Manulife

Group Benefits Enrolment or Re-enrolment Application

Class A

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 Corp. Plan contract number _____

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) 02/June/14

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

Occupation Talkie Toaster Facilitator Class A Hours worked/week 35 Salary $ 45,000 Frequency A

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 _____ Date (dd/mmm/yyyy) 07/DEC/2014

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

To be completed by employee

Plan member's last name Napash First name Heather

Date of birth (dd/mmm/yyyy) 31/10/1985 Gender ○ Male ✓ Female Province of residence ON

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

3 Plan member address

Address (number, street, apt.) 109 Kensington Drive

City Thunder Bay Province ON Postal code P7C 2A4

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) [redacted] HN Identification/certificate number _____ Policy number _____

Please indicate type of coverage under other plan:

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

Extended Health Benefits

- ○ Single
- ○ Couple
- ○ Family
- ○ None

Dental Care

- ○ Single
- ○ Couple
- ○ Family
- ○ None

Continued on the next page

7 Dependant Information

Complete the following section if the plan includes health and/or dental coverage and you have not refused benefits for your dependants in Section 5 Application for coverage.

Spouse
If there is not enough room to list your dependants, attach details on a separate sheet.

Last name _____ First name _____ Date of birth (dd/mmm/yyyy) _____

Gender ○ Male ○ Female If common law, please provide the effective date of cohabitation (dd/mmm/yyyy) _____

**To apply for over-age disabled dependant coverage, please complete form GL0514E.

Last name	First name	Date of birth (dd/mmm/yyyy)	Gender Male	Gender Female	Over-age student	Over-age disabled dependant**
Thompson	Ryder	18/06/2004	✓	○	○	○
Thompson	Karma	12/09/2006	○	✓	○	○
Thompson	Rowlin	14/11/2008	✓	○	○	○
			○	○	○	○

8 Direct deposit

Complete the following section if you would like to sign up for direct deposit of your claim payments.

Transit number 10227
Institution number 002
Bank account number 0383929

MEMO _____
⑈108⑈ ⑆01122⑈540⑆ 0001383929⑈

Transit number | Institution number | Account number

Electronic claim statement

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

Work email address hnapash@conlegal.on.ca Personal email address heathernapash@gmail.com

9 Authorization and consent

I hereby apply for coverage ("Coverage") under the Group Benefits plan issued to my plan sponsor by Manulife Financial ("Manulife"). I understand that certain aspects of such Coverage may extend to my spouse and eligible dependants (collectively, "Dependants"). I certify that the information in this form is true and complete to the best of my knowledge. I understand that as the applicant, it is my responsibility to ensure that any further verbal or written statement provided by me, and/or my Dependants, in the future is true and complete to the best of our knowledge. I acknowledge and agree that this Coverage or any 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. I authorize Manulife to collect, use, maintain and disclose personal information relevant to this application ("Information") for the purposes of Group Benefits plan administration, audit, assessment, investigation, claim management, underwriting and for determining plan eligibility ("Purposes"). I authorize any person 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 each other and with Manulife, its reinsurers and/or its service providers, for the Purposes. I am authorized by my Dependants to consent to this Authorization, on their behalf as if they were signing it themselves, and to disclose and receive their Information, for the Purposes. I authorize my plan sponsor to make deductions from my pay for my Group Benefits plan, if applicable. I authorize the use of my Social Insurance Number ("SIN") for the purposes of identification and administration, if my SIN is used as my plan member certificate number. I agree a photocopy or electronic version of this authorization is valid.

If applicable, I 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. I confirm that this direct bank deposit authorization applies to the financial institution herein named by 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. I 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 Payment(s). I also understand and agree that Manulife may, at any time and without prior notice, discontinue the direct deposit of Payment(s), as requested herein, and require my personal written endorsement relating to future Payment(s). I also hereby acknowledge and agree that any Payment(s) made by 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 Manulife, either by me or by representatives of my estate.

If applicable, I authorize Manulife to correspond with me through the email address identified on this form regarding my Coverage, for the Purposes. I 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 communication. I 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 Manulife or by me pursuant to this authorization. I agree should the email address identified on this form change that I am responsible for updating the email address maintained by Manulife. I understand that if I do not wish to receive emails from Manulife, I can remove my email address online or by contacting the Customer Service Center.

I 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:

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

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

I 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.

Plan member signature H napash Date signed (dd/mmm/yyyy) 6/12/2017

10 Mailing instructions

Plan Member Administration
Manulife Financial
PO BOX 11006, STN CENTRE-VILLE
MONTREAL QC H3C 4T8

Manulife

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 contract number	Plan member certificate number
Nishnawbe-Aski Legal Services Corp		
Plan member name (last, first and middle initial)	**Province of residence**	**Date of birth (dd/mmm/yyyy)**
Napash, Heather J	ON	31/10/1985

2 Primary beneficiary

List all primary beneficiaries for Basic Life and/or Basic Accidental Death.

Percentages must total 100% to be valid.

Irrevocability

Name of beneficiary (last, first and middle initial)	Date of birth (dd/mmm/yyyy)	Relationship to plan member	Percentage
Thompson, Ryder Q	18/06/2004	son	33 %
Thompson, Karma B	12/09/2006	daughter	34 %
Thompson, Rowlin R	14/11/2008	son	33 %

For Quebec residents only
In Quebec, the designation of your spouse as beneficiary is irrevocable unless otherwise specified.
If spouse is beneficiary, the designation is:
○ Revocable ○ Irrevocable

3 Optional coverage (if applicable)

Plan contract number

List all beneficiaries for Optional Life and/or Optional Accidental Death.

Irrevocability

Name of beneficiary (last, first and middle initial)	Date of birth (dd/mmm/yyyy)	Relationship to plan member	Percentage
			%
			%
			%

For Quebec residents only
In Quebec, the designation of your spouse as beneficiary is irrevocable unless otherwise specified.
If spouse is beneficiary, the designation is:
○ Revocable ○ Irrevocable

4 Contingent beneficiary

Name of contingent beneficiary (last, first and middle initial)	Date of birth (dd/mmm/yyyy)	Relationship to plan member

5 Trustee appointment

Complete if any beneficiary named is under the age of majority.

I appoint Jessie Mathias 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.

I hereby revoke any previous beneficiary designations in relation to my foregoing coverage(s) and designate the person(s) named above.

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.

I 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/mmm/yyyy)
HNapash	Dec 6/17

Manulife

Group Benefits Enrolment or Re-enrolment Application

Class: A

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 Corp. Plan contract number _____

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) 02/June/14

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

Occupation Talking Together Facilitator Class A Hours worked/week 35 Salary $ 45,000 Frequency A

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 _____ Date (dd/mmm/yyyy) 07/DEC/2014.

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

To be completed by employee

Plan member's last name Napash First name Heather

Date of birth (dd/mmm/yyyy) 31/10/1985 Gender ○ Male ☑ Female Province of residence ON

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

3 Plan member address

Address (number, street, apt.) 109 Kensington Drive

City Thunder Bay Province ON Postal code P7C 2A4

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) ~~01/Jan/2015~~ HN Identification/certificate number _____ Policy number _____

Please indicate type of coverage under other plan:

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

Extended Health Benefits
- ○ Single
- ○ Couple
- ○ Family
- ○ None

Dental Care
- ○ Single
- ○ Couple
- ○ Family
- ○ None

Continued on the next page

7 Dependant information

Complete the following section if the plan includes health and/or dental coverage and you have not refused benefits for your dependants* in Section 5 Application for coverage.

Spouse

If there is not enough room to list your dependants, attach details on a separate sheet.

Last name _____ First name _____ Date of birth (dd/mmm/yyyy) _____

Gender ○ Male ○ Female If common law, please provide the effective date of cohabitation (dd/mmm/yyyy) _____

**To apply for over-age disabled dependant coverage, please complete form GL0514E.

Last name	First name	Date of birth (dd/mmm/yyyy)	Gender Male	Gender Female	Over-age student	Over-age disabled dependant**
Thompson	Ryder	18/06/2004	✓	○	○	○
Thompson	Karma	12/09/2006	○	✓	○	○
Thompson	Rowlin	14/11/2008	✓	○	○	○
			○	○	○	○

8 Direct deposit

Complete the following section if you would like to sign up for direct deposit of your claim payments.

Transit number 70227

Institution number 002

Bank account number 0383929

MEMO

⑈108⑈ ⑆70227⑆002⑆ 0000383929⑈

Transit number Institution number Account number

Electronic claim statement

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

Work email address hnapash@mdlegal.on.ca Personal email address heathernapash@gmail.com

9 Authorization and consent

I hereby apply for coverage ("Coverage") under the Group Benefits plan issued to my plan sponsor by Manulife Financial ("Manulife"). I understand that certain aspects of such Coverage may extend to my spouse and eligible dependants (collectively, "Dependants"). I certify that the information in this form is true and complete to the best of my knowledge. I understand that as the applicant, it is my responsibility to ensure that any further verbal or written statement provided by me, and/or my Dependants, in the future is true and complete to the best of our knowledge. I acknowledge and agree that this Coverage or any 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. I authorize Manulife to collect, use, maintain and disclose personal information relevant to this application ("Information") for the purposes of Group Benefits plan administration, audit, assessment, investigation, claim management, underwriting and for determining plan eligibility ("Purposes"). I authorize any person 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 each other and with Manulife, its reinsurers and/or its service providers, for the Purposes. I am authorized by my Dependants to consent to this Authorization, on their behalf as if they were signing it themselves, and to disclose and receive their information, for the Purposes. I authorize my plan sponsor to make deductions from my pay for my Group Benefits plan, if applicable. I authorize the use of my Social Insurance Number ("SIN") for the purposes of identification and administration, if my SIN is used as my plan member certificate number. I agree a photocopy or electronic version of this authorization is valid.

If applicable, I 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. I confirm that this direct bank deposit authorization applies to the financial institution herein named by 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. I 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 Payment(s). I also understand and agree that Manulife may, at any time and without prior notice, discontinue the direct deposit of Payment(s), as requested herein, and require my personal written endorsement relating to future Payment(s). I also hereby acknowledge and agree that any Payment(s) made by 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 Manulife, either by me or by representatives of my estate.

If applicable, I authorize Manulife to correspond with me through the email address identified on this form regarding my Coverage, for the Purposes. I 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 communication. I 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 Manulife or by me pursuant to this authorization. I agree should the email address identified on this form change that I am responsible for updating the email address maintained by Manulife. I understand that if I do not wish to receive emails from Manulife, I can remove my email address online or by contacting the Customer Service Center.

I 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:

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

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

I 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.

Plan member signature H napash Date signed (dd/mmm/yyyy) 6/12/2017

10 Mailing instructions

Plan Member Administration
Manulife Financial
PO BOX 11006, STN CENTRE-VILLE
MONTREAL QC H3C 4T8

Revise Employee - Confirmation

Policy: 106790
Employee ID: 169
Effective Date: MAR 21 2017

The following enrollment information for **HEATHER NAPASH** has been successfully updated.

Employee Information:

Earnings/Frequency: $45,000.00 Annually

If an "Employee Change Form" was completed for reasons other than a beneficiary change, keep the original signed form in a secure location. It may be required to support future benefit payments under your plan.

If the "Employee Change Form" includes a change in beneficiary the form must be signed and dated in ink and mailed to Great-West's Head Office. It may be required to support future benefit payments under your plan.

If the Beneficiary Information maintained on Great-West's system differs from the "Application for Group Coverage Form" or "Employee Change Form", the information on the forms will prevail.

Return to Maintain/Inquire on Employee Page
Return to Enrollment Home Page
View In-Force Premium and Taxes

[Help]

NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

HEATHER NAPASH

PLAN: 106790
ID: 169
DIVISION: 1

BENEFITS AT SEPTEMBER 02, 2014

BENEFIT	COVERAGE	
BASIC EMPLOYEE LIFE	$ 103,000	
BASIC DEPENDENT LIFE	INCLUDED	
ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D)	$ 103,000	
SHORT TERM DISABILITY	$ 495	MAXIMUM PER WEEK
LONG TERM DISABILITY	$ 2,145	MAXIMUM PER MONTH
CRITICAL ILLNESS	$ 30,000	
HEALTHCARE	FAMILY	
CONTACT - EMPLOYEE ASSISTANCE PROGRAM	FAMILY	

PLEASE TURN OVER

PLEASE NOTE:

This summary is not a legal document and is subject to change. If there is a difference between this summary and the provisions of the group policy, employee application form or change form, the forms and policy provisions will prevail. For more detailed information, please refer to your benefits booklet. If you find a discrepancy in this summary, please contact your plan administrator.

PRINTED ON: AUGUST 20, 2014

THE Great-West Life ASSURANCE COMPANY

BENEFICIARIES

NAMED BENEFICIARY	RELATIONSHIP	REVOCABLE BENEFICIARY
JESSIE C MATTINAS	PARENT	YES

* STATUS

THE Great-West Life ASSURANCE COMPANY

APPLICATION FOR GROUP COVERAGE

For GWL Head Office Use Only
GWL Certificate Number

Please print clearly and complete both sides of this form, in INK. Section 1 is to be completed by the plan administrator and sections 2 through 7 are to be completed by the plan member.

1. Plan Sponsor Section

This section is to be completed by the plan administrator.

Please note the policy waiting period will be applied to the eligible date of employment.

Plan number: 106790 Division number: _____ Benefit class: _____

Plan sponsor: NISHNAWBE-ASKI LEGAL SERVICES CORPORATION

Plan member ID: _____ Cost centre (if applicable): _____

Date of full-time employment: Month 06 Day 02 Year 2014

Occupation: Admin. Assistant Earnings: $ 16.50 per ☐ year ☐ month ☐ week ☑ hour

Plan member province of residence: ONT. Plan member province of employment: ONT.

2. Plan Member Information

This section is to be completed by the plan member.

Please print clearly, in INK.

Plan member name (print): Napash (last name) Heather (first name) J (middle initial)

Gender: ☐ Male ☑ Female Date of birth: Month 10 Day 31 Year 1985

Plan member mailing address:

Street address: 109 Kensington Drive

City: Thunder Bay Province: Ontario Postal code: P7C 2A4

Do you have a spouse (married, common-law or civil union spouse)? ☐ Yes ☒ No

Do you have dependant children, including full time students or disabled adults? ☒ Yes ☐ No

How many dependants in total, including spouse? 3

3. Refusal of Benefits

This section is to be completed by the plan member.

Cross outs and/or corrections in this section must be initialed.

Note: Health and/or dental coverage can only be refused if you and/or your dependants are covered by duplicate group benefits through your spouse's employer.

I understand the plan of group benefits offered to me, but **I decline** to participate in:

Healthcare for ☐ myself and my dependants ☐ my dependants only

Dentalcare for ☐ myself and my dependants ☐ my dependants only

Spousal insurer's name: _____ Plan number: _____

If you lose spousal coverage you must apply for coverage within 31 days of loss of such coverage. If you do not apply within 31 days you and your dependants may be required to provide proof of insurability acceptable to Great-West Life to be covered. If you are approved, coverage for dental benefits may be limited.

Please see your plan administrator for details.

4. Beneficiary Designation

This section is to be completed by the plan member.
This section must be completed to designate a beneficiary for your life benefits, if applicable.
The original of this form will be required for a life claim. Crossed out beneficiary designations must be initialed. Please print clearly in INK.

Beneficiary's name(s)	Percent allocated	Date of birth month/day/year	Relationship to plan member
last name Mathias first name Jessie middle initial C.	100%	?	mother
last name _____ first name _____ middle initial _____			
last name _____ first name _____ middle initial _____			

To be divided as follows: ☐ As per the percentages indicated above, or ☐ In equal shares to the survivor(s)

You may change this beneficiary designation at any time upon notice to Great-West Life. If you wish to make the beneficiary designation irrevocable (meaning you may not change the designation or make certain changes to your coverage under the plan without the written consent of the beneficiary) please complete form #M6348 BIL.

Note: Where Quebec law applies and you have designated your married spouse or civil union spouse as beneficiary, the designation will be irrevocable unless you check the box marked "Revocable", below.

I hereby make the above beneficiary designation:

☑ Revocable, I may change this beneficiary designation at any time.

For Quebec Applicants Only - Benefits payable under this plan to a beneficiary who, at the time payment is to be made, is a minor or lacks legal capacity, will be paid to his/her tutor(s), unless a valid trust has been established for the benefit of the beneficiary, by Will or by separate contract, to receive any such payment and Great-West Life has been provided notice of the trust. If a valid trust has already been established, designate the trust as the beneficiary in this section. **Before designating a trust, you should seek legal advice.**

For All Other Applicants - If designating a beneficiary who is a minor or who lacks legal capacity you may wish to appoint a trustee/administrator by completing form #M6242 BIL. This appointment may not be suitable for all purposes. **Before designating a trust, you should seek legal advice.**

CONTINUE ON REVERSE SIDE

To be completed by the plan administrator

Plan number: 106790 Plan member name: Nishnawbe-Aski Legal Services. Plan member ID: _____

5. Dependant Information

This section is to be completed by the plan member.
Complete this section if the plan includes health and/or dental coverage and you have not refused such coverage for your dependants in section 3.
If there are more than four dependants, please attach a separate list. Please print clearly, in INK.

Spouse Information

last name | first name | middle initial

Date of birth (month/day/year) **Gender** Male ☐ Female ☐

What group benefits coverage does your spouse have through his/her employer?

HEALTHCARE				DENTALCARE				VISIONCARE			
Single	Family	Waived	None	Single	Family	Waived	None	Single	Family	Waived	None
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Where applicable, benefit payments will be coordinated between this plan and your spouse's plan.

Dependant Information

last name	first name	middle initial	Date of birth (month/day/year)	Gender Male	Gender Female	Full time student Yes	Disabled dependant Yes
Thompson	Ryder	Q	06/19/2004	☑	☐	☐	☐
Thompson	Karma	B	09/12/2006	☐	☑	☐	☐
Thompson	Rowlin	R	11/14/2008	☑	☐	☐	☐
				☐	☐	☐	☐

6. Privacy

This section explains Great-West Life's commitment to privacy.

Protecting Your Personal Information

At **The Great-West Life Assurance Company,** we recognize and respect the importance of privacy. When you apply for coverage, we establish a confidential file that contains your personal information. This file is kept in the offices of Great-West Life or the offices of an organization authorized by Great-West Life. You may exercise certain rights of access and rectification with respect to the personal information in your file by sending a request in writing to Great-West Life. Great-West Life may use service providers located within or outside Canada. We limit access to personal information in your file to Great-West Life staff or persons authorized by Great-West Life who require it to perform their duties, to persons to whom you have granted access, and to persons authorized by law. Your personal information may be subject to disclosure to those authorized under applicable law within or outside Canada. Personal information that we collect will be used for the purposes of determining your eligibility for coverage and administering the group benefits plan. This includes investigating and assessing claims, and creating and maintaining records concerning our relationship. For a copy of our Privacy Guidelines, or if you have questions about our personal information policies and practices (including with respect to service providers), write to Great-West Life's Chief Compliance Officer or refer to www.greatwestlife.com.

7. Authorizations and Declarations

This section must be signed and dated in INK by the plan member.

I hereby apply for coverage under the group benefits plan issued by Great-West Life.

I have read and understand and agree with the contents of the section entitled "Protecting Your Personal Information" on this form.

I authorize:

- my plan sponsor to deduct from my pay and remit to Great-West Life the plan member contributions required under the plan, if applicable;
- Great-West Life to use my social insurance number for tax reporting purposes and as an identification number where it is required in the administration of the plan;
- Great-West Life, any healthcare provider, my plan administrator, other insurance or reinsurance companies, administrators of government benefits or other benefits programs, other organizations, or service providers working with Great-West Life to exchange personal information, when necessary to determine my eligibility for coverage and to administer the plan.

If applying for coverage for my spouse and/or dependants, I confirm that I am authorized to act on their behalf.

I agree that a photocopy or electronic copy of this Authorizations and Declarations section is as valid as the original.

I certify that the information given is true, correct and complete to the best of my knowledge.

For Quebec applicants: I request that this form be in English.
Je demande que ce formulaire me soit remis en anglais.

Plan member signature: Hinapash **Date:** July 7, 2014

Nishnawbe-Aski Legal Services Corporation

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Employee Warning Notice

Employee Name: Heather Napash Date: January 24, 2017

Employee ID: Job Title: TTP-Facilitator

Manager: Carol Buswa Department:

Type of Warning

☑ 1. Verbal Warning by the Employee's Supervisor ☐ 2. Letter of Counsel

☐ 3. Letter of Warning ☐ 4. Suspension ☐ 5. Dismissal

Reason for Warning

☐ Tardiness/Leaving Early ☐ Absenteeism ☐ Violation of Company Policies

☑ Substandard Work ☐ Rudeness to Clients/Coworkers ☐ Violation of Safety Rules

☐ Other: _____

Event Details

Description of Infraction:

Referral incident November 25, 2016- Referral was not addressed or processed in the appropriate time -6 weeks lapsed before referral was addressed. NALSC & TTP service to family was compromised.

Referral incident - In your role as facilitator it was your responsibility for activating the referral once you received it. Firstly, you received referral and entered it info into database November 25th It sat dormant and was not acted upon for two weeks. After Zelda received the phone call from Executive Director on December 7 she (Zelda) informed you about the referral where you sent it for approval. Referral was approved on that day and still no action took place until January 7, 2017. After lengthy review and discussion in resolving this matter, It was your responsibility to take immediate action on the referral.

Plan for Improvement:

- monitor client files on database.
- once approved work on file immediately instead leaving it (prioritizing high-low referrals) to avoid this situation

Consequences of Further Infractions:

Acknowledgement of Receipt of Warning

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Employee: HNapash Manager: CBuswa Date: Jan 31/17

Nishnawbe-Aski Legal Services Corporation

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Employee Warning Notice

Employee Name: Heather Napash Date: June 24, 2016

Employee ID: _____ Job Title: TTP Facilitator

Manager: Carol Buswa Department: TTP

Type of Warning

☑ 1. Verbal Warning by the Employee's Supervisor ☐ 2. Letter of Counsel

☐ 3. Letter of Warning ☐ 4. Suspension ☐ 5. Dismissal

Reason for Warning

☐ Tardiness/Leaving Early ☐ Absenteeism ☐ Violation of Company Policies

☐ Substandard Work ☐ Rudeness to Clients/Coworkers ☐ Violation of Safety Rules

☐ Other:

Event Details

Description of Infraction: (June 24, 2016) Absent from office 109 Mission Rd FWFN 9-11:34 a.m. Failed to call in before 9 a.m

Plan for Improvement:

I plan to be on time; by setting my alarm clock earlier.

Consequences of Further Infractions:

Next step -Letter of counsel

Acknowledgement of Receipt of Warning

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Employee: Hnapash Manager: C Buswa Date: June 24/16

NALSC

Employee Warning Notice

Employee Information

Employee Name: Heather Napash Date: September 4, 2014

Employee ID: Job Title: Assist. to Area Director

Manager: Celina Reitberger Department:

Type of Warning

(First Warning) Second Warning Final Warning

Reason for Warning

Tardiness/Leaving Early Absenteeism Violation of Company Policies

Substandard Work Rudeness to Clients/Coworkers Violation of Safety Rules

(Other:) See infraction below

Manager Approval

Description of Infraction:

Leaving premises without signing out

Plan for Improvement:

Don't do it again

Disciplinary Actions:

You will be sent home without pay – one full day

Consequences of Further Infractions:

Please see attached Memo.

Acknowledgement of Receipt of Warning

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Employee_____Manager_____Date_____

MEMO

TO: Kirsten Rasevych, HR Clerk

Heather Napash, Assistant to Area Director

FROM: Celina Reitberger, Executive Director

CC: Personal Files

SUBJECT: Unauthorized Leave

DATE: October 9 2014

On September 4, 2014 I was looking for you to assist me.

I discovered that you and Heather Napash had left on a break without signing out. Sheba informed me that you stood at the sign-out sheet and she assumed you had signed out.

You returned after more than the allowable 15 minutes. Since there was no way to track your time a swift penalty was in order.

You were both sent home for 5 hours.

Further infractions could result in a 2 day suspension.

TALKING TOGETHER
Employee Performance Review

EMPLOYEE INFORMATION

Name Heather Napash

Employee ID

Job Title Talking Together Facilitator

Date July 12, 2019

Department Talk Together Program

Manager Carol Buswa

Review Period to

RATINGS

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	☐	☐	☐	✓	☐
Comments	Heather is familiar with the program and continues to demonstrate her administrative skills in processing clients and work load. If she is uncertain she asks questions when needed.				
Work Quality	☐	☐	☐	✓	☐
Comments	Heather displays good work ethic and demonstrates confidence as a professional in the administrative practices and processes of the job. She applies herself promptly and efficiently but needs to be more cognizant of Circle process when working with clients as a TTC Facilitator-mediator				
Attendance/Punctuality	☐	☐	☐	✓	☐
Comments	Heather demonstrates good attendance and is aware of the importance in this area.				
Initiative	☐	☐	☐	☐	✓
Comments	Heather has demonstrated the ability to take on work responsibilities with ease and continues to demonstrate confidence when completing tasks. If she is unsure about a work related matter she calls the office for assistance. During the TT Circle she was able to establish a good flow to the process that assisted parents to identify some of their needs and goals.				
Communication/Listening Skills	☐	☐	☐	☐	✓
Comments	Heather communicates very well with staff, clients, stakeholders and community. She is very approachable and is able to share and apply new information. She is familiar with the goals and mandate of the AADR-Talking Together Program. She was able to articulate the TT Circle very well and demonstrated confidence throughout. The client and Circle participants were comfortable and at ease which made Circle goals easier to work with and ADR achievable.				
Dependability	☐	☐	☐	☐	✓
Comments	Heather continues to be reliable and accountable in and out of the office.				

Overall Rating *(average the rating numbers above)*

EVALUATION

ADDITIONAL COMMENTS: Heather has established a good working relationship with staff, clients, community and stakeholders of the communities that she serves. She has established a good work ethic and is flexible with change. Heather is an asset to the program and takes pride in working for the agency in her daily duties as a facilitator. Good Work Heather!

GOALS
(as agreed upon by employee and manager)

- Refresher - ADR
- Native Language course.

VERIFICATION OF REVIEW

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature H Napash Date Sep 6/19

Manager Signature C Buswa Date Sept 6/19.