

Group Benefits Enrolment or Re-enrolment Application

Please print clearly in dark ink using CAPITAL LETTERS.

Section 1 is to be completed by the plan administrator. The remaining sections and Beneficiary Designation form are to be completed by the plan member.

1 Plan sponsor statement

Plan sponsor name Nishnawbe-Aski Legal Services Corporation Plan contract number 110020

Billing division _____ Account/Division number _____ Plan member's certificate number _____

Do you want the waiting period added to the hire date? Yes No Permanent hire date (dd/mmm/yyyy) 07/Janr/2020

Re-hire date (dd/mmm/yyyy) _____ If a re-hire, date previous employment ended (dd/mmm/yyyy) _____

Occupation HR-ASSISTANT Class B Hours worked/week 35.00 Salary \$ 43,680 Annually

I certify that the plan member listed below is actively at work at their usual place of employment in Canada. Actively at work means the plan member works a normal work schedule of at least the set minimum hours per week as stated in the plan contract over a 52 week period including paid vacation.

Plan administrator signature [Signature] Date (dd/mmm/yyyy) 08/12/20

Is evidence of insurability required? Yes No (in order to determine if evidence of insurability is required, please refer to your contract.)

If yes, please complete form GL0004E and send to Manulife for processing.

2 Plan member information

Plan member's last name Cassidy First name Cameron

Date of birth (dd/mmm/yyyy) 27/Apr/1993 Gender Male Female Province of residence ON

To be completed by employee

Language English French Do you have a spouse? (married, common law or civil union?) Yes No

3 Plan member address

Address (number, street, apt.) 104 Briarwood Drive

City Thunder Bay Province ON Postal code _____

4 For Quebec residents (age 65 or over)

Are you participating in the RAMQ drug plan? Yes No

5 Application for coverage

Some plans allow refusal of certain benefits if the plan member has coverage under their spouse's plan. If you wish to add coverage at a later date, you may reapply for these benefits at which time satisfactory medical evidence may be required.

I am applying for Extended Health Care for

- Myself only
- Myself and 1 dependant (child or spouse)
- Myself and 2 or more dependants (spouse and children)
- None, because my spouse has coverage

I am applying for Extended Dental Care for

- Myself only
- Myself and 1 dependant (child or spouse)
- Myself and 2 or more dependants (spouse and children)
- None, because my spouse has coverage

Are you applying for Dependant Life? Yes No Dependant Life may be mandatory. Refer to the policy details.

6 Coordination of benefits

This section is required if you are applying for coverage on your dependants.

Do you or your dependants (spouse and/or children) have benefit coverage under another benefits plan? Yes No

If yes, please provide the following details: Name of other insurer _____

Insured's last name _____ First name _____ Date of birth (dd/mmm/yyyy) _____

Effective date of coverage (dd/mmm/yyyy) _____ Identification/certificate number _____ Policy number _____

Please indicate type of coverage under other plan:

Extended Health Benefits

- Single
- Couple
- Family
- None

Dental Care

- Single
- Couple
- Family
- None

In cases where the information is not complete a default value will be applied.

Plan member signature _____

Carole Gervais

Date signed (dd/mm/yyyy) 07/12/2020

Acknowledge that more specific details regarding how and why Manulife collects, uses, maintains, and discloses my personal information can be found in Manulife's Privacy Policy and Privacy Information Package, available at www.manulife.ca/planmember, or from my Plan Sponsor.

I have the right to request access to the personal information in my file, and, where appropriate, to have any inaccurate information corrected.

- persons authorized by law;
- persons to whom I have granted access; and
- Manulife employees, representatives, reinsurers, and service providers in the performance of their jobs;

Understand that any information provided to or collected by Manulife in accordance with this authorization, will be kept in a Group Benefits life, health or disability file. Access to my information will be limited to:

Customer Service Center.

Understand that if I do not wish to receive emails from Manulife, I can remove my email address online or by contacting the Manulife or by me pursuant to this authorization. **Agree** should the email address identified on this form change that I am responsible for updating the email communication. **Agree** that Manulife is not liable for damages which I may incur as a result of interception by a third party of an email transmission sent by **Understand** such correspondence may contain information; and that the information is being sent in a manner that is not guaranteed as a secured means of If applicable, **Authorize** Manulife to correspond with me through the email address identified on this form regarding my Coverage, for the Purposes. **I**

Manulife, either by me or by representatives of my estate.

Manulife into the Account, to which I am not entitled, either by contract or by law, shall not form part of my property, and shall be immediately refunded to herein, and require my personal written endorsement relating to future Payment(s). **Also understand and agree** that any Payment(s) made by Payment(s). **Also understand and agree** that Manulife may, at any time and without prior notice, discontinue the direct deposit of Payment(s), as requested **Understand and agree** that upon the deposit of any Payment(s) into the Account, Manulife is fully discharged from any further liability with respect to such me and any other financial institution I choose to name in the future; and shall remain valid until revoked in writing by me, or my duly authorized representative. If applicable, **Authorize** Manulife to deposit all payments ("Payments") due to me from the above referenced Group Benefits policy ("Policy"), into the bank account ("Account") that I have identified on this form. **Confirm** that this direct bank deposit authorization applies to the financial institution herein named by and administration, if my SIN is used as my plan member certificate number. **Agree** a photocopy or electronic version of this authorization is valid.

deductions from my pay for my Group Benefits plan, if applicable. **Authorize** the use of my Social Insurance Number ("SIN") for the purposes of identification on their behalf as if they were signing it themselves, and to disclose and receive their information, for the Purposes. **Authorize** my plan sponsor to make each other and with Manulife, its reinsurers and/or its service providers, for the Purposes. **I am authorized** by my Dependents to consent to this Authorization, or organization with information, including any medical and health professionals, facilities or providers, professional regulatory bodies, any employer, group plan administrator, insurer, investigative agency, and any administrators of other benefits programs to collect, use, maintain and exchange this information with **Authorize** Manulife to collect, use, maintain and disclose personal information relevant to this application ("Information") for the purposes of Group Benefits portion of this Coverage, and future claims thereunder may be denied or terminated as a result of the provision of false, incomplete, or misleading information. **Authorize** any person provided by me, and/or my Dependents, in the future is true and complete to the best of our knowledge. **Understand** that as the applicant, it is my responsibility to ensure that any further verbal or written statement true and complete to the best of my knowledge. **Understand** that certain aspects of such Coverage may extend to my spouse and eligible dependants (collectively, "Dependants"). **Certify** that the information in this form is **Understand** that **hereby** apply for coverage ("Coverage") under the Group Benefits plan issued to my plan sponsor by Manulife Financial ("Manulife"). **Understand** that

9 Authorization and consent

Electronic claim statement

By providing your email address, you will receive an invitation to register for an online member account.

Work email address ccasid@nametel.com Personal email address ccasid@gmail.com

Complete the following

section if you would like to sign up for direct

payments.

Bank account number 5025118

Institution number 000

Transit number 03872

Transit number 03872

MEMO

Transit number 03872

Institution number 000

Bank account number 5025118

Transit number 03872

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Group Benefits Beneficiary Designation

Please see reverse for assistance in completing this form.
Send the completed form to: Plan Member Administration
Manulife Financial
PO BOX 11006, STN CENTRE-VILLE
MONTREAL QC H3C 4T8
Fax: 1-877-733-4233

All sections of this page should be completed as it will replace any prior designations.

1 Plan member information

Plan sponsor name: Plan member name (last, first and middle initial):

Plan contract number: Province of residence: Date of birth (dd/mm/yyyy):

Plan member certificate number:

2 Primary beneficiary

List all primary beneficiaries for Basic Life and/or Basic Accidental Death. Percentages must total 100% to be valid.

Name of beneficiary (last, first and middle initial)	Date of birth (dd/mm/yyyy)	Relationship to plan member	Percentage
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3 Optional coverage (if applicable)

List all beneficiaries for Optional Life and/or Optional Accidental Death. Percentages must total 100% to be valid.

Name of beneficiary (last, first and middle initial)	Date of birth (dd/mm/yyyy)	Relationship to plan member	Percentage
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4 Contingent beneficiary

Note: If beneficiary is shown as irrevocable, his/her consent is required to change it. Include a signed and dated consent with this form. You are responsible for ensuring the validity of your designation.

Name of beneficiary (last, first and middle initial)	Date of birth (dd/mm/yyyy)	Relationship to plan member	Percentage
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: If beneficiary is shown as irrevocable, his/her consent is required to change it. Include a signed and dated consent with this form. You are responsible for ensuring the validity of your designation.

5 Trustee appointment

Complete if any beneficiary named under the age of majority.

I appoint _____ as Trustee to receive any amount due to any beneficiary under the age of majority (not applicable in Quebec).

6 Declaration and authorization

Due to the legal significance of a beneficiary appointment this designation must be signed and dated to be valid.

A copy, fax, scan or image of the beneficiary designation in this form is as valid as the original.

At Manulife Financial, we know that confidentiality of personal information is important. Any information you provide to us will be kept in a Group Life and Health Benefits file. Access to your information will be limited to:

- our employees and service representatives in the performance of their jobs;
- persons to whom you have granted access; and
- persons authorized by law.

You have the right to request access to the personal information in your file and, if necessary, correct any inaccurate information.

Acknowledge that more detailed information concerning how and why Manulife Financial collects, uses and discloses my personal information is available at www.manulife.ca/planmember, or by requesting a copy from my plan sponsor.

Plan member signature:

Date signed (dd/mm/yyyy):

PRINT

Manulife Financial assumes no responsibility for the validity or sufficiency of the content provided by you. The items 'you' and 'yours' refer to the plan member, the term "Plan Sponsor" refers to the entity that offers the group benefits plan, such as an employer.

What is the purpose of a beneficiary?

If you intend for some or all of your death benefit to go to specific individuals, it is important to make sure that you plan ahead and select those beneficiaries. Having an up-to-date beneficiary designation will make this possible by listing your primary and contingent beneficiaries and intended allocations.

Beneficiary: the person, people or entity who will receive any death benefit from the basic or optional coverage you have selected through your group benefits plan that becomes payable upon your death. Basic and optional beneficiaries may differ.

Types of beneficiary – Primary vs. Contingent

Primary: the person, people or entity you choose to receive the death benefits. If you choose more than one beneficiary you will need to indicate what percentage of the benefit you would like each person to receive. When multiple primary beneficiaries are named, the total of the percentages allocated to each primary beneficiary must add up to 100%.

Contingent: the person, people or entity you designate to receive the death benefits if all of the primary beneficiaries die before you. If you select more than one contingent beneficiary, the benefit will be split evenly between the contingent beneficiaries.

What happens to the death benefit when...

<i>The primary beneficiary dies before you and no contingent beneficiary is named.</i>	The death benefit will be paid to your estate.
<i>The primary beneficiary dies before you, but there is a contingent beneficiary(ies) designated.</i>	The benefit will be paid to the contingent beneficiary(ies).
<i>You assign two primary beneficiaries, and one beneficiary dies before you, and you have not updated your Beneficiary Form information.</i>	The entire death benefit that would have been paid to the deceased beneficiary will be paid to the surviving primary beneficiary.

Irrevocable vs. Revocable

Irrevocable: the beneficiary you choose cannot be changed without the written permission of that individual.

For example, if you choose your spouse or partner to be the designated beneficiary and you end up separating, you will not be able to change the beneficiary designation without a completed release form from them.

In Quebec, naming your spouse (must be a civil union) as a beneficiary automatically means that he/she is an irrevocable beneficiary, unless you specify otherwise or divorce.

Revocable: A revocable beneficiary means that the beneficiary you choose can be changed at any time without the permission of that individual

For example, if you choose your spouse or partner to be the designated beneficiary and you end up separating, you can then change that beneficiary designation without asking for that person's permission.

Naming a minor as a beneficiary

If a benefit becomes payable to a minor who is named as a primary or contingent beneficiary, the benefit can only be paid on behalf of the minor to a trustee or guardian for property, otherwise it will be paid into court to be held until the beneficiary has reached the age of majority for your specific province. It is important therefore, if you are choosing a beneficiary who is a minor at the time of the designation to also name a trustee.

If you are a Quebec resident, the parents are considered tutors of their child.

If a minor has been designated as an irrevocable beneficiary, the policy is automatically frozen until the beneficiary has reached the age of majority for your specific province. A parent, guardian or trustee cannot consent to a beneficiary change on behalf of a minor.

Minor: a person named as a beneficiary who is under the age of majority for your specific province.

Trustee: a person appointed by you to hold the minor's proceeds in trust until the minor reaches the age of majority for your specific province.

Tutor: a tutor acts like a trustee.