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beneva

Identification Information Update – Entity

Individual Insurance and Savings

Individual Insurance: Beneva Inc., 1225 rue Saint-Charles Ouest, bureau 200, Longueuil QC J4K 0B9 Tel. 1 877 841-8822 | Fax: 1 866 582-6672
Savings and Investments: Beneva Inc., CP 10510 Succ Sainte-Foy, Québec QC G1V 0A3 Tel. 1 877 841-8822 | Fax: 1 866 559-6871

Under the *Proceeds of Crime (Money Laundering) and Terrorist Financing Act* and associated regulations. Beneva Inc. ("Beneva") must periodically update the identification information of the entity, its directors and the individuals who own and/or control it.

The purpose of this form is to collect and update the information in accordance with applicable regulatory requirements.

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 how to complete this form, see sections "General Information and Instructions" and "Definitions" at the end of the form.

1. General information

Policy or Application No./Contract No.

Legal name of the policyowner/contractholder/investor

Complete permanent residence address of the policyowner/contractholder/investor

2. Purpose of insurance/Nature of investment

Purpose of insurance		Nature of investment	
Personal Insurance	**Commercial Insurance**		
☐ Income/Loan protection ☐ Estate conservation ☐ Charitable donations ☐ Other (specify): _____	☐ Buy/Sell agreement ☐ Collateral loan ☐ Estate planning ☐ Key person protection ☐ Other (specify): _____	☐ Capital preservation ☐ Income generation ☐ Liquidity management ☐ Other (specify): _____	☐ Capital growth ☐ Private equity funds management ☐ Surplus management

3. Required information on the Authorized Signatory(ies)

If there are more than two signatories authorized to act on behalf of the entity, please enclose a separate list containing all required information.

With respect to the occupation/profession of each Authorized Signatory, please provide the following detailed information: job title and duties, field of activity, employment status (by checking the appropriate box), and the name and address of the employer. If the signatory is retired, a student, or unemployed, indicate their most recent occupation/profession, if applicable.

Authorized Signatory 1

Full name of Authorized Signatory (as it appears on the photo ID)

Initials

Date of birth (Y Y Y Y M M D D)

Full permanent address of Authorized Signatory

Indicate the employment status by ticking the appropriate box. If **retired, student or unemployed**, provide information on the last occupation/profession held prior to the change, if applicable:

☐ Salaried employee
☐ Self-employed worker
☐ Retiree (previously salaried employee)
☐ Retired (previously self-employed worker)
☐ Unemployed (previously salaried employee)
☐ Unemployed (previously self-employed worker)
☐ Unemployed
☐ Student (previously salaried employee)
☐ Student (previously self-employed worker)
☐ Student

Current occupation/profession or previous one (if retired, student or unemployed) – specify the title, position and role if in a position of authority (e.g. owner, shareholder, director, partner, etc.)

Current sector or previous one (if retired, student or unemployed)

Current employer's name or previous one (if retired, student or unemployed)

Current employer's address or previous one (if retired, student or unemployed)

Relationship between the policyowner/contractholder/investor and the Authorized Signatory (role of the Authorized Signatory within the entity)

Authorized Signatory 2 (if applicable)

Full name of Authorized Signatory (as it appears on the photo ID) | Initials | Date of birth (Y Y Y Y M M D D)

Full permanent address of Authorized Signatory

Indicate the employment status by ticking the appropriate box. If **retired, student or unemployed**, provide information on the last occupation/profession held prior to the change, if applicable:

- ☐ Salaried employee
- ☐ Self-employed worker
- ☐ Retiree (previously salaried employee)
- ☐ Retired (previously self-employed worker)
- ☐ Unemployed (previously salaried employee)
- ☐ Unemployed (previously self-employed worker)
- ☐ Unemployed
- ☐ Student (previously salaried employee)
- ☐ Student (previously self-employed worker)
- ☐ Student

Current occupation/profession or previous one (if retired, student or unemployed) – specify the title, position and role if in a position of authority (e.g. owner, shareholder, director, partner, etc.)

Current sector or previous one (if retired, student or unemployed)

Current employer's name or previous one (if retired, student or unemployed)

Current employer's address or previous one (if retired, student or unemployed)

Relationship between the policyowner/contractholder/investor and the Authorized Signatory (role of the Authorized Signatory within the entity)

4. 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 this section is omitted or incomplete, we will send you Form FRA1748, *Declaration of Tax Residence (Self-Certification) – Entity*, which must be duly completed and signed by the authorized signatories, liquidators or trustees. 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-

Registering authority (federal or provincial): _____

☐ **The entity 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 entity 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 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, please specify below why the entity has no 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 details on tax residence status, see section 4 of "General Information and Instructions" at the end of the form.)

5. Classification of entity

5.1 – Is the entity a financial institution?

☐ **No.** Go to section 5.3.

☐ **Yes.** Write the entity's Global Intermediary Identification Number (GIIN) **and** go to section 5.2.

Global Intermediary Identification Number (GIIN): _____

If the entity does not have a GIIN, indicate the reason below **and** go to section 5.2.: _____

5.2 – 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 6A.

☐ **Yes.** Beneva Inc. will be obligated to terminate the contract/close the account.

5.3 – Indicate if the entity is active or passive, or a charity (check the appropriate box)

☐ **Active non-financial entity**

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. 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 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); **OR**
- 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.
  - For an active entity, **go to section 6A.**

☐ **Passive non-financial entity**

To guide you, a passive non-financial entity:

- is an entity whose activities are not intended to produce goods or services or is an entity whose activities are generating 50% or more in passive income. Passive income is generally income from a **management company**, an **asset company**, a **holding company**, an **investment company**, a **trust** or an **estate**, in the form of interest, dividends or rental income from assets; **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.
  - For a passive entity, **go to section 6B**.

☐ **Charity**

To guide you, a charity:

- is an organization recognized by the Canada Revenue Agency (CRA) that operates exclusively for purposes that benefit the public, such as the relief of poverty, the advancement of education or other activities that benefit the community, for example, in the areas of health, the environment or social services.
- must be registered with the CRA, hold a **registration number issued by the CRA**, operate on a non-profit basis and use its income solely for charitable activities, without providing a benefit to its members or directors.
- may include, for example, a foundation, community organization, a healthcare facility or a registered humanitarian organization.
  - If this entity is a charity, **go to Section 6C**.

6. Type of entity (fill the appropriate section)

6A: Active non-financial entity
6B: Passive non-financial entity (including trust and estate)
6C: Charity

6A – Active non-financial entity

In the case of an active non-financial entity, **please complete sub-sections 1, 2 and 3 below**. In addition, please attach an **organizational chart of the ownership/ control structure** if it is complex or makes it difficult to identify the individuals who ultimately own or control the entity. For example, if the active non-financial entity is owned by one or more entities.

Sub-section 1. Key activity:

What is the main activity of the active non-financial entity? _____

Sub-section 2. Provide the full names of the directors of the active non-financial entity:

Full name	Full name

Sub-section 3. Enter information about INDIVIDUALS who directly or indirectly own or control 25% or more of the active non-financial entity:

(If more space is needed, please enclose a separate list. Please complete section 7 if the information requested in sub-sections 2 and 3 could not be obtained, or confirmed with the required documents.)

INDIVIDUALS who directly or indirectly own or control 25% or more of the entity

1.

Full name _____ % held _____

Residential address _____

Indicate whether this individual, a close family member of the individual, or a person who is closely associated with the individual for personal or business reasons is:
- A Foreign politically exposed person (Foreign PEP)
- Domestic politically exposed person (Domestic PEP) (in Canada, includes mayors and deputy ministers); or
- Head of an international organization (HIO)

(For complete definitions, refer to form FRA1234A - *Determination of Politically Exposed Persons and Heads of International Organizations*)

☐ No ☐ Yes → If the answer is "Yes", please complete and attach form FRA1234A, *Determination of Politically Exposed Persons and Heads of International Organizations* (A separate form must be completed for each individual concerned.)

2.

Full name _____ % held _____

Residential address _____

Indicate whether this individual, a close family member of the individual, or a person who is closely associated with the individual for personal or business reasons is a:
- Foreign politically exposed person (Foreign PEP)
- Domestic politically exposed person (Domestic PEP) (in Canada, includes mayors and deputy ministers); or
- Head of an international organization (HIO)

(For complete definitions, refer to form FRA1234A - *Determination of Politically Exposed Persons and Heads of International Organizations*)

☐ No ☐ Yes → If Yes, please fill out and attach form FRA1234A, *Determination of Politically Exposed Persons and Heads of International Organizations* (A separate form must be completed for each individual concerned.)

3

Full name _____ % held _____

Residential address _____

Indicate whether this individual, a close family member of the individual, or a person who is closely associated with the individual for personal or business reasons is a:
- Foreign politically exposed person (Foreign PEP)
- Domestic politically exposed person (Domestic PEP) (in Canada, includes mayors and deputy ministers); or
- Head of an international organization (HIO)

(For complete definitions, refer to form FRA1234A - *Determination of Politically Exposed Persons and Heads of International Organizations*)

☐ No ☐ Yes → If the answer is "Yes", please complete and attach form FRA1234A, *Determination of Politically Exposed Persons and Heads of International Organizations* (A separate form must be completed for each individual concerned.)

4.

Full name _____ % held _____

Residential address _____

Indicate whether this individual, a close family member of the individual, or a person who is closely associated with the individual for personal or business reasons is a:
- Foreign politically exposed person (Foreign PEP)
- Domestic politically exposed person (Domestic PEP) (in Canada, includes mayors and deputy ministers); or
- Head of an international organization (HIO)

(For complete definitions, refer to form FRA1234A - *Determination of Politically Exposed Persons and Heads of International Organizations*)

☐ No ☐ Yes → If the answer is "Yes", please complete and attach form FRA1234A, *Determination of Politically Exposed Persons and Heads of International Organizations* (A separate form must be completed for each individual concerned.)

6B – Passive non-financial entity (including trusts and estates)

In the case of a passive non-financial entity, **please complete sub-sections 1, 2 and 3 below**. In addition, please attach an **organizational chart of the ownership/ control structure** if it is complex or makes it difficult to identify the individuals who ultimately own or control the entity. For example, if the passive non-financial entity is owned by one or more entities.

In the case of a **trust** or a **widely held or publicly traded trust,** you must complete sub-sections 1 and 3 below.

In the case of an **estate**, please complete sub-section 3 below.

For more information on how to complete this section, see section 6 of "General Information and Instructions" at the end of the form.

Sub-section 1 Key activity:

What is the main activity of the passive non-financial entity? _____

Sub-section 2 Provide the full names of the directors of the passive non-financial entity:

Full name	Full name

Sub-section 3. 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 other type of entity (e.g., directors or partners)
Trust	→	Trustees, known beneficiaries and settlors of the trust, as well as any discretionary beneficiary receiving a distribution during the calendar year. In the event a distribution is made to a discretionary beneficiary, the trustee(s) must provide Beneva Inc. with the declaration of tax residence (self-certification) of each discretionary beneficiary receiving a distribution **within 30 days of the distribution**.
Widely held or publicly traded trust	→	Trustees and individuals who directly or indirectly own or control 25% or more of the units
Estate	→	Liquidators of an estate

All controlling individuals must indicate in writing their **declaration of tax residence**. If this section is omitted or incomplete, we will send you form FRA1737A, which must be duly completed. A separate form FRA1737A will be required for each individual.

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).

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.

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 other type of entity (e.g., directors or partners)
Trust	→	Trustees, known beneficiaries and settlors of the trust, as well as any discretionary beneficiary receiving a distribution during the calendar year. In the event a distribution is made to a discretionary beneficiary, the trustee(s) must provide Beneva Inc. with the declaration of tax residence (self-certification) of each discretionary beneficiary receiving a distribution **within 30 days of the distribution**.
Widely held or publicly traded trust	→	Trustees and individuals who directly or indirectly own or control 25% or more of the units
Estate	→	Liquidators of an estate

Full name | Initials | Date of birth (Y Y Y Y M M D D)

Type of controlling person (see section 6 of "General Information and Instructions" at the end of the form) | % held (if applicable depending on the type of entity)

Full permanent residential address

Indicate whether this individual, a close family member of the individual, or a person who is closely associated with the individual for personal or business reasons is a:
- Foreign politically exposed person (Foreign PEP)
- Domestic politically exposed person (Domestic PEP) (in Canada, includes mayors and deputy ministers); or
- Head of an international organization (HIO)

(For complete definitions, refer to form FRA1234A - *Determination of Politically Exposed Persons and Heads of International Organizations*)

☐ No ☐ Yes → If the answer is "Yes", please complete and attach form FRA1234A, *Determination of Politically Exposed Persons and Heads of International Organizations* (A separate form must be completed for each individual concerned.)

Check (✓) ALL the options that apply to the controlling individual:

☐ **The controlling individual is a tax resident of Canada**

If you check this box, indicate the individual's Social Insurance Number, if applicable, only if they are a non-resident: _ _ _ _ _ _ _ _ _

☐ **The controlling individual 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. If this individual does not have a TIN, specify the reason. (See section 6 of "General Information and Instructions" at the end of the form.)

Jurisdiction of residence for tax purposes	Taxpayer Identification Number (TIN)	If the controlling individual 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 other type of entity (e.g., directors or partners)
Trust	→	Trustees, known beneficiaries and settlors of the trust, as well as any discretionary beneficiary receiving a distribution during the calendar year. In the event a distribution is made to a discretionary beneficiary, the trustee(s) must provide Beneva Inc. with the declaration of tax residence (self-certification) of each discretionary beneficiary receiving a distribution **within 30 days of the distribution**.
Widely held or publicly traded trust	→	Trustees and individuals who directly or indirectly own or control 25% or more of the units
Estate	→	Liquidators of an estate

Full name | Initials | Date of birth (Y Y Y Y M M D D)

Type of controlling person (see section 6 of "General Information and Instructions" at the end of the form) | % held (if applicable depending on the type of entity)

Full permanent residential address

Indicate whether this individual, a close family member of the individual, or a person who is closely associated with the individual for personal or business reasons is a:
- Foreign politically exposed person (Foreign PEP)
- Domestic politically exposed person (Domestic PEP) (in Canada, includes mayors and deputy ministers); or
- Head of an international organization (HIO)

(For complete definitions, refer to form FRA1234A - *Determination of Politically Exposed Persons and Heads of International Organizations*)

☐ No ☐ Yes → If the answer is "Yes", please complete and attach form FRA1234A, *Determination of Politically Exposed Persons and Heads of International Organizations* (A separate form must be completed for each individual concerned.)

Check (✓) ALL the options that apply to the controlling individual:

☐ **The controlling individual is a tax resident of Canada**

If you check this box, indicate the individual's Social Insurance Number, if applicable, only if they are a non-resident:

☐ **The controlling individual 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. If this individual does not have a TIN, specify the reason. (See section 6 of "General Information and Instructions" at the end of the form.)

Jurisdiction of residence for tax purposes	Taxpayer Identification Number (TIN)	If the controlling individual 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 other type of entity (e.g., directors or partners)
Trust	→	Trustees, known beneficiaries and settlors of the trust, as well as any discretionary beneficiary receiving a distribution during the calendar year. In the event a distribution is made to a discretionary beneficiary, the trustee(s) must provide Beneva Inc. with the declaration of tax residence (self-certification) of each discretionary beneficiary receiving a distribution **within 30 days of the distribution**.
Widely held or publicly traded trust	→	Trustees and individuals who directly or indirectly own or control 25% or more of the units
Estate	→	Liquidators of an estate

Full name | Initials | Date of birth (Y Y Y Y M M D D)

Type of controlling person (see section 6 of "General Information and Instructions" at the end of the form) | % held (if applicable depending on the type of entity)

Full permanent residential address

Indicate whether this individual, a close family member of the individual, or a person who is closely associated with the individual for personal or business reasons is a:
- Foreign politically exposed person (Foreign PEP)
- Domestic politically exposed person (Domestic PEP) (in Canada, includes mayors and deputy ministers); or
- Head of an international organization (HIO)

(For complete definitions, refer to form FRA1234A - *Determination of Politically Exposed Persons and Heads of International Organizations*)

☐ No ☐ Yes → If the answer is "Yes", please complete and attach form FRA1234A, *Determination of Politically Exposed Persons and Heads of International Organizations* (A separate form must be completed for each individual concerned.)

Check (✓) ALL the options that apply to the controlling individual:

☐ **The controlling individual is a tax resident of Canada**

If you check this box, indicate the individual's Social Insurance Number, if applicable, only if they are a non-resident: _ _ _ _ _ _ _ _ _

☐ **The controlling individual 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. If this individual does not have a TIN, specify the reason. (See section 6 of "General Information and Instructions" at the end of the form.)

Jurisdiction of residence for tax purposes	Taxpayer Identification Number (TIN)	If the controlling individual 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 other type of entity (e.g., directors or partners)
Trust	→	Trustees, known beneficiaries and settlors of the trust, as well as any discretionary beneficiary receiving a distribution during the calendar year. In the event a distribution is made to a discretionary beneficiary, the trustee(s) must provide Beneva Inc. with the declaration of tax residence (self-certification) of each discretionary beneficiary receiving a distribution **within 30 days of the distribution**.
Widely held or publicly traded trust	→	Trustees and individuals who directly or indirectly own or control 25% or more of the units
Estate	→	Liquidators of an estate

Full name _____ Initials _____ Date of birth Y Y Y Y M M D D

Type of controlling person (see section 6 of "General Information and Instructions" at the end of the form) _____ % held (if applicable depending on the type of entity) _____

Full permanent residential address _____

Indicate whether this individual, a close family member of the individual, or a person who is closely associated with the individual for personal or business reasons is a:
- Foreign politically exposed person (Foreign PEP)
- Domestic politically exposed person (Domestic PEP) (in Canada, includes mayors and deputy ministers); or
- Head of an international organization (HIO)

(For complete definitions, refer to form FRA1234A - *Determination of Politically Exposed Persons and Heads of International Organizations*)

☐ No ☐ Yes → If the answer is "Yes", please complete and attach form FRA1234A, *Determination of Politically Exposed Persons and Heads of International Organizations* (A separate form must be completed for each individual concerned.)

Check (✓) ALL the options that apply to the controlling individual:

☐ **The controlling individual is a tax resident of Canada**

If you check this box, indicate the individual's Social Insurance Number, if applicable, only if they are a non-resident: _ _ _ _ _ _ _ _ _

☐ **The controlling individual 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. If this individual does not have a TIN, specify the reason. (See section 6 of "General Information and Instructions" at the end of the form.)

Jurisdiction of residence for tax purposes	Taxpayer Identification Number (TIN)	If the controlling individual does not have a TIN, indicate the reason

6C – Charity

Please complete sub-sections 1, 2, and 3 below.

Sub-section 1. Key activity:

What is the main activity of the charity? _____

Sub-section 2. Provide the full names of the directors of the charity:

Full name	Full name

Sub-section 3. Please answer the questions below regarding the charity:

Is the owner/contractholder/investor a charity? ☐ Yes ☐ No

Does the policyowner/contractholder/investor solicit the general public for monetary donations? ☐ Yes ☐ No

Is the policyowner/contractholder/investor a charity registered with the CRA? ☐ Yes ☐ No

If Yes, indicate the CRA registration number: _____

7. Information on the Chief Executive Officer (CEO)

When the information required in section 6 can neither be obtained nor confirmed, provide information relating to the entity's CEO.
In this section, the CEO of an entity can be the director, senior director, director of operations, president, secretary, treasurer, comptroller, financial director, chief accountant, chief auditor, chief actuary or any other individual fulfilling these functions. In the case of a sole owner or partnership, the CEO may be the owner or the partner.

Full name of the CEO

Type of controlling individual (see section 6 of "General Information and Instructions" at the end of the form)

Date of birth

Full permanent residential address

Indicate whether the CEO, a close family member of the individual, or a person who is closely associated with the individual for personal or business reasons is a:

- Foreign politically exposed person (Foreign PEP)
- Domestic politically exposed person (Domestic PEP) (in Canada, includes mayors and deputy ministers); or
- Head of an international organization (HIO)

(For complete definitions, refer to form FRA1234A - *Determination of Politically Exposed Persons and Heads of International Organizations*)

☐ No ☐ Yes → If Yes, please fill out and attach form FRA1234A, *Determination of Politically Exposed Persons and Heads of International Organizations*
(A separate form must be completed for each individual concerned.)

Check (✓) ALL the options that apply to the CEO:

☐ **The CEO is a tax resident of Canada**
If you check this box, indicate the CEO's Social Insurance Number, if applicable, only if they are a non-resident: _____

☐ **The CEO 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 CEO. If this person does not have a TIN, specify the reason.
(See section 6 of "General Information and Instructions" at the end of the form.)

Jurisdiction of residence for tax purposes	Taxpayer Identification Number (TIN)	If the CEO does not have a TIN, indicate the reason

8. Declaration of the financial security advisor/representative

By signing below, the financial security advisor/representative declares that the information provided in this form is accurate, complete and up-to-date. The financial security advisor/representative certifies that his or her signature, if affixed electronically, has the same legal value as his or her handwritten signature. Any reproduction of this form whose integrity is ensured has the same legal value as the original.

Name of the agency

Agency number

Full name of the financial security advisor/representative

Financial security advisor/representative No.

Signature of the financial security advisor/representative

Date

Signed in (city) _____ Province _____

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

General information and instructions

1. General Information

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

2. Purpose of insurance/Nature of investment

Please indicate the purpose of insurance or nature of the investment, as required by the *Proceeds of Crime (Money Laundering) and Terrorist Financing Act.*

3. Required information on the Authorized Signatory(ies)

Please provide all required information with respect to the Authorized Signatories.

With respect to the occupation/profession of each Authorized Signatory, please provide the following detailed information for each Authorized Signatory: job title and duties, field of activity, employment status (by checking the appropriate box), and the name and address of the employer. If the signatory is retired, a student, or unemployed, indicate their most recent occupation/profession, if applicable.

If more than two Authorized Signatories: If there are more than two signatories authorized to act on behalf of the entity, please enclose a separate list containing all required information.

4. 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.

5. Classification of entity

Determine the classification of the entity.

5.1 – Determination of financial institution status

Check “Yes” if the entity is a financial institution, that is, an entity whose activities consist primarily of accepting deposits, holding or managing financial assets on behalf of third parties, carrying on insurance activities or acting as an intermediary in financial products. In this case, enter the Global Intermediary Identification Number (GIIN) or, if unavailable, the reason for its absence, then proceed to section 5.2.

Check “No” if the entity is not a financial institution, and proceed directly to section 5.3.

5.2 – Verification of the financial institution's special status

This section applies only to financial institutions. Assess whether the entity simultaneously meets the criteria indicated (including residence in a non-participating jurisdiction, the nature of the income, and management by another financial institution), then check the appropriate answer and follow the instruction to the subsequent section provided in the form.

5.3 – Classification of entity (non-financial institution)

If the entity is not a financial institution, it must be classified as an active non-financial entity, a passive non-financial entity or a charity. Only one box may be checked.

An **active non-financial entity** is an entity that is primarily engaged in business or operating activities that generate active income, generally where at least 50% of its income is derived from the production of goods or services and its assets are primarily used for that purpose. Certain entities, such as publicly traded corporations and government entities, are also included. If the entity is an active non-financial entity, check the appropriate box and go to Section 6A.

A **passive non-financial entity (e.g., a management company, an asset management company, a holding company, an investment company, a trust or an estate) is an entity whose activities do not meet the criteria of an active non-financial entity,** particularly where a significant portion of its income consists of passive income (such as interest, dividends, rental income or investment income) or where it primarily holds financial assets. If the entity is a passive non-financial entity, check the appropriate box and go to Section 6B.

A charity is an entity that is registered with the Canada Revenue Agency (CRA) (or an equivalent authority), is operated exclusively for charitable purposes and on a non-profit basis, and uses its income solely for its charitable activities without benefiting its members or directors. If the entity meets this definition, check the appropriate box and go to Section 6C.

6. Type of entity

In the case of a corporation, the controlling individuals are the individuals who exercise direct or indirect control (25% or more) over the entity. 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 addition, please attach an organizational chart of the ownership/control structure if it is complex or makes it difficult to identify the individuals who ultimately own or control the entity. For example, if the entity is owned by one or more entities.

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

In the case of a widely held or publicly traded trust, the controlling individuals include the trustees and any individual who directly or indirectly owns or controls 25% or more of the units of the trust. You must take reasonable measures to identify these individuals and confirm the accuracy of the information obtained. You must also document the ownership and control structure of the trust and retain the supporting information.

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

In Section 6B – Passive non-financial entity (including trusts and estates), provide the description that best represents the **type of controlling individual**:

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)

For the purposes of determining Politically Exposed Persons (PEPs and Domestic PEPs) and Heads of International Organizations (HIOs), this requirement applies to each individual identified as owning or controlling, directly or indirectly, 25% or more of the entity. You must indicate whether the individual is, or has been, entrusted with a prominent public function, or is connected to such a person.

This verification applies to:
- The individual themselves
- A member of their family (e.g. spouse, parent, child)
- A person related or closely associated to them, whether personally or professionally (e.g. a close friend, business partner or associate).

A Yes is required whenever the individual, or any of the persons mentioned above, holds or has held office or position with:
- Government (e.g. mayor, deputy minister or any elected or appointed official)
- Public institution (e.g. government agency, state-owned company, regulator)
- Armed forces (e.g. military officer with a rank of general or above)
- International organizations, including organizations established by the governments of states, an institution of an international organization or an international sports organization.

When a “Yes” response is provided, a separate form FRA1234A must be completed for each individual concerned.

For the purposes of 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 Taxpayer Identification Number (TIN) for each jurisdiction.

A person who is a resident 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. You must list all the jurisdictions in which you are resident for tax purposes and provide your Taxpayer Identification Number (TIN) for each jurisdiction.

You are **deemed** a 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 during 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 under the *Income Tax Act* (government employee, member of the Canadian Armed Forces or their overseas school staff, employee under a Global Affairs Canada assistance program, etc.) – this may also apply to family members of someone in one of these situations.

You are deemed a **non-resident** of Canada for income 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 tax year; or
  - – You stay in Canada for less than 183 days in the tax year

For more information on how to determine resident status for tax purposes, please refer to the CRA website.

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

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

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

Reason 2: The individual'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 individual who does not have a TIN is eligible to receive one, they have ninety (90) days to request one from their jurisdiction of residence. Once received, you have fifteen (15) days to forward the controlling individual's TIN to us 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.

7. Information on the Chief Executive Officer (CEO)

When the information required in section 6 can neither be obtained nor confirmed, please provide information relating to the entity's CEO.

For the purposes of determining politically exposed persons (PEPs and Domestic PEPs) and heads of international organizations (HIOs), indicate whether the entity's Chief Executive Officer (CEO), or a person connected to the CEO, is or has been entrusted with a prominent public function.

This verification applies to:

- The CEO
- A member of their family (e.g. spouse, parent, child)
- A person related or closely associated to them, whether personally or professionally (e.g. a close friend, business partner or associate).

A Yes is required whenever the CEO, or any of the persons mentioned above, holds or has held office or position with:

- Government (e.g. mayor, deputy minister or any elected or appointed official)
- Public institution (e.g. government agency, state-owned company, regulator)
- Armed forces (e.g. military officer with a rank of general or above)
- International organizations, including organizations established by the governments of states, an institution of an international organization or an international sports organization.

When a "Yes" is provided, a separate form FRA1234A form must be completed for each individual concerned.

For the purposes of the Common Reporting Standard, where it is not possible to obtain information on the individuals who exercise control over the entity, or to confirm the accuracy of such information, the CEO is considered to be the controlling individual. For this purpose, the declaration of tax residence of the CEO must be obtained.

8. Declaration of the financial security advisor/representative

The financial security advisor/representative 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 the entity's address, bank account, telephone number or mailing address to an address, bank account, telephone number or mailing address in a country other than 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 non-financial entity, or for at least one of the persons directly or indirectly controlling a passive entity.

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

An Other entity is a group or association of individuals formed and operated for one or more specific purposes (e.g. to pursue common professional interests, promote cultural, recreational or sporting activities, etc.).

Examples include:

- 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 a trust patrimony 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 in the trust are listed or traded on a stock exchange or other public market.

The Quebec Companies Act

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 operate for charitable purposes, devote its resources to charitable activities, provide a public benefit and not operate for the benefit of private interests.

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 and certain other qualified donees – basic search*, 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 its dissolution or radiation.

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

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

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

Estate

An estate refers to the assets left by a deceased individual. Assets are handed down to one or more living individuals through the provisions of a will or the application of legal devolution. Legal devolution refers to the rules of inheritance that apply when the deceased individual dies intestate.