

Request for Auto-Withdrawal of Fund Value (Enrollment/Cancellation)



In this form, *you* and *your* refer to the life insured/policyowner while *we, us, our* and *the Company* refer to Sun Life of Canada (Philippines), Inc., a member of the Sun Life Financial group of companies.

You hereby request the Company to withdraw from the Fund Value of your policy the specified amount on the start date and yearly thereafter up to the desired number of years as indicated under Request Details below.

PRINT clearly. Use BLACK ink.

1 Policy Information

Policy Owner (Last Name, First Name, M.I.)		Life Insured (Last Name, First Name, M.I.) if different from Policy Owner		Policy Number	
Citizenship	Country/ies of Legal Residence other than the Philippines	ID presented	ID Number	ID Expiry Date	
Permanent Residence Address No., Street, Village/Subdivision, Barangay (P.O. Box is not acceptable)		City/Municipality	Province/State	Country	Zip Code
Present Residence Address No., Street, Village/Subdivision, Barangay (P.O. Box is not acceptable)		City/Municipality	Province/State	Country	Zip Code
Business Address No., Street, Village/Subdivision, Barangay (P.O. Box is not acceptable)		City/Municipality	Province/State	Country	Zip Code
Home Phone (country code, area code & tel. no.)	Work Phone (country code, area code & tel. no.)	Mobile Phone (country code and mobile no.)	Email Address		

2 Request Details

- Enrollment to Auto-Withdrawal of Fund Value Re-Enrollment to Auto-Withdrawal of Fund Value

Desired Initial Amount PHP	*Start Date (day/month/year)
Desired No. of years (choose from 4 to 20):	Desired Amount <input type="checkbox"/> Level <input type="checkbox"/> Increasing - Desired Annual Percentage Increase :

*Start date for auto-withdrawal should be five (5) years after the end of premium paying period. Should you elect an earlier date, we will still set the Start Date to five (5) years after the end of premium paying period.

- Cancellation of Auto-Withdrawal of Fund Value

3 Acknowledgment and Agreement

This section must be signed by the policy owner and witnessed by the Company's advisor or staff. If signed before a disinterested witness, please have the form notarized by a notary public by affixing his/her signature and official seal at the back of this form. If this form is signed outside the Philippines, please have the form authenticated by the nearest Philippine Consul in your locality.

By signing below, you hereby declare and agree that to the best of your knowledge, all information you have provided in this form are complete and true.

You also understand and agree that

- if you have more than one Investment Fund, amount to be withdrawn will proportionately be taken from each Investment Fund.
- any fund withdrawal will be subject to any other administrative rules, as determined by the Company.
- for a single pay variable life insurance policy, the death benefits will be reduced by 125% of the amount withdrawn in accordance with the Death Benefit Provision of your policy.
- your policy's fund value performance may vary, the values of your units are not guaranteed and will depend on the actual investment performance. In any policy year, auto-withdrawal will be declined if fund value is less than the enrolled auto-withdrawal amount or if the fund value less amount to be withdrawn is less than sum of future insurance charges. Auto-withdrawal will resume when the fund value is sufficient.
- you hold the Company free of all liability and responsibility arising from the following:
 - a) fortuitous events;
 - b) termination of this agreement;
 - c) the Company's reliance on your instruction/s and declarations; and
 - d) any and all errors inadvertently committed.
- auto-withdrawal is not available or will be cancelled automatically if
 - a) your named beneficiary(ies) is (are) designated as irrevocable;
 - b) your policy is assigned or ownership is transferred;
 - c) your policy lapsed;
 - d) your premium came from a third party(ies); or
 - e) your policy is a subject of a freeze order or garnishment by the court.



3 Acknowledgment and Agreement (continued)

Authorization to Process Personal Data

You understand and acknowledge that the Company, its employees, duly authorized representatives, related companies, third party service providers and vendors, shall use, process and share your information including sensitive personal information with any person or organization to (i) administer and service this insurance or investment account; (ii) process claims and enforce/fulfill contractual rights/obligations; or (iii) for other reasonable purposes related to the provision of products and services (including but not limited to improvement/upgrade in systems and business processes, data analytics, automated processing, etc.).

The Company may further process your information for purposes of complying with its legal obligations, laws and regulations (including but not limited to the Anti-Money Laundering Act and Credit Information Systems Act); pursue its legitimate and lawful rights and interest; and other purposes allowed under privacy laws and regulations.

Your personal data shall be retained throughout the duration of your coverage under your plan or existence of your account(s) and/or until expiration of the retention of the retention limit set by laws and regulations from account closure and the period set for destruction or disposal of records. You certify that you have read, understood and agree with the declaration and authorizations above, including Sun Life's privacy policy found in <https://apps.sunlife.com.ph/privacy>.

Would you like to receive personalized communications, products, and service offers from the Company, Sun Life Asset Management Company, Inc. and related parties that may help with your financial needs? Yes No

Changes to Material Facts or Personal Information

In compliance with local and foreign regulatory requirements, you agree to inform us within thirty (30) calendar days of any change in your circumstances which makes incorrect any information on a document submitted to Sun Life, and provide a new or updated document. Individual clients will be required to submit a Self-Certification form while entity clients will be required to submit an IRS form (W-9 for US entities and W-8BEN-E for non US entities) which will be sent to you via mail / email.

With regard to the above, you acknowledge that when we are required by law, regulation or otherwise to provide all information on your local and/or foreign tax status and your account(s), we will disclose such information to the Bureau of Internal Revenue (BIR).

Signature of Policy Owner X	Printed Name
Place of Signing	Date of Signing (day/month/year)
Signature of Witness X	Printed Name
Place of Signing	Date of Signing (day/month/year)
Address of Witness (no., street, municipality, city/province, country, zip code)	

4 New Signature Specimen

This section must be completed by the Policy Owner if there is a change in signature. Please provide 2 specimens of your new signature on the space provided.

(New) Signature X	(New) Signature X
Signature of Witness X	Printed Name
Address of Witness (no., street, municipality, city/province, country, zip code)	
Place of Signing	Date of Signing (day/month/year)

5 Notarization

This is to be completed by a Notary Public if the form is not witnessed by a Sun Life of Canada (Philippines), Inc. advisor or staff.

SUBSCRIBED AND SWORN to before me this _____ day at _____ Philippines,
affiant having exhibited to me his/her (valid ID) _____ issued on _____
at _____.

Doc No.: _____

Page No.: _____

Book No.: _____

Series of _____

Frequently Asked Questions

Q - When will my policy be eligible for auto-withdrawal?

A - Your policy will be eligible for auto-withdrawal five (5) years after the end of the premium paying period, i.e. if end of premium paying period is March 31, 2018, the policy will be eligible for auto-withdrawal payout starting March 31, 2023. Auto-withdrawal request is effective 10 working days after receipt of your signed Auto-Withdrawal Form.

Q - Is the auto-withdrawal included in the free withdrawal allotted every policy year?

A - Yes. If you already availed of an auto-withdrawal and want to have another fund withdrawal within the same policy year, then the second withdrawal will already be subject to applicable charges. Likewise, if you already availed of a fund withdrawal and then requested for an auto-withdrawal within the same policy year, the auto-withdrawal will already be subject to applicable charges.

Q - I want to avail of the auto-withdrawal feature on my policy but I have an irrevocable beneficiary/my policy is assigned/my policy is subject of a freeze order or garnishment. Is this possible?

A - No, the auto-withdrawal feature is only available for policies with no irrevocable beneficiaries or for policies which are not assigned. Also, if you have availed of this feature and then decided to designate an irrevocable beneficiary or assign your policy or your policy has been a subject of a freeze order or garnishment, your auto-withdrawal request will be automatically cancelled.

Q - What is the maximum number of auto-withdrawals per policy year?

A - Only one (1) auto-withdrawal is allowed per policy year. You may visit any of our Client Service Centers if you want to make additional fund withdrawals within the same policy year.

Q - Up to how many years can I avail of the auto-withdrawal of fund value facility?

A - You may avail of the auto-withdrawal of fund value facility up to a maximum of 20 years.

Q - Can I identify the funds from which the money would be withdrawn?

A - No, origin of funds for auto-withdrawal cannot be identified by the policy owner, funds to be withdrawn should be prorated based on amount of fund value.

Q - What happens to my auto-withdrawal request if my policy has lapsed?

A - Your auto-withdrawal request will be automatically cancelled if your policy has lapsed. However, you may re-enroll once your policy has been reinstated.

Q - If my aggregate fund value is less than my enrolled auto-withdrawal amount, will the auto-withdrawal process still proceed?

A - No. You will receive an SMS message informing you that your fund value is insufficient. The auto-withdrawal feature will only resume once your fund value becomes sufficient to accommodate your auto-withdrawal amount. Likewise, auto-withdrawal will not proceed if the fund value less amount to be withdrawn is less than sum of future insurance charges.