

As part of its money laundering risk mitigation procedures, Desjardins Insurance requires this third-party contribution form to be filled out when a third party (the "Third Party Contributor") wishes to contribute to an account for which they are not the account holder.

This form should **only** be used in the following situations:

- When contributions are made by the employer to the account holder's RRSP;
- When the cheque, bank draft or funds transfer is from a bank account belonging to someone other than the account holder for their non-registered account

Any other situation where a third party wishes to contribute is prohibited.

**IMPORTANT:** the completed form must be kept in the Client's file. This form does not replace a *Letter of Direction* (required).

### 1. Client Information

Client Name		Client No.	Account No.
Representative Name		Representative Code	Financial Centre Code

### 2. Third Party Contributor

**Individual** (applicable for contributions to a non-registered account)

<input type="checkbox"/> Mr.	First Name	Initial	Last Name
<input type="checkbox"/> Ms.			
Date of Birth (MM/DD/YYYY)	Specific Occupation (e.g. Building Engineer)	Relationship with the Client	
Civic/RR No.	Street Name/RR	Street Type	Street Direction Unit No.
City	Province/State	Postal Code/ZIP	Country

**Entity** (Certificate of incorporation is mandatory. For an EFT payment, obtain the signature of third party contributor and also attach resolution.)

Entity Name	Federal Business/Trust No.	Provincial Business/Trust No.
Country of Incorporation	Description of Activities (eg, asset management, car dealer)	Relationship with the Client
Civic/RR No.	Street Name/RR	Street Type Street Direction Unit No.
City	Province/State	Postal Code/ZIP Country

### 3. Third Party Contribution

**One Time**

Date (MM/DD/YYYY)	Amount (\$)	<input type="checkbox"/> Cheque <input type="checkbox"/> Electronic Funds Transfer ("EFT")
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Frequency Options: **Annual**; **Last Day Annual** (annual on the last business day of the month); **Semi-Annual** (twice per year); **Last Day Semi-Annual** (semi-annual on the last business day of the month); **Quarterly** (every three months); **Last Day Quarterly** (quarterly on the last business day of the month); **Monthly**; **Last Day Monthly** (last business day of each month); **Semi-Monthly** (twice per month); **Last Day Semi-Monthly** (on the 15th and the last business day of each month); **Bi-Weekly** (every two weeks); **Weekly**

**Pre-Authorized Chequing ("PAC")**

Start Date (MM/DD/YYYY)	Amount per period (\$)	PAC Frequency	Stop Date (MM/DD/YYYY)
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**4. Third Party EFT Authorization (mandatory: attach personalized void cheque and third party contributor signature at section 5)**

Name(s) of bank account owner(s)  Individual: must be an owner of the bank account  Entity: attach documentation of entity and signing authority

Financial Institution Name	Institution Number	Transit Number	Account Number
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**5. Signatures**

Client authorization obtained via LTA (for guaranteed investment funds only). The representative must collect the information from the client and inform the client about possible tax impacts, if necessary.

_____ Client Name (print)	<b>X</b> _____ Signature of Client/Authorized Signatory	_____ Date (MM/DD/YYYY)
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_____ Joint Client Name (print)	<b>X</b> _____ Signature of Joint Client/Authorized Co-Signatory	_____ Date (MM/DD/YYYY)
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_____ Third Party Contributor/Bank Account Owner Name (print)	<b>X</b> _____ Signature of Third Party Contributor/Bank Account Owner (mandatory for EFT)	_____ Date (MM/DD/YYYY)
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_____ Representative Name (print)	<b>X</b> _____ Signature of Representative	_____ Date (MM/DD/YYYY)
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