ESTATE PROTECTION

Quick process guide

A guide to help you place Estate Protection segregated funds business accurately and efficiently.

THE
Great-West Life
ASSURANCE COMPANY

Getting started, what should I know?

ESTATE PROTECTION HAS ITS OWN:

Application

- Non-registered/registered (form 46-10594)
- Tax-free savings account (TFSA) (form 46-10595)
- Estate Protection application: Process Navigator section under Investments > Great-West Life Segregated funds > Applications

Information folder (form 46-10592)

Contract (form 46-10593)

Ensure forms have been completed.

Here are a few suggested forms that may be required depending on your client's situation:

- ☐ If your client wants to preset/set-up upfront information on how the investments/money is divided at death or is it at maturity, fill out this settlement option form 46-8218 (non registered only).
- ☐ If the amount of money going into the policy is $100,000 or more, a Politically exposed foreign person determination (form 99-0270) is required.
- ☐ Transfer of ownership and contingent owner appointment (K315).
- ☐ If you would like the proceeds of this policy to be aggregated currently or in the future to allow for investment in a lower price high net worth series for certain products, the household eligible assets form (form 46-8457) is required.

AVAILABLE POLICIES

- Non-registered
- Retirement income fund (RIF)
- Spousal retirement income fund
- Life income fund (LIF)*
- Prescribed retirement income fund (PRIF)
- Locked–in retirement income fund (LRIF)
- Restricted life income fund (RLIF)
- Tax-free savings account (TFSA)

* Based on current legislation, all LIFs administered under New Brunswick, Newfoundland and Labrador pension legislation can't be applied for.

SUBMIT **PAPER** BASED

- **No change to current application process**

☐ Please include client's cheque or copy of the external transfer form if the funds are being transferred from an external company.

☐ Mail or courier the original application to the address listed below.

Great-West Life:
The Great-West Life Assurance Company
Attention: IRIS Admin T-424
255 Dufferin Ave London, ON N6A 4K1
Fax - 1-855-463-0044

For Quebec,
please submit completed documents to
The Great-West Life Assurance Company
Attention: IRIS Admin, R5301
2001 Robert-Bourassa Blvd. Suite 540
Montreal, QC H3A 1T9
Fax - 514-350-4740

SUBMIT **ONLINE** BASED

- **No change to current process**

Once we receive this application

Missing information **stops** your set-up

Examples of missing information:

- ☐ Client or advisor signatures
- ☐ Application date
- ☐ City and province in the contract holders declaration section

Missing information **delays** set-up and we will contact you

Examples of missing information:

- ☐ Banking information incomplete or missing
- ☐ Identity verification
- ☐ Beneficiary designations don't add up to 100 per cent
- ☐ Missing the AML information
- ☐ Policy type such as registered, non-registered, etc.

All information is complete and the application is in **good order**

- ☐ Great-West Life will issue the policy effective the date the application is received by head office
- ☐ Funds are applied to the account when we receive them
- ☐ We'll mail a confirmation and welcome letter to your client
- ☐ You'll receive a copy of the confirmation statement

Encourage your clients to register with *Investment Summary* for instant, secure access to their Great-West Life segregated funds policy information.

! Looking to have Estate Protection segregated funds as part of a HelloLife™ program?

In the application, a checkbox is available at the bottom of the *Agreement and Signatures* section to allow the client to enrol in the HelloLife program. If the checkbox isn't selected, the application won't be added to the program.

SAMPLE OF THE BOX

☐ By ticking this box you're ready to say HelloLife and are asking us to set up this policy as part of a HelloLife retirement income program.

! At point of sale, you must provide an information folder. Be sure to check the box in the ***Terms and Agreements*** section that lets us know if the client received a paper or electronic version of the information folder.

SAMPLE OF THE BOX

TICK ONE OF THE FOLLOWING BOXES TO INDICATE YOUR CHOICE. MUST BE COMPLETED

☐ You received a copy of the Great-West Life Estate Protection segregated funds policies information folder

OR

☐ You have chosen to access the Estate Protection information folder on our website: www.greatwestlife.com

! Assets within an Estate Protection policy are considered eligible assets that can be used to qualify for a separate preferred series policy.

SAMPLE OF THE BOX

☐ By ticking this box you confirm that you and/or eligible members of your family hold certain other Great-West Life investment policies that may be aggregated currently or in the future with this product to allow for investment in a lower price high net worth series for certain products. Sign the Household Eligible Assets form (form #46-8457) and submit it with this application.

Questions

If you need more information and support to place your business, contact your dedicated head office operations team through your usual process.

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