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1. Instructions

This application must be sent to the **pension plan administrator**. The plan administrator has **60 days** after receiving the application to send the statement to the plan member **and** the spouse. Contact information is indicated below.

Important: To partition accrued benefits, the ex-spouses must sign a written agreement **within 12 months** after the end of your conjugal relationship. If this time period has already expired, it doesn't serve any purpose to apply for a statement for signing an agreement.

The application can be signed jointly or otherwise. However, regardless of who makes the application, two copies of the statement will be issued and one copy will be sent to the plan member and the other to the spouse.

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-common-law spouse's information

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

4. Attestation of the start and end dates of the conjugal relationship

We attest that the start and end dates of our conjugal relationship are the following:

Y   Y   Y   Y   M   M   D   D	Y   Y   Y   Y   M   M   D   D
Start date	End date

X	X
Signature of plan member	Signature of the ex-common-law spouse

To be entitled to receive a statement, you must have lived together for at least three years or one year if a child of your union was born or is going to be born or if you adopted a child.

You must both sign this section.

## 5. Attestation of the plan member's single status

I certify that at the end of our conjugal relationship I was not married to, judicially separated from or civilly united with the spouse who is the subject of this application or any other person.

X

Signature of plan member

## 6. Documents to submit

- **Proof that a child of the union was born or is to be born or was adopted**

Note: It is not necessary to attach this document when the conjugal relationship lasted more than three years.

For this document, you must obtain a birth certificate (long form) for your child by contacting the *Directeur de l'état civil* [www.etatcivil.gouv.qc.ca/en/default.html](http://www.etatcivil.gouv.qc.ca/en/default.html), under the "Apply for a Certificate and a Copy of an Act" column.

## 7. Signature of the applicant

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

Full name of the plan member or the ex-spouse

X

Signature of the plan member or ex-spouse

Y | Y | Y | Y | M | M | D | D  
Date

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