

**Application Form**  
**Group Retirement Savings Plan (RSP)**

Please print clearly in the blank boxes.

**Important:** If this application is for a spousal RSP, the spouse (i.e. Spousal Member) must complete this form.

Check one:

- This RSP is for you as a Member (i.e. employee)
- This RSP is for you as a Spousal Member

Send your completed form to:

Human Resources Service Team, KPMG,  
393 University Avenue Suite 1100  
Toronto, ON M5G 2N9

**Tell us about the plan**

If you aren't sure how to complete any of these boxes, your Plan Administrator can help you or you can call Customer Service at 1-888-727-7766.

Plan Sponsor/Employer <b>KPMG</b>		Policy number <b>530081</b>
Customer number	RMS number	Division <input type="checkbox"/> KPMG MSLP <input type="checkbox"/> KPMG LLP <input type="checkbox"/> GRC
Service start date (mmm/dd/yyyy)		Plan entry date (mmm/dd/yyyy)

**Your personal information**

Must be fully completed.

If you are making spousal contributions, your spouse's information is completed here, and your information is shown in the next section "Contributor information".

**Also note, your spouse is required to sign at the bottom in the "Applicant signature" box.**

Gender	First name	Middle initial	Last name
Mailing address (number, street and apartment number)			
City	Province	Country	Postal Code
Date of birth (mmm/dd/yyyy)	Social Insurance Number (SIN)		Marital status
Your preferred language	Telephone number*	Ext.*	Email address*

\*These fields are optional.

**Tell us about the contributor (the member)**

Complete this section only if the application is for you as a Spousal Member. Otherwise, leave this section blank.

First name	Middle initial	Last name
Date of birth (mmm/dd/yyyy)	Social Insurance Number (SIN)	

**Name your beneficiary (or beneficiaries)**

If you do not name a beneficiary, proceeds will be paid to your estate.

Check here if you have attached a separate page listing your beneficiaries. Please sign and date.

Name	Relationship	Percentage of proceeds

The above beneficiary designations are considered revocable unless you write "irrevocable" in the chart above.

**For Quebec only:**

The designation of a spouse as a beneficiary is deemed to be irrevocable unless specified here:  Revocable

**Trustee for a minor beneficiary named above** (not applicable in Quebec)

Any payment to a beneficiary who is a minor will be paid in trust to the trustee named below.

**In Quebec**, the proceeds will be paid in trust to the minor child's tutor.

Trustee name	Relationship
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A **revocable** beneficiary can be changed at anytime.

An **irrevocable** beneficiary can only be changed with written consent from that beneficiary. You will also need your beneficiary's consent to withdraw or transfer money from your account. A parent or guardian cannot provide consent on behalf of a minor who has been named as irrevocable beneficiary.

If you want to name more than three beneficiaries, attach a separate page with the names and the percentage of proceeds for each beneficiary.

If you have locked-in money in your RSP and you have a spouse on the date of your death, the law may require any death benefit be paid to your spouse, regardless of other beneficiaries you've named.

If you die while your beneficiary is still a minor, the trustee you name on this form will act on the child's behalf.

## Your investment instructions

If you do not complete this section, or the total does not add up to 100%, your contributions will be invested in the plan default fund.

You can go online at anytime to change the funds you have chosen.

The minimum amount you can invest in a fund is 5%.

Percentages must be whole numbers.

**Note: The investment performance of a market-based fund is not guaranteed.**

Specify the percentage of contributions you want to invest in each fund. Your percentages must add up to 100%.

Fund Code	Guaranteed Interest Accounts	%
1001	Manulife 1 Year GIA	
1003	Manulife 3 Year GIA	
1005	Manulife 5 Year GIA	

Fund Code	Target Date Funds	%
2321	ML BR LifePath Index Retirement Fund	
2323	ML BR LifePath Index 2015	
2324	ML BR LifePath Index 2020	
2325	ML BR LifePath Index 2025	
2326	ML BR LifePath Index 2030	
2327	ML BR LifePath Index 2035	
2328	ML BR LifePath Index 2040	
2329	ML BR LifePath Index 2045	
2330	ML BR LifePath Index 2050	

Fund Code	Canadian Money Market	%
3132	ML Canadian Money Market (MAM)	

Fund Code	Fixed Income	%
4191	ML Asset Management Canadian Bond Index	
4401	ML Bond (Addenda)	

Fund Code	Balanced	%
5011	ML Balanced	
5132	ML MMF Monthly High Income	

Fund Code	Canadian Large Cap Equity	%
7011	ML Canadian Equity	
7132	ML Asset Management Canadian Equity Index	
7241	ML JF Canadian Equity	

Fund Code	U.S. Large Cap Equity	%
8131	ML Asset Management U.S. Equity Index	
8142	ML Fidelity Growth America	

Fund Code	International Equity	%
8192	ML International Equity	
8321	ML BlackRock International Equity Index	
9778	MLAC AGF International Stock	

Fund Code	Global Equity	%
8141	ML Fidelity Global Fund	

**Your percentages must add up to 100%. 100%**

## Please sign here

I confirm that I have read, understood and agreed to the information in this form, including the *Enrolment and Registration Authorization* section below, and the *Personal Information Statement*. I also confirm that information in this form is correct to the best of my knowledge.

### Enrolment and Registration Authorization

I request that Manulife enrol me as a Member in this plan and register me in a Retirement Savings Plan (RSP) under the Income Tax Act (Canada). If I live in Quebec, I request that I am registered in a RSP under the Taxation Act (Quebec).

I understand that any withdrawals from my RSP will be taxed according to the rules outlined in the Income Tax Act (Canada) or the Taxation Act (Quebec), as applicable. I understand that withdrawals may be restricted under the terms of the plan.

I authorize the Plan Sponsor (my employer or my spouse's employer if I am a Spousal Member) to remit contributions and to deliver directions to Manulife on my behalf.

I request that Manulife accept a transfer of locked-in funds into the plan, if applicable, according to the terms described in the Lock-in Retirement Account (LIRA) or locking-in addendum. I understand that with respect to such funds, these terms will override the group RSP contract.

Your signature (as the annuitant)	Date signed (mmm/dd/yyyy)
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## For Manulife use

Manulife customer number	Date (mmm/dd/yyyy)
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## For KPMG use

I hereby authorize KPMG to deduct from my salary on a semi-monthly basis at a rate of \$\_\_\_\_\_ per pay and direct KPMG to deposit these contributions to:

My RRSP Account  My Spouse's RRSP Account

## The personal information statement

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### Your consent to use your personal information

By signing this Application form, you give your consent for us to obtain, verify, and share your personal information, as set out below, in administering your account, now and in the future, with the plan sponsor, the plan administrator, the plan advisor and its employees and other parties in the performance of their duties for us.

You authorize us to use your Social Insurance Number (SIN) if applicable, to uniquely identify you during the administration of your account.

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### How we will maintain and use your personal information

You agree that we may use the personal information that we collect to:

- comply with legal and regulatory requirements,
  - confirm your identity and the accuracy of the information you've provided,
  - conduct searches to locate you and update your member information,
  - administer this plan while you actively work for your employer, and after you no longer work with your employer,
  - administer any other products and service that we provide to you, and
  - determine your eligibility for, and provide you with details of, other select financial products or services that may be of interest to you that are offered by us, our affiliates or other select financial product providers.
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### Who may access your personal information

The following individuals may have access to your personal information:

- our employees and representatives who require this information to do their jobs,
- the plan advisor, including its employees, appointed by your Plan Sponsor to provide ongoing benefit counselling or plan administrative services,
- people to whom you have granted access,
- people who are legally authorized to view your personal information, and
- service providers who require this information to do their jobs.

This may include data processing, programming, printing, mailing, distribution, research and marketing or administration and investigation services.

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### Asking us not to use your personal information

You may withdraw your consent for us to use your SIN for non-tax administration purposes. You may also withdraw your consent for us to use your personal information to provide you with other product or service offerings, except those that are mailed with your statements.

If you wish to withdraw your consent for us to collect, use, retain or share your personal information, you may contact us by phoning our customer service centre at **1-888-727-7766** or by writing to the Privacy Officer at the address below.

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### How long we can keep your personal information

You authorize us to keep your personal information for the longer of:

- the time period required by law and by guidelines set for the financial services industry, and
- the time period required to administer the products and services we provide.

The information we collect with your consent will be protected and maintained in your Manulife plan member file.

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### The personal information that we must have

You may not withdraw your consent for us to collect, use, retain or share personal information that we need to issue or administer your account unless federal or provincial laws give you this right. If you do so, we may no longer be able to properly administer your account and this is what could happen:

- benefits will not be payable as provided under the plan,
  - we may treat your withdrawal of consent as a request to terminate your contract, and
  - your rights, and the rights of your beneficiary or estate under the plan may be limited.
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### Recording your customer service calls to us

We may record your customer service calls to us for the following reasons:

- quality service controls,
- information verification, and
- training.

If you do not wish to have your calls recorded, you must communicate with us in writing to Group Retirement Solutions, 25 Water Street South, Kitchener, ON N2G 4Y5, and request that any response by us also be in writing.

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### Questions, updates and requests for additional information

If you have a request, a concern, or wish to receive more information about our privacy policies, or if you wish to review your personal information in our files or correct any inaccuracies, you may contact us by sending a written request to: Privacy Officer, Group Retirement Solutions, 25 Water Street South, Kitchener ON N2G 4Y5.

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