Fondaction
Giving money meaning.

Share redemption application – Upon retirement at the age of 45 or older AND as an annuitant under an RRSP or an RRIF

To be completed by the shareholder
To find out detailed requirements and conditions or more information, see the prospectus at fondaction.com/prospectus.

1. Shareholder identification

Last name

First name

Address

City

Province

Postal code

Email

FON
User ID

The user ID begins with FON and can be found in the upper right-hand corner of the Investment statement available at fondaction.com/account.

Application number

The application number can be found under the Status of your investments section of the Investment statement available at fondaction.com/account. **Complete one form per application number.**

2. Eligibility information

Note: You are allowed a maximum of 4 applications per year.
For information on the number of applications made, please contact **Shareholder Services.**

☐ I confirm I will have reached the age of 45 on the date of the redemption. Your Spouse's age

years of age
Spouse's age

Y Y Y Y M M D D
Date of your spouse's retirement

The redemption may not be carried out before the beginning of your spouse's retirement.

Required documents

FOR THE SHAREHOLDER

Attach a document proving lack of employment or business income during the 730 days preceding the redemption application:

- ☐ A Statement of Participation from the Québec Pension Plan (QPP)
- ☐ A federal Statement of Participation
- ☐ An equivalent document

FOR YOUR SPOUSE

Attach a document showing your spouse is retired according to their situation

Beneficiary of a pension from the Québec Pension Plan (QPP) or an equivalent plan

- ☐ Letter - Notice of acceptance
- ☐ Letter of confirmation for a pension modification
- ☐ Tax statement (RL-2-T slip or T4A(P))
- ☐ Payment notice for pension benefits

Employee who has stopped working (employment relationship not terminated yet)

- ☐ Statement from the employer confirming sick leave with salary insurance whose benefits do not exceed 25% of the maximum pensionable earnings of the Québec Pension Plan (QPP). To find out the maximum pensionable earnings, refer to revenuquebec.ca and enter Maximum pensionable earnings and contribution rate in the search bar.

OR

- ☐ Statement from the employer confirming pre-retirement leave

Pre-retirement leave
Leave granted by the employer while the employee is still on payroll. For example, when the shareholder has decided to use up their sick leave bank before their official retirement.

▼CONTINUED

2. Eligibility information (continued)

Required documents

Beneficiary of retirement pension benefits

- ☐ Pension benefits through an employer's retirement plan
- ☐ Statement from the employer confirming retirement and, if your spouse is less than 55 years of age, a copy of the retirement plan text
- ☐ Pension under a Deferred Profit Sharing Plan (DPSP)
- ☐ Pension under a registered retirement savings plan (RRSP)
- ☐ Periodic payments under a registered retirement income fund (RRIF-LIF)

Periodic payments
"periodic payment" refers to a payment made at least four times a year. This proof must be dated less than 30 days upon receipt by the Fund.

Self-employed worker who has terminated their professional activities as a self-employed worker

- ☐ A document showing the cessation of professional activities as a self-employed worker, such as an enterprise's cancellation declaration, a notice of amendment of professional insurance or a termination of the contracts

AND, if professional activities as a self-employed worker ended over 730 days ago

- ☐ A Statement of Participation under the Québec Pension Plan (QPP) dating from less than 30 days

Employee who has stopped working (employment relationship terminated)

- ☐ Last record of employment or a declaration from the employer confirming the termination of employment

AND, If the termination of the most recent employment dates from over 730 days ago

- ☐ Statement of Participation under the Québec Pension Plan (QPP) dating from less than 30 days

Business owner who has closed their business

- ☐ A document certifying the closure of the business, such as a certificate of dissolution, an amending declaration or a deed of sale

AND, if the closure of the business dates from over 730 days ago

- ☐ Statement of Participation under the Québec Pension Plan (QPP) dating from less than 30 days

3. Amount of your share redemption

To find out the amount of your eligible Fondaction shares, contact **Shareholder Services**.

Plan

Plan under which you request a redemption of your shares:

- ☐ RRSP (Class "A" shares – Series 1)
- ☐ Spousal RRSP (Class "A" shares – Series 1)
- ☐ Non-registered savings (non-RRSP) (Class "A" shares – Series 2)

Amount

If the requested amount leaves a balance in shares of less than $1,500 , Fondaction will redeem all the shares in order to close the account.
If the requested amount is greater than the eligible amount, Fondaction will redeem all eligible shares.

I request for Fondaction to redeem:

- ☐ All my shares held for at least 730 days
- ☐ A sufficient number of my shares held for at least 730 days for a gross amount (BEFORE withholding taxes) of

$ _____

- ☐ A sufficient number of my shares held for at least 730 days for a net amount (AFTER withholding taxes) of

$ _____

▼ CONTINUED

3. Amount of your share redemption (continued)

Payment method

I am asking Fondaction (**select one option only**):

☐ To proceed by direct deposit to my account as indicated on the sample cheque provided.
Attach a personalized sample cheque marked "Void"

Name of institution

☐ To transfer the amount following the instructions of the transfer form provided by my financial institution.
Attach the transfer application

Name of institution

☐ To transfer the amount following the instructions below:

Plan name | Plan number

Name of institution

Address

City | Province

Postal code

Date

If none of the boxes below regarding the date are checked or if I checked the option of a specific date without specifying it, I ask Fondaction to proceed with the redemption immediately unless the application is received during the share valuation period, in which case I ask Fondaction to proceed with the redemption as of the date of the share value change if I am otherwise eligible for this option.

I request for Fondaction to proceed with the redemption:

☐ Immediately

☐ As of Y Y Y Y M M D D,
I acknowledge that the applicable share redemption price will be the price in effect on the date selected and may, in some cases, be lower than the price applicable if I had requested immediate redemption.

The selected date must be within the 3-month period following the date of the application.

☐ As of the date of the share value change (only if the application is submitted during the share valuation period)

The share is valued twice a year and the price is published around the 4th week of December andJune.

- 1st valuation period : December 1st to the publication of the value in December
- 2nd valuation period: June 1st to the publication of the value in June

The transaction will be made at the most favourable price between the one in effect upon receipt of the application and the one in effect after the publication of the new share value.

To take advantage of this option, your spouse must be retired on or prior to the date of the new value publication. You may also select this option if retirement begins no later than 3 months after the publication of the new share value. In this last case, Fondaction will redeem the shares at the most favourable price, but the redemption will only be possible as of the retirement start date.

4. Declarations and consents

Je déclare avoir reçu la version en langue française de ce document préalablement à sa signature et confirme que ma volonté expresse est d'être lié juridiquement par cette version du document en langue anglaise; cette volonté expresse étant également partagée par Fondaction. Conséquemment, tous autres documents qui s'y rattachent peuvent être rédigés en langue anglaise. I declare that I have received the French language version of this document prior to its signature and confirm that my express wish is to be legally bound by this version of the document in English; this express wish being also shared by Fondaction. Consequently, all other related documents may be drafted in English.

I solemnly declare that the information provided in this application, and in particular, information contained in this form and in other documents submitted, is up-to-date, accurate and complete. I also solemnly declare that I am an annuitant of a registered retirement savings plan (RRSP) or a registered retirement income fund (RRIF) and that I have not held remunerated employment or carried on a business during the 730 days preceding the redemption application.

My spouse and I hereby confirm that our situation falls within the definition of "spouse" under the Québec Taxation Act.

If any of the following situations applies with regard to the spouse:

- Retirement from 45 to 54 years of age;
- Employee who has stopped working (employment relationship terminated);
- Self-employed worker who has stopped their professional activities as a self-employed worker;
- Business owner who has closed their business.

We then solemnly declare that the spouse's earned income, as estimated for the 12 months following the redemption application, will not exceed 25% of the maximum pensionable earnings under the Québec Pension Plan (QPP). To find out the maximum pensionable earnings, visit revenuquebec.ca and enter *Maximum pensionable earnings and contribution rate* in the search bar.

I understand that under the tax laws, by requesting the redemption of my shares for reason of retirement (or pre-retirement), I will no longer be eligible for the tax credits offered for the current taxation year and for years to come.

I acknowledge that I am responsible for verifying the tax and legal consequences of this application and I exempt Fondaction from all liability in this regard.

I also acknowledge that the amounts payable in consideration for the redemption of my shares will be added to my taxable income or that of my spouse, as the case may be, and that Fondaction will have to withhold the taxes provided for by law from these amounts.

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5. Protection of personal information

I authorize Fondaction to collect directly from me (and, if applicable, from my spouse, from my employer or from my spouse's employer, from my employer's pension plan administrator or deferred profit sharing plan (DPSP) administrator or from my spouse 's employer's pension plan administrator or deferred profit sharing plan (DPSP) administrator, including their delegates, representatives and service providers, as well as any financial institution paying me or my spouse a pension under an RRSP or periodic payments under an RRIF or an LIF), use and communicate the personal information submitted or obtained from a third party in connection with this application for the purpose of responding to the application. This includes, for example, identifying me, preparing, analyzing and processing this application, performing transactions incidental to or related to this application, updating records, performing audit and compliance activities, and any other purposes permitted by law. This consent is also requested on behalf of Viaction Assurance Inc., Fondaction's registrar and trustee of Fondaction's registered retirement savings plans. Any personal information collected may be handled by Fondaction's employees or, in some cases, Viaction Assurance Inc.'s employees, and communicated to the competent tax authorities, in accordance with the law, as well as to any service provider or mandatary with whom it is necessary to communicate the information, located in Québec or which may be located outside of Québec, in particular, any financial institution or any company offering cloud services, software, preparation of investment statements or tax slips, scanning, etc.

For more information, or to submit a written request for access or rectification of my personal information, I may contact the person in charge of the protection of personal information at Fondaction by mail or email at confidentialite@fondaction.com. I may also withdraw my consent to the communication or use of the information collected, in accordance with the law, by sending reasonable written notice to the same contact information. However, legal or contractual requirements may prevent a withdrawal of consent. Any such withdrawal may also limit Fondaction's ability to respond to this application. To learn more about the protection of my personal information, I may review Fondaction's *Personal Information Protection and Privacy Policy* at fondaction.com/pdf/securite/privacy-policy.pdf

6. Signatures

_____ Y Y Y Y M M D D

Shareholder signature — Date

_____ Y Y Y Y M M D D

Spouse's signature — Date

Submit documents

- **Complete and sign** the form electronically in the PDF document or print and fill in a hard copy. An electronic signature is accepted.
- See the types of signatures that are accepted in our **FAQ: fondaction.com/faq/types-signatures-admis**.
- Send the form and any other required document **through the secure online portal: fondaction.com/en/secure/redemption**

or

by mail: Fondaction – Shareholder Services
2175 De Maisonneuve Blvd. East, suite 103,
Montréal, Québec H2K 4S3

Please note that we may ask you to provide additional information or documents, if needed.