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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-common-law 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 partition agreement

Note: You must provide the administrator with a copy of the partition agreement. It must have been signed by both ex-spouses in the 12 months after the end of the conjugal relationship. An agreement signed before the end of the conjugal relationship is not valid. It is not necessary for this agreement to be notarized or witnessed.

The agreement must indicate the amount or the portion (e.g. half of the accrued benefits) to be allocated to the plan member's ex-spouse. This amount or portion cannot be more than 50% of the plan member's estimated accrued benefits on the end date of the conjugal relationship. Note that the 50% limit is calculated without taking interest into account. Interest is in addition.



Complete the following two sections and, if applicable, provide the document about the child only if an application for a statement of benefits has not been submitted.

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

We attest that the dates our conjugal relationship began and ended are:

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-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.

6. Documents to submit

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

7. Document to submit if the conjugal relationship lasted from one to three years

- **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, under the "Apply for a Certificate and a Copy of an Act" column.

8. Signature of the applicant*

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

Full name of plan member

X

Signature of plan member

Y

Y

Y

Y

M

M

D

D

Date

Full name of plan member's ex-spouse

X

Signature of ex-spouse

Y

Y

Y

Y

M

M

D

D

Date

*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 www.beneva.ca.