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1. Instructions

This application must be sent to the **pension plan administrator**. Contact information is indicated below. It is not mandatory to have requested the statement of accrued plan benefits to obtain partition.

If the application is not jointly signed, the administrator must notify the other spouse that the application has been submitted and the amount claimed. The other spouse then has 60 days after this notice is sent to contest the application in court. The administrator cannot carry out partition before this period has expired without the consent of this person.

The administrator has 60 days to carry out partition after receiving a jointly signed application or after the expiry of the 60-day period if the application was not jointly signed.

2. Pension plan member information

Plan member identification number		Name of the pension plan	
Last name		First name	
Address (No.)	Street	Apt.	
City	Province	Country	Postal code
Home tel.	Work tel.	Ext.	

3. Ex-spouse's information

Last name		First name	
Address (No.)	Street	Apt.	
City	Province	Country	Postal code
Home tel.	Work tel.	Ext.	

4. Documents to submit

- Copy of the court judgment of divorce, judicial separation or annulment (including the agreement confirmed by this judgment)
- Copy of any other judgment related to partition
- Copy of the certificate of non-appeal

Note: You must provide the plan administrator with proof that you are divorced, judicially separated or that your marriage has been annulled. Therefore, you must provide a copy of the court judgment of divorce, judicial separation or annulment.

You must also provide instructions on the amount or the portion of the plan member's accrued benefits to be allocated to the ex-spouse. You must also attach copies of any other documents that indicate the amount or the portion of accrued benefits such as an agreement confirmed by the judgment of divorce, judicial separation or annulment.

The administrator may refuse to proceed with an application for partition if the entire document is not provided (e.g. if you provide only a copy of the judgment paragraphs that apply to the pension plan).

You must also provide a copy of the certificate of non-appeal of any judgment that is submitted to support your claim. This certificate is issued by the Court to attest that the judgment is not being appealed. The limit for an appeal is 30 days. You can obtain this certificate from the district courthouse where the judgment was issued. You can also ask your legal advisor to obtain it for you. **Important:** This document should not be confused with the certificate of divorce, which attests that your divorce is effective. The administrator is not obliged to accept a certificate of divorce.



5. Signature of the applicant*

I am applying for partition of the value of the benefits accrued under the pension plan.

Y

Y

Y

Y

M

M

D

D

Start date

Y

Y

Y

Y

M

M

D

D

End date

X

Signature of plan member

X

Signature of the ex-spouse

*The application may be signed by the plan member, the ex-spouse or by both. If the application is signed by both, partition may be processed more rapidly (see instructions).

Protecting your personal information is a priority for Beneva. To find out more about our practices, please consult the Personal Information Protection Statement located at beneva.ca.