



Life's brighter under the sun (and so is your retirement)

The Sun Life Retirement & Savings Plan
for Western Retirees

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The Sun Life Retirement & Savings Plan for Western Retirees

Western University has chosen Sun Life Financial as the preferred provider of a Retirement Income Fund (RIF) program for Western retirees.

We invite you to learn more about the Sun Life Retirement & Savings Plan for Western Retirees (the Sun Life Plan) by reading this brochure – including the benefits of competitive fund management fees and unlimited access to licensed Sun Life Retirement Consultants.

As you read through this brochure, you may find that you have questions about your next steps. Personal support through a Sun Life Retirement Consultant is readily available.

For questions about the Sun Life Plan, contact one of the Sun Life Retirement Consultants toll free at 1-866-224-3906 (select option 1 to reach a Retirement Consultant) any business day between 8 a.m. and 6 p.m. ET, or email western@sunlife.com. Please have your account number handy; the number is 03479 + your 9-digit Western employee ID number.

For questions about your eligibility for retirement, post-retirement benefits, phased retirement for faculty members, or other non-pension related questions, please contact Western Human Resources at 519-661-2194 or email hrhelp@uwo.ca.

Sun Life Retirement & Savings Plan for Western Retirees: Plan at a glance

Some Benefits of the Sun Life Retirement & Savings Plan for Western Retirees (the Sun Life Plan) include:

1. Well-managed investment choices

Sun Life Financial and Western have worked together to identify and create funds that are similar to those funds offered through the Western Pension Plan. There are also several high-quality investment options available that could offer more diversity to a retired individual's portfolio.

2. Competitive management fees

The fees for the Sun Life Plan are highly competitive and generally lower than an average investor would expect to pay as a retail investor. Please see page 12 for more information on why lower fees are an important benefit of the plan.

3. Ability to consolidate outside assets

To allow you to take full advantage of the attractive fees and features offered, assets held at other financial institutions may be brought into the Sun Life Plan.

4. Additional products available to you and your spouse

In addition to Retirement Income Fund/Life Income Fund (RIF/LIF) and annuity arrangements, a Registered Retirement Savings Plan (RRSP), a Tax-Free Savings Account (TFSA) and a non-registered (NREG) plan are available in the Sun Life Plan. You must deposit a minimum of \$25,000 to establish a retirement income fund (RIF or LIF). Once the RIF/LIF minimum is met, you are eligible to join the RRSP, TFSA and NREG plans.

5. Spousal access to the plan

Spouses of Western retirees, as well as former or surviving spouses who are members of the Western Pension Plan have access to the plan, including all products.

6. Ongoing support and objective guidance

You have unlimited access to confidential one-on-one guidance through Sun Life's licensed Retirement Consultants, or Sun Life can match you with a Sun Life Financial Advisor who can help you create or review your financial plan.

7. Convenience

Review and manage your savings online at sunlife.ca/western.

Plan options and eligibility

When the time comes to convert retirement savings to retirement income, Western retirees have the following options:

- Sun Life Plan (LIF/RRIF) or a plan with another provider
- Annuity with Sun Life Financial or another provider
- A combination of the above

Please also refer to the Western Retirement Guide.

The Sun Life Plan is available to:

- Members of the Western Pension Plan, when they retire (including non-residents of Canada)
- Spouses of these members, and surviving or ex-spouses who are members of the Western Pension Plan
- Any member of an extended health or dental plan provided by Western or its affiliated Colleges with registered assets at a Canadian financial institution

Income options

The Sun Life Plan offers several retirement income plans, as shown in the chart below. To discuss these in more detail, please speak with a Sun Life Retirement Consultant.

	Life Income Fund (LIF)	Registered Retirement Income Fund (RRIF)	Annuity
What is it?	A LIF is a plan that provides income from savings originating from locked-in money accumulated in the Western Pension Plan. You can select from a number of investment options and your money continues to remain invested with the potential to grow (depending on market conditions). It is tax-deferred as long as the money stays in the plan. There are minimum and maximum withdrawal limits in a LIF.	A RRIF is a plan that holds investments originating from non locked-in money like a Registered Retirement Savings Plan (RRSP), or non locked-in money – if any – from the Western Pension Plan. There are minimum withdrawal limits in a RRIF, but no maximums.	An annuity is purchased with a lump-sum amount. It provides guaranteed payments for life, or for a defined period, depending on the source of the funds used to purchase an annuity and the type of annuity purchased. The annuitant does not have to make any investment decisions. Enhancements such as inflation protection, payments to a spouse after your death, guaranteed pay period, etc., can be added for a cost.
When is it used?	When you are eligible and ready to convert your registered pension savings into retirement income, but no later than December 31 of the year you turn 71.	When you are ready to convert your registered savings into retirement income, but no later than December 31 of the year you turn 71.	When you are ready to convert your registered and/or non-registered savings into retirement income; registered savings must be converted to income no later than December 31 of the year you turn 71.
Eligibility	You can enrol in a LIF, provided you are age 55 or older, but no later than December 31 of the year you turn 71.	You can enrol into a RRIF any time, but no later than December 31 of the year you turn 71.	Age and other eligibility criteria are provided by the annuity issuer. You may use registered savings to purchase an annuity no later than December 31 of the year you turn 71. An annuity may be purchased from funds in a LIF or RRIF at any time.

	Life Income Fund (LIF)	Registered Retirement Income Fund (RRIF)	Annuity
Minimum withdrawal amount (as set by the Federal Income Tax Act), refer to the current Retirement Income Fund withdrawal percentages table.	The Income Tax Act sets a minimum annual amount you must withdraw each year for LIF and RRIF plans. You can withdraw any amount you want over this minimum, subject to the maximum limits for LIFs set out below.		n/a
Maximum withdrawal amount (as set by the Ontario Pension Benefits Act)	The maximum annual withdrawal from a LIF is the greater of the actual investment income earned the prior year and the prescribed percentage according to pension legislation. The applicable percentages are based on long-term Government of Canada bond rates and may vary from year to year.	n/a	n/a
Spouse/common-law partner consent	Your spouse or common-law partner must sign a consent form for you to transfer your pension funds to a LIF.	Not required.	For locked-in assets only, if you have a spouse or common-law partner your Annuity must be a Joint and Survivor Annuity. If your spouse agrees to sign a waiver form waiving his or her right to a survivor benefit, you may choose a Single Life Annuity.
Beneficiary information	Your spouse or common-law partner may be entitled to receive any death benefit payable from a LIF unless he or she waives this right. You can name a beneficiary of your choice to receive the death benefit subject to the spouse or common-law partner's rights. If your spouse or common-law partner is not entitled to payment and you do not designate a beneficiary, your assets will default to your estate.	You can name a beneficiary of your choice. If you do not designate a beneficiary, your assets will default to your estate.	You may choose a guaranteed period with a Single Life or Joint and Survivor Annuity. This means that your named beneficiary is entitled to a death benefit if you (and your spouse) die before the guaranteed period ends. If you (and your spouse) live beyond the end of the guaranteed period, payments will continue for the remainder of your lives. Payments stop when the surviving annuitant, if any, dies. No death benefit is paid to your named beneficiary after the guaranteed period ends.
Tax implications	LIF and RRIF withdrawals are considered part of your annual income. Withholding tax will apply to any withdrawals over the minimum. Assets remaining in the LIF/RRIF and any investment growth are tax-sheltered until withdrawn. If an annuity is purchased with registered savings, except from a Tax Free Savings Account (TFSA), then payments are fully taxable as income. If an annuity is purchased with non-registered savings, then only a portion of annuity payments are taxable. Please note – tax implications for non-residents differ from those that apply to Canadian residents; please consult a tax expert for guidance on non-resident tax matters.		

For individuals who hold assets established in Canadian pension jurisdictions other than Ontario, the Sun Life Plan offers income options that will comply with regulations governing assets that originated in those jurisdictions.

If you have questions about the retirement options, remember that you have unlimited and ongoing support through Sun Life Retirement Consultants.

Investment options

With input from Western Human Resources, Sun Life Financial has selected high-quality funds with the needs of Western retirees in mind, and has provided funds that will be similar to those currently offered through the Western Pension Plan. Western Human Resources will meet periodically with Sun Life Financial to review and evaluate the funds in the Sun Life Plan.

The funds available in the Sun Life Plan are shown below. Fund holdings in the RIF/LIF (Sun Life Plan) may not exactly replicate the holdings/managers within the Western Pension Plan fund with the same name. For details, please review information available on each fund, available through Morningstar.

Asset class	Funds available through the Sun Life Plan*	Similar Western Pension Plan Fund
GIAs, GICs, Money Market and Bond	1, 2, 3, 4 and 5 year GIAs	Target Date 2018, 2020 Segregated Funds
	1, 2, 3, 4 and 5 year GICs	Target Date 2018, 2020 Segregated Funds
	Money Market Segregated Fund	Money Market Segregated Fund
	Short Term Bond Segregated Fund	n/a
	Diversified Bond Segregated Fund	Diversified Bond Segregated Fund
	Canadian Bond Segregated Fund	Canadian Bond Segregated Fund
	Long Term Bond Segregated Fund	Long Term Bond Segregated Fund
Asset Allocation	Sun Life Managed Income Segregated Fund	n/a
Equity	Diversified Equity (registered only) ¹	Diversified Equity Segregated Fund
	Canadian Equity	Canadian Equity Segregated Fund
	US Equity Hedged Segregated Fund	US Equity Hedged Segregated Fund
	US Equity Unhedged Segregated Fund ¹	US Equity Unhedged Segregated Fund
	US Equity NR Segregated Fund ²	n/a
	Non-North American Equity	Non-North American Equity Segregated Fund
	SRI Global Equity Segregated Fund	Socially Responsible Global Equity Segregated Fund
	Global Equity NR Segregated Fund ²	n/a

Please note: the funds in the above table are the only investment options available within the Sun Life Plan.

* Some of the funds offered under the Sun Life Plan may not be available to non-residents. Please talk to a Sun Life Retirement Consultant for more information.

¹ The Diversified Equity portfolio and US Equity Unhedged Segregated Fund are exclusively for registered accounts (i.e., only RRIF, LIF, LIRA or RRSP accounts).

² The Global Equity NR Segregated Fund and US Equity NR Segregated Fund are investments exclusively for non-registered and TFSA accounts.

GIA – Guaranteed Interest Account

GIC – Guaranteed Interest Certificate

GIA/GIC rates available for higher balances:

The rates that Western and Sun Life have negotiated are very competitive. However, rate enhancements may be available for members considering investing \$1 million or more in guaranteed funds. Please speak to a Sun Life Retirement Consultant for details.

Deposit Insurance Coverage

All deposits to GIAs from Sun Life Assurance are eligible for insurance through Assuris. GICs from Sun Life Financial Trust Inc. are eligible for insurance coverage through the Canadian Deposit Insurance Corporation (CDIC). For both Assuris and CDIC, insurance coverage for registered assets are aggregated, coverage for all the assets held in trust/non-registered are aggregated and coverage for all assets held in a TFSA is aggregated.

CDIC and Assuris do not permit the disclosure of their exact coverage amounts; however this information is available on the Assuris website at www.assuris.ca and the CDIC website at www.cdic.ca respectively.

Plan information

Governance of the Plan

The plan sponsor is Sun Life Financial Trust Inc. (SLFT), which administers the Plan, in accordance with guidelines established by the Canadian Association of Pension Supervisory Authorities (CAPSA). Meetings between Western and Sun Life's investment solutions team will be held at least annually. Western will be consulted prior to any investment changes being made to any investment options available under the Plan. SLFT will give due and reasonable consideration to Western's input in selecting the investment options that are offered under the Plan. Sun Life Financial's investment solutions team will periodically review and communicate any concerns about the investment selections and managers for SLFT's consideration.

Payment options

The Sun Life Plan offers flexibility in the frequency, order of depletion (use of investments for payments) and deposit or cheque options for payments from a LIF or RRIF:

Frequency	Monthly, Quarterly, Semi-annually or Annually
Date	1 st , 15 th or last business day of the month.
Level	You can specify the amount that you want to be paid. ¹
Indexed	You can specify the rate at which your payments will be indexed each year. ¹
Interest	You will be paid the interest earned on your guaranteed funds since your last payment date. Any difference required to meet the statutory minimum amount will be paid from the principal.
Minimum	You will be paid the minimum amount set by the Income Tax Act. The minimum amount can be based on your age, or your spouse's age. ²
Maximum	For LIF, Locked-in Retirement Income Fund (LRIF) or Restricted Life Income Fund (RLIF) only, you can choose to take the maximum allowable amount set by pension regulations. ³

¹ Any payment amount selected is subject to a statutory minimum. As well, there is a statutory maximum for LIF, LRIF and RLIF.

² Minimum amount based on your spouse's age is not available for any pension assets that originated in New Brunswick.

³ LRIF is only available for pension assets that originated in Manitoba and Newfoundland, RLIF is only available for assets that originated in a pension under federal jurisdiction.

Payment amounts

Payments must fall within the permitted minimum and maximum limits established by law. Sun Life Retirement Consultants can assist in determining the appropriate level of income payments, within legislated limits. The level of payments selected will take effect on the date the RIF/LIF is established with Sun Life. Need additional funds? You can request a lump sum payment at any time, at no extra charge, subject to the maximums applicable to the LIF (or another locked-in account established under pension legislation outside Ontario) and withholding tax.

Payments may be made by Electronic Funds Transfer (EFT) directly to a Canadian bank account, or via cheque.

For non-resident Canadians

Non-resident Canadians are eligible to join, however an attorney acting under a Power of Attorney (POA), who is a resident of Canada, is required for non-resident Canadians to enrol in the plan. The POA is for one-time limited use only, to enrol into the Sun Life plan. The process is simple and does not require a notary or lawyer signature.

If you are a non-resident and wish to grant a third-party access to your account for information or transactional purposes, you must complete the Transaction Authorization and Access to Personal Information form, available through a Retirement Consultant.

Non-resident Canadians may also receive payments at the frequencies and through the methods noted above. A Canadian bank account is required to receive payment by EFT.

As explained before, certain investment funds may not be available to non-resident accounts. Please talk to a Sun Life Retirement Consultant for more information.

Investment funds used for payments

Investments must be sold to create the cash for the payments you receive. You may deplete your investment funds in a specified order, according to specified percentages or evenly across all funds – you choose!

Plan information

Tax withheld

You can request that tax be withheld on a withdrawal from your LIF/RIF over and above the required amount. The full amount that you withdraw, including additional lump-sum payments, must be included as income for the year and will be subject to taxation. Income tax regulations require that tax be withheld from your payment if it exceeds the required minimum amount. You will receive a tax slip by the end of February of each year that shows the amount that you were paid in the previous year. You can also view your tax slips online when you sign in to sunlife.ca/western and select **my financial centre**, then select **Tax slips and RRSP info** from the **Requests** drop-down menu. Please note – tax implications for non-residents differ from those that apply to Canadian residents; please consult a tax expert for guidance on non-resident tax matters.

Fees

Fund management fees include the operating expenses for both the segregated fund and the underlying fund. They also include the fees for the professional investment managers of the underlying funds. If you join this plan during the period May 1, 2015 to May 1, 2025, the service fees and fund management fees you pay, excluding the impact of any taxes and fund operating expenses for funds in which Sun Life invests, will not increase while you or your surviving spouse remain in the Sun Life Plan. Fees will be taken out of investment returns prior to your account being updated to the latest market value. This fee guarantee applies notwithstanding the terms of section 10 of the Declaration of Trust for each account.

Withdrawal fees: There is no withdrawal fee for transfers out of a LIF/RIF. There is a \$25 charge per withdrawal from the RRSP, TFSA or NREG while you are a member of the plan.

Members of the Sun Life Plan will find more details on fees by signing in to sunlife.ca/western and selecting **my financial centre**, then selecting **Account fees** from the **Accounts** drop-down menu.

Market Value Adjustment (MVA)

When a deposit to a guaranteed interest account/guaranteed investment certificate (GIA/GIC) is withdrawn prior to maturity, for any reason other than death or disability, the withdrawal amount will be calculated at market value (MV). If interest rates have changed since the time of the original deposit, the withdrawal amount will be adjusted to reflect the deposit's market value. This change is referred to as a market value adjustment (MVA).

To determine the market value (MV) of the deposit payable, the following process is employed. The value of the deposit, plus compound interest, would be projected to the original maturity date using the original guaranteed interest rate. This value would then be discounted back to the date of the withdrawal using the then current market rate (without adjustment) on a GIA/GIC deposit of the same term as the original deposit.

Regular payments determined by your payment schedule will not be subject to MVA. However, lump sum payments and/or withdrawals from a GIA/GIC prior to maturity may be.

Leaving the Sun Life Plan

You have several options if you wish to transfer out of the plan. You can:

- Transfer your LIF, RRIF, LIRA or RRSP to another RRIF, LIF, LRIF, PRIF or RLIF (where permitted by pension legislation)
- Convert to an annuity with Sun Life Financial or another provider; and/or
- Receive a lump-sum cash payment for non-locked-in funds, including those from a RRIF, RRSP, TFSA or NREG account (withholding taxes may apply)

Benefits paid upon your death

In the event of your death while you are still a plan member, your RRIF assets will be paid to your designated beneficiary as a lump-sum cash payment or to your estate if no beneficiary has been designated.

If you have a LIF, LIRA, or other locked-in account established under pension legislation outside of Ontario, pension legislation may require that your spouse or common-law partner be entitled to the death benefit, regardless of your designated beneficiary. Your spouse or common-law partner may waive this right in accordance with applicable legislation.

If your spouse or common-law partner, dependent child or grandchild is entitled to the death benefit, he/she will also have the option to transfer this benefit to him/herself on a tax-deferred basis.

Access your plan

Once you have enrolled in the Sun Life Plan you will receive a welcome letter that includes your account number and instructions on how to get your access ID and password registered to sign in to sunlife.ca/western. If you already have a Sun Life access ID and password you may use these to access the Sun Life Plan, once enrolled.

Phone

Plan information and guidance – 1-866-224-3906 (select option 1), 8 a.m. – 6 p.m. (ET), or email western@sunlife.com. Please have your account number handy; the number is 03479 + your 9-digit Western employee ID number.

Online

You'll find helpful information, additional products and services and tools to manage your account at sunlife.ca/western. If you don't have an access ID and password, go to sunlife.ca/western and click on the "Register now" link. You'll need your plan member account number and your date of birth. Your account number is located in the welcome letter.

Mobile app

The **my Sun Life Mobile app** makes it possible to access your account on the go, and:

1. Check your balances
2. View your most recent plan activity
3. Try some financial planning tools

The **my Sun Life Mobile app** is available free of charge to plan members through the Apple App Store and Google Play. To learn more, visit sunlife.ca/mobile.

Tablet and laptop users can continue to access the full website experience at sunlife.ca/western.

Manage your plan online

Online access to account information and tools

We've made it easy for you to access your account information, anytime, anywhere. Sign in to sunlife.ca/western and select **my financial centre**, where you can:

- View your fund balances
- Understand your risk profile with the asset allocation tool
- Move money between funds
- See what's new with your retirement and savings plan
- Update your investment instructions
- View payment details for your RIF/LIF plan
- View your monthly statements
- View your tax slips and RRSP contribution receipts
- View your transaction history
- Access some helpful online tools
- View your RIF/LIF payment details

Example of Scheduled Payment Details screen on *my financial centre*.

Scheduled Payment Details

If you would like to make any updates to your payment instructions please contact the Customer Care Centre at 1-866-760-4468.

Scheduled Payment Details

Registered Retirement Income Fund (RRIF)

My Scheduled Payment Type: ?	Gross Level Payment Amount
My Level Payment Amount: ?	\$2,050.00
Next Scheduled Payment Date:	01 Apr 2015
Current Year Minimum Amount: ?	\$15,000.11
Federal Tax Withholding Amount: ?	\$450.00
Date of the month of subsequent payments:	01
Frequency of Payments: ?	Monthly
Minimum Payment based on age: ?	Member - 16 Jun 1935

Banking Information

Online Direct Deposit

Your deposit will be directed to the following account :

Name of Institution:	Bank of ABC
Branch Name:	Branch 123
Transit #:	30700
Institution #:	002
Account #:	0608831

To update the banking information above, please [Contact us](#).

Instructions	
<p>Build your portfolio – a Sun Life Retirement Consultant is available to help you create your personal investment profile. Or you may complete the online asset allocation tool; just answer eight simple questions – it’s a helpful guide to your fund selection.</p>	<p>Talk to your Retirement Consultant who can guide you through this process or go to my financial centre, then select my money tools from the Resource Centre drop-down menu, then click on continue and complete the questionnaire.</p>
<p>Change your investments – Want to make a change to your current investment fund mix?</p> <p>Interfund transaction processing Your investment fund values are determined on a daily basis. All transactions, including interfund transfers, requested over the phone by 3 p.m. ET and online or via the Automated Telephone System by 4 p.m. ET any business day will be processed by Sun Life Financial that same day. The fund unit values will be determined at the 4 p.m. market close.</p> <p>Short-term trading A short-term trading penalty (also known as a “redemption fee”) of 2% will be charged to an account when an interfund transfer into a fund is followed by an interfund transfer out of the same fund within 30 calendar days. This fee will not be charged for transactions in guaranteed investments or money market funds and does not apply to deposits or withdrawals, only to interfund transfers. The fees that are collected go back into the fund to the benefit of all unit holders.</p>	<p>Go to my financial centre, then select Change investments from the Requests drop-down menu, then follow the instructions to complete your change.</p> <p>Retirement Consultants can also assist you with changes to your current investment fund mix.</p>
<p>Determine your “personal” rate of return – It’s easy to get the rate of return that your own investments have collectively achieved.</p>	<p>Go to my financial centre, then select Personal rates of return from the Accounts drop-down menu.</p>
<p>Match your investment instructions automatically – The asset mix rebalance tool, when enabled, will ensure that your account balance is redistributed monthly to be in line with your specified investment direction.</p> <p>Please note: the asset mix rebalance tool will always use your saved investment directions during the monthly redistribution process. If you change your asset mix without changing your specified investment directions, the rebalancing tool will redistribute your account balance according to your investment directions, not according to your last asset mix adjustment.</p>	<p>Go to my financial centre, then select my money tools from the Resource Centre drop-down menu, and then click on “continue.” After completing the questionnaire turn the option on or off at any time.</p>
<p>Get detailed fund information – You can get detailed information and analysis about the various investment funds available under your plan from Morningstar®, a leading provider of investment news and evaluation. Please note that the fund sheets for the three Sun Life custom portfolios, Diversified Equity, Canadian Equity and Non-North American Equity, do not show a history of returns as they were new funds established in 2015 and it will be some time before full information is available. As these composite portfolios have been built to closely mirror the Diversified Equity Fund, the Canadian Equity Fund and the Non-North American Equity Fund that currently exist in the Western Pension Plan, you may wish to view information on these equivalent Western funds in the Western Retirement Plans Investment Performance Review, available online: http://uwo.ca/hr/form_doc/pension/doc/investment/annual_report.pdf</p>	<p>Go to my financial centre, then select Investment performance from the Accounts drop-down menu, and then select Fund Report.</p>
<p>Understand your plan terminology – You can access definitions to common terms used to describe different features of your plan.</p>	<p>Go to my financial centre, then select Glossary from the Resource Centre drop-down menu.</p>

Remember, if you require assistance with any transactions or have questions about your plan, please call 1-866-224-3906 (and select option 1) to speak to a licensed Retirement Consultant any business day between 8 a.m. and 6 p.m. ET, or email western@sunlife.com. Please have your account number handy; the number is 03479 + your 9-digit Western employee ID number.

Review your plan performance

Your account statements

Semi-annual statements showing January-June account information are available online by signing into sunlife.ca/western. You will also receive a hard copy of your annual statement showing January – December account information by mail.

Keep in mind

When monitoring your funds, here are some things to keep in mind:

Investment returns – Each asset type you hold will likely earn a different rate of return each year so it's important to rebalance your portfolio from time to time to maintain your target asset mix. For example, let's say you want a portfolio that's split 50-50 between equity and bonds. If the equity fund increases by 20% one year and your bond fund returns 6%, you'll need to sell some of your equity fund holdings and use the proceeds to buy more of the bond fund if you want to maintain your 50-50 mix. You can automatically re-balance your portfolio monthly to match your investment instructions. Please refer to page 10 for more information.

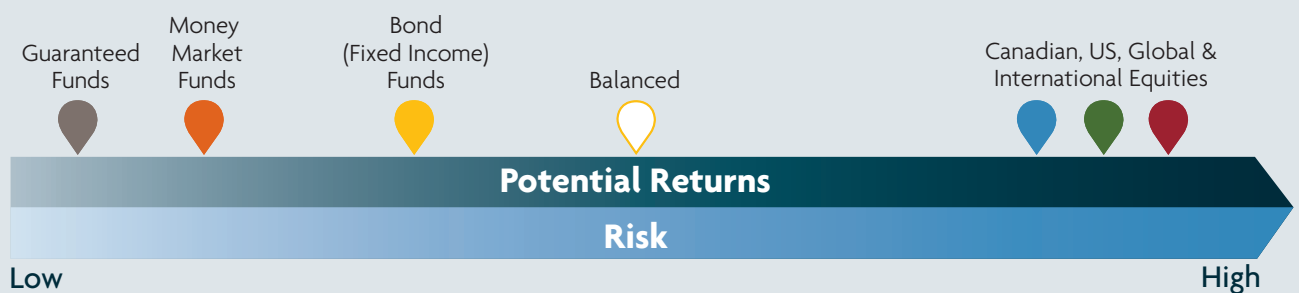
Changing circumstances – While the investment strategy you've developed may be the right one for you today, it may change over time. As you approach and enter retirement, you may want to consider placing a greater percentage of your assets in more conservative investments.

Avoid panic selling – While it's important to monitor your portfolio, it's equally important to stick to your long-term investment plan. This is especially true if you invest in funds that hold stocks and bonds since these investments can fluctuate over short periods of time. Too often, investors panic when prices fall and sell their investments at a loss, rather than wait out the down time for their portfolios to recover. Or, they choose the best performing funds from the previous year, only to see a fall in value soon after. By sticking to your plan, you'll minimize your risk of buying or selling an investment at the wrong time.

The link between risk and reward – The relationship between risk and reward in investing is a simple one: usually, the greater the risk, the greater the potential reward.

Remember, there's no such thing as a risk-free investment. While history has shown that the value of most funds rises over time, there may be dips in value along the way since some investments are more volatile than others. You should complete the asset allocation tool every year as your score may change as your life circumstances change. The questionnaire can be found online at sunlife.ca/western. Have your access ID and password handy. Go to **my financial centre**, then select **my money tools** from the **Resource Centre** drop-down menu, then click on "continue" and complete the questionnaire.

Return vs risk



For illustrative purposes only

Maintain your investments

What's your approach to investing?

One of the main principles of investing is that the more risk you take the more return you expect to earn over the long term.

Knowing how comfortable you are with investment risk is important because the value of some investments goes up and down with investment markets. A diversified portfolio holding equities, fixed income, guaranteed investments and cash is ideal for spreading the risk over many types of investment.

While growing your money is important, it's equally important that you're comfortable with your choices. You can choose your investments based on your comfort with risk, or when you will need your money.

For more information, sign in to sunlife.ca/western and go to **my financial centre**, then select **my money tools** from the **Resource Centre** drop-down menu, and complete the asset allocation tool.

Make the most of your money

One of the most compelling benefits of membership in the Sun Life Plan is the management fees that you will pay on your investment funds. These highly competitive fees are possible because Western negotiated on behalf of a large group of its current and future retirees. You may not think that lower fees make much of a difference, but you'll be surprised at the impact. Paying lower fund management fees can potentially save you a significant amount of money over time.

By transferring in savings you have with other financial institutions, you can take full advantage of your plan.

A 1% lower fee, ignoring any withdrawals, could mean over \$100,000 in savings!

Years invested	Single lump sum amount	Management fees				
		3%	2.5%	2%	1.5%	1%
15 years	\$100,000	\$155,797	\$167,535	\$180,094	\$193,528	\$207,893
25 years	\$100,000	\$209,378	\$236,324	\$266,584	\$300,543	\$338,635
35 years	\$100,000	\$281,386	\$333,359	\$394,609	\$466,735	\$551,602

\$156,993

Assumptions: \$100,000 initial investment, no withdrawals, 6.00% gross rate of return (balanced investor).

Appendix 1 – Frequently asked questions

How will I know if I can afford to retire? Can a Sun Life Retirement Consultant assist me with comparing the income, potential estate value and security of income under the various options available through the Sun Life Plan?

Sun Life Retirement Consultants can offer assistance in building a retirement plan and considering various income strategies. They can discuss your goals with you, and provide income projections under various scenarios, as well as discuss considerations such as income splitting. They are able to explain the difference between locked-in and non-locked in funds, the payment options with each category, as well as the pros and cons of unlocking, to assist you in building your retirement income strategy.

If you are within five years of retirement, a meeting with a Western Pension Consultant can be an important and helpful first step toward understanding your options. They can also direct you to where you can find information on your government benefits.

Based on an assessment of your lifestyle, income needs and projected income, you and your Sun Life Retirement Consultant can determine the most appropriate course of action.

Referrals to Sun Life Advisors are also available for members seeking more holistic planning support.

If I join the Sun Life Plan and later leave, is there a fee?

There is no withdrawal fee for moving your RIF or LIF. There is a \$25 fee for withdrawals from RRSP, non-registered and TFSA accounts. GIA/GIC investments may also be subject to a market value adjustment if redeemed prior to maturity. Please contact a Sun Life Retirement Consultant for details.

What is the minimum withdrawal required to be made from a LIF/RIF?

A LIF/RIF must be registered under the Income Tax Act. One of the most important rules found in the Income Tax Act for a LIF/RIF is that you must be paid an income each year, except for the first year of the contract. The Income Tax Act establishes the minimum annual withdrawal required to be made from your LIF/RIF, based on the calendar year.

The amount of the minimum withdrawal varies each year based on your age at January 1. Instead you may use your spouse's age in determining the minimum withdrawal amount (except for pension assets that originated in New Brunswick). This is a one-time decision made when the LIF/RIF is established. Using the age of the younger person will reduce the minimum required withdrawal. To determine the minimum annual payment, multiply the value of your LIF/RIF as at January 1 by the rate that corresponds to your (or your spouse's) age, as shown in the current Retirement Income Fund withdrawal percentages table.

Can a Sun Life Retirement Consultant assist me with U.S. tax filing requirements?

No, Retirement Consultants are not able to provide assistance on U.S. tax filing matters, other than providing answers to questions that may pertain to your Sun Life Plan. Your enrolment package may include a very important form to complete, which will help us identify whether you are a U.S. person or not. As soon as you receive these documents, please take a few minutes to review, then complete the required information and mail back to Sun Life. Failing to return this form may result in Sun Life reporting your account to the Canada Revenue Agency (CRA) which will forward the relevant information to the U.S. Internal Revenue Service (IRS). If you do not receive a form, please contact your Sun Life Retirement Consultant.

What's the difference between a Sun Life Advisor and a Sun Life Retirement Consultant?

Sun Life Retirement Consultants are available to assist you with your Sun Life RIF/LIF and other investments you may choose to move into the Sun Life Plan.

Both Consultants and Advisors are licensed and offer quality advice and guidance. Both are knowledgeable about retirement investments, strategies, and financial and retirement planning. Sun Life Advisors can also assist with estate and other financial planning needs.

	Retirement Consultant	Sun Life Advisor
Advice model	Sun Life Retirement Consultants are salary-based with a performance bonus. They are available for periodic in-person meetings in London and are accessible by phone at other times. Retirement Consultants can provide guidance on the Sun Life Plan and annuities.	Sun Life Advisors are commission-based. You may meet with them in-person at local Sun Life Centres. Advisors can provide advice on a wide range of products, and offer holistic financial planning, wealth and insurance, and tax and estate planning services.

Advisors can generally provide more holistic advice and offer access to more sophisticated investment and income vehicles.

Western has no responsibility for, and has no involvement with, the products offered by Sun Life Advisors.

Are referrals to Sun Life Advisors free?

Yes, Sun Life Retirement Consultants can provide a referral to a Sun Life Advisor at no charge. Any products purchased through a Sun Life Advisor may be subject to a commission or other charge.

How do I prepare for a conversation with a Sun Life Retirement Consultant?

We recommend you come prepared with current statements on the following to ensure a comprehensive and fruitful discussion:

- CPP/QPP, OAS statements, if applicable
- Information about non-Western pension or annuity payments; other RIF/LIF details
- Spouse's savings or pension plan(s)
- Other savings

You should also bring valid government-issued photo ID such as a driver's license or passport.

Prior to your conversation with the Retirement Consultant, you may also want to think about lifestyle, needs, retirement objectives, and current expenses:

- Income requirements (how much in retirement vs. how much while working)
- Predictability of income stream (fixed vs. variable)
- Level of involvement in management of retirement income (active vs. passive)
- Monthly bills and recurring expenses such as life and/or health insurance premiums
- Shelter, household, transportation and entertainment budgets
- Are these amounts expected to increase/decrease?

Your Sun Life Retirement Consultant will also conduct the Investment Risk Profiler, a short questionnaire to determine your tolerance for investment risk and to facilitate the discussion of the investments that may be appropriate for you.

Sun Life's annuity promise (for any retirement savings products that you hold at Sun Life Financial)

At your direction, or if no direction is provided by the date on which an income must commence, Sun Life Assurance Company of Canada promises to provide you with an annuity payable for your lifetime using the account balances which you are entitled to under the terms of the plan. Your annuity payments will depend on your account balance and your age at the date your annuity payments are scheduled to begin, the type of annuity you choose and annuity purchase rates in effect. Payments will be calculated using the greater of (a) the current payout annuity rate effective at the time of calculation, and (b) a rate specified in the Group Annuity Policy.

Limitation period for legal actions

Every action or proceeding against an insurer for the recovery of insurance money payable under the contract is absolutely barred unless commenced within the time set out in the Insurance Act or the provincial or territorial legislation applicable to the action or proceeding.

Official documents

Upon your request Sun Life Financial will provide directly to you a copy of your application form (or other information that was required by Sun Life Financial in order to enrol you in the plan) and the Declaration of Trust issued by Sun Life Financial Trust Inc.

Respecting your privacy

Respecting your privacy is a priority for the Sun Life Financial group of companies. We keep in confidence personal information about you and the products and services you have with us to provide you with investment, retirement and insurance products and services to help you meet your lifetime financial objectives. To meet these objectives, we collect, use and disclose your personal information for purposes that include: underwriting; administration; claims adjudication; protecting against fraud, errors or misrepresentations; meeting legal, regulatory or contractual requirements; and we may tell you about other related products and services that we believe meet your changing needs. The only people who have access to your personal information are our employees, distribution partners such as advisors, and third-party service providers, along with our reinsurers. We will also provide access to anyone else you authorize. Sometimes, unless we are otherwise prohibited, these people may be in countries outside Canada, so your personal information may be subject to the laws of those countries. You can ask for the information in our files about you and, if necessary, ask us in writing to correct it. To find out more about our privacy practices, visit www.sunlife.ca/privacy.

Notes

Your Retirement Consultant: _____

Direct line: _____

To book an in-person meeting in London, contact us:
By phone: 1-866-224-3906 (select option 1), from 8:00 a.m. to 6:00 p.m. ET. Please have your account number handy; the number is 03479 + your 9-digit Western employee ID number.

By email: western@sunlife.com



Life's brighter under the sun

Group Retirement Services are provided by Sun Life Assurance Company of Canada, a member of the Sun Life Financial group of companies.

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