



## **POLICY NO. 10**

### **THE BOARD OF THE UBCP RETIREMENT BENEFITS SOCIETY**

#### **NON-RESIDENT WITHDRAWAL POLICY (March 1, 2011)**

Producer retirement contributions to the UBCP Group RRSP are restricted. The Board has determined that members who are non-residents of Canada for taxation purposes should have access to funds which are otherwise restricted, in accordance with this policy.

There is no minimum or maximum withdrawal.

#### **1. Application Criteria**

The requesting member must complete and sign an application form, attached as Schedule "A", requesting a specific amount from the Plan, and must provide sufficient documentation to confirm the existence of the matters described in paragraph 3 below (the "Application").

#### **2. Administrator's Application Review**

Once the Application has been received, the Administrator will review the Application. The Administrator will advise the requesting member if the Application is incomplete and will indicate in writing what further information is required from the requesting member. Once the Application is, in the opinion of the Administrator, complete, then the Administrator will determine whether he or she can approve such Application pursuant to paragraph 3 hereof.

#### **3. Administrator Approval**

The Administrator will approve an Application if the member can establish that he or she is no longer a resident of Canada for tax purposes and that the member resides in and files tax returns as required in a country other than Canada.

If the Administrator approves an Application in whole or in part, then the Application will be stamped with an official approval stamp and the Administrator will sign off on the Application. Any partial approval will be notated as such. The approved Application must be kept within the member's file. The Administrator will promptly forward a letter advising of the approval to the member.



#### 4. **Declined Applications**

If the Administrator declines an Application, then the Administrator will promptly forward a letter to the member advising that the Application has been declined.



**SCHEDULE "A"**

**NON-RESIDENT WITHDRAWAL APPLICATION**

**APPROVED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**MEMBER INFORMATION**

Member Name: \_\_\_\_\_

Member Number: \_\_\_\_\_

SIN \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**APPLICATION**

I am requesting the amount of \$\_\_\_\_\_ from the restricted portion of the Plan.

**CONFIRMATION OF NON-RESIDENCY**

I am applying for a non-resident withdrawal and:

1. I am currently a resident of [insert name of country and residential address].

\_\_\_\_\_

2. I am providing confirmation of my non-residency in Canada for tax purposes by attaching a copy of my most recent tax assessment as required from my country of residence.

\_\_\_\_\_



## RELEASE

I, \_\_\_\_\_, understand that, if my Application is approved, I will receive \$\_\_\_\_\_ from the restricted portion of the Plan and I waive any and all claims that I have or may in the future have against, and release from all liability and agree not to sue, the members of the Board and any of its employees, servants, agents or representatives for any personal injury, property damage or other loss that I may sustain as a result of any withdrawal made from the Plan pursuant to the Non-Resident Withdrawal Policy due to any cause whatsoever.

\_\_\_\_\_  
[signature of member]