannabis mixed with tobacco?
Spouse	Terminate coverage Add coverage: \$	Terminate coverage Add coverage: \$	Terminate coverage Add coverage: \$	In the last 12 months, has your spouse used, in any form whatsoever, tobacco, nicotine or cannabis mixed with tobacco?
Children	Terminate coverage Add coverage: \$	Terminate coverage Add coverage: \$	Terminate coverage Add coverage: \$	Each child will benefit from the coverage amount you added.

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

This beneficiary designation revokes any previous one(s). If the previously designated beneficiary was irrevocable, complete this section as well as the "Irrevocable beneficiary" section.

1. Primary beneficiaries

If you name multiple primary beneficiaries, the total allocation must be equal to or less than 100%. If less than 100%, the difference will be payable to the estate. Please do not indicate dollar amounts.

First name	Last name	Relationship	Date of birth	%
			Y M D	
			Y M D	
			Y M D	

2. Contingent beneficiaries

If you wish, you can also appoint contingent beneficiaries in the event all primary beneficiaries predecease you. If you name multiple contingent beneficiaries, the total allocation must be equal to or less than 100%. If less than 100%, the difference will be payable to the estate. Please do not indicate dollar amounts.

First name	Last name	Relationship	Date of birth	%
			Y M D	
			Y M D	

IMPORTANT: • If your spouse is a common-law spouse, proceed to the next section. This box does not apply to you. • For Quebec residents only – to be completed if you appointed your spouse (by marriage or civil union) as a beneficiary.

In Quebec, the designation of a legal spouse (married or civil union) as beneficiary is irrevocable*, unless you check the following box:

Revocable beneficiary

* To change the appointment of an irrevocable beneficiary, his/her written consent will be required.

Please read and sign the "PLAN MEMBER CONFIRMATION/AUTHORIZATION" section on the next pages.

8. IRREVOCABLE BENEFICIARY (If applicable)

If you have appointed an irrevocable beneficiary, his/her written consent is required in order to change the designation. In that case, please have the irrevocable beneficiary sign below. Please note that the beneficiary must have attained the age of majority to provide his/her consent.

Irrevocable beneficiary's signature X_



9. TRUSTEE DESIGNATION (Not applicable in Quebec)

In Quebec, there may be issues with respect to the appointment of a trustee. You should consult a legal advisor before appointing a trustee.

In all other provinces, you can complete this section. You can appoint a trustee to receive any amount due to any beneficiary under the age of majority.

Trustee's first name

Last name

PLAN MEMBER CONFIRMATION/AUTHORIZATION

I HEREBY CONFIRM that the information contained in this form is true and complete to the best of my knowledge.

IAUTHORIZE 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.

IALSO 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.

IAGREE that a copy of this Confirmation/Authorization shall be as valid as the original.

CONSENT – PROTECTION OF PERSONAL INFORMATION

Your personal information is important.

For you, because it involves your privacy. For us, iA Financial Group and its affiliates, because it allows us to better serve you day by day.

Protecting your personal information is important to us.

By doing business with us, YOU AGREE to the collection, use and disclosure of personal information necessary to:

- Know who you are. Identify you and keep your contact information up to date.
- Build a relationship with you. Advise you according to your needs, analyze your requests and identify the products and services that
 are right for you.
- Maintain our relationship with you. Administer your products and services and process your requests, complaints and claims.
- Comply with the laws and manage risk. For instance, with regard to cybersecurity or the fight against financial crime.

YOU CONFIRM that you are authorized to disclose to us information concerning your dependents and **YOU CONSENT**, on their behalf, to the collection, use and disclosure to your Employer/Policyholder, our employees, agents, reinsurers and service providers, of the information you have provided and that is necessary to benefit from your Employer's/Policyholder's group insurance plan.

PLAN MEMBER CONFIRMATION/AUTHORIZATION (CONTINUED)

CONSENT – PROTECTION OF PERSONAL INFORMATION (CONTINUED)

We want to inform you.

Under certain conditions, we may collect or disclose your personal information with your Employer/Policyholder, or any other third party, **if and only if** this collection or disclosure:

- is necessary to serve you, or
- is in accordance with the law.

We are committed to sharing only necessary information.

The personal information that we collect in the course of your change request will only be used and disclosed for the purposes for which you have already consented.

To review your consent preferences or to learn more, please refer to the Privacy Notice attached.

Plan member's signature

 Y
 М
 D

 Date

1. Your personal information is precious

We, iA Financial Group and its affiliates¹, 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.

1 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 Itée (MRA), iA Advantages Damage Insurance Inc., SurexDirect.com Ltd., Prysm General Insurance Inc., iA Auto Finance Inc., iA Clarington Investments Inc., Industrial Financial Services Inc., A Clarington Investments Inc., Industrial Financial Services Inc., A American Life Insurance Company, American-Amicable Life Insurance Company of Texas, iA American Warranty, LP, 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.

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
Identification information	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
Financial information	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
Health information	Medical records, medical information related to your claims, paramedical test results, medical history
Insurance information	Information on insurance policies you have with us or elsewhere, claims history, sex at birth, lifestyle habits, criminal record
Employment information	Employment status, current employer, former employers
Information about your assets	Vehicle, residence, recreational vehicle
Information about your family	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
	 Verify your identity
Know who	- Keep your contact information up to date
you are	 Recognize you through iA Financial Group
	 Verify that your personal information is accurate

Categories	Specific purposes
	- Contact you if you request it and answer your questions
	 Understand your needs and your profile to advise you
Build a relationship	 Analyze your requests for products or services
with you	 Determine whether you are eligible for a product or service, and if it is right for you
	- Determine the cost of a product or service you request
	 Day-to-day administration of your contracts, for example, amending them or informing you of changes in your investments
	 Process your payments
Maintain our relationship	 Process your insurance claim, transaction or any other contract-related requests
with you	 Handle any complaints or dissatisfaction
	- Transfer your contracts to or from another financial institution
	 Transfer your file to another representative, if necessary
	 Detect, prevent and contain fraud and unauthorized or illegal activities, such as money laundering and cyber threats
	 Monitor business practices to ensure that they are sound
Comply with laws and	 Verify transactions
naws anu manage risk	- Adequately train our employees and representatives
	 Comply with our legal obligations and the requirements of courts, regulatory authorities or self-regulatory organizations
	- Have certain risks insured by another insurer (reinsurance)

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
Improve our products and services and provide a distinctive client experience	 Acknowledge your differences and similarities with respect to our other clients Understand how our digital tools and websites are used in order to improve them Consult with you to gain more insight into your experience, reactions and interactions with us 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 Allow all our clients to benefit from the lessons gleaned from you as we work to improve our client experience Make it easier for you to enter your information when requesting a product or service (e.g., automatically fill in certain fields)
Keep you informed of our promotions, products, services, contests and events that may be of interest to you	 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 Contact you at the right time, in the right way Offer you benefits or advantageous pricing based on the products or services you have with iA Financial Group Keep you informed of contests or other promotional events that may be of interest to you

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.

Know whether we hold personal information about you	 You can ask us: If we hold personal information about you How your personal information was collected, used and disclosed If another person or organization holds your personal information for us
Access your personal information	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:
	 We share certain medical information with your health care professional. This person can then explain it to you correctly.
	 We cannot give you information that would reveal information about another person.
Rectify your personal information	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.

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

Delete your

information

personal

- 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

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.