

Individual Insurance and Savings and Investments

- This form is required for:
 - Life insurance contracts that can accumulate a cash surrender value (whole life insurance, enhanced term-100 life insurance, universal life insurance);
 - Non-registered savings plans (NRSPs); and
 - Non-registered annuities.
- The purpose of this form is to confirm the tax residence status of the policyowner/contractholder/investor (active or passive entity) and of the persons who directly or indirectly own or control 25% or more of a passive entity. It must be completed according to the following requirements:
 - **Foreign Account Tax Compliance Act (FATCA)** (Part XVIII of Canada's *Income Tax Act*):
 - As a result of a change of circumstances to the United States, for an active or passive entity;
 - As a result of a change of circumstances to the United States, for at least one of the persons who directly or indirectly own or control 25% or more of a passive entity;
 - Following the payment of a distribution to a discretionary beneficiary of a trust;
 - When the total (in value) of all the life insurance contracts that can accumulate a cash surrender value/NRSPs/non-registered annuities held by a passive entity is equal to or greater than \$1,000,000.
 - **Common Reporting Standard** (Part XIX of Canada's *Income Tax Act*):
 - When issuing a contract/opening and account;
 - As a result of a change of circumstances to a country **other** than Canada or the United States, for an active or passive entity;
 - As a result of a change of circumstances to a country **other** than Canada or the United States, for at least one of the persons who directly or indirectly own or control 25% or more of a passive entity;
 - Following the payment of a distribution to a discretionary beneficiary of a trust;
 - When the total (in value) of all the life insurance contracts that can accumulate a cash surrender value/NRSPs/non-registered annuities held by a passive entity is equal to or greater than \$250,000.
- In the case where the policyowner/contractholder/investor (active or passive entity) or at least one of the persons who directly or indirectly own or control 25% or more of a passive entity is a resident of a jurisdiction other than Canada for tax purposes, Beneva Inc. may be obligated to report the information on the insurance contract/financial account to the Canada Revenue Agency (CRA), as required by the FATCA or the Common Reporting Standard.
- The **social insurance number** of a controlling individual must be provided on this form **only if** the individual has a social insurance number **and** is a non-resident.
- For more information on the FATCA and the Common Reporting Standard, consult your financial security advisor/representative or visit the CRA website at canada.ca/en/revenue-agency.html.
- For more information on how to complete this form, see the "General Information and Instructions" and "Definitions" sections at the end of the form.

1. Identification of Policyowner/Contractholder/Investor

Policy No. / Contract No.: _____

Entity's legal name _____

Complete permanent residence address of the entity:

2. Information on the Authorized Signatory(ies) Acting on Behalf of the Entity

If more space is needed, attach a separate list containing all required information.

Authorized Signatory 1:

First and last name

Initials

Y

Y

Y

Y

M

M

D

D

Date of Birth

Full permanent home address

Authorized Signatory 2 (if applicable):

First and last name

Initials

Y

Y

Y

Y

M

M

D

D

Date of Birth

Full permanent home address

3. Declaration of Tax Residence of the Entity (Self-Certification)

Please indicate the declaration of tax residence of the entity, as well as its entity number and the issuing jurisdiction. If the declaration of tax residence is not obtained, Beneva Inc. may be obligated to report the information on the insurance contract/financial account to the Canada Revenue Agency (CRA).

Check ALL the options that apply to the entity, and indicate below its entity number and the issuing jurisdiction:

☐ The entity is a tax resident of Canada

If you check this box, indicate the entity's number or the account number issued to the trust in Canada (not applicable to an estate):

Entity: Indicate the entity number as provided by the Canada Revenue Agency (CRA). This is a 9-digit entity number followed by one of the program accounts issued by the CRA (15 alphanumeric characters in total, in the following format: "123456789 RC 0001"):

Trust: Indicate the trust's 8-digit Canadian account number as issued by the CRA: T-

Issuing jurisdiction (federal or provincial):

☐ The entity is a tax resident of a jurisdiction other than Canada

If you check this box, please indicate ALL its jurisdictions of tax residence and taxpayer identification numbers (TINs) below:

If the entity doesn't have a TIN for a specific jurisdiction, indicate the reason below by choosing one of the following options:

Reason 1: The entity will apply or has applied for a TIN but has not yet received it.

➡ Please forward the entity's TIN to Beneva Inc. in writing within fifteen (15) days of receiving it from the fiscal authorities.

Reason 2: The entity's jurisdiction of residence does not issue TINs to its residents for tax purposes.

Reason 3: Other ➡ If you choose this option, specify below why the entity doesn't have a TIN.

Jurisdiction of Tax Residence of the Entity	Taxpayer Identification Number (TIN)	If the entity does not have a TIN, specify the reason (1, 2 or 3)

(For more information on the resident status for tax purposes, see section 3 of "General Information and Instructions", at the end of the form.)

New individual insurance contracts or savings products with Beneva Inc. may only be issued/opened if all parties are Canadian residents:

- If the entity is only resident of a country other than Canada (as per the information provided above), Beneva Inc. will be obligated to refuse issuing the contract/ opening the account.
- If at least one of the controlling persons of a passive entity is only resident in a country other than Canada (based on the information provided in Section 5), Beneva Inc. will be obligated to refuse to issue the contract/open the account.

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4. Classification of Entity

4.1 – Is the entity a financial institution?

☐ **No.** Go to section 4.3

☐ **Yes.** Write the entity's Global Intermediary Identification Number (GIIN) and go to section 4.2

Global Intermediary Identification Number (GIIN): _____

If the entity does not have a GIIN, indicate the reason and go to section 4.2: _____

4.2 – Does the financial institution meet all of these criteria?

- It is a resident of a non-participating jurisdiction (go to the CRA website for the list of participating jurisdictions).
- At least 50% of its gross income is from investments in financial assets or the sale of financial assets.
- It is managed by another financial institution.

☐ **No.** Go to section 6.

☐ **Yes.** Go to section 5.

4.3 – Indicate if the entity is active or passive (check the appropriate box)

☐ **Active Non-financial Entity** ➡ **Go to section 6.**

To guide you, an active non-financial entity:

- is engaged in an active trade or business that produces goods or services generating 50% or more of its income. The assets of the entity are mainly used (50% or more) to generate active income. Some examples of active entities include: restaurants, hair salons, car dealerships, construction companies, etc.;
- is a corporation whose shares are regularly traded on a regulated stock exchange or a company that is linked to a corporation whose shares are regularly traded on such a market;
- is a government, a central bank or an international organization (or an agency of one);
- is a trade union, a professional organization, a professional body, a business league, a chamber of commerce, a civic league, a club, an association, etc.; **OR**
- is a charity.

☐ **Passive Non-financial Entity** ➡ **Go to section 5.**

To guide you, a passive non-financial entity:

- does not aim to produce goods or services or its activities are generating 50% or more in passive income. Passive income is generally income from an **investment firm**, a **trust**, an **estate** or a **management company**, in the form of interest, dividends or rent income from assets, etc.; **OR**
- is an investment entity professionally managed by another financial institution, the gross income of which is primarily attributable to investing, reinvesting, or trading in financial assets.

5. Information about individuals who directly or indirectly own or control the passive non-financial entity

Enter information about individuals who directly or indirectly own or control the passive non-financial entity:

Corporation	➔	Shareholders owning 25% or more of the shares
Other type of entity (association, partnership, union, etc.)	➔	All individuals who directly or indirectly own or control 25% or more of the entity (e.g., directors or partners)
Trust	➔	All trustees, known beneficiaries and settlors of the trust; as well as discretionary beneficiaries in a calendar year in which they receive a distribution from the trust – when a distribution is made to a discretionary beneficiary of the trust, the trustee(s) must provide Beneva Inc. with the declaration of tax residence of each discretionary beneficiary receiving a distribution, and this, within 30 days of any distribution to a discretionary beneficiary
Widely held or publicly traded trust	➔	All trustees and all individuals who directly or indirectly own or control 25% or more of the units
Estate	➔	All liquidators

All controlling individuals must indicate in writing their **declaration of tax residence**. If this section is omitted or incomplete, we will send you the form FRA1737, which must be duly completed. A separate form FRA1737 form will be required for each individual.

If the declaration of tax residence is not obtained, Beneva Inc. may be required to report information about the insurance contract/financial account to the Canada Revenue Agency (CRA).

The **social insurance number** of a controlling individual must be provided on this form **only if** the individual has a social insurance number **and** is a non-resident.

If a passive entity is controlled by one or more individuals residing only in a country other than Canada (as per the information provided below), Beneva Inc. will be obligated to refuse issuing the contract/opening the account.

If more space is needed, attach a separate list with all the required information.

1 – INDIVIDUAL who owns or controls, directly or indirectly, the passive non-financial entity		
Corporation	➔	Shareholders owning 25% or more of the shares
Other type of entity (association, partnership, union, etc.)	➔	All individuals who directly or indirectly own or control 25% or more of the entity (e.g., directors or partners)
Trust	➔	All trustees, known beneficiaries and settlors of the trust; as well as all discretionary beneficiaries in a calendar year in which they receive a distribution from the trust
Widely held or publicly traded trust	➔	All trustees and all individuals who directly or indirectly own or control 25% or more of the units
Estate	➔	All liquidators

Full Name	Initials	Date of Birth
		Y Y Y Y M M D D

Type of controlling person (see section 5 of “General Information and Instructions” at the end of the form)	% held (for an entity)
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Full permanent home address

Check **ALL** the options that apply:

☐ The controlling person is a tax resident of Canada
If you check this box, indicate the controlling person’s Social Insurance Number: | | | | | | | | | |

☐ The controlling person is a tax resident of a jurisdiction other than Canada
If you check this box, indicate ALL jurisdictions and taxpayer identification numbers (TINs) of the controlling person below. If this person does not have a TIN, indicate the reason (see section 5 of “General Information and Instructions” at the end of the form).

Jurisdiction of Residence for Tax Purposes	Taxpayer Identification Number (TIN)	If the controlling person does not have a TIN, indicate the reason

2 – INDIVIDUAL who owns or controls, directly or indirectly, the passive non-financial entity		
Corporation	→	Shareholders owning 25% or more of the shares
Other type of entity (association, partnership, union, etc.)	→	All individuals who directly or indirectly own or control 25% or more of the entity (e.g., directors or partners)
Trust	→	All trustees, known beneficiaries and settlors of the trust; as well as all discretionary beneficiaries in a calendar year in which they receive a distribution from the trust
Widely held or publicly traded trust	→	All trustees and all individuals who directly or indirectly own or control 25% or more of the units
Estate	→	All liquidators

Full Name	Initials	Y Y Y Y M M D D Date of Birth
Type of controlling person (see section 5 of “General Information and Instructions” at the end of the form)		% held (for an entity)

Full permanent home address

Check **ALL** the options that apply:

☐ **The controlling person is a tax resident of Canada**
If you check this box, indicate the controlling person's Social Insurance Number:

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☐ **The controlling person is a tax resident of a jurisdiction other than Canada**
If you check this box, indicate ALL jurisdictions and taxpayer identification numbers (TINs) of the controlling person below. If this person does not have a TIN, indicate the reason (see section 5 of “General Information and Instructions” at the end of the form).

Jurisdiction of Residence for Tax Purposes	Taxpayer Identification Number (TIN)	If the controlling person does not have a TIN, indicate the reason

3 – INDIVIDUAL who owns or controls, directly or indirectly, the passive non-financial entity		
Corporation	→	Shareholders owning 25% or more of the shares
Other type of entity (association, partnership, union, etc.)	→	All individuals who directly or indirectly own or control 25% or more of the entity (e.g., directors or partners)
Trust	→	All trustees, known beneficiaries and settlors of the trust; as well as all discretionary beneficiaries in a calendar year in which they receive a distribution from the trust
Widely held or publicly traded trust	→	All trustees and all individuals who directly or indirectly own or control 25% or more of the units
Estate	→	All liquidators

Full Name	Initials	Y Y Y Y M M D D Date of Birth
Type of controlling person (see section 5 of “General Information and Instructions” at the end of the form)		% held (for an entity)

Full permanent home address

Check **ALL** the options that apply:

☐ **The controlling person is a tax resident of Canada**
If you check this box, indicate the controlling person's Social Insurance Number:

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☐ **The controlling person is a tax resident of a jurisdiction other than Canada**
If you check this box, indicate ALL jurisdictions and taxpayer identification numbers (TINs) of the controlling person below. If this person does not have a TIN, indicate the reason (see section 5 of “General Information and Instructions” at the end of the form).

Jurisdiction of Residence for Tax Purposes	Taxpayer Identification Number (TIN)	If the controlling person does not have a TIN, indicate the reason

4 – INDIVIDUAL who owns or controls, directly or indirectly, the passive non-financial entity		
Corporation	→	Shareholders owning 25% or more of the shares
Other type of entity (association, partnership, union, etc.)	→	All individuals who directly or indirectly own or control 25% or more of the entity (e.g., directors or partners)
Trust	→	All trustees, known beneficiaries and settlors of the trust; as well as all discretionary beneficiaries in a calendar year in which they receive a distribution from the trust
Widely held or publicly traded trust	→	All trustees and all individuals who directly or indirectly own or control 25% or more of the units
Estate	→	All liquidators

Full Name	Initials	Date of Birth Y Y Y Y M M D D
Type of controlling person (see section 5 of “General Information and Instructions” at the end of the form)		% held (for an entity)

Full permanent home address

Check **ALL** the options that apply:

☐ **The controlling person is a tax resident of Canada**
If you check this box, indicate the controlling person’s Social Insurance Number: | | | | | | | | | |

☐ **The controlling person is a tax resident of a jurisdiction other than Canada**
If you check this box, indicate ALL jurisdictions and taxpayer identification numbers (TINs) of the controlling person below. If this person does not have a TIN, indicate the reason (see section 5 of “General Information and Instructions” at the end of the form).

Jurisdiction of Residence for Tax Purposes	Taxpayer Identification Number (TIN)	If the controlling person does not have a TIN, indicate the reason

6. Declaration, Consent and Signatures

- By signing below, the authorized signatories, as designated in Section 2 of this form, or the trustees or the liquidators:
- A. Declare that the information provided on this form, including the information relating to the declaration(s) of tax residence, is accurate and complete.
- B. Agree to provide Beneva Inc. with a new declaration of tax residence within 30 days of any change in circumstances that would render the current declaration incomplete or inaccurate.
- C. Agree to provide Beneva Inc. with the declaration of tax residence of each discretionary beneficiary receiving a distribution from the trust, and this, within 30 days of any distribution to a discretionary beneficiary of the trust (applicable to a policyowner/contractholder/investor that is a trust).
- D. Attest that their signature, if affixed electronically, has the same legal value as their handwritten signature. Any reproduction of this form whose integrity is ensured has the same legal value as the original.

Signature of the authorized signatory, trustee or liquidator 1	Full Name Y Y Y Y M M D D
Job Title	Date
Signature of the authorized signatory, trustee or liquidator 2	Full Name Y Y Y Y M M D D
Job Title	Date
Signature of the authorized signatory, trustee or liquidator 3	Full Name Y Y Y Y M M D D
Job Title	Date
Signature of the authorized signatory, trustee or liquidator 4	Full Name Y Y Y Y M M D D
Job Title	Date

Scanned or faxed documents received by Beneva may be used by Beneva in lieu of the original document.

General Information and Instructions

1. Identification of Policyowner/Contractholder/Investor

Please enter the policy/contract number, if known, the full legal name and complete permanent residence address of the policyowner/contractholder/investor.

2. Information on the Authorized Signatory(ies) Acting on Behalf of the Entity

Indicate the information about the person(s) authorized to act on behalf of the entity. In the case of a trust or an estate, indicate the information about the trustees or the liquidators authorized to act on behalf of the trust or the estate.

If more space is needed, attach a separate list containing all required information.

3. Declaration of Tax Residence of the Entity (Self-Certification)

In general, an entity will be resident of a jurisdiction for tax purposes when, as per its laws, the entity pays or must pay income tax because it resides there, has its residence or headquarters there, was incorporated there or it satisfies similar criteria.

Entities that are residents of several jurisdictions for tax purposes may refer to the tie-breaker rules stipulated in income tax treaties (that apply) to resolve issues related to double residency.

For information on how to determine the status of residence of an entity for tax purposes, consult your financial security advisor/representative or go to the CRA website at the "Residency of a corporation" section.

A **Taxpayer Identification Number (TIN)** is a unique combination of letters or numbers assigned by a jurisdiction to an entity and used to identify that entity for the purposes of administering tax laws. Please write the TIN in the same official format as received.

4. Classification of Entity

Indicate if the entity is a financial institution and if it has a Global Intermediary Identification Number (GIIN). A GIIN is a unique indicator issued to financial institutions by the Internal Revenue Service of the United States. A financial institution is a depository institution, a custodial institution, an investment entity or an insurance company.

Depending on the entity's classification (i.e., financial institution, active non-financial entity, passive non-financial entity), go to the appropriate section.

5. Information about individuals who directly or indirectly own or control the passive non-financial entity

The controlling individuals of a passive non-financial entity are natural persons who exercise control (25% or more) over the passive entity, whether directly or indirectly. You must examine the entity's chain of command or the entity's ownership rights to identify the individuals who exercise actual control of the entity.

In the case of a **trust**, the controlling individuals are the trustees, beneficiaries, settlors and natural persons exercising ultimate effective control over the trust. In addition, a discretionary beneficiary of a trust is considered to be a controlling individual of the trust in a calendar year in which he or she receives a distribution from the trust. When a distribution is made to a discretionary beneficiary of the trust, the trustee(s) must provide Beneva Inc. with the declaration of tax residence (self-certification) of each discretionary beneficiary receiving a distribution, and this, **within 30 days of any distribution being made to a discretionary beneficiary of the trust**.

In the case of an **estate**, the controlling individuals are the liquidators of the estate.

Provide the description that best represents the type of controlling person:

- 1) Direct owner of an entity
- 2) Indirect owner of an entity (through an intermediary)
- 3) Director or senior official of an entity
- 4) Settlor of a trust
- 5) Trustee of a trust
- 6) Protector of a trust
- 7) Beneficiary of a trust
- 8) Other controlling person of a trust
- 9) Equivalent to a settlor of a legal arrangement other than a trust (e.g., partnership)

- 10) Equivalent to a trustee of a legal arrangement other than a trust (e.g., partnership)
- 11) Equivalent to a protector of a legal arrangement other than a trust (e.g., partnership)
- 12) Equivalent to a beneficiary of a legal arrangement other than a trust (e.g., partnership)
- 13) Other controlling person of a legal arrangement other than a trust (e.g., partnership)

When it comes to determining a person's tax residence status, according to the Canada Revenue Agency (CRA), the different types of residency status include resident of Canada, deemed resident of Canada and non-resident of Canada.

Generally, you are a tax **resident** of a jurisdiction if you normally reside in that jurisdiction, and not just because you receive income from that jurisdiction. You must list all the jurisdictions in which you are resident for tax purposes and provide your tax identification number (TIN) for each jurisdiction.

An individual who is a tax resident in more than one jurisdiction can rely on any tiebreaker rules (when they apply) in a tax convention to resolve a case of dual tax residence. Otherwise, an individual should enter all of the jurisdictions where they are a tax resident and provide their taxpayer identification number (TIN) for each jurisdiction.

You are a **deemed** resident of Canada for income tax purposes if you are in one of the following situations:

- You stayed in Canada for 183 days or more in the tax year, you do not have significant residential ties with Canada, and you are not considered a resident of another country under the terms of a tax treaty between Canada and that country; or
- You do not have significant residential ties in Canada and you are an employee covered by the *Income Tax Act* (government employee, member of the Canadian Armed Forces including their overseas school staff, employee under a Global Affairs Canada assistance program, etc.) – this could also apply to the family members of an individual in one of these situations.

You are a **non-resident** of Canada for tax purposes if you are in one of the following situations:

- You normally, customarily, or routinely live in another country where you are not considered a resident of Canada; or
- You do not have significant residential ties in Canada and are in one of the following situations:
 - You live outside Canada throughout the fiscal year; or
 - You stay in Canada for less than 183 days during the fiscal year.

For more details on determining residency status for tax purposes, visit the CRA website at canada.ca/en/revenue-agency.html.

A **Taxpayer Identification Number (TIN)** is a unique combination of letters or numbers assigned by a jurisdiction to an individual and used to identify this individual for the purposes of administering tax laws. Please provide the TIN of the controlling person in the same official format as received.

If the controlling person does not have a TIN, indicate why:

Reason 1: The controlling person will apply or has already applied for a TIN, but has not yet received it. ➡ Please forward the controlling person's TIN to Beneva Inc. in writing within fifteen (15) days of receiving it from the fiscal authorities.

Reason 2: The controlling person's jurisdiction of residence does not issue TINs to its residents for tax purposes.

Reason 3: Other ➡ If you choose this option, specify the reason.

If a controlling person who does not have a TIN is eligible to receive one, they have 90 days to request one from their jurisdiction of residence. Once received, you have fifteen (15) days to forward the controlling person's TIN to Beneva Inc. in writing.

The **social insurance number** of a controlling individual must be provided on this form **only if** the individual has a social insurance number **and** is a non-resident.

6. Declaration, Consent and Signatures

The authorized signatories, trustees or liquidators must read this section carefully, sign their name and date the form.

Definitions

Change of circumstances

A change of circumstances is, for example:

- for the active or passive non-financial entity: a change of address, bank account, telephone number or mailing address to one outside of Canada;
- for at least one controlling person of a passive non-financial entity: a change of address to one outside of Canada;
- any change that affects the status of the insurance contract/financial account for tax purposes, or the declaration of tax residence obtained when the insurance contract was first issued or when the financial account was first opened for the active or passive entity, or for at least one of the persons directly or indirectly controlling a passive entity.

Charity

A registered charity is established in Canada, is resident in Canada, and is registered under the *Income Tax Act* as a charitable organization, public foundation, or private foundation.

Registration with the Canada Revenue Agency (CRA) exempts a charity from income tax, and allows the charity to issue official donation receipts for income tax purposes. Once registered, the charity is given a registration number.

To maintain its registration, the charity must be operated for charitable purposes, devote its resources to charitable activities, provide a public benefit and not be operated for private benefits.

Each year, the charity must complete and file a reporting form with the CRA, and the information on this form is made available to the public through the list of charities, available on the CRA website.

Corporation

A corporation exists as a distinct legal entity, meaning it is legally separate from its shareholder(s). As a rule, a corporation continues to exist until it is dissolved or struck off.

A corporation may be incorporated under federal, provincial or territorial legislation, including:

- The Quebec *Companies Act*
- The Quebec *Business Corporations Act*
- The *Canada Business Corporations Act*;
- A similar legislation under a jurisdiction other than Quebec or Canada.

The purpose of a corporation is to operate a business for profit and to distribute the profits, if any, among the shareholders.

Estate

An estate refers to the assets left by a deceased person. The transfer is made to one or more living individuals, either by will or by the rules of legal devolution. Legal devolution refers to the rules of inheritance that apply when the deceased has not left a will.

Other type of entity (association, partnership, union, etc.)

An other type of entity refers to a group or an association of persons formed and operated for one or more specific purposes; for example, defending common professional interests, promoting cultural, recreational or sporting activities, etc.

Here are some examples:

- An association;
- A partnership – a partnership may be:
 - A general partnership;
 - A limited partnership; or
 - A joint venture;
- A union.

Trust

A trust results from an act whereby the settlor of the trust transfers property to an individual (the trustee) who will be responsible for administering that property for the benefit of one or more beneficiaries of the trust.

A trust is not a legal entity, but rather a method of transferring assets that creates property separate from the individuals involved and administered by the trustee.

A trust may be created inter vivos or by will. In the latter case, it is a testamentary trust.

Widely held or publicly traded trust

A widely held or publicly traded trust includes a trust in which some of the securities held or investments made therein are listed or traded on a stock exchange or other public market.

Individual Insurance Beneva Inc. 1225, Saint-Charles Street West, Suite 200 Longueuil, Quebec J4K 0B9 Customer Service Phone: 1-877-841-8822 • Fax: 1-866-582-6672 • beneva.ca Partners Services Phone: 1-877-707-7372 • beneva.ca	Savings and Investments Beneva Inc. P.O. Box 10510, Station Sainte-Foy Quebec City, Quebec G1V 0A3 Customer Service Phone: 1-877-841-8822 • Fax: 1-866-559-6871 • beneva.ca Partners Services Phone: 1-877-707-7372 • beneva.ca
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