

Guaranteed Investment Funds

Checklist – Sales Process



STEP 1 – Your Information

- ✓ Make sure to provide the following information prior to processing the transaction:
 - The dealer code
 - The dealer name
 - Your name
 - Your active licence
 - Your active E&O
- ✓ This information can be submitted to the Compensation department:
 - By email at contracting_and_financial_operations@desjardins.com
 - By phone at 1-877-877-2172 OR by fax at 418-647-5141

STEP 2 – Investment

Registered Contract	Non-registered Contract	Special accounts (Example: estate accounts, entities, etc.)
<input type="checkbox"/> If new contract: Contract Application – 13137E <input type="checkbox"/> If the funds are locked in: Endorsement or appendix pertaining to the province and plan type <input type="checkbox"/> If new TFSA contract: GIF Contract Application - TFSA - 13139E <input type="checkbox"/> If additional deposit: Statement of Direction – 13140E <input type="checkbox"/> If the funds come from a transfer: Appropriate Transfer Form or Request of Transfer – T2033 – T2151 <input type="checkbox"/> For a RIF/LIF, make sure to provide the date of first payment	<input type="checkbox"/> If new contract: Contract Application – 13137E <input type="checkbox"/> If the funds come from a transfer: Authorization to Transfer for Non-registered Accounts – 17054E (you must log in to Webi to access the form) <input type="checkbox"/> If additional deposit: Statement of Direction – 13140E <input type="checkbox"/> Upon opening: if the contract is held by an entity (legal entity, trust, other entity types): Identity verification supplementary form - 08295E along with the additional documents listed on the form	<input type="checkbox"/> If new contract: Contract Application – 13137E <input type="checkbox"/> If the funds are locked in: Endorsement or appendix pertaining to the province and plan type <input type="checkbox"/> For a non-registered account: Declaration of Tax Residence for Entities <input type="checkbox"/> If the funds come from a transfer: Appropriate Transfer Form <input type="checkbox"/> To report the death of the annuitant: Claimant's Statement – Death – 19159E <input type="checkbox"/> If the contract is held by an entity (legal entity, trust, other entity types): Identity verification supplementary form - 08295E along with the additional documents listed on the form
<input type="checkbox"/> If the funds must be withdrawn from the client's bank account: Personalized cheque specimen by the financial institution and PAD section duly completed <input type="checkbox"/> If the contribution is made by a third party but in a personal account: Third-party Contribution Form - DFS <input type="checkbox"/> If investment by cheque, make the cheque payable to Desjardins Insurance – GIF		

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STEP 3 – With the client

- ✓ Make sure all documents are duly completed and signed and hand over copies to the client.

STEP 4 – Document Submission

- ✓ If it is a transfer, make sure the original transfer requests are forwarded to the relinquishing institution.
- ✓ Subsequently, make sure Desjardins Insurance receives the scanned versions of all documents related to the previous steps.
- ✓ All documents can be submitted to **Desjardins Insurance**:
 - By fax at 1-888-926-2987 OR by email at gifclientservice@dfs.ca
 - By regular mail (as a last resort or if with a cheque)
1150, rue de Claire-Fontaine, Quebec City QC G1R 5G4

DON'T FORGET


- Forms are subject to change. For access to updated versions, please visit: <https://www.webi.desjardinsassurancevie.com/en/public/Pages/forms.aspx>
- The Chart for GIF contracts – 20105E is no longer included in the contract applications and will now be available on Webi.
- Make sure to have an active life code with the Compensation department. To do so, ask your MGA or branch to send a code request with your licence and E&O to our contracting team at the following address: contracting_and_financial_operations@desjardins.com.
- Reception prior to 4:00 p.m.

Upon completion of the contract's issuance process, we will send your client a notice of confirmation by mail. You will also receive a copy.

Did you know?

Go to www.webi.ca where you will find useful information in the **Procedures Guides** (available in the **secure version**) under *Investments* → *Policy services* → *Guaranteed Investment Funds*.

Need help? Contact us

 By phone: 1-877-647-5435

 By email: gifclientservice@dfs.ca

DESJARDINS INSURANCE refers to Desjardins Financial Security Life Assurance Company.
200, rue des Commandeurs, Lévis (QC) G6V 6R2 / 1-866-647-5013

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