

## DSC to ISC Change Request Form

Use this form to switch Fund from DSC to ISC

### 1. Contract Details

Current Contract Number

Distributor's Account Number

Last Name of Contract Owner(s)

First Name of Contract Owner(s)

Middle Name of Contract Owner(s)

### 2. DSC to ISC Change Details

Please ensure that reclassification instructions are not provided on this form. To reclassify units (from one Class to another) please ensure to use the SunWise Essential Series and SunWise Essential Series 2 Fund Transfers and Reclassifications Order Ticket.

#### Free Unit DSC to ISC Change Requests (please select all that apply)

Change all Free Units to the same ISC Fund

Change all Mature Units to the same ISC Fund

Change all Free Units to different Fund(s) as indicated below

Change all Mature Units to different Fund(s) as indicated below

For alternative DSC to ISC Changes please complete below:

Switch Out		Switch In <sup>1</sup>		
Fund Code	\$, % or Units	Fund Code	\$, % or Units	Initial Sales Charge (if applicable)

<sup>1</sup> Age restrictions apply to the Funds being switched into. Please refer to Deposit restrictions within the SunWise Essential Series or SunWise Essential Series 2 Information Folder and Individual Variable Annuity Contract including any Supplements for further details.

**Note:** DSC to ISC switches within SunWise Essential Series or SunWise Essential Series 2 are not allowed once the life annuity payment option has been elected.

PAC/AWD Default: CI will move the PAC/AWD to the new Fund on a full Fund change into a single Fund and continue on the current Fund for partials.

Please select one of the following three options should you wish for something different than the default.

Continue existing PAC/AWD plan on the current Fund

Stop PAC/AWD plan

Change of PAC instructions provided on LOD attached

Change Fee \_\_\_\_\_% (up to 2%). Change fees are not permitted on Income Class units.

### 3. Owner Authorization (Mandatory)

#### You understand the following when signing this form:

- A DSC to ISC transaction may negatively affect your Maturity and Death Benefits. The switch out part of the transaction will proportionately reduce your Maturity and Death Benefits as if it were a Redemption from your account.
- For the Income Class, the switch out part of the transaction will be considered an Early Withdrawal if made prior to the LWA Eligibility Date<sup>2</sup> and as an LWA payment reducing your entitlement for the year if made after the LWA Eligibility Date. Any amount above the LWA entitlement will be considered an Excess Withdrawal. The 5% Bonus is only available in a calendar year if no LWA payments are taken.
- DSC redemption fees may apply for the switch out part of this transaction and a new sales charge may apply on the switch in. The switch out part of the transaction may result in a capital gain or a capital loss since it creates a taxable disposition. (Non-registered contracts only)
- If the LWA Protection Service for your contract is active, the service will be temporarily turned off in order to process the transaction.

<sup>2</sup> LWA Eligibility Date is January 1 of the calendar year in which the Annuitant (or, if the Two-Life Income Stream has been selected, the younger of the Annuitant and the Second Life) turns 65 years of age or if you have made the Age 55 LWA Election, 55 years of age.

**3. Owner Authorization (Mandatory) (Continued)**

Your signature below confirms your direction to us to act on the transaction requested above. Your signature also confirms that you have read, understood and agree to accept the above listed possible effects of the switch out and switch in transactions.

X \_\_\_\_\_  
 Owner's Signature (MANDATORY) Date (YYYY/MM/DD)

X \_\_\_\_\_  
 Joint Owner's Signature (MANDATORY) Date (YYYY/MM/DD)

X \_\_\_\_\_  
 Irrevocable Beneficiary Signature (if applicable)

**4. Representative Authorization**

To be completed by the representative.

Your signature below confirms you have disclosed the possible effects of the DSC to ISC switch to the client.

\_\_\_\_\_  
 Representative's Name Dealer and Representative Number

X \_\_\_\_\_  
 Representative's Signature (MANDATORY) Date (YYYY/MM/DD)

## USE OF PERSONAL INFORMATION NOTICE

### CI INVESTMENTS INC.'S PRIVACY NOTICE

CI Investments Inc. doing business under the registered business name of CI Global Asset Management ("CI GAM", "we", "our", "us") are committed to respecting and protecting the privacy and confidentiality of the information you have entrusted with us. This Privacy Notice outlines how we collect, use, disclose, store and safeguard your personal information.

#### WHAT INFORMATION DO WE COLLECT?

We collect information, including sensitive personal information, such as social insurance number, required to establish and service your accounts in compliance with federal and provincial laws as well as our financial self-regulatory organization requirements. We maintain audio recordings of in-coming and out-going telephone calls. You may access our full Privacy Policy Notice online at [www.cifinancial.com/ci-gam/ca/en/legal/privacy.html](http://www.cifinancial.com/ci-gam/ca/en/legal/privacy.html). If you choose to interact with us online via our web portal or through e-mail, we will monitor and record your usage information (please see our Online and Mobile Privacy Policy at [www.cifinancial.com/ci-gam/ca/en/legal/privacy.html](http://www.cifinancial.com/ci-gam/ca/en/legal/privacy.html) for additional details).

#### HOW DO WE COLLECT INFORMATION?

We collect information directly from you or from your authorized representative(s), such as your financial advisor or their dealership. Depending on how you choose to do business with us, this information may be collected on applications, forms, over the phone, in person, through the internet, through your mobile device or through other forms of communication. We also collect information about you indirectly where permitted by law. We limit the collection of information to what is necessary to fulfill the purpose for which the information is collected.

#### HOW DO WE USE THE PERSONAL INFORMATION WE COLLECT?

In addition to the purposes set out in our full Privacy Policy Notice ([www.cifinancial.com/ci-gam/ca/en/legal/privacy.html](http://www.cifinancial.com/ci-gam/ca/en/legal/privacy.html)), we may use your information to:

- I. Provide and manage products and services you have requested, including to:
  - a) Open and operate your account,
  - b) Verify your identity,
  - c) Execute your transactions,
  - d) Record and report account status back to you,
  - e) Provide personalized service and support, and
  - f) Respond to any request or questions you may have.
- II. Understand our customers and to develop and tailor our products and services by performing data analytics to:
  - a) Determine suitability of products and services for you,
  - b) Determine your eligibility for certain of our products or services of others,
  - c) Communicate with you about products and services that may be of interest,
  - d) Provide you with quality individualized client service and support, and
  - e) Market and advertise to clients and prospective clients.
- III. Legal and Regulatory Obligations
  - a) Provide all required tax reporting,
  - b) Comply with legal, regulatory, and contractual requirements, or as otherwise permitted by law,
  - c) Fulfill obligations under federal anti-money laundering and suppression of terrorism legislation,
  - d) Meet obligations as a member of various self-regulatory organizations,
  - e) Protect our interests, including recovering any debts you may owe us, and
  - f) Protect against fraud and other crime and to manage risk, including conducting investigations and proactive crime prevention measures.

We do not sell or rent client lists or personal information to third parties.

### DISCLOSURE OF YOUR PERSONAL INFORMATION

Employees or authorized representatives of CI Investments Inc. ("CI GAM"), who will be responsible for functions relevant to the purposes identified above, and other persons authorized by you or by law, will have access to the personal information contained in your file. We share your personal information with CI Financial company affiliates, such as Assante Wealth Management (Canada) Ltd. ("AWM"), CI Private Counsel LP, ("CIPC"), CI Investment Services Inc. ("CIIS"), and WealthBar Financial Services Inc. ("WealthBar") and their subsidiaries where necessary to administer and service your account.

We provide your information to third parties, including:

- Third party service providers for the servicing purposes described above – We do not authorize our service providers to use or disclose the personal information for their own marketing or other purposes. We engage service providers pursuant to a written agreement which requires them to protect personal information with equivalent safeguards that we would use. Our service providers may be located in Canada or other jurisdictions or countries and may disclose information in response to valid demands or requests from governments, regulators, courts and law enforcement authorities in those jurisdictions or countries in accordance with the applicable law in that jurisdiction or country. For more information on our information sharing practices, please contact our Privacy Officer.
- To governments, government agencies, regulators, including self-regulatory authorities, when required or permitted to do so by law, including in response to a search warrant, court order, or other demand or inquiry which we believe to be valid.
- To your financial advisor and their dealership where necessary to administer and service your account.
- To your legal representatives and/or with other third parties at your direction for the purposes which you specify at the time of the direction.
- To financial institutions, securities dealers and mutual fund companies where necessary to administer and service your account.
- To protect our interests, we may disclose information to any person or organization, including an investigative body, in order to prevent, detect or suppress, financial abuse, fraud, criminal activity, protect our assets and interests, or manage or settle any actual or potential loss or in the case of a breach of agreement or contravention of law.
- We may also disclose information to help us collect a debt owed to us.
- In the event of a transfer of a business, we may buy or sell a business (or evaluate those transactions) which would result in certain personal information forming business assets that would be purchased or sold as part of a transfer.
- We may transfer personal information as part of a corporate reorganization or other change in corporate control.
- In other situations where we have your consent, for instance, sharing your information with a joint account holder.

Information collected will be communicated outside of Quebec, both within Canada and other jurisdictions or countries and we may disclose information in response to valid demands or requests from governments, regulators, courts and law enforcement authorities in those jurisdictions or countries in accordance with the applicable law in that jurisdiction or country.

#### PROTECTING INFORMATION

We maintain appropriate physical, electronic, technological, procedural, and organizational safeguards to protect against unauthorized access, disclosure, copying, use or modification, theft, misuse, or loss of your personal information in our custody or control. These safeguards are appropriate to the sensitivity of the information, the purposes for which it is used, the quantity and distribution of the personal information and the medium on which we (or our service providers) store it. We limit access to your personal information to the employees and agents who require it for the purposes of their role. Your personal information

## USE OF PERSONAL INFORMATION NOTICE

---

is only used for the purposes for which it was collected or where permitted by law. We store personal information for as long as is necessary to achieve the purposes for which it was collected or in accordance with applicable law.

### ACCESSING OR CORRECTING INFORMATION

We are committed to being transparent and providing you with choices about how your information is used. You may inform us of your preferences by registering for our client web portal [Investor Online] online at [www.ci.com](http://www.ci.com) and accessing the Privacy Preferences page. If you are unable to register online, you may also contact our client services via phone at 1-800-268-9374 or by e-mail to [service@ci.com](mailto:service@ci.com).

To correct or access your information, we encourage you to contact our Client Services department, access our Online web portal or consult your periodic statements. However, you do have the right to access and correct your personal information, or to find out to whom we have disclosed it. To make a formal request for access or correction, please send a written request addressed to the Privacy Officer, 15 York Street, 4<sup>th</sup> Floor, Toronto, ON, M5J 0A3. Please include your full name, address, telephone number, and account number(s) on all correspondence to us and provide enough detail to allow us to identify the information you want to access or correct.

### REVOKING CONSENT

You may withdraw your consent for the collection, use and disclosure of your personal information at any time by forwarding a written request to the Privacy Officer. Please include your full name, address, telephone number and account number(s) on any correspondence to us. However, there are certain times when you may not withhold or revoke your consent including certain legal, regulatory, or contractual requirements. We must receive reasonable notice of your request in order to honour your consent withdrawal. Your decision to withhold or revoke your consent may limit the products and services that we may provide to you and may require you to close your accounts with us.

### OUR PRIVACY OFFICE

If you have any questions or concerns about our privacy practices, the privacy of your personal information, or you want to change your privacy preferences, please contact our Privacy Officer. For changes to your privacy preferences please be reminded that you may update your selection by accessing the Privacy Preferences page of our web portal. We are committed to helping resolve your questions or concerns.

CI Investments Inc. Privacy Officer, 15 York Street, 4<sup>th</sup> Floor, Toronto, ON, M5J 0A3

Last Updated: September 23, 2023

## SUN LIFE PRIVACY STATEMENT

### RESPECTING YOUR PRIVACY

Our Purpose is to help our Clients achieve lifetime financial security and live healthier lives. We collect, use and disclose your personal information to: develop and deliver the right products and services; enhance your experience and manage our business operations; perform underwriting, administration and claims adjudication; protect against fraud, errors or misrepresentations; tell you about other products and services; and meet legal and security obligations. We collect it directly from you, when you use our products and services, and from other sources. We keep your information confidential and only as long as needed. People who may access it include our employees, distribution partners such as advisors, service providers, reinsurers, or anyone else you authorize. At times, unless we're prohibited, they may be outside your jurisdiction and your information may be subject to local laws. You can always ask for your information and to correct it if needed. In most cases, you have a right to withdraw your consent, but we may not be able to provide the requested product or service. Read our Global Privacy Statement and local policy at [www.sunlife.ca/privacy](http://www.sunlife.ca/privacy) or call us for a copy.