

# Disability insurance

## Advisor guide

Information accurate as of November 2022

**Not for use with clients**

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## Lifestyle protection plan (June 2019 series)

The lifestyle protection plan is a non-cancellable personal disability insurance policy which can provide a monthly disability benefit during a total disability. The premium is level to age 65 (with the exception of the healthcare profession rider and graded premium rider). The policy is conditionally renewable on a modified basis after age 65, while the insured person continues to work full-time.

**The lifestyle protection plan is available to all occupation classes – 4A, 3A, 2A, A and B.**

### Non-cancellable to age 65

Once issued, the lifestyle protection plan policy cannot be cancelled or modified and the premium cannot be raised by Canada Life before age 65 (with the exception of the healthcare profession rider and graded premium rider), as long as premium is paid when due. This period is known as the non-cancellable period.

### Conditionally renewable after age 65

After age 65, modified coverage may be continued on an annually renewable basis as long as the insured person isn't disabled and continues to work full-time\*. No evidence of medical insurability will be required. All optional benefit riders will terminate on the policy anniversary nearest the insured person's 65th birthday. The benefit period will be 24 months if the insured person becomes totally disabled before their 75th birthday and 12 months if the insured person becomes totally disabled after their 75th birthday. The premium will be based on rates in effect at time of renewal.

\*Full-time means the insured person is working at least 30 hours per week on a year-round basis.

### Availability

<b>Occupation classes</b>	<b>4A, 3A, 2A, A and B</b>
<b>Waiting periods</b>	30, 60, 90, 120, 180, 365 and 730 days
<b>Benefit periods</b>	24, 60, 120 months and to age 65
<b>Issue ages</b>	18 – 60: 24 months and to age 65 benefit periods 18 – 55: 60 and 120 months benefit periods
<b>Graded premium issue ages</b>	18 – 45

### Issue limits

#### Minimum monthly disability benefit

The minimum monthly disability benefit available is \$500.

#### Maximum monthly disability benefit

The maximum monthly disability benefit available varies by occupation class and issue age as shown in the table below.

Occupation class	Maximum monthly disability benefit	
	Issue ages 18 – 55	Issue ages 56 - 60
4A	\$25,000	\$12,000
3A	\$15,000	\$8,000
2A	\$8,000	\$5,000
A	\$6,000	\$4,000
B	\$4,000	\$3,000

## Important basic policy definitions

Total disability means the insured person, due directly to injury or sickness, is unable:

- During the first 24 months, to perform the substantial duties of their regular occupation and isn't engaged in any other gainful occupation; and
- Thereafter, to work in any gainful occupation.

**Injury** means accidental bodily injury which occurs on or after the policy effective date and while the policy is in-force. The signs and symptoms of the injury must be assessed and documented by a doctor and supported by objective medical evidence.

**Sickness** means disease or illness which is first manifested on or after the policy effective date and while the policy is in-force. The signs and symptoms of the sickness must be assessed and documented by a doctor and supported by objective medical evidence.

**Regular occupation** means the occupation(s) in which the insured person is regularly engaged at the time they becomes disabled, except, if the insured person regularly engages in any other gainful occupation between successive periods of disability, that gainful occupation will be considered the insured person's regular occupation.

**Gainful occupation** means any occupation for which the insured person is reasonably fitted by reason of their education, training or experience.

## Basic policy benefits

### Presumptive disability benefits

Presumptive disability means the total and irreversible loss of any of the following due directly to injury or sickness:

- Speech
- The hearing of both ears
- The sight of both eyes
- The use of both hands or both feet
- The use of one hand and one foot

If the insured person is presumptively disabled, they will be considered totally disabled even if they engage in any occupation.

**If the insured person becomes presumptively disabled before the monthly disability benefit becomes payable (i.e. they aren't already on claim):**

- The waiting period will not have to be satisfied
- Premium will be waived from the date they become totally disabled
- The monthly disability benefit will be payable to the end of the benefit period

**If the insured person becomes presumptively disabled while the monthly disability benefit is payable (i.e. they are already on claim):**

- Premium will be waived from the date they become presumptively disabled (if it has not already been waived under the waiver-of-premium provision); and
- The monthly disability benefit will be payable for the remainder of the benefit period.

**For occupation classes 3A and 4A only** — the monthly disability benefit will be increased by 25% and Canada Life will pay a lump-sum benefit equal to the lesser of three times the increased monthly disability benefit and \$15,000.

If the monthly disability benefit under the basic policy steps up or down, the monthly disability benefit used to calculate the lump sum benefit will be the higher amount. The maximum lump-sum benefit we will pay is \$15,000, regardless of the number of disability insurance policies with Canada Life insuring the same life.

The insured person will not be considered totally disabled under this provision if they have already been deemed to be catastrophically disabled.

**Catastrophic disability benefits (for occupation classes 3A and 4A only)**

Catastrophic disability means the insured person satisfies the definition of loss of independent existence (see definition below).

If the insured person is catastrophically disabled, they will be considered totally disabled, even if they engage in any occupation. The insured person will not be considered totally disabled under this provision if they have already been deemed to be presumptively disabled

**If the insured person becomes catastrophically disabled before the monthly disability benefit becomes payable (i.e. they aren't already on claim):**

- The waiting period will not have to be satisfied.
- Premium will be waived from the date they become totally disabled.
- The monthly disability benefit will be increased by 25% and will be payable to the end of the benefit period.
- A lump-sum benefit will be payable equal to the lesser of three times the increased monthly disability benefit and \$15,000.

**If the insured person becomes catastrophically disabled while the monthly disability benefit is payable (i.e. they are already on claim):**

- Premium payments will be waived from the date they become catastrophically disabled (if it has not already been waived under the waiver-of-premium provision).
- The monthly disability benefit will be increased by 25% and will be payable for the remainder of the benefit period.
- A lump-sum benefit will be payable equal to the lesser of three times the increased monthly disability benefit and \$15,000.

If the monthly disability benefit under the basic policy steps up or down, the monthly disability benefit used to calculate the lump-sum benefit will be the higher amount. The maximum lump-sum benefit we will pay is \$15,000, regardless of the number of disability insurance policies with Canada Life insuring the same life.

**Definition of loss of independent existence** — loss of independent existence means a condition that qualifies under the definition of physical impairment or cognitive impairment below and there is no reasonable chance of recovery based on the then current medical practice.

**Physical impairment** means the insured person is unable to perform, by himself or herself, whether with or without the use of any equipment, at least two of the following six activities of daily living.

1. Bathing – the ability to wash oneself in a bathtub, shower or by sponge bath.
2. Dressing – the ability to put on, remove, fasten and unfasten all necessary clothing, braces, artificial limbs or other surgical appliances.
3. Toileting – the ability to get to and from the toilet and complete related personal hygiene.
4. Bladder and bowel continence – the ability to manage bowel and bladder functions, with or without any protective undergarments or surgical appliances, so that a reasonable level of hygiene is maintained;
5. Transferring – the ability to move into and out of a bed, chair or wheelchair.
6. Eating – the ability to consume food that has already been prepared and made available.

The diagnosis for the insured person's condition must be made by a doctor and accompanied by a current physical assessment from an occupational therapist other than the insured person.

**Cognitive impairment** means mental deterioration and loss of intellectual ability, evidenced by deterioration in memory, orientation and reasoning, which is measurable by neuro-psychometric methods and results from demonstrable organic cause, and where the severity is such that the insured person is incapable of independent living and requires a minimum of eight hours of daily supervision.



For further clarification, any mental or nervous disorder without a demonstrable organic cause, including but not limited to anxiety disorders, mood disorders, sleep disorders, pain disorders, personality disorders and psychotic disorders, does not satisfy the definition of cognitive impairment.

### **Survivorship benefit**

If the insured person dies while receiving disability benefits, a lump-sum insurance payout (death benefit) of three times the monthly disability benefit will be paid to the insured person's estate.

### **Vocational training program**

Vocational training program means a government sponsored or other professionally planned vocational program Canada Life has approved in writing in advance of the insured person's participation in the program. In considering whether to approve a vocational training program, Canada Life will assess such factors as the expected duration of the total disability and the level of activity required to facilitate the earliest possible return to work.

The disability benefit will be payable while the insured person is totally disabled and participates in a vocational training program.

Canada Life may pay the cost of a program provided in connection with the vocational training program, as long as:

- a) The program will assist the insured person in working in a gainful occupation
- b) The program isn't covered by any other program or plan
- c) The program has been approved in advance
- d) Canada Life receives satisfactory evidence of the cost of the program

Reasonable expenses associated with the program may be paid by Canada Life.

If approved, payment will be made to the supplier of the program or to the insured person if Canada Life receives satisfactory proof that the supplier has been paid.

### **Accumulation of days to satisfy the waiting period**

To satisfy the waiting period, non-consecutive days of disability, which result from the same or a related cause, may be accumulated, provided they are separated by:

- 24 months or less — for occupation classes 3A and 4A.
- Six months or less — for occupation classes B, A and 2A.

### **Recurrent disability**

If the insured person becomes disabled again within 12 months (for occupation classes 3A and 4A) or six months (for occupation classes B, A and 2A) from the same or a related cause as a prior disability (for which benefits have been payable), the disability will be considered a continuation of the prior disability.

Such an extension only applies if the insured person has worked continuously in a full-time\* occupation away their home for less than:

- 12 months following the earlier period of disability — for occupation classes 3A and 4A.
- Six months following the earlier period of disability — for occupation classes B, A and 2A

In the case of a recurrent disability, a new waiting period will not need to be satisfied and the original benefit period will be continued.

\*Full-time means the insured person is working at least 30 hours per week on a year-round basis.

### **Payment of disability benefit**

Disability benefits are payable only while the insured person receives medical care from a doctor that is of an appropriate nature and frequency for the disability. The doctor must be a licensed medical doctor other than the insured person.

Disability benefits will be paid at the end of the month after the waiting period has been satisfied while the insured person is disabled until the earliest of:

- The date the insured person is no longer disabled
- The end of the benefit period
- The date of the insured person's death
- The date the claim is terminated by us for failure to comply with requirements outlined in the policy

The payment of any benefits will be subject to receiving any information that we may request for the adjudication, investigation and verification of a claim.

### Recovery benefit

A recovery benefit will be payable for two months after the insured person returns to full-time work in their regular occupation. The waiting period must have been satisfied and the disability must have lasted at least three months. The benefit will be 50% of the monthly disability benefit for the first month and 25% of the monthly disability benefit for the second month.

The recovery benefit will not be paid if the insured person:

- Is receiving any other benefits under the policy
- Has already received disability benefits for the entire benefit period
- Is over age 65
- Has already received this benefit for this period of disability

### Transplant surgery benefit

If the policy has been in-force for at least six months and the insured person becomes disabled as a result of surgery to transplant an organ or other part of the insured person's body to the body of another person, Canada Life will consider the insured person to be disabled due to sickness.

### Extension of benefits

If the insured person is disabled on the date the policy expires and 24 months of disability benefits have not been paid, Canada Life will continue to pay disability benefits for the remaining balance of the 24 months while the insured person's disability continues.

### Waiver-of-premium

After disability has lasted 90 days, Canada Life will waive premium while disability continues. We will then refund any premium paid by the owner for the first 90 days of that period. Premium will be payable from the date the insured person is no longer disabled.

### Exclusions

No benefits will be payable, and no premium payments will be waived under the policy:

- a) If the disability results, directly or indirectly, from any of the following causes:
  - i. Normal pregnancy. However, Canada Life will not exclude a disability which results from a complication of pregnancy.
  - ii. War and any hazard arising from war.
  - iii. Active duty in any armed forces, whether or not a war.
  - iv. Surgery to transplant an organ or other part of the insured person's body to the body of another person, except as provided under the transplant surgery benefit provision.
- b) During any period of time the insured person is incarcerated or under a court ordered restriction that prevents them from performing their regular occupation.

### Integration (for occupation class B, A and 2A only)

Canada Life will offset the disability benefits under the policy dollar for dollar with any benefits the insured person is entitled to receive due to the disability from any workers' compensation or automobile insurance.

## Graded premium

In addition to level premium, graded premium is also available. Graded premium is designed for young individuals (age 18 - 45) who aren't yet established, but who have the potential for substantial future incomes. These individuals pay a lower rate for the first five years and then a higher premium thereafter.

## Optional benefit riders

The following optional benefit riders are available to customize the lifestyle protection plan to suit your client's individual needs.

- Own occupation rider
- Regular occupation period extender
- Residual disability rider
- Partial disability rider
- Extended partial disability rider
- Future Insurability option rider
- Cost-of-living (maximum 3% or 8% per year)
- Catch-up rider
- First day accident rider
- Return-of-premium (50%) rider
- Lifetime benefit – accident and graded sickness rider
- Accident death and dismemberment rider
- Healthcare profession rider

## Own occupation rider

Professionals often have a significant investment in their occupation, including years of training and acquired experience. However, many feel that although they might be able to find alternative employment during a total disability, they would experience a drastic reduction in income. The own occupation rider allows the insured person to work in another occupation while they are totally disabled in their own occupation and continue to receive disability benefits.

### Availability

<b>Occupation classes</b>	4A, 3A
<b>Waiting periods</b>	30, 60, 90, 120, 180, 365 and 730 days
<b>Benefit periods</b>	24, 60, 120 months and to age 65
<b>Issue ages</b>	18 – 60

This rider can be included at issue of the basic policy or added after issue to policies in the November 2005 and later series. It is only available to true occupation class 3A and 4A risks (for instance, has not been upgraded to occupation class 3A or 4A through the quality risk upgrade program).

Only one of the following optional benefit riders can be included on a policy — own occupation rider, or regular occupation period extender rider.

### Rider summary

The own occupation rider modifies the definition of total disability under the basic policy so the insured person will be considered to be totally disabled even if they engage in any other gainful occupation.

## Regular occupation period extender rider

Under the basic policy total disability benefits may be denied after 24 months if the insured person would be able to work in another occupation based on their education, training and experience. The regular occupation period extender rider extends the regular occupation period from 24 months to the end of the benefit period selected. It guarantees that as long as the insured person is totally disabled in their regular occupation, disability benefits will be paid until the end of the selected benefit period and the insured person will not be required to work in another gainful occupation.

### Availability

<b>Occupation classes</b>	4A, 3A, 2A, A and B
<b>Waiting periods</b>	30, 60, 90, 120, 180, 365 and 730 days
<b>Benefit periods</b>	60, 120 months and to age 65
<b>Issue ages</b>	18 – 60

This rider can be included at issue of the basic policy or added after issue to policies in the November 2005 and later series. Only one of the following optional benefit riders can be included on a policy — regular occupation period extender rider, or own occupation rider.

### Rider summary

The regular occupation period extender rider modifies the definition of regular occupation period used to determine whether or not the insured person qualifies for total disability benefits from 24 months to the end of the benefit period.

### Residual disability rider

The benefits provided by this rider can contribute to the insured person's financial security by helping to close the gap between what the insured person was earning before becoming disabled and what they are able to earn while either partially or residually disabled.

### Availability

<b>Occupation classes</b>	4A, 3A, 2A, A and B
<b>Waiting periods</b>	30, 60, 90, 120, 180, 365 and 730 days
<b>Benefit periods</b>	24, 60, 120 months and to age 65
<b>Issue ages</b>	18 – 60

This rider can be included at issue of the basic policy or added after issue to policies in the November 2005 and later series. Only one of the following optional benefit riders can be included on a policy — residual disability rider, extended partial disability rider or partial disability rider.

### Rider summary

If the insured person isn't totally disabled, the residual disability rider allows a choice between receiving the partial disability benefit if they suffer a loss of time or duties or the residual disability benefit if they suffer a loss of income.

**Partial disability** means the insured person isn't totally disabled and is working full or part-time in any gainful occupation, but due directly to injury or sickness:

- Is unable to perform one or more of the important daily duties of their gainful occupation; or
- Suffers the necessary and continuous loss of at least one-half of the time normally spent in the daily performance of their gainful occupation.

**Residual disability** means the insured person isn't totally disabled and is working full or part-time in any gainful occupation, but due directly to injury or sickness the percentage loss of earned income is 20% or more.

### Partial disability benefit

While the insured person is partially disabled and has not elected to receive the residual disability benefit, the partial disability benefit payable will be 50% of the monthly disability benefit for the first 24 months of partial disability and 25% thereafter.

For occupation classes 2A, A and B, the benefits will be subject to any reduction in benefits under the integration provision of the basic policy.

### Residual disability benefit

During a period of disability, an election can be made to receive residual disability benefits, subject to providing Canada Life with written evidence of the insured person's earned income loss.

- **For occupation classes 3A and 4A** — the residual disability benefit payable will be:

- The monthly disability benefit if the earned income loss is 80% or more; or
- The earned income loss multiplied by the monthly disability benefit if the earned income loss is 20% or more, but less than 80%.
- **For occupation classes B, A and 2A** — the residual disability benefit payable, subject to any reduction in benefits under the integration provision of the basic policy, will be:
  - 50% of the monthly disability benefit if the earned income loss is 50% or more; or
  - The earned income loss multiplied by the monthly disability benefit if the earned income loss is 20% or more, but less than 50%.

Once the election is made, the insured person cannot go back to receiving partial disability benefits during that period of disability.

### Recovery benefit exclusion

If the option to elect residual disability benefits was made, the recovery benefit will not be payable following a period of residual disability.

### Partial disability rider

This rider recognizes that the insured person may continue to be partially disabled after returning to work following a total disability or may only be partially disabled due to the injury or sickness from the start. The benefits provided by this rider can contribute to the insured person's financial security by helping to close the gap between what the insured person was earning before becoming disabled and what they are able to earn while partially disabled. Partial disability benefits are available **for up to 24 months**.

#### Availability

<b>Occupation classes</b>	4A, 3A, 2A, A and B
<b>Waiting periods</b>	30, 60, 90, 120, 180, 365 and 730 days
<b>Benefit periods</b>	24, 60, 120 months and to age 65
<b>Issue ages</b>	18 – 60

This rider can be included at issue of the basic policy or added after issue to policies in the November 2005 and later series. Only one of the following optional benefit riders can be included on a policy — partial disability rider, extended partial disability rider or residual disability rider.

#### Rider summary

The insured person will be considered partially disabled if they aren't totally disabled and are working full or part-time in any gainful occupation, but due directly to injury or sickness, the insured person:

- Is unable to perform one or more of the important daily duties of their gainful occupation; or
- Suffers the necessary and continuous loss of at least one-half of the time normally spent in the daily performance of their gainful occupation.

#### Disability benefit

The disability benefit payable will be 50% of the monthly disability benefit for up to 24 months while partial disability continues.

For occupation classes 2A, A and B, the benefits will be subject to any reduction in benefits under the integration provision of the basic policy.

### Extended partial disability rider

This rider recognizes that the insured person may continue to be partially disabled after returning to work following a total disability or may only be partially disabled due to the injury or sickness from the start. The benefits provided by this rider can contribute to the insured person's financial security by helping to close the gap between what the insured person was earning before becoming disabled and what they are able to earn while partially disabled. Partial disability benefits are available for the entire benefit period.

#### Availability

<b>Occupation classes</b>	4A, 3A, 2A, A and B
<b>Waiting periods</b>	30, 60, 90, 120, 180, 365 and 730 days
<b>Benefit periods</b>	60, 120 months and to age 65
<b>Issue ages</b>	18 – 60

This rider can be included at issue of the basic policy or added after issue to policies in the November 2005 and later series. Only one of the following optional benefit riders can be included on a policy — extended partial disability rider, partial disability rider or residual disability rider.

### Rider summary

The insured person will be considered partially disabled if they aren't totally disabled and are working full or part-time in any gainful occupation, but due directly to injury or sickness, the insured person:

- Is unable to perform one or more of the important daily duties of their gainful occupation
- Suffers the necessary and continuous loss of at least one-half of the time normally spent in the daily performance of their gainful occupation

### Disability benefit

The disability benefit payable will be 50% of the monthly disability benefit for the first 24 months of partial disability and 25% thereafter while disability continues.

For occupation classes 2A, A and B, the benefits will be subject to any reduction in benefits under the integration provision of the basic policy.

### Future insurability option rider

Often income rises over a person's working years and health may deteriorate. Although most people hope they fully insure themselves when they buy a disability insurance policy, they may find the original amount of disability insurance becomes insufficient as their careers and needs change. Unfortunately, these people may not qualify medically to buy additional coverage at a later date.

The future insurability option rider helps alleviate this problem by guaranteeing that additional coverage may be purchased subject only to financial underwriting on specified option dates, regardless of changes in the insured person's health. If the insured person is disabled, additional coverage may only be purchased once during the period of disability, on the first option date.

### Availability

<b>Occupation classes</b>	4A, 3A, 2A, A and B
<b>Waiting periods</b>	30, 60, 90, 120, 180, 365 and 730 days
<b>Benefit periods</b>	24, 60, 120 months and to age 65
<b>Issue ages</b>	18 – 50

The rider can be included at issue of the basic policy or added after issue.

On an individual consideration basis, subject to underwriting, the future insurability option rider may be available on cases rated up to 150%. It will not be available on cases rated more than 150%.

### Rider summary

#### Option dates

- If the insured person isn't disabled – each policy anniversary following the date the rider takes effect up to and including the policy anniversary nearest the insured person's 55th birthday.
- If the insured person is disabled – the first policy anniversary to occur during the period of disability. This feature may only be exercised once during a period of disability.

**Issue limits** — the total benefit available for future increases in coverage is selected at the time the rider is purchased. At the option dates, medical evidence of insurability will not be required; however, approval of the increase will be subject to financial underwriting. Please refer to the appropriate maximum issue limits table in the financial underwriting section to determine the maximum benefit amount available when applying for a future insurability option rider election.

- **Minimum** – the minimum total benefit available is \$1,000.
- **Maximum** – the maximum total benefit available varies according to occupation class. Note: The combined basic policy monthly disability benefit and total benefit available under the future insurability option rider cannot exceed the issue and participation limit applicable for the date the original policy was issued.
  - Class 4A: no restrictions up to issue and participation limits of \$25,000
  - Class 3A: 2.5 times the basic monthly disability benefit up to \$15,000
  - Class 2A: 2.5 times the basic monthly disability benefit up to \$8,000
  - Class A: 2.5 times the basic monthly disability benefit up to \$6,000
  - Class B: 2.5 times the basic monthly disability benefit up to \$4,000

**New policy created by future insurability option rider exercise** — an application to increase coverage (purchase new policy) must be received between 60 days before the option date and 30 days after the option date.

- **Maximum increase** — on any option date, the maximum increase available under a new policy may not exceed the amount remaining in the total benefit available (for instance, balance of amount that has not previously been exercised).
  - If the insured person isn't disabled on the application date – the maximum increase available is 20% of the total benefit available.
  - If the insured person is disabled on the application date – the maximum increase available is the lesser of \$600 and 20% of the total benefit available. If the insured person has more than one future insurability option rider issued by Canada Life and in-force, the total increase available on that option date under all such riders cannot exceed \$600.
- **Minimum increase** — \$200 per month.

Increases in coverage are guaranteed to be issued under a new policy with the same basic policy provisions as the original policy. The following riders will be guaranteed if they are in effect under the original policy on the option date — catch-up rider, cost-of-living (maximum 8% per year) rider, cost-of-living (maximum 3% per year) rider, first day accident rider, healthcare profession rider, own occupation rider, partial disability rider, extended partial disability rider, regular occupation period extender rider and residual disability rider. If the policy also included a rider that provides for a return of premium benefit, any new policy will include such rider or a similar rider, as long as such rider or a similar rider is then offered by Canada Life. The lifetime benefit – accident and graded sickness and the accidental death or dismemberment riders aren't guaranteed to be available on a future insurability option rider election and are subject to underwriting.

The policy fee for the new policy will be waived.

### Carry-over provision

If the owner isn't disabled and didn't increase the monthly disability benefit on the prior option date, then the maximum increase available at the current option date is 33 1/3% of the total benefit available.

## Cost-of-living (maximum 3% or 8% per year) riders

The cost of living benefit helps reduce the impact of inflation by providing yearly adjustments to the monthly disability benefit during disability.

### Availability

<b>Occupation classes</b>	4A, 3A, 2A, A and B
<b>Waiting periods</b>	30, 60, 90, 120, 180, 365 and 730 days
<b>Benefit periods</b>	24, 60, 120 months and to age 65
<b>Issue ages</b>	18 – 60

Either rider can be included at issue of the basic policy or added after issue. A policy cannot include both the cost-of-living (maximum 3% per year) rider and cost-of-living (maximum 8% per year) rider.

On an individual consideration basis, subject to underwriting, the cost-of-living riders may be available on cases rated up to 150%. They will not be available on cases rated more than 150%.

### Rider summary



During disability, the monthly disability benefit will be increased annually based on the percentage change in the consumer price index by up to:

- 3% compounded annually — for the cost-of-living (maximum 3% per year) rider.
- 8% compounded annually — for the cost-of-living (maximum 8% per year) rider.

Increases in the monthly disability benefit will start on the first anniversary of the date on which the insured person became disabled and continue at 12-month intervals while disability continues until the policy anniversary nearest the insured person's 65th birthday.

For cost-of-living (maximum 8% per year) rider — if the percentage change in the consumer price index is less than 2%, the monthly disability benefit will be increased by 2% of the current year's monthly disability benefit.

For cost-of-living (maximum 3% per year) rider — if the percentage change in the consumer price index is less than 0%, the monthly disability benefit will remain unchanged.

### Carry forward provision

For cost-of-living (maximum 3% per year) rider — the annual 3% maximum is cumulative. In any given year, if the consumer price index increase is less than 3%, the unused portion may be carried forward for use in a later year if the consumer price index increase is greater than 3%.

For cost-of-living (maximum 8% per year) rider — the annual 8% maximum is cumulative. In any given year, if the consumer price index increase is less than 8%, the unused portion may be carried forward for use in a later year if the consumer price index increase is greater than 8%.

**Example:** The insured person has a lifestyle protection plan, \$100.00 monthly disability benefit and cost of living (maximum 8% per year) rider. He becomes disabled on Jan. 1, 2015.

- On Jan. 1, 2016, the applicable consumer price index increase is 4%. The monthly disability benefit payable in 2016 is \$104 per month.

$$\$100 \times \text{the lesser of } (1.04 \text{ and } 1.08) = \$100 \times 1.04 = \$104$$

- On Jan. 1, 2017, the applicable consumer price index increase is 10%. The monthly disability benefit payable in 2017 is \$114.40 per month.

$$\$100 \times \text{the lesser of } [(1.04 \times 1.10) = 1.144 \text{ and } (1.08 \times 1.08) = 1.166] = \\ \$100 \times 1.144 = \$114.40$$

In the calculation shown above, even though the consumer price index increase applicable at January 1, 2017 is greater than 8%, the amount carried forward from the prior year allows the full 10% increase to be applied to the monthly disability benefit.

- On Jan. 1, 2018, the applicable consumer price index increase is 12%. The monthly disability benefit payable in 2018 is \$126 per month.

$$\$100 \times \text{the lesser of } [(1.04 \times 1.10 \times 1.12) = \\ 1.281 \text{ and } (1.08 \times 1.08 \times 1.08) = 1.260] = \$100 \times 1.260 = \$126$$

In the calculation shown above, the cumulative value of the consumer price index increases applicable at Jan. 1, 2018 is greater than the cumulative value of 8% compounded over three years. The amount of the increase is therefore capped by the 8% maximum.

### Buy back provision

After the end of a period of disability, if the insured person is age 60 or less and actively engaged in a full-time occupation away from their home, the owner may apply to purchase a new policy for the amount of the cost of living increases provided during the period of disability. The option to purchase the increase must be exercised within 90 days after the date of the final disability benefit payment. Medical evidence of insurability will not be required.

The following conditions will apply to the new policy:

- The benefit period will be same as on the original policy, if then available, otherwise the next shorter benefit period available.



- The waiting period will be the same as on the original policy, if then available, otherwise the next longer waiting period available.
- The plan will be the same plan as the original policy, if then available, otherwise the most similar plan we then issue.
- The premium will be based on Canada Life's rates in effect on the date the new policy takes effect, using the insured person's attained age, occupation class and policy class for the original policy. However, if the insured person's occupation class on the date the new policy takes effect would produce a lower premium rate, that premium rate will be used to determine the premium for the new policy.
- Any rider included in the original policy may be added to the new policy, except any rider which provides the option to purchase additional coverage without providing medical evidence of the insured person's insurability (example: future insurability option rider).

## Catch-up rider

Provides a lump-sum payment equal to the amount not paid during the waiting period of the policy should the insured person become totally disabled for a period of at least 180 consecutive days. This coverage is designed to help the insured person financially catch-up from the impact of a disability.

### Availability

<b>Occupation classes</b>	4A, 3A, 2A, A and B
<b>Waiting periods</b>	30, 60, 90 and 120 days
<b>Benefit periods</b>	24, 60, 120 months and to age 65
<b>Issue ages</b>	18 – 60

This rider can be included at issue of the basic policy or added after issue. A policy can have both the catch-up rider and the first day accident rider, however, the catch-up benefit will not be payable if the insured person is receiving benefits under the terms of the first day accident rider.

### Rider summary

The catch-up rider pays a lump sum equal to the amount not paid during the waiting period, as long as:

- The waiting period under the policy is 120 days or shorter.
- The insured person has been totally disabled without interruption for 180 days.

If for any reason, the insured person isn't required to satisfy the waiting period, the catch-up benefit will not be payable. Example: if the insured person is deemed presumptively disabled, the catch-up benefit will not be payable because disability benefits for presumptive disability become payable from the start of disability.

## First day accident rider

Individuals, who don't have emergency funds saved-up, often feel exposed should they have an accident and their income comes to an abrupt stop. Choosing an extended waiting period (such as 90 days) to economize on their disability insurance premium, they recognize they may struggle to find funds to meet their expenses, should a disability occur. The first day accident rider can be an economical approach to a shorter waiting period because it eliminates the waiting period for disabilities due to an injury.

### Availability

<b>Occupation classes</b>	A and B
<b>Waiting periods</b>	30, 60 and 90 days
<b>Benefit periods</b>	24, 60, 120 months and to age 65
<b>Issue ages</b>	18 – 60

This rider can be included at issue of the basic policy or added after issue to policies in the November 2005 and later series.

### Rider summary

The monthly disability benefit will be payable from the first day of a disability due to an injury. The waiting period will not have to be satisfied.

If the insured person dies during the waiting period, the survivorship benefit will not be payable.

## Return-of-premium (50%) rider

Adding the return-of-premium (50%) rider helps ensure the client has an opportunity to receive a benefit whether or not they suffer a disability.

### Availability

<b>Occupation classes</b>	4A, 3A, 2A, A and B
<b>Waiting periods</b>	30, 60, 90 and 120 days
<b>Benefit periods</b>	24, 60, 120 months and to age 65
<b>Issue ages</b>	18 – 55

This rider can be included at issue of the basic policy or added after issue. If added after issue of the basic policy, the effective date of the rider will be the nearest policy anniversary.

This rider cannot be added while the insured person is on claim or while a claim is pending.

### Rider summary

The return-of-premium (50%) rider provides for the return of up to 50% of the yearly eligible premium paid or waived under the policy on certain dates if the insured person isn't disabled and claims have been minimal. The return-of-premium benefit is payable to the insured person.

### Return-of-premium criteria

The **return periods** are non-overlapping seven consecutive policy year periods during which the conditions for payment have been met.

The **conditions for payment** are:

- The insured person isn't disabled at the end of the applicable return period; and
- Any benefits paid and any eligible premiums waived or refunded have not exceeded 20% of the total amount of eligible premium that was paid or waived.

The return-of-premium benefit becomes payable to the insured person (or owner of a wage loss replacement plan) at the end of any return period provided the conditions for payment are satisfied. If a claim is in pending status (with a date of disability before the end of the return period), the return-of-premium benefit will be paid, however, it will be required to be returned should the claim be accepted.

A return-of-premium benefit may also be payable upon the insured person's death or the policy anniversary nearest the insured person's 65th birthday.

The **return-of-premium benefit**, if any, will be:

- 50% of the sum of the yearly eligible premium paid or waived during the applicable return period, less
- The sum of any benefits paid and any eligible premium waived or refunded under the policy during that return period.

For the purposes of determining the return-of-premium benefit:

- Eligible premium is the sum of the premium for the basic policy and any optional benefit riders (except the accidental death and dismemberment rider). It includes the additional cost associated with paying the premium by a premium frequency other than yearly. It will not include any interest or additional fees.
- Yearly eligible premium is the eligible premium (determined above) excluding the additional cost associated with paying the premium by a premium frequency other than yearly.
- Benefits paid will not include any benefits paid under the accidental death and dismemberment rider.

The **return-of-premium benefit will be reduced** if the owner requests any of the following changes during that return period:

- A reduction in the monthly disability benefit
- A lengthening of the waiting period
- A shortening of the benefit period

- A reduction in a benefit under any rider
- A termination of any ride.

**Example:** Assume the eligible premium is \$108 monthly or \$1,296 (\$108 x 12) yearly. The yearly eligible premium which excludes the additional cost associated with paying the premium monthly is \$1,200.

After four years, the owner decreases the monthly disability benefit such that the eligible premium becomes \$72 monthly or \$864 (\$72 x 12) yearly. The yearly eligible premium which excludes the additional cost associated with paying the premium monthly becomes \$800. This example assumes the insured person isn't disabled and there were no claims in the first seven policy years.

**Year 4:** the yearly eligible premium for the first return period is adjusted to reflect the decrease in monthly disability benefit as shown in the following calculations:

- Determine the sum of yearly eligible premium for years 1-4: \$4,800 (\$1,200 x 4)
- Determine the adjustment ratio:  $\frac{\text{New yearly eligible premium}}{\text{Prior yearly eligible premium}} = \frac{\$ 800}{\$ 1,200} = 0.667$
- Determine the sum of yearly eligible premium for years one-four after adjustment:  
\$4,800 x 0.667 = \$3,200

**Year 7:** to determine the return-of-premium benefit payable, we have to calculate:

- The sum of eligible premium payments to date:
 

Years 1 – 4	\$5,184 (\$1,296 x 4)
Years 5 – 7:	<u>\$2,592</u> (\$864 x 3)
Total:	\$7,776
- The sum of yearly eligible premium payments to date:
 

Years 1 – 4	\$3,200 (\$800 x 4)
Years 5 – 7:	<u>\$2,400</u> (\$800 x 3)
Total:	\$5,600

The amount of benefits paid and premium waived (\$0) does not exceed 20% of the total eligible premium paid or waived (\$1,555.20 = 20% of \$7,776). Therefore, the return-of-premium benefit is payable on the seventh policy anniversary in the amount of \$2,800 (50% of \$5,600).

### Return-of-premium options

A letter will be sent to the owner 90 days before the date the return-of-premium benefit may become payable. It will include the return-of-premium benefit amount that may be payable and provide the owner with an election form.

If the return-of-premium benefit is payable, the owner may choose either of the following two options in connection with the benefit:

- Cash option: The return-of-premium benefit may be paid to the insured person in cash.
- Premium deposit account option: The return-of-premium benefit can remain on deposit with Canada Life and applied to pay future annual premium under the policy for up to seven years. If this option is elected, interest will be credited on the deposit, compounded annually. Any part of a return-of-premium benefit which cannot be applied to pay future annual premium will be paid to the insured person in cash.

If the election form isn't received by Canada Life at least 30 days before the date the return-of-premium benefit becomes payable, the return-of-premium benefit will be paid to the insured person in cash.

### No claims during return period

A return-of-premium benefit of 50% of the yearly eligible premium that was paid or waived under the policy during the seven consecutive policy year period will be payable to the insured person. Future return periods are every seven consecutive policy years during which the conditions for payment are met.

### Minimal claims during return period

If the amount of benefits paid and eligible premium waived or refunded during the return period have not exceeded 20% of the total eligible premium paid or waived, a return-of-premium benefit will be payable. The return-of-premium benefit payable to the insured person will be 50% of the sum of the yearly eligible premium that was paid or waived, less the amount of benefits paid and eligible premium waived or refunded under the policy during the seven consecutive policy year period. Thereafter, future return periods are every seven consecutive policy years during which the conditions for payment are met.

### Large claims during return period

If the amount of benefits paid and eligible premium waived or refunded during the return period have exceeded 20% of the total eligible premium paid or waived, the return-of-premium benefit isn't payable. However, a return-of-premium benefit will be payable at the next policy anniversary for which the conditions for payment have been met for the immediately preceding seven consecutive policy years, if any. Thereafter, future return periods are every seven consecutive policy years during which the conditions for payment are met.

Example: Assume the eligible premium is \$1,998. The yearly eligible premium which excludes the additional cost associated with paying the premium monthly is \$1,850. After seven years, the total eligible premium is \$13,986 (\$1,998 x 7) and the total yearly eligible premium is \$12,950 (\$1,850 x 7). In the first policy year, the insured person has a claim for \$1,500 and \$499.50 of premium has been waived. In the third policy year, the insured person has a claim for \$2,000 and \$333 of premium has been waived.

\$1,500 claim \$499.50 waiver		\$2,000 claim \$333 waiver					No return- of- premium benefit					
1	2	3	4	5	6	7	8	9	10	11	12	
							Return-of- premium benefit payable					

- Policy years 1-7: The amount of benefits paid and eligible premium waived (\$4,332.50 = \$1,500 + \$499.50 + \$2,000 + \$333) exceed 20% of the total eligible premium paid or waived for the return period (\$2,797.20 = 20% of \$13,986). Therefore, the return-of-premium benefit isn't payable on the seventh policy anniversary.
- Policy years 2-8: The amount of benefits paid and eligible premium waived (\$2,333 = \$2,000 + \$333) don't exceed 20% of the total eligible premium paid or waived for the return period (\$2,797.20 = 20% of \$13,986). Therefore, the return-of-premium benefit payable on the eighth policy anniversary would be \$4,142 [(50% of \$12,950) less \$2,000 (benefits paid) and \$333 (premium waived)].

### Insured person disabled or claim is pending

If the insured person is disabled at the end of the applicable return period, the return-of-premium benefit will not be payable. If the conditions for payment are met but a claim is in pending status (with a date of disability before the end of the return period), the return-of-premium benefit will be paid, however, it will be required to be returned should the claim be accepted.

However, a return-of-premium benefit will be payable at the next policy anniversary for which the conditions for payment have been met for the immediately preceding seven consecutive policy years, if any. Thereafter, future return periods are every seven consecutive policy years during which the conditions for payment are met.

### At age 65 or death

As long as the amount of benefits paid and eligible premium waived or refunded since the last return period have not exceeded 20% of the total eligible premium paid or waived, a return-of-premium benefit may be payable. The return period will be the number of complete consecutive policy years and months starting on the later of the effective date of the rider and the date the last return-of-premium benefit was payable and ending on the date of the insured person's death or age 65, as applicable.

The return period will never be longer than seven policy years.

### Lifetime benefit – accident and graded sickness rider

Provides an income for life by paying a monthly disability benefit from age 65 for life while the insured person remains totally disabled. Total disability must begin before age 65.

#### Availability

<b>Occupation classes</b>	4A, 3A and 2A
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<b>Waiting periods</b>	30, 60, 90, 120, 180, 365 and 730 days
<b>Benefit periods</b>	to age 65
<b>Issue ages</b>	18 – 55

This rider can be included at issue of the basic policy or added after issue to policies in the May 2007 and later policy series.

### Rider summary

If the insured person becomes totally disabled before age 65 and remains totally disabled at age 65, monthly disability benefits will be payable from age 65 for life, as long as the insured person continues to be totally disabled.

### Lifetime benefit for total disability

The owner cannot select the amount of the lifetime benefit for total disability. The amount of the lifetime benefit for total disability will be the same as the amount of the monthly disability benefit under the basic policy. If the monthly disability benefit under the basic policy:

- Steps up — the amount of the lifetime benefit for total disability will equal the higher amount.
- Steps down — the amount of the lifetime benefit for total disability will equal the lower amount.

If the cost-of-living (maximum 3% per year) rider or cost-of-living (maximum 8% per year) rider is included in the policy, the amount of the lifetime benefit for total disability will also include the increases made to the monthly disability benefit before the insured person's age 65.

**If total disability is caused by an injury (accident)** — before age 65, the monthly disability benefit will be paid until age 65. After age 65, 100% of the lifetime benefit for total disability will be payable while total disability continues.

### If total disability is caused by a sickness first manifested:

- Before the insured person's 55th birthday — the monthly disability benefit will be paid until age 65. After age 65, 100% of the lifetime benefit for total disability will be payable while total disability continues.
- After the insured person's 55th birthday — the monthly disability benefit will be paid until age 65. After age 65, a percentage of the lifetime benefit for total disability will be payable while total disability continues. The percentage is 100% for sickness first manifested on or before age 55, and grades down 10% for each year of age until age 64, as follows:

Insured person's age when sickness is first manifested	% of lifetime benefit for total disability payable
18 - 55	100%
56	90
57	80
58	70
59	60
60	50
61	40
62	30
63	20
64	10
65	0

**Example:** The insured person has a \$2,000 monthly disability benefit payable to age 65. He becomes totally disabled due to a sickness at age 45. He will receive \$2,000 (100%) for life as long as the total disability continues. If instead he becomes disabled due to sickness at age 59, he will receive \$2,000 until age 65 and then \$1,200 (60%) for life as long as the total disability continues.

### Presumptive and catastrophic disability (for occupation classes 3A and 4A only)

If the insured person is presumptively or catastrophically disabled:

- Before age 65, the lifetime benefit for total disability will be increased by 25%
- After age 65, the lifetime benefit for total disability will not be increased

A lump-sum benefit will not be payable under this rider.

### Accidental death and dismemberment rider

Provides a benefit for accidental loss of life, sight, a hand or a foot or the loss of use of a hand or a foot.

#### Availability

<b>Occupation classes</b>	4A, 3A, 2A, A and B
<b>Waiting periods</b>	30, 60, 90, 120, 180, 365 and 730 days
<b>Benefit periods</b>	24, 60, 120 months and to age 65
<b>Issue ages</b>	18 – 60

This rider can be included at issue of the basic policy or added after issue.

#### Rider summary

A lump-sum benefit equal to the maximum benefit amount selected will be paid to the insured person if living, otherwise to a beneficiary designated by the owner, if any, and otherwise to the insured person's estate, for the loss of:

- Life
- Sight of both eyes
- Both hands or both feet
- One hand and one foot
- The use of both hands or both feet
- The use of one hand and one foot

One-half of the maximum benefit amount selected will be paid for the loss of:

- Sight of one eye
- One hand or one foot
- The use of one hand or one foot

For greater certainty, the benefit payment will be made only once.

#### Issue limits

The total amount of benefit is limited according to the table below.

Insured person's age	For each \$1,000 of annual earned income, the total benefit which can be purchased is:
18 – 30	\$12,500
31 – 40	\$10,000
41 – 50	\$8,000
Over 50	\$6,000

This includes the amount of accidental death benefit and accidental death and dismemberment benefit in-force and applied for with Canada Life and all other carriers under both individual and group disability plans and under both individual and group life insurance plans.

- Minimum benefit: \$10,000
- Maximum benefit: \$400,000

#### Exclusions

The accidental death and dismemberment benefit will not be paid if:

- Injury is:
  - Not caused by external and violent means
  - Caused by war or any hazard arising from war
- Loss isn't visible or revealed by autopsy in the event of loss of life
- Loss occurs:
  - More than 365 days after the date on which the injury is sustained
  - While the insured person is operating, riding in or descending from an aircraft, if
    - The insured person is acting in any capacity other than as a passenger
    - The aircraft is being used for testing, training or experimenting
  - While the insured person is committing or attempting to commit an assault, battery or criminal offense, whether or not the insured person has been charged with a criminal offense
  - During service in any armed forces, whether or not at war
- Loss is due directly or indirectly to:
  - Sickness, or to medical or dental treatment, including surgery, for the sickness
  - Inhaling any gas or fumes, whether voluntarily or otherwise
  - Taking any poison or drug, whether voluntarily or otherwise, unless prescribed for the insured person by a doctor and taken by the insured person in accordance with directions given by the doctor
  - Suicide, or attempt at suicide, while the insured person is sane or insane.

## Healthcare profession rider

If a healthcare professional were to become infective with HIV, hepatitis B or hepatitis C, it could have career implications. Although the healthcare professional may be fully functional, legislation or regulations may prohibit them from performing the substantial duties of their occupation. In such a case, it is possible that disability benefits may not be payable, as the insured person may not be physically disabled at the time. The healthcare profession rider helps remove this doubt.

### Availability

<b>Occupation classes</b>	4A, 3A, 2A, A and B (subject to published list of eligible occupations — see below)
<b>Waiting periods</b>	30, 60, 90, 120, 180, 365 and 730 days
<b>Benefit periods</b>	24, 60, 120 months and to age 65
<b>Issue ages</b>	18 – 60

This rider can be included at issue of the basic policy or added after issue. Blood profile with hepatitis screen will be required as part of the underwriting assessment to determine if the client qualifies for this rider.

### Rider summary

The health care profession rider has been designed specifically for the following healthcare occupations:

- Chiroprapist
- Nurse — RN, RNA, LPN
- Dental hygienist
- Paramedic
- Dentist
- Podiatrist
- Medical doctor
- Lab technician

**Total disability** — for the purpose of this rider, the insured person will be considered totally disabled due to sickness if, as a direct result of an infected condition (HIV, hepatitis B or hepatitis C), the insured person is and remains prohibited from performing the substantial duties of their regular occupation by law or by a written policy of general application of a medical/dental regulatory body or medical/dental licensing body.

**Residual disability (only if residual disability rider has been selected)** — if the residual disability rider has been added to the policy, the insured person may qualify for residual disability benefits if they aren't totally disabled.

For the purpose of this rider, the insured person will be considered residually disabled due to sickness if, as a direct result of an infected condition, they are and remain:



- Prohibited from performing one or more of the substantial duties of their regular occupation; or
- Required to disclose an infected condition to patients, by law or by written policy of general application of a medical/dental regulatory body or medical/dental licensing body.

### Benefit amount

During a period of total or residual disability resulting from an infected condition, the amount of the total or residual disability benefit will be determined as outlined in the basic policy and the residual disability rider.

The insured person will not be required to satisfy the waiting period or be receiving medical care from a doctor.

Disability benefits payable under the terms of this rider will not be payable past the policy anniversary nearest the insured person's 65th birthday.

### Premium

Currently no premium is payable for this rider. However, Canada Life reserves the right to charge a premium in the future. If a premium is charged for this rider, subsequent premium changes can only be made at the end of every five-year period.

### Independence plan

The independence plan is a basic disability policy that will provide total or partial disability income benefits to the insured person in the event of a disability from injury, or sickness if applicable. The independence plan has been specially designed for lower income occupations, home-based workers, part-time workers, seasonal workers and new business owners.

### Renewability

The independence plan is a conditionally renewable contract. As long as the client remains within the broad range of occupational categories covered by the plan, the client can renew their coverage annually. Canada Life cannot change or alter the provisions or premium for an individual contract unless the policy provisions and premium are changed for the entire specified occupation class.

### Availability

<b>Waiting periods</b>	14, 30, 90 and 120 days
<b>Benefit periods</b>	1, 2, 5 years and to age 65
<b>Issue ages</b>	18 – 60 (18 – 55 for the 5-year benefit period)

### Issue limits

#### Minimum monthly disability benefit

The minimum monthly disability benefit available is \$500.

#### Maximum monthly disability benefit

The maximum monthly disability benefit available is \$3,000.

### Basic policy benefits

#### Total disability benefits

Total disability means, except where modified under the occasional occupation status provision, that due to injury, or sickness if applicable:

- The insured person is under the care of a doctor appropriate for the condition, unless such care is unlikely to improve the condition.
- During the first 24 months of benefit payment, the insured person is unable to perform the substantial and material duties of their regular occupation and isn't engaged in any occupation for which they are reasonably fitted by



education, training or experience. Thereafter, the insured person is unable to engage in any occupation for which they are reasonably fitted by education, training or experience.

### **Partial disability benefits**

Partial disability benefits are designed for those insured persons that are able to work part-time or in a reduced capacity.

The definition has a dual aspect which offers flexibility to the insured person. A partial disability claim can be based on either a loss of time from work or being unable to perform certain parts of the occupation.

Partial disability means that due to injury, or sickness if applicable, the insured person is:

- Under the care of a doctor appropriate for the condition, unless such care is unlikely to improve the insured person's condition.
- Unable to perform one or more of the substantial and material daily duties of the gainful occupation for which they are engaged.
- Unable to perform the substantial and material daily duties of the gainful occupation in which they are engaged, for at least 50% of the time normally required.

Partial disability benefits are payable for a maximum period of nine months. The first three months are guaranteed to be at least 50% of the total benefit amount.

### **Hospitalization**

The waiting period during a period of disability will be waived if the disability is caused by injury and results in hospitalization for a minimum period of 48 consecutive hours.

### **Presumptive disability benefits**

Presumptive disability means if the insured person suffers a loss of eyesight, hearing, speech or loss of use of two limbs, full disability benefits will be paid to age 65, beginning from the date of disability.

If the insured person dies while receiving these benefits, a lump-sum insurance payout (death benefit) of two times the monthly disability benefit will be paid.

### **Recurrent disability**

If the insured person becomes disabled again within six months from the same cause, the current disability will be considered a continuation of the prior disability and the insured person will not be required again to satisfy the waiting period.

### **Waiver-of-premium**

Canada Life will waive all premiums that come due while benefits are payable.

### **Integrated benefits**

Disability benefits will be reduced so that the total amount the insured person receives from employment insurance, workers' compensation, Canada pension plan, Quebec pension plan, disability benefits from a pension plan, automobile coverage (personal or government) together with benefits received from any income replacement contract and current earnings don't exceed 80% of the insured person's prior earned income.

### **Change of occupation/change of residence**

Canada Life requires written notification of any material change of occupation or residence (change of province, territory or country) as this may result in a change in the insured person's risk class. A change in risk class may result in any of the following;

- An increase or decrease in yearly premium.
- An increase or decrease in policy benefits.
- Cancellation of the policy if the change results in a policyowner becoming a member of an ineligible risk class.

Note: cancellation of coverage, or a change in terms of coverage or premium, would not be applicable unless done so for all persons of a specified risk class.

If at time of claim, Canada Life has not received notification of any applicable change in risk class, Canada Life reserves the right, as described above, to cancel the policy, or to change the terms of coverage and/or policy premiums retroactively.

### Occasional occupation status

A policyowner will be considered occasionally employed if, on the date of a disability, they:

- Have not been continuously working in any occupation during the immediately preceding 17 weeks and have not worked in any occupation for at least 35 weeks in each of the immediately preceding two years.
- Have not worked in an occupation immediately before becoming disabled and cannot return to their most recent occupation for any reason other than disability.
- Have spent an average of less than 20 hours per week working during the immediately preceding six months.

If the policyowner is deemed to be occasionally employed then:

- A regular occupation definition and the two-year regular occupation period would not apply
- An “any occupation” definition would apply
- The monthly disability benefit amount payable during a period of total disability would be the lesser of:
  - The total disability benefit payable
  - 30% of the maximum monthly disability benefit amount
- No partial disability benefits would be payable

### Limitations and exceptions

The maximum benefit period will be limited to 30 days per occurrence, with a lifetime maximum of 120 days for all such periods, if the disability (injury, or sickness if applicable) is contributed to or caused by any one or more of the following:

- Sprain, strain, contusion or bruise of the insured person's muscles, tendons or ligaments and any related complications including, but not limited to tendonitis, bursitis, repetitive strain syndrome and whiplash.
- Degenerative disc disease of the insured person's spine or similar chronic back and neck conditions including, but not limited to chronic mechanical low back pain and facet syndrome.

Benefits will not be payable if the disability (injury, or sickness if applicable) is contributed to or caused by any one or more of the following:

- Any substance abuse or dependency disorder related to the use of any drug, intoxicant or narcotic.
- Chronic fatigue syndrome, chronic pain syndrome, fibromyalgia or environmental illness including multiple chemical sensitivity syndrome.
- Any psychiatric, emotional or behavioural disorder including, but not limited to burnout, stress, anxiety and depression (schizophrenia, bipolar disorder and pre-senile dementia are eligible for coverage).
- Human immunodeficiency virus (HIV) infection or complications resulting from HIV infection, if the policyowner tested positive or there was other diagnostic evidence of HIV infection before the date the policy took effect or was last reinstated.
- Attempted suicide or intentional inflicted injuries.
- Committing, attempting or provoking an assault, battery or criminal offence.
- Mountaineering, rock or ice climbing, parachuting, sky diving, hang gliding, bungee jumping, scuba diving, horse jumping or horse racing.
- Professional participation in athletics.
- Use or intake of any drug, poisonous substance, intoxicant or narcotic, other than as prescribed and administered by a doctor, or inhaling gas or absorbing fumes.

- Flying, other than as a civilian passenger.
- Operation of a motorized vehicle while under the influence of alcohol.
- Membership in any armed forces, or any hazard resulting from war.
- Participation in any riot, insurrection or civil commotion.

If a policyowner becomes disabled while outside of Canada or the United States of America, the date of disability will be deemed to commence on the date the policyowner returns to Canada or the United States of America. Benefits will not become payable until the policyowner returns to Canada and a Canadian doctor confirms the disability. In addition, policy benefits will not be payable while a policyowner is incarcerated in a jail, prison or other correctional facility.

## Optional benefit riders

The following optional benefit riders are available to customize the independence plan to suit your client's individual needs.

- Death by accidental means rider
- Cost-of-living rider – simple interest
- Future insurability option rider
- Sickness rider

### Death by accidental means rider

Provides a lump-sum benefit to the beneficiary in the event of the insured person's death by accidental means. The accident must occur before the policy anniversary nearest the insured person's age 65. Death must take place within 365 days following the accident.

#### Availability

<b>Waiting periods</b>	14, 30, 90 and 120 days
<b>Benefit periods</b>	1, 2, 5 years and to age 65
<b>Issue ages</b>	18 – 60 (18 – 55 for the 5-year benefit period)

The death by accidental means rider will only be available on a standard basis or with an exclusion rider. This rider can be added after issue.

#### Rider summary

Issue limits — accidental death benefit limits are \$10,000 for every \$100 of disability income coverage subject to the following limits:

- Minimum benefit: \$25,000
- Maximum benefit: \$250,000

Note: The maximum amount of accidental death benefit coverage available from all sources is \$400,000.

### Cost of living rider – simple interest

The cost of living benefit helps reduce the impact of inflation by providing yearly adjustments to the monthly disability benefit during disability.

#### Availability

<b>Waiting periods</b>	14, 30, 90 and 120 days
<b>Benefit periods</b>	to age 65
<b>Issue ages</b>	18 – 60 (18 – 55 for the 5-year benefit period)

On an individual consideration basis, subject to underwriting, the cost of living rider may be available on cases rated up to 150%. It will not be available on cases rated more than 150%.

**The cost of living rider** – Simple interest isn't available with an injury-only coverage.

This rider can be added after issue.

**Rider summary**

During disability, the monthly disability benefit will be adjusted annually based on the percentage change in the consumer price index, subject to a maximum increase of 4%. All cost of living adjustments are based on simple interest.

**Carry forward provision**

The annual 4% maximum is cumulative. In any given year, if the consumer price index increase is less than 4%, the unused portion may be carried forward for use in a later year if the consumer price index increase is greater than 4%.

**Future insurability option rider**

Often income rises over a person’s working years and health may deteriorate. Although most people hope they fully insure themselves when they buy a disability insurance policy, they may find the original amount of disability insurance becomes insufficient as their careers and needs change. Unfortunately, these people may not qualify medically to buy additional coverage at a later date.

The future insurability option rider helps alleviate this problem by guaranteeing that additional coverage may be purchased subject only to financial evidence on specified option dates, regardless of the person’s state of health.

**Availability**

<b>Waiting periods</b>	14, 30, 90 and 120 days
<b>Benefit periods</b>	1, 2, 5 years and to age 65
<b>Issue ages</b>	18 – 49

This rider can be added after issue.

**Rider summary**

**Option dates** — the insured person may elect to increase coverage on every policy anniversary. The final option date is age 50. There is no policy fee for the new policy.

If the insured person elects to increase coverage while disabled, the monthly disability benefit under the new policy will not be payable while disability continues. However, if premium is being waived under the policy, premium for the new policy will also be waived.

**Issue limits** — the maximum amount of available future insurability option rider varies according to issue age. The combined basic monthly amount and future insurability option rider amount may not exceed current issue and participation limits.

- For issue ages 18 – 45 – the same as the basic monthly disability benefit at issue.
- For issue ages 46 and 47 – the future insurability option rider maximum is reduced to 75% of the issue and participation limit minus the basic policy monthly disability benefit.
- For issue ages 48 and 49 – the future insurability option rider maximum is reduced to 50% of the issue and participation limit minus the basic policy monthly disability benefit.

The minimum future insurability option rider at issue is \$500.

On an individual consideration basis, subject to underwriting, the future insurability option rider may be available on cases rated up to 150%. It will not be available on cases rated more than 150%.

**Future insurability option rider options**

An application to increase coverage must be received within 60 days before the option date and 31 days after the option date.

The maximum single option amount varies according to original issue age. For issue age:

- 46 and under — 25% of future insurability option rider amount selected
- 47 — 33% of future insurability option rider amount selected

- 48 — 50% of future insurability option rider amount selected
- 49 — 100% of future insurability option rider amount selected

The minimum single option is \$250 per month.

Increases in the coverage will be issued under a new policy with the same base contract provisions as the original policy, if then available. Otherwise, the increase in coverage will be issued under the most similar plan we then offer, if any, or any other plan or type of insurance coverage we then offer, subject to our consent.

## Sickness rider

In addition to the injury-only protection provided in the base policy of the independence plan, the sickness rider helps offer protection against disability due to sickness. As a result, the definition of disability (total and partial) is expanded to include both injury and sickness.

Sickness means both disease and illness not listed under the benefit limitations and exclusions section of the policy. Benefits are payable for complications of pregnancy or childbirth, but not payable for normal pregnancy or childbirth.

### Availability

<b>Waiting periods</b>	14, 30, 90 and 120 days
<b>Benefit periods</b>	1, 2, 5 years and to age 65
<b>Issue ages</b>	18 – 60 (18 – 55 for the 5-year benefit period)

This rider can be added after issue.

### Transplant surgery benefit

If the policy and the sickness rider have been in-force for a period of at least six months before transplant surgery, the sickness rider will cover a disability resulting from the insured person participating as an organ or tissue donor.

## Overhead expense plan (June 2019 series)

The overhead expense plan is a non-cancellable overhead expense disability insurance policy which can provide a reimbursement of eligible business overhead expenses during total disability. The premium is level to age 65 (with the exception of the healthcare profession rider). The policy is conditionally renewable on a modified basis after age 65, while the insured person continues to work full-time and continues to have an ownership interest in the business.

The overhead expense plan is available to all occupation classes — B, A, 2A, 3A and 4A. However, certain policy provisions and maximum issue limits will be different for:

- Classes 3A and 4A in the following select occupations — accountant (CA, CGA, CMA, CPA), architect, chiroprapist, dentist, lawyer, notary (Quebec), optometrist, physician, podiatrist, professional engineer, psychiatrist, psychologist and veterinarian.
- Classes 3A and 4A in all other occupations.
- Classes B, A and 2A.

## Non-cancellable to age 65

Once issued, the overhead expense plan cannot be cancelled or modified and the premium cannot be raised by Canada Life before age 65 (with the exception of the healthcare profession rider), as long as premium is paid when due. This period is known as the non-cancellable period.

## Conditionally renewable after age 65

After age 65, modified coverage may be continued on an annually renewable basis as long as the insured person continues to work full-time\* and has an ownership interest in the business. No evidence of medical insurability will be required. Any optional benefit riders will terminate on the policy anniversary nearest the insured person's 65th birthday. The benefit period will be 12 months if the insured person becomes totally disabled after their 75th birthday. The premium

will be based on rates in effect at time of renewal.

\*Full-time means the insured person is working at least 30 hours per week on a year-round basis.

## Availability

<b>Occupation classes</b>	4A, 3A, 2A, A and B
<b>Waiting periods</b>	30, 60 and 90 days
<b>Benefit periods</b>	12 and 24 months
<b>Issue ages</b>	18 – 60

**Note:** Refer to overhead expense plan eligibility criteria section for additional information.

## Issue limits

### Minimum monthly disability benefit

The minimum monthly disability benefit available is \$500.

### Maximum monthly disability benefit

The maximum monthly disability benefit available varies by occupation class as shown in the table below.

Occupation class	Maximum monthly disability benefit
4A	\$20,000 (higher for selected occupations)
3A*	\$15,000
2A	\$7,000
A	\$5,000
B	\$3,500

\*Dental generalists are eligible for 4A maximum monthly disability benefit.

## Important basic policy definitions

**Total disability** means the insured person, due directly to injury or sickness, is unable:

- During the regular occupation period, to perform the substantial duties of their regular occupation and isn't engaged in any other gainful occupation.
- Thereafter, to work in any gainful occupation.

**Injury** means accidental bodily injury which occurs on or after the policy effective date and while the policy is in-force. The signs and symptoms of the injury must be assessed and documented by a doctor and supported by objective medical evidence.

**Sickness** means disease or illness which is first manifested on or after the policy effective date and while the policy is in-force. The signs and symptoms of the sickness must be assessed and documented by a doctor and supported by objective medical evidence.

**Regular occupation period is:**

- 12 months — if a 12-month benefit period is selected
- 24 months — if a 24-month benefit period is selected

**Regular occupation** means the occupation(s) in which the insured person is regularly engaged at the time they become disabled, except if the insured person regularly engages in any other gainful occupation between successive periods of disability, that gainful occupation will be considered the insured person's regular occupation.

**Gainful occupation** means any occupation for which the insured person is reasonably fitted by reason of their education, training or experience.

## Basic policy benefits

### Presumptive disability benefits

Presumptive disability means the total and irreversible loss of any of the following due directly to injury or sickness:

- Speech
- The hearing of both ears
- The sight of both eyes
- The use of both hands or both feet
- The use of one hand and one foot

If the insured person is presumptively disabled, they will be considered totally disabled. The maximum monthly disability benefit will be paid through the entire benefit period and evidence of the overhead expenses will not be required. The waiting period will not have to be satisfied and the premium will be waived.

The insured person will be considered totally disabled even if they engage in any occupation.

### Survivorship benefit

If the insured person dies while receiving disability benefits before age 65, a lump-sum death benefit of three times the maximum monthly disability benefit will be paid to the owner if other than the insured person, otherwise to the insured person's estate.

### Cumulative benefit

If the insured person's overhead expenses are less than the maximum monthly disability benefit in a given month while the insured person is totally disabled, the difference may be carried forward and used in a subsequent month. In such an event, a subsequent monthly disability benefit could exceed the maximum monthly disability benefit by this difference, or the benefit period could be extended, until the maximum monthly disability benefit times the number of months in the benefit period has been paid.

Cumulative benefits will not apply after the insured person's 65th birthday.

### Accumulation of days to satisfy the waiting period for occupation classes 3A and 4A only

To satisfy the waiting period, non-consecutive days of disability, which result from the same or a related cause, may be accumulated, provided they are separated by 12 months or less.

Accumulation of days to satisfy the waiting period isn't available for occupation classes B, A and 2A.

### Recurrent disability

If the insured person becomes disabled again within 12 months (for occupation classes 3A and 4A) or six months (for occupation classes B, A and 2A) from the same or a related cause as a prior disability (for which benefits have been payable), the disability will be considered a continuation of the prior disability.

Such an extension only applies if the insured person has worked continuously in a full-time\* occupation away from their home for less than:

- 12 months following the earlier period of disability — for occupation classes 3A and 4A.
- 6 months following the earlier period of disability — for occupation classes B, A and 2A.

In the case of a recurrent disability, a new waiting period will not need to be satisfied and the original benefit period will be continued.

\*Full-time means the insured person is working at least 30 hours per week on a year-round basis.



### Payment of disability benefit

Disability benefits are payable only while the insured person is receiving medical care from a doctor that is of an appropriate nature and frequency for the disability. The doctor must be a licensed medical doctor other than the insured person.

Disability benefits will be paid at the end of the month after the waiting period has been satisfied while the insured person is disabled until the earliest of:

- The date the insured person is no longer disabled
- The end of the benefit period
- The date of the insured person's death
- The date the claim is terminated by us for failure to comply with requirements outlined in the policy

The payment of any benefits will be subject to receiving any information that we may request for the adjudication, investigation and verification of a claim.

### Recovery benefit

A recovery benefit will be payable for two months after the insured person returns to full-time work in their regular occupation. The waiting period must have been satisfied and the disability must have lasted at least three months. The benefit will be 50% of the maximum monthly disability benefit for the first month and 25% of the maximum monthly disability benefit for the second month.

The recovery benefit will not be paid if the insured person:

- Is receiving any other benefits under the policy
- Has already received disability benefits for the entire benefit period
- Is over age 65
- Has already received this benefit for this period of disability

### Transplant surgery benefit

If the policy has been in-force for at least six months and the insured person becomes disabled as a result of surgery to transplant an organ or other part of the insured person's body to the body of another person, Canada Life will consider the insured person to be disabled due to sickness.

### Extension of benefits

If the insured person is disabled when the benefit period ends, the benefit period will be extended while total disability continues, until the earlier of:

- The date the total amount of benefits paid is equal to the maximum monthly disability benefit times the number of months in the benefit period
- The policy expiry date

### Waiver-of-premium

After disability has lasted 90 days, Canada Life will waive premium while disability continues. We will then refund any premium paid by the owner for the first 90 days of that period. Premium will be payable from the date the insured person is no longer disabled.

### Conversion

At any time before the insured person's age 60 if the insured person isn't disabled, the owner may apply to convert the policy and any riders to a disability insurance plan then offered by Canada Life for conversion, if any. No evidence of medical insurability will be required.

### Exclusions

No benefits will be payable, and no premium will be waived under the policy:



- a) If the disability results, directly or indirectly, from any of the following causes:
  - i. Normal pregnancy. However, Canada Life will not exclude a disability which results from a complication of pregnancy
  - ii. War and any hazard arising from war
  - iii. Active duty in any armed forces, whether or not at war.
  - iv. Surgery to transplant an organ or other part of the insured person's body to the body of another person, except as provided under the transplant surgery benefit provision.
- b) During any period of time the insured person is incarcerated or under a court ordered restriction that prevents them from performing their regular occupation.

## Optional benefit riders

The following optional benefit riders are available to customize the overhead expense plan to suit your client's individual needs.

- Own occupation rider
- Residual disability rider
- Partial disability rider
- Future insurability option rider
- Catch-up rider
- Return-of-premium (50%) rider
- Healthcare profession rider

### Own occupation rider

Professionals often have a significant investment in their occupation, including years of training and acquired experience. However, many feel that although they might be able to find alternative employment during a total disability, they would experience a drastic reduction in income. The own occupation rider allows the insured person to work in another occupation while they are totally disabled in their own occupation and continue to receive disability benefits.

#### Availability

<b>Occupation classes</b>	4A and 3A
<b>Waiting periods</b>	30, 60 and 90 days
<b>Benefit periods</b>	12 and 24 months
<b>Issue ages</b>	18 – 60

This rider can be included at issue of the basic policy or added after issue to policies in the November 2005 and later series.

#### Rider summary

The own occupation rider modifies the definition of total disability under the basic policy so the insured person will be considered to be totally disabled even if they engage in any other gainful occupation.

### Residual disability rider

The benefits provided by this rider can contribute to the insured person's financial security by helping to close the gap between what the insured person was earning before becoming disabled and what they are able to earn while either partially or residually disabled.

#### Availability

<b>Occupation classes</b>	4A and 3A
<b>Waiting periods</b>	30, 60 and 90 days
<b>Benefit periods</b>	12 and 24 months
<b>Issue ages</b>	18 – 60

This rider can be included at issue of the basic policy or added after issue to policies in the November 2005 and later series. A policy cannot include both the residual disability rider and the partial disability rider.

### Rider summary

If the insured person isn't totally disabled, the residual disability rider allows the insured person a choice between receiving the partial disability benefit if they suffer a loss of time or duties or the residual disability benefit if they suffer a loss of income.

**Partial disability** means the insured person isn't totally disabled and is working full or part-time in any gainful occupation, but due directly to injury or sickness:

- Is unable to perform one or more of the important daily duties of their gainful occupation.
- Suffers the necessary and continuous loss of at least one-half of the time normally spent in the daily performance of their gainful occupation.

**Residual disability** means the insured person isn't totally disabled and is working full or part-time in any gainful occupation, but due directly to injury or sickness the amount by which overhead expenses exceeds 75% of gross income is greater than \$100. Gross income is the total income of the business for a particular month that is directly generated by the insured person.

### Partial disability benefit

While the insured person is partially disabled and has not elected to receive the residual disability benefit, the partial disability benefit payable will be 50% of the lesser of the actual overhead expenses and the maximum monthly disability benefit selected. The partial disability benefit will not be payable beyond the end of the benefit period.

### Residual disability benefit

During a period of disability, an election can be made to receive residual disability benefits, subject to providing Canada Life with written evidence of the insured person's gross income.

The residual disability benefit payable will be the lesser of the maximum monthly disability benefit selected and the amount by which actual overhead expenses exceed 75% of gross income.

Once the election is made, the insured person cannot go back to receiving partial disability benefits during that period of disability.

### Recovery benefit exclusion

If the option to elect residual disability benefits was made, the recovery benefit will not be payable following a period of residual disability.

## Partial disability rider

This rider recognizes that the insured person may continue to be partially disabled after returning to work following a total disability or may only be partially disabled due to the injury or sickness from the start. The benefits provided by this rider can help cover expenses while the insured person is partially disabled.

### Availability

<b>Occupation classes</b>	4A, 3A, 2A, A and B
<b>Waiting periods</b>	30, 60 and 90 days
<b>Benefit periods</b>	12 and 24 months
<b>Issue ages</b>	18 – 60

This rider can be included at issue of the basic policy or added after issue to policies in the November 2005 and later series. A policy cannot include both the partial disability rider and the residual disability rider.

### Rider summary

The insured person will be considered partially disabled if they aren't totally disabled and are working full or part-time in any gainful occupation, but due directly to injury or sickness, the insured person:

- Is unable to perform one or more of the important daily duties of their gainful occupation.

- Suffers the necessary and continuous loss of at least one-half of the time normally spent in the daily performance of their gainful occupation.

### Disability benefit

The expense benefit payable will be 50% of the lesser of the actual overhead expenses and the maximum monthly disability benefit selected.

The partial disability benefit will not be payable beyond the end of the benefit period.

### Future insurability option rider

Often income rises over a person's working years and health may deteriorate. Although most people hope they fully insure themselves when they buy a disability insurance policy, they may find the original amount of disability insurance becomes insufficient as their careers and needs change. Unfortunately, these people may not qualify medically to buy additional coverage at a later date.

The future insurability option rider helps alleviate this problem by guaranteeing that additional coverage may be purchased subject only to financial underwriting on specified option dates, regardless of changes in the insured person's health. If the insured person is disabled, additional coverage may only be purchased once during the period of disability, on the first option date.

#### Availability

<b>Occupation classes</b>	4A, 3A, 2A, A and B
<b>Waiting periods</b>	30, 60 and 90 days
<b>Benefit periods</b>	12 and 24 months
<b>Issue ages</b>	18 – 50

The rider can be included at issue of the basic policy or added after issue.

On an individual consideration basis, subject to underwriting, the future insurability option rider may be available on cases rated up to 150%. It will not be available on cases rated more than 150%.

#### Rider summary

##### Option dates

- If the insured person isn't disabled – each policy anniversary before the insured person's 55th birthday.
- If the insured person is disabled – the first policy anniversary to occur during the period of disability. This feature may only be exercised once during a period of disability.

**Issue limits** — the total benefit available for future increases in coverage is selected at the time the rider is purchased. At the option dates, medical evidence of insurability will not be required; however, approval of the increase will be subject to financial underwriting.

- Minimum – the minimum total benefit available is \$1,000.
- Maximum – the maximum total benefit available varies according to occupation class. Note: The combined basic policy monthly disability benefit and total benefit available under the future insurability option rider cannot exceed the current issue and participation limit.
- Class 4A: no restrictions up to issue and participation limits of \$25,000.
- Class 3A: 2.5 times the basic monthly disability benefit up to \$15,000.
- Class 2A: 2.5 times the basic monthly disability benefit up to \$7,000.
- Class A: 2.5 times the basic monthly disability benefit up to \$5,000.
- Class B: 2.5 times the basic monthly disability benefit up to \$3,500.

**New policy created by future insurability option rider exercise** — an application to increase coverage (purchase new policy) must be received between 60 days before and 30 days after the option date.

- **Maximum increase** — on any option date, the maximum increase available under a new policy may not exceed the amount remaining in the total benefit available (i.e. balance of amount that has not previously been exercised).
  - If the insured person isn't disabled on the application date – the maximum increase available is 20% of the total benefit available.

- If the insured person is disabled on the application date – the maximum increase available is the lesser of \$600 and 20% of the total benefit available. If the insured person has more than one future insurability option rider issued by Canada Life and in-force, the total increase available on that option date under all such riders cannot exceed \$600.
- **Minimum increase** — \$200 per month.

Increases in coverage are guaranteed to be issued under a new policy with the same basic policy provisions as the original policy. The following riders will be guaranteed if they are in effect under the original policy on the option date — catch-up rider, healthcare profession rider, own occupation rider, partial disability rider and residual disability rider. If the policy also included a rider that provides for a return-of-premium benefit, any new policy will include such rider or a similar rider if such rider or similar rider is then offered by Canada Life.

The policy fee for the new policy will be waived.

### Carry-over provision

If the owner isn't disabled and did not increase the monthly disability benefit on the prior option date, then the maximum increase available at the current option date is 33 1/3% of the total benefit available.

### Catch-up rider

Provides a lump-sum payment equal to the amount not paid during the waiting period of the policy should the insured person become totally disabled for a period of at least 180 consecutive days. This coverage is designed to help the insured person financially catch-up from the impact of a disability. The amount of the catch-up benefit will be determined using the first reimbursement cheque paid to the insured person after satisfying the waiting period.

#### Availability

<b>Occupation classes</b>	4A, 3A, 2A, A and B
<b>Waiting periods</b>	30, 60 and 90 days
<b>Benefit periods</b>	12 and 24 months
<b>Issue ages</b>	18 – 60

This rider can be included at issue of the basic policy or added after issue.

#### Rider summary

The catch-up rider pays a lump-sum equal to the amount not paid during the waiting period, as long as the insured person has been totally disabled without interruption for 180 days.

If for any reason, the insured person isn't required to satisfy the waiting period, the catch-up benefit will not be payable. Example: if the insured person is deemed presumptively disabled, the catch-up benefit will not be payable because disability benefits for presumptive disability become payable from the start of disability.

### Return-of-premium (50%) rider

Adding the return-of-premium (50%) rider helps ensure the client has an opportunity to receive a benefit whether or not they suffer a disability.

#### Availability

<b>Occupation classes</b>	4A, 3A, 2A, A and B
<b>Waiting periods</b>	30, 60 and 90
<b>Benefit periods</b>	12 and 24 months
<b>Issue ages</b>	18 – 55

This rider can be added to policies of the March 2001 series or earlier and to policies of the May 2007 policy series or later. If added after issue of the basic policy, the effective date of the rider will be the nearest policy anniversary.

This rider cannot be added while the insured person is on claim or while a claim is pending.

### Rider summary

The return-of-premium (50%) rider provides for the return of up to 50% of the yearly eligible premium paid or waived under the policy on certain dates if the insured person isn't disabled and claims have been minimal. The return-of-premium benefit is payable to the owner.

### Return-of-premium criteria

The return periods are non-overlapping seven consecutive policy year periods during which the conditions for payment have been met.

The conditions for payment are:

- The insured person isn't disabled at the end of the applicable return period; and
- Any benefits paid, and any eligible premiums waived or refunded have not exceeded 20% of the total amount of eligible premium that was paid or waived.

The return-of-premium benefit becomes payable to the insured person at the end of any return period provided the conditions for payment are satisfied. If a claim is in pending status (with a date of disability before the end of the return period), the return-of-premium benefit will be paid, however, it will be required to be returned should the claim be accepted.

A return-of-premium benefit may also be payable upon the insured person's death or the policy anniversary nearest the insured person's 65th birthday.

The **return-of-premium benefit**, if any, will be:

- 50% of the sum of the yearly eligible premium paid or waived during the applicable return period, less
- The sum of any benefits paid, and any eligible premium waived or refunded under the policy during that return period.

For the purposes of determining the return-of-premium benefit:

- Eligible premium is the sum of the premium for the basic policy and any optional benefit riders. It includes the additional cost associated with paying the premium by a premium frequency other than yearly. It will not include any interest or additional fees.
- Yearly eligible premium is the eligible premium (determined above) excluding the additional cost associated with paying the premium by a premium frequency other than yearly.

**The return-of-premium benefit will be reduced** if the owner requests any of the following changes during that return period:

- A reduction in the maximum monthly disability benefit
- A lengthening of the waiting period
- A shortening of the benefit period
- A reduction in a benefit under any rider
- A termination of any rider

**Example:** Assume the eligible premium is \$108 monthly or \$1,296 (\$108 x 12) yearly. The yearly eligible premium which excludes the additional cost associated with paying the premium monthly is \$1,200.

After four years, the owner decreases the maximum monthly disability benefit such that the eligible premium becomes \$72 monthly or \$864 (\$72 x 12) yearly. The yearly eligible premium which excludes the additional cost associated with paying the premium monthly becomes \$800. This example assumes the insured person isn't disabled and there were no claims in the first seven policy years.

**Year 4:** the yearly eligible premium for the first return period is adjusted to reflect the decrease in maximum monthly disability benefit as shown in the following calculations:

- Determine the sum of yearly eligible premium for years 1-4: \$4,800 (\$1,200 x 4)
- Determine the adjustment ratio: 
$$\frac{\text{New yearly eligible premium} = \$ 800}{\text{Prior yearly eligible premium} \quad \$1,200} = 0.667$$
- Determine the sum of yearly eligible premium for years 1-4 after adjustment:  
\$4,800 x 0.667 = \$3,200



- Policy years 1-7: The amount of benefits paid, and eligible premium waived ( $\$4,332.50 = \$1,500 + \$499.50 + \$2,000 + \$333$ ) exceed 20% of the total eligible premium paid or waived for the return period ( $\$2,797.20 = 20\%$  of  $\$13,986$ ). Therefore, the return-of-premium benefit isn't payable on the 7<sup>th</sup> policy anniversary.
- Policy years 2-8: The amount of benefits paid, and eligible premium waived ( $\$2,333 = \$2,000 + \$333$ ) don't exceed 20% of the total eligible premium paid or waived for the return period ( $\$2,797.20 = 20\%$  of  $\$13,986$ ). Therefore, the return-of-premium benefit payable on the eighth policy anniversary would be  $\$4,142$  [(50% of  $\$12,950$ ) less  $\$2,000$  (benefits paid) and  $\$333$  (premium waived)].

### Insured person disabled or claim is pending

If the insured person is disabled at the end of the applicable return period, the return-of-premium benefit will not be payable. If the conditions for payment are met but a claim is in pending status (with a date of disability before the end of the return period), the return-of-premium benefit will be paid, however, it will be required to be returned should the claim be accepted.

However, a return-of-premium benefit will be payable at the next policy anniversary for which the conditions for payment have been met for the immediately preceding seven consecutive policy years, if any. Thereafter, future return periods are every seven consecutive policy years during which the conditions for payment are met.

### At age 65 or death

As long as the amount of benefits paid, and eligible premium waived or refunded since the last return period have not exceeded 20% of the total eligible premium paid or waived, a return-of-premium benefit may be payable. The return period will be the number of complete consecutive policy years and months starting on the later of the effective date of the rider and the date the last return-of-premium benefit was payable and ending on the date of the insured person's death or age 65, as applicable.

The return period will never be longer than seven policy years.

### Healthcare profession rider

If a healthcare professional were to become infective with HIV, hepatitis B or hepatitis C, it could have career implications. Although the healthcare professional may be fully functional, legislation or regulations may prohibit him or her from performing the substantial duties of their occupation. In such a case, it is possible that disability benefits may not be payable, as the insured person may not be physically disabled at the time. The healthcare profession rider helps remove this doubt.

### Availability

<b>Occupation classes</b>	4A, 3A, 2A, A and B (subject to published list of eligible occupations — see below)
<b>Waiting periods</b>	30, 60 and 90 days
<b>Benefit periods</b>	12 and 24 months
<b>Issue ages</b>	18 – 60

This rider can be included at issue of the basic policy or added after issue.

### Rider summary

The healthcare profession rider has been designed specifically for the following healthcare occupations:

- Chiroprapist
- Dental hygienist
- Dentist
- Medical doctor
- Nurse - RN, RNA, LPN
- Paramedic
- Podiatrist
- Lab technician



**Total disability** — for the purpose of this rider, the insured person will be considered totally disabled due to sickness if, as a direct result of an infected condition (HIV, hepatitis B or hepatitis C), the insured person is and remains prohibited from performing the substantial duties of their regular occupation by law or by a written policy of general application of a medical/dental regulatory body or medical/dental licensing body.

**Residual Disability (only if residual disability rider has been selected)** — if the residual disability rider has been added to the policy, the insured person may qualify for residual disability benefits if they aren't totally disabled.

For the purpose of this rider, the insured person will be considered residually disabled due to sickness if, as a direct result of an infected condition, they are and remain:

- Prohibited from performing one or more of the substantial daily duties of their regular occupation
- Required to disclose an infected condition to patients
- By law or by written policy of general application of a medical/dental regulatory body or medical/dental licensing body

### **Benefit amount**

During a period of total or residual disability resulting from an infected condition, the amount of the total or residual disability benefit will be determined as outlined in the basic policy and the residual disability rider.

The insured person will not be required to satisfy the waiting period or be receiving medical care from a doctor.

Disability benefits payable under the terms of this rider will not be payable past the policy anniversary nearest the insured person's 65th birthday.

### **Premium**

Currently no premium is payable for this rider. However, Canada Life reserves the right to charge a premium in the future. If a premium is charged for this rider, subsequent premium changes can only be made at the end of every five-year period.

## **Buy/sell plan (September 2020 series)**

The buy/sell plan is designed to provide the necessary funds to enable one or more business owners to purchase the shares of a disabled shareholder or partner in the event of total disability. This coverage provides funds to help complete the buy-out.

The buy/sell plan is ideally suited for owners of privately held businesses. The plan provides two payment options: a single lump sum payment option, and/or a monthly payment option which pays out over 60 months. The plan is available to occupation classes 2A, 3A, and 4A. (Please note that class A individuals who are upgraded through the quality risk upgrade program aren't eligible to purchase buy/sell coverage.) A copy of the buy/sell agreement or a letter of intent to complete the agreement is required.

**Note:** A buy/sell agreement must be in effect within one year of the policy date and prior to the commencement of a period of total disability, otherwise Canada Life will have the right to deem the policy to be void and any premium paid will be refunded. In accordance with the terms of the buy-sell agreement, for the benefit to be payable, the insured person must permanently dispose of their entire ownership interest in the business due to total disability, within 12-months immediately following the end of the waiting period.

## **Renewable to age 65**

As long as the premium is paid, then subject to the termination section below, the policy will renew for successive years until the policy anniversary nearest the insured person's 65<sup>th</sup> birthday. While the policy is being renewed as described, Canada Life cannot increase the premium rate shown in the policy details page or cancel or change the benefits of the policy.

### **Termination**

The policy will terminate on the earliest of the following dates:

- The policy anniversary date nearest the insured person's 65th birthday;



- The date the insured person ceases their full-time occupation in the business, for any reason other than total disability;
- The date the buy/sell agreement is terminated;
- The date the insured person owns less than 10% of the business;
- The date the insured person owns more than 90% of the business;
- The date the benefit amount is fully paid;
- The date of the insured person's death;
- The monthly anniversary following the date on which we receive the policy owner's written request to terminate the policy; or
- The date the policy is converted to another disability income insurance plan or office overhead expense plan.

## Availability

<b>Occupation classes</b>	4A, 3A and 2A (Class A individuals who are upgraded through the quality risk upgrade program aren't eligible to purchase buy/sell coverage.)
<b>Waiting periods</b>	365, 548 and 730 days
<b>Benefit periods</b>	single lump-sum payment and monthly payments for 60 months
<b>Issue ages</b>	18 – 60

### Business

The buy/sell plan is available as long as:

- The business is profitable;
- There are two to five owners (single owners cannot be insured person). Individual consideration may be given if there are more than five owners; and
- Financial statements are provided for the two most recent fiscal years.

### Insured person

The insured person must:

- Work a minimum of 30 hours per week for the business; and
- Have an ownership interest in the business which is at least 10% and less than 90%.
- Have or be applying for adequate:
  - Personal disability insurance coverage (individual or group)
  - Life insurance coverage to fund the buy-sell agreement

### Important notes

- All eligible owners must apply for buy/sell coverage at the same time with Canada Life
- The buy/sell plan will not be available where a husband/wife or parent/child relationship exists between owners.

## Issue limits

### Minimum benefit

The minimum benefit available for the lump sum payment option is \$50,000.

The minimum benefit available for the monthly payment option is \$50,000, or \$833 per month.

### Maximum benefit

The maximum benefit available for the lump sum payment option is \$1 million.

The maximum benefit available for the monthly payment option is \$16,666 per month, or \$1 million total.

The above maximum benefits can be combined for a maximum \$2,000,000 coverage total.

## Insurable value for the insured person

**Refer to the buy/sell plan valuation guide** section for the steps to use to determine the business value. 90% of this value can be insured person — this is the insurable business value. The insurable value for an insured person is determined by multiplying the insured person's percentage of ownership interest in the business by the insurable business value.

**Example:** There are two partners in the business — one partner owns 30% of the business, and the second partner owns 70%. The business value was determined according to the buy/sell plan valuation guide to be \$185,000.

The insurable business value is  $\$185,000 \times 90\% = \$166,500$ . The insurable value for each insured person would be:

- For the partner owning 30% —  $\$166,500 \times 30\% = \$49,950$
- For the partner owning 70% —  $\$166,500 \times 70\% = \$116,550$

If the value of the disabled partner's/shareholder's interest in the business is lower at the date of claim than at the date of issue, the benefit will be proportionately reduced.

## Policy ownership

If the business is:

- A partnership — the owner of the policy may be:
  - A partner if there are only two partners
  - A trustee (or a trust in the case of Quebec policies) if there are more than two partners
- A corporation — the owner of the policy may be:
  - The corporation or a shareholder if there are only two shareholders
  - The corporation or a trustee if there are more than two shareholders

## Basic policy benefits

### Total disability definition

Total disability means that due to injury or sickness the insured person is:

- Under the care of a doctor appropriate for the condition, if such care is likely to improve the insured person's condition
- Unable to perform the important duties of their regular occupation.

### Buy/sell benefit

The buy/sell benefit will be paid according to the benefit payment method selected when applying for the policy, which is also indicated on the policy details page and is one of the following payment options:

- one single lump sum payment; or
- 60 monthly payments.

Payment of the buy/sell benefit is subject to satisfaction of the benefit conditions listed below.

Benefit conditions:

- The insured person develops a total disability while the policy is in force;
- At the date the insured person's total disability begins:
  - They are engaged in a full-time occupation in the business;
  - They have an ownership interest in the business of at least 10% and not more than 90% of the business;
  - A buy-sell agreement is in effect;
- The insured person has satisfied the waiting period; and
- The insured person has permanently disposed of their entire ownership interest in the business due to total disability, in accordance with the terms of the buy-sell agreement, before the end of the 12-month period immediately following the end of the waiting period.

### Graded benefits

If total disability occurs on or after age 60, the maximum benefit will be graded as outlined below.

Disability at age	Percentage of full benefit
61	80%
62	60%
63	40%
64	20%

### Accumulation of days to satisfy the waiting period

To help the insured person satisfy the waiting period more quickly, days of disability separated by no more than six months, due to the same cause, may be accumulated to satisfy the waiting period.

### Waiver-of-premium

Once the insured person has been disabled for 90 days, Canada Life will waive all premiums that become due during that disability. Any premium that was paid during those 90 days will be refunded.

### Professional fee benefit

Once the waiting period has been satisfied, Canada Life will reimburse the policyowner for any independent legal and accounting fees incurred by the policyowner in the performance of the terms of the buy/sell agreement, up to a maximum of \$5,000.

### Survivorship Benefit

If the benefit amount is paid monthly and the insured person dies while the benefit amount is payable, Canada Life will pay the policyowner a lump sum amount equal to the lesser of:

- Three times the monthly benefit amount payable; and
- The benefit amount otherwise remaining payable.

### Exclusions

No benefits will be payable, and no premiums will be waived under the policy:

- a) If the total disability results, directly or indirectly, from any of the following causes:
  - i. Normal pregnancy. However, Canada Life will not exclude a disability which results from a complication of pregnancy
  - ii. War and any hazard arising from war
  - iii. Active duty in any Armed Forces, whether or not at war
  - iv. Surgery to transplant an organ or other part of your body to the body of another person during the first 6 months this policy is in force; or
- b) During any period of time the insured person is incarcerated or under a court ordered restriction that prevents them from performing their regular occupation.

### Conversion

Subject to our rules in effect at the time of the request, conversion to a disability income insurance plan or office overhead expense plan may be available upon request.

### Optional benefit riders

The following optional benefit rider is available to add to the buy/sell plan.

- Future insurability option rider

## Future insurability option rider

Often income rises over a person's working years and health may deteriorate. Although most people hope they fully insure themselves when they buy a disability insurance policy, they may find the original amount of disability insurance becomes insufficient as their careers and needs change. Unfortunately, these people may not qualify medically to buy additional coverage at a later date.

The future insurability option rider helps alleviate this problem by guaranteeing that additional coverage may be purchased subject only to financial underwriting on specified option dates, regardless of the person's state of health.

### Availability

<b>Occupation classes</b>	4A, 3A and 2A
<b>Waiting periods</b>	365, 548 and 730 days
<b>Benefit periods</b>	single lump-sum payment and monthly payments for 60 months (whichever is associated with the initial buy-sell policy)
<b>Issue ages</b>	18 – 50

The rider can be included at issue of the basic policy or added after issue.

On an individual consideration basis, subject to underwriting, the future insurability option rider may be available on cases rated up to 150%. It will not be available on cases rated more than 150%.

### Rider summary

**Option dates** — the insured person may elect to increase coverage on every policy anniversary. The final option date is age 55. There is no policy fee for the new policy.

If the insured person elects to increase coverage while disabled, the lump-sum disability benefit under the new policy will not be payable while disability continues. However, if premium is being waived under the policy, premium for the new policy will also be waived.

**Issue limits** — the maximum amount of available future insurability option rider varies according to occupation class. The combined basic amount and future insurability option rider amount may not exceed current issue and participation limits.

- Class 4A — no restrictions
- Class 3A — two times the basic lump-sum or monthly amount
- Class 2A — two times the basic lump-sum or monthly amount

The minimum future insurability option rider at issue is \$50,000 for the lump sum payment option and \$833 per month for the monthly payment option.

### Future insurability option rider options

An application to increase coverage must be received within 60 days before the option date and 31 days after the option date.

The maximum single option amount is the lesser of:

- the maximum amount of buy/sell benefit, if any, which we would then issue for your age and class of risk and value of your interest in the business; and
- 20% of the future insurability option rider amount selected.

The amount may not be less than \$25,000 for a lump sum benefit payment option or \$416 for a monthly benefit payment option.

Increases in coverage will be issued under a new policy with the same base contract provisions as the original policy, if then available. Otherwise, the increase in coverage will be issued under the most similar plan we then offer, if any, or any other plan or type of insurance coverage we then offer, subject to our consent.

## Key person plan

The key person plan is a disability policy that will provide benefits in the event of a key employee's total disability. A key person is defined as someone who brings a special talent, skill or experience base to the company that the owners or partners cannot. Key person coverage is available to occupation classes 2A, 3A and 4A. (Please note that Class A individuals who are upgraded through the quality risk upgrade program aren't eligible to purchase the key person plan).

There are two types of key person plans — the wage loss plan and the reimbursement plan.

### 1. Key person coverage — wage loss plan

This plan is designed to provide a source of income for a key employee while they are totally disabled. The premium is deductible to the employer but is considered a taxable benefit to the key employee. The disability benefit is tax free to the key employee. Regular underwriting applies.

### 2. Key person coverage — reimbursement plan

This plan is designed to help protect the company from lost sales, increased expenses or high replacement costs when a key employee is totally disabled. Doubling up of the coverage on the key employee's life with regular, individually owned disability coverage is allowed. The premium isn't deductible and the disability benefit is tax free to the company. The policy must be company owned and cannot be assigned.

This coverage isn't available to anyone having more than 10% ownership in the business. The following details apply to both the wage loss plan and the reimbursement plan.

Occupation Class	Maximum monthly disability benefit
4A	\$20,000
3A	\$15,000
2A	\$7,000

## Conditionally renewable to age 62

As long as premium is paid, then subject to the renewal conditions below, the policy may be renewed until the policy anniversary nearest the key employee's age 62. While the policy is being renewed as described, Canada Life cannot alter the schedule of premium, cancel or change the benefits of the policy unless requested by the owner.

### Renewal conditions

The policy may be renewed until the earliest of:

- The policy anniversary date nearest the key employee's age 62;
- The date the key employee ceases their full-time occupation or ceases to be a key person in the business, for any reason other than total disability
- The date that total disability benefits have been made for 12 months for one period of disability

### Issue limits

#### Minimum monthly disability benefit

The minimum monthly disability benefit available is \$500.

#### Maximum monthly disability benefit

The maximum monthly disability benefit available varies by plan type, occupation class and issue age

1. Wage loss plan - The amount for the applicable occupation class and issue age are shown in the table below
2. Reimbursement plan

The maximum monthly disability benefit available is the lesser of:

- 75% of the insured person's salary
- The amount for the applicable occupation class shown in the table below.

### Availability

<b>Occupation classes</b>	4A, 3A and 2A (Class A individuals who are upgraded through the quality risk upgrade program aren't eligible to purchase the key person plan).
<b>Waiting periods</b>	30 days
<b>Benefit periods</b>	1 year
<b>Issue ages</b>	18 – 55 (52 if return-of-premium (50%) rider is added)

## Basic policy benefits

### Total disability benefits

Total disability means that due to injury or sickness the key employee is:

- Under the care of a doctor appropriate for the condition, if such care is likely to improve the key employee's condition, and
- Unable to perform the important duties of their regular occupation and isn't engaged in any other occupation.

### Accumulation of days to satisfy the waiting period

To help the key employee satisfy the waiting period more quickly, days of disability separated by no more than 12 months, due to the same cause, may be accumulated to satisfy the waiting period.

### Recurrent disability

If the key employee becomes disabled again within 12 months from the same cause, the current disability will be considered a continuation of the prior disability and the key employee will not be required to satisfy the waiting period.

### Waiver-of-premium

Once the key employee has been disabled for 90 days, Canada Life will waive all premiums that come due during that disability. Any premium that was paid during those 90 days will be refunded.

### Exclusions

The policy will not cover a loss by:

- War, whether declared or undeclared
- Insurrection
- Normal pregnancy - However, Canada Life will not exclude a disability which results from a complication of pregnancy

## Optional benefit riders

The following optional benefit riders are available to customize the key person plan to suit your client's individual needs.

- Future insurability option rider
- Future needs rider
- Return-of-premium (50%) rider

## Future insurability option rider and future needs rider

Often income rises over a person's working years and health may deteriorate. Although most people feel they fully insure themselves when they buy a disability insurance policy, they may find the original amount of disability insurance becomes insufficient as their careers and needs change. Unfortunately, these people may not qualify medically to buy additional coverage at a later date.

The future insurability option rider and future needs rider help alleviate this problem by guaranteeing that additional coverage may be purchased subject only to financial underwriting on specified option dates, regardless of the person's state of health.

### Availability

<b>Occupation classes</b>	4A, 3A and 2A
<b>Waiting periods</b>	30 days
<b>Benefit periods</b>	1 year
<b>Issue ages</b>	18 – 49

Either rider can be added after issue. A policy cannot include both the future insurability option rider and future needs rider.

On an individual consideration basis, subject to underwriting, the future insurability option rider may be available on cases rated up to 150%. It will not be available on cases rated more than 150%.

The future needs rider isn't available on rated cases.

### Rider summary

**Option dates** — the insured person may elect to increase coverage on every policy anniversary. The final option date is age 50. There is no policy fee for the new policy.

If the insured person elects to increase coverage while disabled, the monthly disability benefit under the new policy will not be payable while disability continues. However, if premium is being waived under the policy, premium for the new policy will also be waived.

**Issue limits** — the maximum amount of available future insurability option rider and future needs rider varies according to occupation class and issue age. The combined basic amount and future insurability option rider and future needs rider amount may not exceed current issue and participation limits.

- For issue ages 18 – 45:
  - Class 4A — no restrictions
  - Class 3A — two times the basic monthly amount
  - Class 2A — two times the basic monthly amount
- For issue ages 46 and 47 — the future insurability option rider and future needs rider maximum is reduced to the lower of the maximum per class (as set out above) or 75% of the issue and participation limit minus the basic monthly disability benefit.
- For issue ages 48 and 49 — the future insurability option rider and future needs rider maximum is reduced to the lower of the maximum per class (as set out above) or 50% of the issue and participation limit minus the basic monthly disability benefit.

The minimum future insurability option rider and future needs rider at issue is \$500.

### Future insurability option rider and future needs rider options

An application to increase coverage must be received within 60 days before the option date and 31 days after the option date.

The maximum single option amount varies according to original issue age. For issue age:

- 46 and under — 25% of future insurability option rider and future needs rider amount selected
- 47 — 33% of future insurability option rider and future needs rider amount selected
- 48 — 50% of future insurability option rider and future needs rider amount selected
- 49 — 100% of future insurability option rider and future needs rider amount selected



The minimum single option is \$250 per month.

Increases in coverage will be issued under a new policy with the same base contract provisions as the original policy, if then available. Otherwise, the increase in coverage will be issued under the most similar plan we then offer, if any, or any other plan or type of insurance coverage we then offer, subject to our consent.

### Return-of-premium benefit (future needs rider only)

At the last option date or upon death of the policyowner, a return-of-premium benefit of 75% of the premium paid on any unused future needs rider will be made. The 75% return-of-premium benefit is reduced by 7.5% a year if the original issue age is greater than 41. (Example: if the issue age is 43, the return-of-premium benefit would be 60% of premium for unused future needs rider).

## Return-of-premium (50%) rider

Adding the return-of-premium (50%) rider helps ensure the client has an opportunity to receive a benefit whether or not they suffer a disability.

### Availability

<b>Occupation classes</b>	4A, 3A and 2A
<b>Waiting periods</b>	30 days
<b>Benefit periods</b>	1 year
<b>Issue ages</b>	18 – 52

This rider can be added at issue of the basic policy or after issue. If added after issue of the basic policy, the effective date of the rider will be the nearest policy anniversary. This rider cannot be added while the insured person is on claim or while a claim is pending.

### Rider summary

The return-of-premium (50%) rider provides for the return of 50% of the yearly eligible premium paid or waived under the policy on certain dates if the insured person isn't disabled and claims have been minimal. The return-of-premium benefit is payable to the owner.

### Return-of-premium criteria

The **return periods** are non-overlapping seven consecutive policy year periods during which the conditions for payment have been met.

The **conditions for payment** are:

- The insured person isn't disabled at the end of the applicable return period; and
- Any benefits paid and any eligible premiums waived or refunded have not exceeded 20% of the total amount of eligible premium that was paid or waived.

The return-of-premium benefit becomes payable to the owner at the end of any return period provided the conditions for payment are satisfied. If a claim is in pending status (with a date of disability before the end of the return period), the return-of-premium benefit will be paid, however, it will be required to be returned should the claim be accepted.

A return-of-premium benefit may also be payable upon the insured person's death or the policy anniversary nearest the insured person's 65th birthday.

The **return-of-premium benefit**, if any, will be:

- 50% of the sum of the yearly eligible premium paid or waived during the applicable return period, less
- The sum of any benefits paid and any eligible premium waived or refunded under the policy during that return period.

### For the purposes of determining the return-of-premium benefit:

- Eligible premium is the sum of the premium for the basic policy and any optional benefit riders. It includes the additional cost associated with paying the premium by a premium frequency other than yearly. It will not include any interest or additional fees.

- Yearly eligible premium is the eligible premium (determined above) excluding the additional cost associated with paying the premium by a premium frequency other than yearly.

**The return-of-premium benefit will be reduced** if the owner requests any of the following changes during that return period:

- A reduction in the monthly disability benefit,
- A lengthening of the waiting period
- A shortening of the benefit period
- A reduction in a benefit under any rider
- A termination of any rider

**Example:** Assume the eligible premium is \$108 monthly or \$1,296 (\$108 x 12) yearly. The yearly eligible premium which excludes the additional cost associated with paying the premium monthly is \$1,200.

After four years, the owner decreases the monthly disability benefit such that the eligible premium becomes \$72 monthly or \$864 (\$72 x 12) yearly. The yearly eligible premium which excludes the additional cost associated with paying the premium monthly becomes \$800. This example assumes the insured person isn't disabled and there were no claims in the first seven policy years.

**Year 4:** the yearly eligible premium for the first return period is adjusted to reflect the decrease in monthly disability benefit as shown in the following calculations:

- Determine the sum of yearly eligible premium for years 1-4: \$4,800 (\$1,200 x 4)
- Determine the adjustment ratio:  $\frac{\text{New yearly eligible premium}}{\text{Prior yearly eligible premium}} = \frac{\$800}{\$1,200} = 0.667$
- Determine the sum of yearly eligible premium for years 1-4 after adjustment: \$4,800 x 0.667 = \$3,200

**Year 7:** to determine the return-of-premium benefit payable, we have to calculate:

- The sum of eligible premium to date:
 

Years 1 – 4	\$5,184 (\$1,296 x 4)
Years 5 – 7:	<u>\$2,592</u> (\$864 x 3)
Total:	\$7,776
- The sum of yearly eligible premium to date:
 

Years 1 – 4	\$3,200 (\$800 x 4)
Years 5 – 7:	<u>\$2,400</u> (\$800 x 3)
Total:	\$5,600

The amount of benefits paid and premium waived (\$0) does not exceed 20% of the total eligible premium paid or waived (\$1,555.20 = 20% of \$7,776). Therefore, the return-of-premium benefit is payable on the seventh policy anniversary in the amount of \$2,800 (50% of \$5,600).

### Return-of-premium options

A letter will be sent to the owner 90 days before the date the return-of-premium benefit may become payable. It will include the return-of-premium benefit amount that may be payable and provide the owner with an election form.

If the return-of-premium benefit is payable, the owner may choose either of the following two options in connection with the benefit:

- Cash option: The return-of-premium benefit may be paid to the owner in cash.
- Premium deposit account option: The return-of-premium benefit can remain on deposit with Canada Life and applied to pay future annual premium under the policy for up to seven years. If this option is elected, interest will be credited on the deposit, compounded annually. Any part of a return-of-premium benefit which cannot be applied to pay future annual premium will be paid to the owner in cash.

If the election form isn't received by Canada Life at least 30 days before the date the return-of-premium benefit becomes payable, the return-of-premium benefit will be paid to the owner in cash.

### No claims during return period

A return-of-premium benefit of 50% of the yearly eligible premium that was paid or waived under the policy during the seven consecutive policy year period will be payable to the owner. Future return periods are every seven consecutive policy years during which the conditions for payment are met.

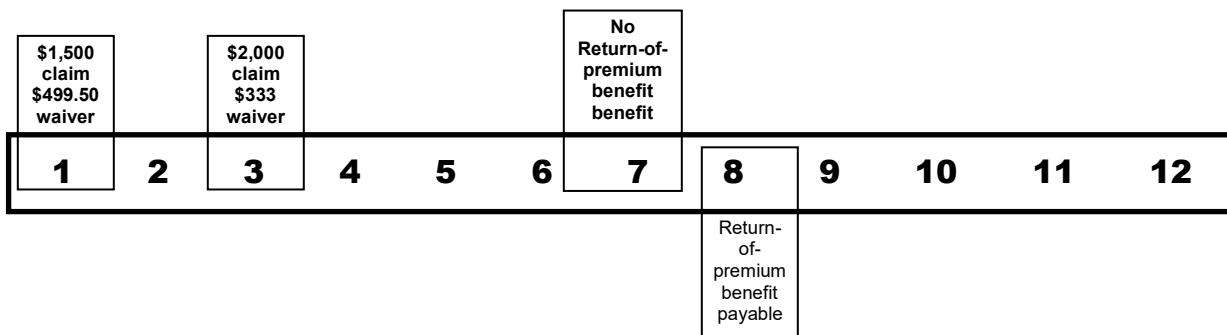
**Minimal claims during return period**

If the amount of benefits paid and eligible premium waived or refunded during the return period have not exceeded 20% of the total eligible premium paid or waived, a return-of-premium benefit will be payable. The return-of-premium benefit payable to the owner will be 50% of the sum of the yearly eligible premium that was paid or waived, less the amount of benefits paid and eligible premium waived or refunded under the policy during the seven consecutive policy year period. Thereafter, future return periods are every seven consecutive policy years during which the conditions for payment are met.

**Large claims during return period**

If the amount of benefits paid and eligible premium waived or refunded during the return period have exceeded 20% of the total eligible premium paid or waived, the return-of-premium benefit isn't payable. However, a return-of-premium benefit will be payable at the next policy anniversary for which the conditions for payment have been met for the immediately preceding seven consecutive policy years, if any. Thereafter, future return periods are every seven consecutive policy years during which the conditions for payment are met.

**Example:** Assume the eligible premium is \$1,998. The yearly eligible premium which excludes the additional cost associated with paying the premium monthly is \$1,850. After seven years, the total eligible premium is \$13,986 (\$1,998 x 7) and the total yearly eligible premium is \$12,950 (\$1,850 x 7). In the first policy year, the insured person has a claim for \$1,500 and \$499.50 of premium has been waived. In the third policy year, the insured person has a claim for \$2,000 and \$333 of premium has been waived.



**Policy years 1-7:** The amount of benefits paid and eligible premium waived (\$4,332.50 = \$1,500 + \$499.50 + \$2,000 + \$333) exceed 20% of the total eligible premium paid or waived for the return period (\$2,797.20 = 20% of \$13,986). Therefore, the return-of-premium benefit isn't payable on the seventh policy anniversary.

**Policy years 2-8:** The amount of benefits paid and eligible premium waived (\$2,333 = \$2,000 + \$333) don't exceed 20% of the total eligible premium paid or waived for the return period (\$2,797.20 = 20% of \$13,986). Therefore, the return-of-premium benefit payable on the eighth policy anniversary would be \$4,142 [(50% of \$12,950) less \$2,000 (benefits paid) and \$333 (premium waived)].

**Insured person's disabled or claim is pending**

If the insured person is disabled at the end of the applicable return period, the return-of-premium benefit will not be payable. If the conditions for payment are met but a claim is in pending status (with a date of disability before the end of the return period), the return-of-premium benefit will be paid, however, it will be required to be returned should the claim be accepted.

However, a return-of-premium benefit will be payable at the next policy anniversary for which the conditions for payment have been met for the immediately preceding seven consecutive policy years, if any. Thereafter, future return periods are every seven consecutive policy years during which the conditions for payment are met.

**At age 65 or death**

As long as the amount of benefits paid and eligible premium waived or refunded since the last return period have not exceeded 20% of the total eligible premium paid or waived, a return-of-premium benefit may be payable. The return period will be the number of complete consecutive policy years and months starting on the later of the effective date of the rider and the date the last return-of-premium benefit was payable and ending on the date of the insured person's death or age 65, as applicable.

The return period will never be longer than seven policy years.

## Premium

### Premium modal factors

Canada Life may approve a premium payment frequency other than annual. Any payment frequency other than annual will result in a higher annualized premium. The premium modal factors are:

Monthly PAC:	0.09
Quarterly:	0.27
Semi-annual:	0.54

### Policy fees

Monthly PAC:	\$5.00
Quarterly:	\$15.50
Semi-annual:	\$28.50
Annual:	\$50.00

## Premium reductions

### Upgrader plus premium reduction

#### Available plans

The upgrader plus premium reduction is available on the following plans:

- Lifestyle protection plan
- Overhead expense plan

#### Amount of premium reduction

The 5% premium reduction is applied at issue (excluding the policy fee).

#### Premium reduction criteria

The upgrader plus premium reduction is available based on the following criteria:

1. The insured person is one of the following true occupation class 4A risks (i.e. has not been upgraded to occupation class 4A through the quality risk upgrade program):
  - Accountant
  - Actuary
  - Architect
  - Computer consultant
  - Executive\*
  - Lawyer
  - Optometrist
  - Pharmacist
  - Professional engineer
  - Physician specialist (excluding family and emergency medicine)
2. The insured person's earned income must have been at least \$100,000 for the past two years.

3. The insured person must have worked for the same employer for at least three years.
4. The insured person must work outside the home more than 50% of the time.
5. Premium reduction is only available at issue.
6. Premium reduction will be applied to new policies issued under a future insurability option rider election, as long as the premium reduction criteria continues to be met.

\* Office and consulting duties only (if any sales, must be less than 25% of duties), no direct supervision of employees with manual duties and minimum of 10 full-time year-round employees.

### Combining with other premium reductions

The upgrader plus premium reduction may be combined with the following premium reductions, if applicable:

For lifestyle protection plan — premier value, wage loss replacement plan and group complemter.

For overhead expense plan — premier value.

## Premier value premium reduction

### Available plans

The premier value premium reduction is available on the following plans:

- Lifestyle protection plan
- Overhead expense plan
- Buy/sell plan
- Key person plan

### Amount of premium reduction

- The 10% premium reduction is applied at issue (excluding the policy fee).

The premium reduction is guaranteed for the coverage up to age 65.

### Premium reduction criteria

The premier value premium reduction is available based on the following criteria:

1. Group must be comprised of three or more lives working for a common employer or professionals sharing office space and expenses.
2. Available to all occupation classes.
3. Premium reduction is only available at issue.
4. Premium reduction will be applied to new policies issued under a future insurability option rider election, as long as the premium reduction criteria continues to be met.

### Submission requirements

For new groups — it is important to submit at least three applications at the same time.

If two members purchase disability coverage and a third member purchases later, only the third member will qualify for the premier value premium reduction.

### Combining with other premium reductions

The premier value premium reduction may be combined with the following premium reductions, if applicable:

- For lifestyle protection plan — upgrader plus, wage loss replacement plan and group complemter
- For overhead expense plan — upgrader plus

## Wage loss replacement plan premium reduction

### Available plans

The wage loss replacement plan premium reduction is available to all policies that are issued as part of a wage loss replacement plan. Only the lifestyle protection and the independence plans are available for use with a wage loss replacement plan.

### Amount of premium reduction

The 5% premium reduction is applied at issue (excluding the policy fee).

### Premium reduction criteria

The wage loss replacement plan premium reduction is available based on the following criteria:

1. There must be two or more employees purchasing a policy at the same time under a wage loss replacement plan.
2. Available to all occupation classes.
3. Premium reduction is only available at issue.
4. Premium reduction will be applied to new policies issued under a future insurability option rider election, as long as the premium reduction criteria continues to be met.

### Submission requirements

The applications must be submitted at the same time. For more information on the wage loss replacement plan, contact your product solutions centre.

### Combining with other premium reductions

The wage loss replacement plan premium reduction may be combined with the following premium reductions, if applicable — upgrader plus, premier value, group completer and StartRight disability insurance grad program.

## Group completer premium reduction

The group completer rider allows individuals to purchase a Canada Life personal disability plan, even though there is a mandatory group or association disability plan in place.

### Benefits

- The individual policy may have a definition of disability that may better suit the insured person's needs.
- If the insured person changes their employment situation, the lifestyle protection plan policy is retained, thus the insured person doesn't have to worry about proving medical insurability to obtain disability coverage.
- The insured person is in control. The policy cannot be cancelled or modified by Canada Life before age 65, as long as premium is paid when due.

### Available plans

The lifestyle protection plan will be issued with the group completer rider when an individual has mandatory group or association coverage and applies for personal coverage under the lifestyle protection plan.

### Amount of premium reduction

The 10% premium reduction (excluding the policy fee) is applied to the lifestyle protection plan when the group completer rider is included with the policy. Premium reduction will be applied to new policies issued under a future insurability option rider election, as long as the mandatory group or association coverage is still in-force.

### Payment offset

When a claim occurs, Canada Life will be second payor to benefits received from group or association coverage. We will use the maximum amount of monthly disability benefit we would normally then issue for the insured person's age, earned income and class of risk, according to our issue and participation limits then in effect and reduce this amount by:

- 100% of the monthly amount of group/association benefits — if the group/association benefits and Canada Life benefits are both taxable or both not taxable.

**Example:** The insured person submits a claim on Nov. 15, 2015. He is an occupation class 4A with \$180,000 of annual earned income at time of claim. The maximum monthly disability benefit amount Canada Life would then issue is \$7,925. Although the monthly disability benefit under his lifestyle protection plan policy is \$6,000 (non-taxable), we would use the maximum monthly disability benefit amount of \$7,925 to determine the offset amount.

At time of claim, the insured person was eligible to receive \$2,500 from his group coverage (non-taxable). The lifestyle protection plan policy will pay \$5,425 as calculated below:

$$\$7,925 - 2,500 = \$5,425$$

- The monthly amount of group/association benefits multiplied by the applicable factor found in the table below — if the group/association benefits aren't taxable and Canada Life benefits are taxable.

Maximum amount of monthly disability benefit	Factor
Under \$5,000	1.33
\$5,000 - \$11,000	1.67
Over \$11,000	1.82

**Example:** The insured person submits a claim on Nov. 15, 2015. He is an occupation class 4A with \$180,000 of annual earned income at time of claim. The maximum monthly disability benefit amount Canada Life would then issue is \$11,950. Although the monthly disability benefit under his lifestyle protection plan policy is \$10,000 (taxable), we would use the maximum monthly disability benefit amount of \$11,950 to determine the offset amount.

At time of claim, the insured person was eligible to receive \$2,500 from his group coverage (non-taxable). The offset amount would be \$4,550 and the lifestyle protection plan policy would pay \$7,400 as calculated below.

$$\$11,950 - (\$2,500 \times 1.82) = \$11,950 - \$4,550 = \$7,400$$

- 75% of the monthly amount of group/association benefits — if the group/association benefits are taxable and Canada Life benefits aren't taxable.

**Example:** The insured person submits a claim on Nov. 15, 2015. He is an occupation class 4A with \$180,000 of annual earned income at time of claim. The maximum monthly disability benefit amount Canada Life would then issue is \$7,925. Although the monthly income benefit under his lifestyle protection plan is \$6,000 (non-taxable), we would use the maximum monthly disability benefit amount of \$7,925 to determine the offset amount.

At time of claim, the insured person was eligible to receive \$2,500 from his group coverage (taxable). The lifestyle protection plan policy would pay \$6,050 as calculated below:

$$\$7,925 - (\$2,500 \times 75\%) = \$7,925 - \$1,875 = \$6,050$$

In no event will the monthly disability benefit payable under the policy be greater than the monthly disability benefit selected.

### When other coverage is no longer in-force

If an individual with a group completer rider has their group or association coverage terminated, the owner may apply to remove this rider. The premium reduction will then be removed. If Canada Life isn't informed and a claim occurs, the disability benefits payable will be reduced by 10%.

### Combining with other premium reductions

The group completer premium reduction may be combined with the following premium reductions, if applicable — upgrader plus, premier value, wage loss replacement plan and StartRight disability insurance grad program.

## StartRight disability insurance grad program

Graduating professionals are in high occupation classes and have tremendous future earning potential — the type of individuals you want to secure as long-term clients. To help you approach this high potential market, StartRight provides you with the opportunity to offer these prospects quality disability insurance protection without providing financial evidence of insurability. Business expense coverage is also available to graduating professionals under the StartRight disability insurance grad program.

For complete information on the StartRight disability insurance grad program, contact your product solutions centre.

## Waived policy fee

If two or more non-cancellable disability insurance policies are purchased within three months of each other, insuring the same life, the policy fee will be charged on only one of the policies.



## Available plans

The waived policy fee is available on:

- Lifestyle protection plan
- Overhead expense plan
- Buy/sell plan
- Key person plan

## Disability claims

### Claim philosophy

Personal adjudication, good judgement, fair handling, accurate payments, and prompt settlement are all underlying goals of the Claims Department.

### The claims team

The claims team is a group of well-trained professionals with many years of adjudication experience. The departmental goal is to provide excellent service to the policyowner.

### Canada Life's obligation

Canada Life recognizes its obligation to pay all valid claims promptly and, at the same time, realizes its obligation to protect the insurance-buying public from increased cost that can result from fraudulent claims.

### Advisor's role

When an insured person suffers a disability, they most likely will contact the advisor, or the call centre. As an advisor, it is your responsibility to encourage the client to get the claim submitted as quickly as possible.

### Claims forms

If completed properly, the claim forms will provide Canada Life with sufficient information to obtain a general view of the claim. Important information includes, but isn't limited to:

- Dates and place of any hospitalization or treatment
- The name and addresses of attending physicians
- The cause of disability (accident or sickness)
- The place of employment at time of disability
- The diagnosis, treatment and prognosis for a return to work
- Copies of any consultation reports and test results

The claim form contains an authorization so that information may be requested from any of the necessary sources.

## Disability claims process

To help ensure minimal interruption in income, it is important to submit a claim promptly. Claim forms are available on Canada Life RepNet™ or through the call centre.

Notification of a pending claim should be submitted to head office within 30 days of the onset of disability. Completed claim forms with satisfactory proof of disability must be submitted within 90 days.

## Acknowledgement

Upon receipt of fully completed claim forms, the claimant will generally receive a letter from the claims examiner within 10 working days confirming receipt of the claim form.

During the claim review period, the claimant may be contacted to confirm information or to provide additional information needed to adjudicate the claim. A written request for additional medical information is usually sent directly to the physician. The claimant will be notified of such a request by mail. If the claim is submitted during the contestable period, a company representative may call or visit the claimant to interview for pertinent details.

## Claims decision

There are five possible decisions:

- **Approve the claim based on evidence submitted**

If the information on the claim form is sufficient and all criteria are met, benefits will be paid at the end of the calendar month following the waiting period.

Example: If the waiting period is 30 days and total disability began on July 20, a cheque will be issued on Aug. 31 (covering days from Aug. 20 to the end of the calendar month). Afterwards, full monthly disability benefits will be issued at the end of each calendar month while the claimant remains disabled.

- **Approve the claim with further benefits to be considered pending additional information**

The claims examiner may be able to pay initial benefits, with additional payments pending receipt of additional medical information. This method of payment is usually used when the disability extends beyond the normal recovery period.

- **Request additional information before considering acceptance of the claim**

The claim examiner may have to write directly to the physician if claim forms have not been fully completed or if there is insufficient information to support a claim for disability. To minimize delay, the claimant is advised to ensure that the physician replies as quickly as possible.

In some cases, the claims examiner may need to know the amount of benefits that are being paid by other sources (e.g. workers' compensation, no-fault auto insurance, etc.)

- **Claim not accepted**

This occurs if the information provided does not meet the definition for disability set out in the policy.

- **Claim is denied and policy rescinded**

This occurs if the validity of the information provided in the application or during the underwriting process, including medical and financial information, misrepresents any fact material to the risk assumed. If the policy has been in-force for more than two years, the validity of the policy cannot be contested except in the case of fraud.

## The right of examination

The claimant may be required to be examined by a doctor or other person determined by Canada Life, if and when we reasonably require.

## The continuing claim

The claimant may be requested, at intervals appropriate to the diagnosis, to provide updated medical information. The form for completion will be sent to the claimant by mail and it must be returned within 30 days. The claimant may be advised that benefits will only continue for this period while we await the completed form.

In the event of a claim for residual disability, monthly financial proof of earned income may also be required.

## Summary

Discussing the claims philosophy and claims procedures before your client becomes disabled is the best way to eliminate some of the uncertainty and frustration that a client may otherwise experience at claim time.

If you do have any questions regarding claims at any time, don't hesitate to contact the claims examiner or associate manager of the claims department.

## Beneficiary

Where legislation has been adopted, a policyowner can name a beneficiary for all benefits payable under a Disability insurance policy using form F544 (CL). This form can also be used to name beneficiaries for specific benefits. If the policy wasn't issued in one of these provinces, beneficiary designations aren't allowed.

F545 (CL) *Direction to pay* form may be used to allow the policyowner to direct that benefits be paid to another person during the lifetime of the policyowner.

A direction to pay expires on the death of the policyowner, does not provide any creditor protection for benefits, and can be revoked by the policyowner at any time.

## Taxation

### Lifestyle protection plan and independence plan

The premium on a personally owned individual disability insurance policy, with benefits payable to the insured person, can either be paid for by the individual, by the employer, or by another person.

If the employer pays the premium, then the premium paid is generally deductible to the employer as a business expense and is a taxable benefit to the employee. This treatment appears reasonable, since the employer has in effect paid an additional salary to the employee, which was used to pay the premium. The tax treatment of the arrangement described here to provide an employee benefit would not apply if the benefit was provided to a shareholder-employee in his/her capacity as a shareholder.

If the employee pays the premium, then the premium isn't deductible and any benefits paid are received tax-free. Since the premium is considered personal or living expenses, it isn't deductible for tax purposes. Again, this appears reasonable since the benefits are received tax-free.

**Return-of-premium (50%) rider** — is designed to provide a return-of-premium benefit of up to 50% of the yearly eligible premium paid or waived under the policy on certain dates if the insured person isn't disabled and claims have been minimal.

The Canada Revenue Agency (CRA) has not as yet provided a formal ruling regarding the tax treatment of return-of-premium benefits which are included in a disability insurance policy. The tax treatment of an optional return-of-premium feature is, therefore, subject to interpretation.

### Overhead expense plan

The premium paid for an overhead expense policy purchased to help protect a business from specified losses would generally be deductible for tax purposes. Any benefits paid are taxable while the expenses for which reimbursement is made are generally deductible as a business expense.

## Buy/sell plan

Disability insurance policies used to fund buy/sell agreements receive the same tax treatment as personal policies, and as such, the premium would not be deductible. Generally, for any policy where the premium isn't deductible, the benefits are received tax-free. This treatment appears reasonable since the premium is paid with after-tax dollars.

## Wage loss replacement plan

Refer to the wage loss replacement plan advisor guide (62 CAN) for more information regarding the taxation of wage loss replacement plans and return-of-premium rider.

*The tax information provided here is of a general nature only and shouldn't be relied upon as providing legal or tax advice. Clients are encouraged to consult with their own professional tax and/or legal advisor about their particular circumstances.*

## Disability underwriting

As the field underwriter you are an important part of disability underwriting. Understanding the difference between life and disability underwriting will be a great asset to you; the more you know and understand, the more interesting and profitable you will find the disability income business.

Certain factors, while not very significant when underwriting a life risk, are vital when assessing the risk for individual disability insurance. Many medical conditions, which may pose no additional mortality risk to life insurance, may well lead to a prolonged or recurrent disability. The advisor is in a good position to evaluate an applicant's stability, motivation and general character — all characteristics which can have an impact on disability claims experience more than they do for life insurance. Other factors critical to disability underwriting are income and occupation.

Your primary tool in disability field underwriting is the application form. Information you provide on the application and any other medical, occupational or financial questionnaires requested, help the head office underwriter to more accurately and fairly evaluate each risk. Make sure you provide your underwriter with as much information as possible. Never hesitate to write an accompanying memo to elaborate on any information you think is pertinent.

For your reference, a medical underwriting guide – Individual disability insurance is available on RepNet. This guide provides general information on probable underwriting action based on the more common physical impairments and/or medical histories.

## Medical underwriting

### Medical underwriting requirements

#### Lifestyle protection plan

Amount	Age		
	18–40	41–45	46–60
Up to \$2,500	NM	NM	NM
\$2,501–\$5,000	NM	NM, Labs	PM, Labs
\$5,001–6,000	NM	PM, Labs	PM, Labs
\$6,001 and over	PM, Labs	PM, Labs	PM, Labs

#### Overhead expense plan

Amount	Age
	18–60
Up to \$6,000	NM
\$6,001 and over	PM, Labs

#### Buy/sell plan

Age
-----

Amount	18–40	41–45	46–60
Up to \$200,000	NM	NM	NM
\$200,001–\$360,000	NM	NM, Labs	PM, Labs
\$360,001–\$1,000,000	PM	PM, Labs	PM, Labs
\$1,000,001 and over	PM, Labs	PM, Labs	PM, Labs

NM = non-medical (or telephone interview)\*

PM = paramedical (or telephone interview and vitals)

Labs = blood profile and urine\*\*

## Calculations for medical evidence purposes

### Lifestyle protection

Use 100% of the monthly disability benefit applied for. For ages 41-60 add 25% of the future insurability option rider amount to the monthly benefit.

### Overhead expense

Use 100% of the monthly expense benefit amount.

### Buy/sell plan

For single coverage lump sum, use the lump sum amount. For single coverage monthly, use the monthly amount times 60. For two coverages, use the lump sum amount plus the monthly amount times 60, for example the calculation should be “lump sum + (monthly amount x 60)”. ~~For medical evidence purposes, divide the lump sum amount by 60.~~

When applying for more than one policy:

- a. If applying for both lifestyle protection plan and overhead expense plan, add lifestyle protection plan and overhead expense plan.
  - i. For ages 18-40, refer to the Lifestyle protection plan medical underwriting requirements for any combined amounts more than \$6,000.
  - ii. For ages 41-60, refer to the Lifestyle protection plan medical underwriting requirements for any combined amounts more than \$2,500.
- b. If applying for buy/sell plan with lifestyle protection plan and/or overhead expense plan, for ages 18-40 add buy/sell plan amounts over \$360,000 to the lifestyle protection plan and/or overhead expense plan, for ages 41-60 add buy/sell plan amounts more than \$200,000 to the lifestyle protection plan and/or overhead expense plan.

### Note:

\*Look at the height and weight guidelines and set up paramedical if applicable.

\*\* If applying for lifestyle protection plan or overhead expense plan and a blood/urine is required for age/amount, hepatitis B and C screens will also be required if the insured person is a healthcare worker (as defined in the healthcare profession rider section).

If the client completes a telephone application and a paramedical is indicated as a requirement, vitals are accepted in lieu of the paramedical.

Evidence required is considered current for a period not exceeding 12 months.

In determining evidence required, include all amounts currently applied for as well as any amounts issued by Canada Life within the last 12 months, unless those coverages are to be replaced.

Previous evidence received for prior Canada Life disability coverages shouldn't be duplicated unless required for current coverage.

If both disability insurance and life insurance are applied for simultaneously, requirements are determined independently for disability insurance and life insurance, but the more stringent of the two sets of requirements should be considered.

For example, if the life insurance requirements are a paramedical and vitals and the disability insurance requirements are a paramedical and blood profile, then order a paramedical and blood profile.

**Attending physician's statements** — The head office underwriter uses, amongst other things, age/amount limits for determining the need for an attending physician's statement. Discretion is used in applying these limits. Factors such as reason for consultation, recency of consultation, waiting period, benefit period and other risk factors are used in determining the need for a report.

As previously mentioned in this section, many medical impairments which are standard for life insurance could, in fact, result in a disability. For this reason you will notice that there are more reports requested on disability cases as these reports are a very valuable source of information in the assessment of morbidity. All reports are requested from head office.

Canada Life reserves the right to request any requirement deemed necessary regardless of age, amount, or product.

### Paramedical

Only paramedical companies approved by head office are to be used. These companies maintain a supply of blood profile kits.

### Height and weight guidelines

Please submit a paramedical exam as indicated below based on the applicant's stated height and weight. A change in weight due to voluntary dieting must also be taken into consideration. One half the weight loss within one year should be added to the present weight in determining probable action. A paramedical exam may also be requested at the discretion of the underwriter.

Risk assessment (Weight in pounds)		Risk assessment (Weight in kilograms)		Maximum acceptable weight for standard (in the absence of any other risk factors)	
Height (feet/inches)	Paramedical required	Height (centimetres)	Paramedical required	Pounds (lbs)	Kilograms
4' 10"	155 - 210	147	70 - 95	173	78
4' 11"	159 - 215	151	73 - 97	177	80
5' 0"	162 - 220	153	74 - 99	181	82
5' 1"	166 - 225	156	76 - 102	185	84
5' 2"	170 - 230	158	78 - 104	189	85
5' 3"	175 - 237	161	80 - 107	195	88
5' 4"	180 - 244	163	82 - 109	201	91
5' 5"	185 - 251	166	84 - 113	206	93
5' 6"	190 - 257	168	86 - 116	212	96
5' 7"	194 - 263	171	88 - 119	216	98
5' 8"	199 - 269	173	90 - 122	222	100
5' 9"	204 - 276	176	93 - 125	227	103
5' 10"	210 - 285	179	96 - 129	234	106
5' 11"	215 - 291	180	98 - 131	240	109
6' 0"	221 - 301	184	102 - 135	247	112
6' 1"	226 - 307	186	104 - 139	252	114

6' 2"	232 - 315	189	107 - 142	259	117
6' 3"	239 - 324	191	109 - 146	266	120
6' 4"	246 - 334	194	113 - 151	275	124
6' 5"	254 - 344	196	115 - 156	283	128
6' 6"	261 - 354	199	120 - 160	292	132

**Note:** For applicants whose weight is below the paramedical limit, submit normal age and amount requirements. Individuals who are within the paramedical exam limits may be standard or may require modifications, such as an extra rating, or other modifications, such as limited benefit period, declination of an optional benefit rider or may be uninsurable. Note that excess weight has a definite effect on morbidity experience. It plays an independent factor in increasing morbidity risk factors such as cardiovascular disease, diabetes, hypertension and may potentially lengthen the normal recovery period from a disability. The final outcome may also be influenced by factors such as smoker status, waist circumference, family history, lifestyle concerns and the presence of other impairments.

### Independence plan

We will consider up to \$3,000 a month on a non-medical basis. This includes all amounts currently applied for and any amounts issued by Canada Life within the last 12 months, unless those coverages are to be replaced. Underwriters may request medical evidence at their discretion.

### Other companies' evidence

Please note that the other insurer will require a written request and authorization to send this medical information. It is the advisor's responsibility to obtain authorization properly signed and dated by the applicant permitting Canada Life to request evidence from another insurer. Whenever possible include the policy number of the other insurance coverage in order to expedite the process. When another insurer's medical or paramedical is used, Canada Life requires that the medical and lifestyle questionnaire of our application be fully completed.

Medical evidence (medical exam, paramedical, blood profile) is valid for 12 months from the time completed. Should the medical evidence from other companies expire during the underwriting process, Canada Life may request new medical evidence be submitted.

### Completing the medical and lifestyle questionnaire

Being thorough on the medical and lifestyle questionnaire helps provide your underwriter with the information needed to underwrite in a timely manner. Take your time and ask each question slowly, recording answers in your client's own words. Be specific and give details to all yes answers.

#### Remember to:

- Describe symptoms, cause, and diagnosis, (if known)
- Specify any tests performed and the results, treatment and any medication
- Give physicians' names and addresses
- Record dates of onset, most recent symptoms, most recent treatment, recovery and physician's consultations
- Specify any time lost from work

#### When an applicant has had a routine physical examination or regular medical check-up, be sure to indicate:

- The purpose of the exam (e.g. employment, licensing, personal, etc.)
- If any symptoms prompted the check-up
- If special studies; (e.g. x-ray, etc.) were performed or treatment was administered

#### Making sure the non-medical is thorough and complete has several advantages:

- Your underwriter can often make an offer without an attending physician's statement
- You eliminate follow-up phone calls or electronic mail requests for clarification on incomplete, incorrect or omitted information
- You build credibility with your underwriter as a dependable and reliable field underwriter



## Verifying medical Information

The head office underwriter must confirm the information provided in the medical and lifestyle questionnaire is accurate and develop medical histories indicated to determine if the applicant can be accepted on a standard basis. If not, a limitation of coverage, exclusion rider, rating or for very serious histories, a decline of the application may be necessary.

### Among the tools available are:

- **Paramedical exam:** a limited exam by a nurse. In addition to completing the medical and lifestyle questionnaire, it provides confirmation of the height, weight, blood pressure and any obvious medical abnormality. The nurse will also take a urine specimen and forward it to the head office reference lab for analysis.
- **Blood profile:** blood is collected from the applicant and tests are performed which can detect problems in various areas. The tests include HIV screening, diabetes, liver function, kidney function, cholesterol and triglycerides. The blood can be collected by the paramedical nurse who will forward it to the head office reference lab.
- **Urine specimen:** urine is collected with all paramedicals. A urine sample is also included in the blood profile kit. Positive results indicate the possibility of ongoing or past urinary problems. It is also tested for nicotine to verify smoking status.
- **Attending physician's statements:** a request is sent to the applicant's doctor asking for a summary of the applicant's medical history. For disability insurance, this is the underwriter's most valuable tool. Although we prefer to get these from the family doctor, we occasionally may have to get a report from a specialist to get detailed information on a specific problem.

## Special underwriting considerations

### Non-smoker

To qualify for non-smoker rates, applicants must have not smoked or used cigarettes, cigars, pipes, cigarillos, chewing tobacco, nicotine patch and/or gum, betel nuts, tobacco or nicotine in any other form within the past 12 months, with an exception of an occasional cigar. An occasional cigar is defined as one large cigar or less, per week. In addition, the insured person must test negative for cotinine.

Misrepresentation of smoking status is significant. If such misrepresentation is discovered, we will cancel (void) the policy whether the misrepresentation is discovered within the first two years or thereafter and will not agree to adjust the premium or benefit amount. Misrepresentation of smoking habits will be presumed to be fraudulent misrepresentation, in the absence of any other information.

### Hours worked per week

The number of hours an applicant works per week can affect the claims frequency. Applicants must be working at least 20 hours a week to qualify for the independence plan and at least 30 hours a week to qualify for all other disability contracts. Likewise, applicants working excessive hours will be reviewed carefully due to the possibility of burnout or medical problems due to overwork.

Canada Life is prepared to consider exceptions in selected situations for individuals who are working between 24 – 29 hours per week subject to the following:

- Must be in a white-collar professional occupation.
- Established pattern of consistently working a minimum of 24 hours per week for a minimum of three years. History of irregular employment hours will not be considered.
- Stable income history of earnings of at least \$15,000 per year and must otherwise be a standard risk with respect to medical history, lifestyle, etc.
- Office or business premises must be located away from personal residence.

## Seasonal employment

There is a direct relationship between unemployment and increased claims on disability policies. Generally, if the period of unemployment is no more than four weeks, no specific restrictions apply. Applicants with a seasonal layoff of up to 90 days can be accepted with a minimum waiting period of 30 days. Applicants with seasonal layoffs longer than 90 days can apply for the independence plan only, providing they are working at least 35 weeks a year. The layoff period must be continuous and not an accumulation of periods throughout the year.

The first day accident rider isn't available for applicants who have seasonal employment variations.

## Working from home

Insurability is generally not a problem where the insured person:

- Leaves the residence on a regular basis to transact the insured person's business — spending at least 20% of the insured person's time each week outside the home; or
- Is a professional whose business and residence are at the same location and whose business requires that patients/clients visit regularly — such as physicians, dentists, professional accountants and lawyers.

Insurability becomes a problem when insured persons don't leave their residence on a regular basis to transact business. In these situations, questionable claims can be very difficult to administer (such as determining the degree and duration of disability) and the additional expense involved in adjudicating such claims isn't covered by the standard premium rate. For example, a commercial artist could continue to produce sketches at a drawing board in his home without having to leave the residence or consult with anyone for long periods of time, while still claiming total disability. On the other hand, a chiropractor with an office in his home must either leave the home to attend to patients or have patients come there for treatment. It is easier to determine when the chiropractor has returned to work.

However, the number of people who work out of their homes continues to increase and represents an important market.

Applications will be considered on a selective basis. To provide you with the opportunity to establish an appropriate case for acceptance by underwriting, an outline of positive and negative factors is listed. Documenting the case on the report completed by the associate/broker section of the application will be of valuable assistance in this process. Applications will have a higher chance of acceptance if all positive factors are present.

Positive factors	Negative factors
Employed in the same occupation from home on a full-time basis for at least two years.	Employed from home for less than two years; part-time occupation.
Works as an employee of a firm.	Unstable work history.
Earns at least \$25,000 per year after business expenses.	Earns less than \$25,000 per year after business expenses.
Proof of income supplied with application.	No proof of income supplied with application.
Occupation requires a high level of technical expertise.	Occupation does not involve a high level of technical skills/knowledge.
High amount of outside contact/people visiting the business.	Low amount of outside contact/people visiting the business.
No or few employees.	Several employees.
File clear in other respects.	File not otherwise clear (for instance, history of psychiatric problems, poor claims record, etc.).

Where an insured person is acceptable, the shortest waiting period available will be 90 days. Note: Partial disability, extended partial disability, residual disability and first day accident optional benefit riders might not be available.

## Sports and recreations

Professional athletes aren't eligible for disability coverage. Amateur athletes competing in hazardous sports will be accepted at standard rates with an exclusion rider for any disabilities resulting from their participation in that sport.

Activities such as automobile racing, hang gliding, contact football and hockey, martial arts, mountain climbing, rodeo events, etc. will be excluded.

Activities such as recreational softball, non-contact hockey, downhill skiing (not racing or back country), etc. can be ignored.

Complete form 56 when applicable or submit a signed description from the applicant giving a detailed description and the frequency of their activity.

### **Recent immigrants, foreign residence and travel**

Persons applying for disability insurance must reside in Canada. We are able to give more favorable consideration of an application if the person has done so for at least one year and is a permanent resident (landed immigrant). We need to be able to confirm a history of stable employment and develop the personal and medical history. A minimum of one year of residency allows us to do this adequately. We must also be assured that the insured person intends to continue to reside in Canada. Depending on the country of origin and the availability of medical records, there may be additional underwriting requirements (such as blood tests).

For individuals new to Canada, please consult the *Individual life, critical illness and disability insurance questionnaire for people new to Canada* form (46-8525) for details.

Individuals who intend to reside outside of Canada permanently or for an indefinite period of time are ineligible. The main reason for this is the difficulty of claims administration in a foreign country. Individuals who are in Canada for short duration and don't intend to apply for permanent resident status or citizenship aren't eligible for coverage.

We may be able to consider applicants where temporary foreign residence or travel (outside Canada or the United States) is anticipated. Full details must be provided regarding the frequency, purpose and duration of the trips, type of transportation, cities and countries to be visited, duties while abroad, etc. Individuals travelling to remote or less civilized areas, or politically unstable countries, are ineligible for individual disability coverage. Depending on country of origin and travel history, foreign travel exclusion may apply. The conditional insurance agreement shouldn't be given to the insured person on cases involving pending foreign travel (outside Canada or the United States).

### **Driving habits**

Multiple driving violations are a concern for disability insurance as motor vehicle accidents are a common cause of disability. Traffic violations such as speeding and other related infractions are important in assessing the risk, particularly if the applicant's occupation requires driving in order to earn a living. The underwriter may request a motor vehicle report to properly assess the risk. Please provide driver's license number on the application where there has been a history of license suspensions within three years.

### **Underwriting impaired lives**

The nature of individual disability insurance coverage requires a closer review of medical history than is required for life insurance coverage. A given medical impairment may be of more significance in assessing morbidity risk due to a potential for prolonged or recurrent disability.

Some of the important factors to consider when submitting an application with any medical history are as follows:

- Effect of the medical history on the overall health of the applicant
- Impact of medical history on the applicant's ability to perform their regular occupational duties
- The possibility of recurrence or the potential for future complications
- The possibility of deterioration in condition due to aging or due to normal progression of the impairment
- How will the existing medical history interact or complicate any disability arising from an unrelated cause in the future

Unlike life insurance underwriting, the underwriting approach to handling an impaired life for disability insurance can vary. Based on the history and overall assessment of the risk, the underwriter may use various options, including those listed below to offer disability insurance to a potentially uninsurable or substandard risk.

## Limitation of coverage

Some medical histories may require an adjustment to the coverage. For instance, a person with multiple, but fairly minor complaints, might create a greater risk on a 30-day waiting period, but be insurable on a standard basis with a 90-day waiting period. A shorter benefit period may be necessary on applicants with an increased chance of long-term disability.

## Exclusion rider

Based on the medical history developed at the time of underwriting, an applicant who would otherwise be declined because of a serious recent or ongoing medical problem, may be offered coverage with an exclusion. The policy is approved at standard rates; however, the policyowner isn't covered for disabilities caused by the excluded condition. Examples of medical conditions which may be insurable albeit with an exclusion are back disorders, respiratory disorders (such as asthma) and bowel disorders. At time of issue, the underwriter will generally advise if an exclusion rider can be reconsidered or removed in future.

## Ratings (extra premium)

Certain medical conditions such as hypertension, diabetes and obesity are too broad in scope with respect to potential complications and too difficult to define to be adequately protected by an exclusion rider. When underwriting such risks, an extra premium may be applied as long as the medical history is deemed to be insurable. This would be indicated as a percentage of the policy premium. For example, an extra premium of 25% is quoted as 125%, as a standard applicant pays 100% of the premium. In addition to an extra rating, there may also be other modifications such as limited benefit period and or declination of optional benefit riders.

## Reconsideration of exclusions and rating

Although it may be necessary to add an exclusion or rating at the time of issue, it may be possible to eliminate these at a later date. The underwriter will generally advise you at the time of issue as to whether an exclusion rider or rating can be removed or reduced at any time in the future and at what point in time this can take place.

To apply for reconsideration of any modifications such as exclusions or ratings, the *Application for change and reinstatement of adult and child critical illness and disability insurance* form (F561(CL)) should be submitted to the Living Benefits Client Service Department. The request will be referred to the underwriter for review and you will be advised of any additional evidence required to complete the assessment. When completing form (F561(CL)), make sure full details of the medical condition under review are given including the current status and any other changes since the date of original application.

## Occupation class guide

The applicant's occupation class determines the type of policy you can sell, the benefits available and the premium to be charged. The specific duties of the job and our experience with that occupation, not the job title, determine the occupation class. When completing the application, be sure to describe the specific duties the applicant performs - if necessary, use the report completed by the associate/broker section of the application or attach a memo.

The following information is important when determining occupation classes:

- Daily duties and percentage of time spent on each
- Number of years in occupation
- Nature of business
- Number of employees in the firm

If the proposed insured person performs a variety of duties, indicate the percentage of time spent performing each duty. For example, if your client's job title is vice-president, ask what their specific duties include. While a vice-president may perform only administrative or supervisory duties, many do much more, including supervising construction sites, making sales calls or working side by side with other workers in a manufacturing or retail operation.

**Remember, it's the actual duties that count, not job titles.**

We have five occupation classes. Here's a general idea of how they work:

## Class 4A

4A occupations involve the least amount of risk. These occupations have a very high degree of stability and are:

Fee for service professionals, such as doctors, dentists, specialists, lawyers and;

Business owners and executives who perform administrative and consulting office duties only and who have an established record of stability and increasing earned income which consistently averages in excess of \$65,000 per year. A minimum number of employees is required. Generally, middle managers or supervisors will be employed to handle day-to-day activities.

## Class 3A

This classification includes an occupation involving no physical exertion or effort other than expected in clerical or similar non-hazardous work. For the most part, this would consist of paperwork at a desk or operating customary office business machines. The environment and circumstances surrounding the business should be those normally associated with the average business office. For example, the office shouldn't be located at the site of an operation (e.g. mine or quarry) which, of itself, creates an occupational risk.

Executives and proprietors who perform office and administrative duties, except for periodic business trips, would qualify for 3A. However, if selling merchandise or a service is involved, the physical requirements are proportionately increased and a somewhat less favourable classification may be required.

When the owner or executive of a business comes in contact with or has direct connection with the manufacturing, processing, or assembling of a product or merchandise, or is required to be in the area where such operations are in progress, a lower classification may be required.

## Class 2A

The degree of risk or physical activity again increases in the 2A risk. A 2A risk normally has more specific physical duties than a 4A or 3A risk. These include some business owners and people working in a supervisory capacity. Examples: taxidermists, surveyors.

Certain professional people are included, not only because of requirements of their profession (such as physical activities), but because technical and hygienic standards may also prolong periods of disability.

The proprietor or manager of a business, whose duties include supervision or inspection of plant operations, usually qualifies for 2A unless the operation involves heavy industry or presents significant occupational risk.

Duties must not include personal participation in the actual work being supervised. Most professionals who aren't eligible for 4A or 3A, by reason of special duties or physical requirements, qualify for 2A.

## Class A

A's are skilled manual workers. Normally A's have a specific trade for which they are trained. Business owners in this category are usually working proprietors (perhaps a one-person operation). Examples: upholsterers, plumbers.

This is the most favourable classification for applicants whose duties include any manual labour. The class is restricted primarily to skilled manual workers in lighter trades or industries, and some unskilled workers whose duties are light and where working conditions are favourable.

Supervisors and superintendents with light manual duties are included.

To qualify for Class A, there must be:

- An absence of extreme hazard from the products used in manufacturing, such as chemicals, explosives, extreme heat, etc.
- No particular hazard from heavy equipment, heavy machinery, overhead machinery or the product manufactured
- Assurance that duties don't require work to be performed at extreme heights, near a blast furnace, or in the vicinity of wires carrying high voltage

## Class B

B risks are normally occupations requiring heavy physical exertion. Their jobs involve a considerable degree of risk and on average, a high absenteeism rate. In general, this classification takes in all the remaining insurable occupations. Examples: janitors, brick layers.

In addition to the risk of injury, the main considerations are:

The requirements of extreme physical exertion which result in prolongation of most disabilities; and  
Working conditions of extreme heat, humidity, or temperature changes which include frequent illness.

## Uninsurable occupations

In general, an occupation that is considered to be uninsurable presents such unusual hazards as to make it very clear that Canada Life could not be expected to cover such an exposure. Not only would the risk call for a very high premium, but underwriting problems encountered would make it neither practical nor sound to consider such risks. There are also some occupations that are no longer insurable because of extremely bad claims experience.

Although uninsurable occupations comprise a very small group in comparison with those that can be insured, it would be impractical to give a complete list, particularly with the variation in job titles used in different businesses and areas. However, some examples of uninsurable occupations are actors/actresses and taxi drivers.

## Individual consideration

A few occupations must be considered on an individual basis for proper classification. These are designated by the letters IC. Applications are to be submitted on a trial basis accompanied by a full description of the duties and any other pertinent information.

## Split duties

People with a variety of duties spanning several occupation classes are more difficult to classify. Remember it is actual duties that count. It is important to establish all of their duties and the percentage of time spent at each. Even though your client may not be an executive, you may find the information contained under executive and business owners in the occupation class guide helpful in establishing the correct occupation class.

## Change of Occupational Class

All non-cancellable disability insurance policies:

- If Canada Life makes a favorable change to the occupational class of the insured person's current occupation, a request to change the occupational class on their in-force disability policy may be made up to 5 years after the issue date of the policy. Evidence of insurability will be required. After 5 years, any change in occupational class will need to be handled as a replacement of the in-force policy. If the change in occupational class isn't favorable, Canada Life need not be notified, as the premium for non-cancellable policies cannot be increased because of a change of occupational class.
- If the insured person changes their occupation to one less hazardous, a request to change the occupational class may be made after one year has elapsed in the new occupation. The insured person must intend to remain in the new occupation. Evidence of insurability will be required. This request must be made within five years of the issue date of the policy. After five years, any change in occupational class will need to be handled as a replacement of the in-force policy. When the insured person changes occupation to one more hazardous, Canada Life need not be notified, as the premium for non-cancellable policies cannot be increased because of a change of occupation.

## Quality risk upgrade program

The quality risk upgrade program is designed to enable quality risks to upgrade up to two classes. It is available to Classes A, 2A and 3A applicants (Classes B and 4A excluded). A minimum score of 55 points enables you to improve an applicant's occupation class by one, and a minimum score of 75 points improves the class by two.



Upgraded applicants will be eligible for the contract provision issue limits, and certain riders available to the higher class (see own occupation exception below). The quality risk upgrade program rater has been provided below.

Using the quality risk upgrade program can:

- Obtain a better rate for your client
- Improve the coverage available
- Give you an edge in a competitive situation

### Available plans

The quality risk upgrade program is available on the following plans:

- Lifestyle protection plan
- Overhead expense plan
- Buy/sell plan
- Key person plan

The own occupation rider is only available to true occupation class 3A and 4A risks (i.e. has not been upgraded to occupation class 3A or 4A through the quality risk upgrade program)

### Completing the quality risk upgrade program

- Select the correct occupation class. (refer to the occupation class guide)
- Carefully complete each of the categories, taking the appropriate points, when applicable. Remember, points can only be taken once in each of the categories.
- Once you have established how many points the applicant scores, determine how many classes you may upgrade (if any).

### Quality risk upgrade program rater (classes A - 3A)

The point score for the following three categories will determine whether a higher occupation class is available.

	Category	Points
1.	<b>Earned income*</b> — minimum net earned income (after business expenses and before income tax) in the past two years	
	\$60,000 to \$74,999	15
	\$75,000 to \$119,999	25
	\$120,000 or more	35
	* Minimum net earned income in the past two years includes 20% gross-up if self-employed.  Note: Acceptable financial evidence must be submitted for earned income points. Self-employed individuals may be able to enhance their insurable income by 20% to an annual maximum of \$40,000 (see 20% enhancement of income section for more details).  For real estate representatives, deduct five points from each earned income category.	
2.	Number of years in current occupation	
	3 years	15
	4 years	25
	5 years and over	35
3.	Return-of-premium (50%) rider will be included	15
	<b>Total points</b>	

If the total of all points is:

- Less than 55 — no upgrade



- A minimum of 55 — upgrade one class
- 75 or more — upgrade two classes

### Terms and conditions

The quality risk upgrade program isn't guaranteed. Canada Life reserves the right to review and alter the quality risk upgrade program at any time.

Canada Life also reserves the right to reduce the occupation class and modify the premium if the owner removes the return-of-premium (50%) rider.

Please note, certain occupations aren't eligible for the quality risk upgrade program, including but not limited to dentists, chiropractors, electricians, etc. Please see the occupation class guide for further details.

### Financial underwriting

Determining the amount of disability coverage for an applicant is a very important component of the underwriting process. It is important to provide sufficient income, so disabled policyowners don't suffer financial hardships, while at the same time not eroding any incentive to return to work

#### Maximum monthly issue and participation limits

**Personal disability plans** — up to and including \$25,000 monthly disability benefits

The maximum amounts set out below by occupation class represent the maximum amounts Canada Life is prepared to issue for each occupation class, regardless of the insured person's monthly earned income or tax status of the coverage applied for or in-force. These amounts also represent the maximum amount of insurance in which we are prepared to participate, including coverage in-force with other companies.

Age	Occupation class					Independence plan
	4A	3A	2A	A	B	
to 55	\$25,000	\$15,000	\$8,000	\$6,000	\$4,000	\$3,000
56 – 60	\$12,000	\$8,000	\$5,000	\$4,000	\$3,000	\$3,000

Note: Includes occupations upgraded to 4A through the quality risk upgrade program.

**Lifestyle protection plan** — participation limits for occupation class 4A\* — over \$25,000 monthly disability benefits (with group long-term disability remaining in-force).

The maximum amounts set out below for occupation class 4A represent the amounts Canada Life is prepared to participate in for occupation class 4A where group long-term disability exists. As part of our usual underwriting process, cases in excess of \$25,000 monthly disability benefit are subject to mandatory financial documentation, including a full evaluation of income, unearned income and net worth.

Age	Maximum issue limits	Maximum participation limits
to 55	\$25,000	\$35,000
56 – 60	\$12,000	\$25,000

Note: includes occupations upgraded to 4A through the quality risk upgrade program.

#### Overhead expense plan

Occupation class	Maximum monthly disability benefit
4A (select occupations —see list below)	\$30,000*

4A (other occupations)	\$20,000
3A**	\$15,000
2A	\$7,000
A	\$5,000
B	\$3,500

\*A higher amount will be considered on an individual consideration basis.

\*\*Dental generalists are eligible for 4A maximum monthly disability benefit limits

Note: For dentists if an amount over \$25,000 is requested, dental hygienist salaries will not be considered an eligible expense.

**Select occupations eligible for higher limits include:**

Accountant (CA, CGA, CMA, CPA)	Physicians
Architect	Podiatrist
Chiropracist	Professional engineer
Dentist(all)	Psychiatrist
Lawyer, notary (Quebec)	Psychologist
Optometrist	Veterinarian

**Buy/sell plan**

- The maximum benefit available for the lump sum payment option is \$1 million.
- The maximum benefit available for the monthly payment option is \$1 million/\$16,666 per month for 60 months, or \$1 million.
- The above maximum benefits can be combined for a maximum \$2 million coverage total.

**Key person plan**

Age	Occupation class		
	4A	3A	2A
to 55	\$20,000	\$15,000	\$7,000

**StartRight disability insurance grad program**

Canada Life issues policies without requiring income evidence under the StartRight disability insurance grad program. For complete information on the StartRight disability insurance grad program, contact your product solutions centre.

**Maximum issue limits table post-November 2005 and later policy series**

For new business and future insurability with return-of-premium option rider or future insurability option rider increases on policies originally issued in November 2005 and later policy series:

Maximum limits – up to and including \$25,000 monthly disability benefit (from all sources – individual, association, group long-term disability)				Participation limits for class 4A* – over \$25,000 monthly disability benefit (with group long-term disability remaining in-force)	
Insurable earned income	Initial benefit with EI	Ultimate benefit**	Limit benefit is taxable	Ultimate benefit	Limit benefit is taxable

\$12,000	\$300	\$900	\$950	-	-
\$13,000	\$350	\$950	\$975	-	-
\$14,000	\$425	\$1,025	\$1,025	-	-
\$15,000	\$425	\$1,050	\$1,075	-	-
\$17,000	\$450	\$1,175	\$1,250	-	-
\$19,000	\$450	\$1,250	\$1,400	-	-
\$21,000	\$500	\$1,375	\$1,575	-	-
\$23,000	\$550	\$1,500	\$1,725	-	-
\$25,000	\$575	\$1,600	\$1,875	-	-
\$27,000	\$625	\$1,725	\$2,025	-	-
\$29,000	\$700	\$1,825	\$2,175	-	-
\$31,000	\$725	\$1,950	\$2,300	-	-
\$33,000	\$775	\$2,075	\$2,450	-	-
\$35,000	\$850	\$2,200	\$2,600	-	-
\$40,000	\$1,150	\$2,500	\$2,975	-	-
\$45,000	\$1,400	\$2,750	\$3,325	-	-
\$50,000	\$1,625	\$2,975	\$3,700	-	-
\$55,000	\$1,850	\$3,200	\$4,050	-	-
\$60,000	\$2,100	\$3,475	\$4,375	-	-
\$65,000	\$2,325	\$3,700	\$4,750	-	-
\$70,000	\$2,575	\$3,950	\$5,100	-	-
\$75,000	\$2,775	\$4,175	\$5,500	-	-
\$80,000	\$3,000	\$4,400	\$5,750	-	-
\$85,000	\$3,225	\$4,600	\$6,150	-	-
\$90,000	\$3,450	\$4,825	\$6,500	-	-
\$100,000	\$3,850	\$5,200	\$7,075	-	-
\$110,000	\$4,225	\$5,550	\$7,750	-	-
\$120,000	\$4,625	\$5,925	\$8,350	-	-
\$130,000	\$5,000	\$6,300	\$8,975	-	-
\$140,000	\$5,325	\$6,625	\$9,625	-	-
\$150,000	\$5,725	\$6,975	\$10,200	-	-
\$160,000	\$6,050	\$7,300	\$10,775	-	-
\$170,000	\$6,350	\$7,600	\$11,375	-	-
\$180,000	\$6,725	\$7,925	\$11,950	-	-
\$190,000	\$7,050	\$8,250	\$12,525	-	-
\$200,000	\$7,375	\$8,550	\$13,075	-	-
\$210,000	\$7,650	\$8,825	\$13,600	-	-
\$220,000	\$7,950	\$9,125	\$14,125	-	-
\$230,000	\$8,275	\$9,425	\$14,700	-	-
\$240,000	\$8,550	\$9,700	\$15,225	-	-
\$250,000	\$8,850	\$10,000	\$15,725	-	-

\$260,000	\$9,125	\$10,275	\$16,250	-	-
\$270,000	\$9,400	\$10,550	\$16,750	-	-
\$280,000	\$9,675	\$10,825	\$17,250	-	-
\$290,000	\$9,925	\$11,075	\$17,725	-	-
\$300,000	\$10,200	\$11,350	\$18,225	-	-
\$310,000	\$10,450	\$11,600	\$18,675	-	-
\$320,000	\$10,725	\$11,875	\$19,175	-	-
\$330,000	\$10,950	\$12,100	\$19,600	-	-
\$340,000	\$11,175	\$12,325	\$20,025	-	-
\$350,000	\$11,425	\$12,575	\$20,475	-	-
\$400,000	\$12,525	\$13,675	\$22,450	-	-
\$450,000	\$13,775	\$14,900	\$24,700	-	-
\$500,000	\$14,925	\$16,050	\$25,000	-	-
\$550,000	\$16,200	\$17,325	\$25,000	-	\$26,000
\$600,000	\$17,400	\$18,525	\$25,000	-	\$27,000
\$700,000	\$19,750	\$20,875	\$25,000	-	\$31,500
\$800,000	\$21,950	\$23,075	\$25,000	-	\$35,000
\$900,000	\$23,950	\$25,000	\$25,000	-	\$35,000
\$1million	\$23,950	\$25,000	\$25,000	\$25,575	\$35,000

\* Includes occupations upgraded to class 4A through the quality risk upgrade program.

\*\* The ultimate benefit limit amount available (with any waiting period) if insured person is self-employed and not eligible for employment insurance benefit or employee with employment insurance benefit and applying for 90 day waiting period.

- Self-employed includes sole proprietors, partnerships, professionals, closely held corporation shareholders owning more than 20% of voting shares and any other individual who does not make employment insurance contributions. Interpolate to arrive at maximum income benefit levels for annual incomes between ranges. Figures quoted are maximum limits from all sources.
- Subject to maximum monthly issue and participation limits per occupation class.

### Maximum issue limits table pre-November 2005 policy series

For future insurability option rider/future needs rider increases on policies originally issued in a series before November 2005:

Insurable earned income	Initial benefit with EI	Ultimate benefit	Limit benefit is taxable	Insurable earned income	Initial benefit with EI	Ultimate benefit	Limit benefit is taxable
\$12,000	\$300	\$900	\$950	\$150,000	\$5,500	\$6,750	\$9,950
\$13,000	\$325	\$925	\$975	\$160,000	\$5,800	\$7,050	\$10,650
\$14,000	\$350	\$950	\$1,000	\$170,000	\$6,075	\$7,325	\$11,150
\$15,000	\$400	\$1,025	\$1,050	\$180,000	\$6,425	\$7,625	\$11,750
\$17,000	\$400	\$1,075	\$1,100	\$190,000	\$6,750	\$7,950	\$12,150
\$19,000	\$425	\$1,250	\$1,300	\$200,000	\$7,075	\$8,225	\$12,600
\$21,000	\$475	\$1,350	\$1,400	\$210,000	\$7,325	\$8,475	\$13,250
\$23,000	\$550	\$1,500	\$1,700	\$220,000	\$7,600	\$8,750	\$13,650
\$25,000	\$575	\$1,600	\$1,750	\$230,000	\$7,850	\$9,000	\$13,950

\$27,000	\$600	\$1,700	\$1,850	\$240,000	\$8,100	\$9,250	\$14,350
\$29,000	\$700	\$1,825	\$2,000	\$250,000	\$8,350	\$9,500	\$14,400
\$31,000	\$700	\$1,925	\$2,150	\$260,000	\$8,600	\$9,750	\$15,250
\$33,000	\$750	\$2,050	\$2,250	\$270,000	\$8,850	\$10,000	\$15,750
\$35,000	\$850	\$2,150	\$2,400	\$280,000	\$9,100	\$10,250	\$16,400
\$40,000	\$1,150	\$2,450	\$2,900	\$290,000	\$9,300	\$10,450	\$16,800
\$45,000	\$1,375	\$2,700	\$3,250	\$300,000	\$9,525	\$10,675	\$17,450
\$50,000	\$1,600	\$2,925	\$3,450	\$310,000	\$9,750	\$10,900	\$17,800
\$55,000	\$1,850	\$3,175	\$3,850	\$320,000	\$9,975	\$11,125	\$17,850
\$60,000	\$2,100	\$3,425	\$4,350	\$330,000	\$10,175	\$11,325	\$17,850
\$65,000	\$2,325	\$3,650	\$4,750	\$340,000	\$10,350	\$11,500	\$17,850
\$70,000	\$2,575	\$3,900	\$5,000	\$350,000	\$10,550	\$11,700	\$18,200
\$75,000	\$2,725	\$4,100	\$5,500	\$400,000	\$11,425	\$12,575	\$19,900
\$80,000	\$2,925	\$4,300	\$5,700	\$450,000	\$12,500	\$13,625	\$21,650
\$85,000	\$3,150	\$4,525	\$6,150	\$500,000	\$13,550	\$14,675	\$23,400
\$90,000	\$3,375	\$4,725	\$6,500	\$550,000	\$14,775	\$15,900	\$25,000
\$100,000	\$3,725	\$5,075	\$6,750	\$600,000	\$15,925	\$17,050	\$25,000
\$110,000	\$4,075	\$5,375	\$7,750	\$700,000	\$18,200	\$19,325	\$25,000
\$120,000	\$4,475	\$5,775	\$8,350	\$800,000	\$20,350	\$21,475	\$25,000
\$130,000	\$4,800	\$6,100	\$8,800	\$900,000	\$22,450	\$23,500	\$25,000
\$140,000	\$5,125	\$6,425	\$9,550	\$1 million	\$23,950	\$25,000	\$25,000

Interpolate to arrive at maximum income benefit levels for annual incomes between ranges.

Figures quoted are maximum limits from all sources.

Subject to maximum monthly issue and participation limits per occupation class.

## Financial information

### Earned income

Earned income consists of all compensation for services performed, less business expenses. Before you can calculate an individual's earned income, it is important to determine whether the individual is an employee or whether he/she is self-employed.

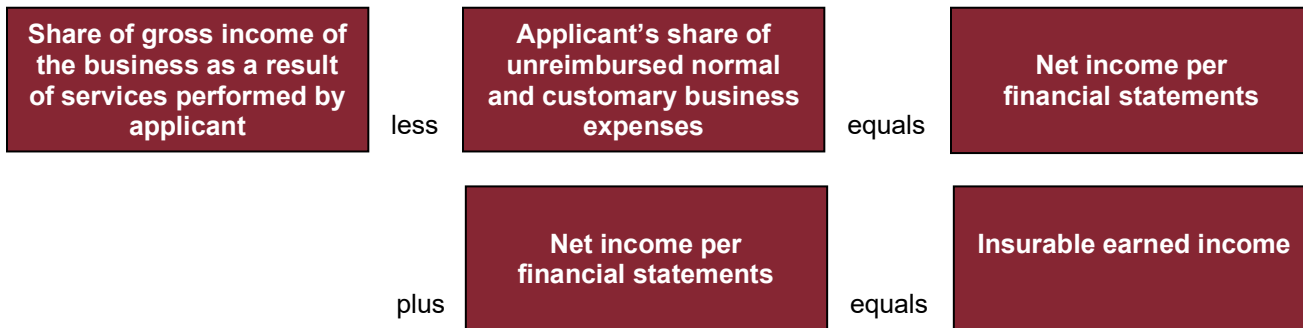
#### Employees:



\* If earned on a consistent basis

Note: An employee's insurable earned income can generally be found on line 101 of the tax return or in box 14 of the T4 slip.

### Self-employed / major shareholding employee (20% or more ownership interest)



\* This can be in the form of management fees or salaries, income splitting with a spouse, etc. Such items must be clearly identified and explained by the advisor.

### The 20% enhancement of income

Self-employed individuals (sole proprietor, partner, incorporated) who have at least 20% ownership and can provide adequate financial documentation will generally qualify for this 20% enhancement to a maximum of \$40,000. Under no circumstances can the enhanced income exceed the insured person's gross income. This is also subject to maximum issue and participation limits for the occupation class.

**Note:** This 20% gross-up can be used for purposes of qualifying for an occupation upgrade.

### Income splitting

For a business owner, income split with a spouse for tax purposes will be considered for disability insurance depending on the spouse's contribution to the business. A full explanation should be supplied. Proof will be required.

### Unearned income

Unearned income is any income which would continue while the insured person is disabled, such as investments, rent, royalties, pension and similar sources. Unearned income in an amount up to \$2,000 or 15% of earned income can generally be ignored.

### Net worth

Applicants with large net worth, although ideal life insurance applicants, have to be underwritten carefully for disability insurance. Net worth can often be liquidated and invested in areas to generate unearned income. Net worth up to \$5,000,000 is normally not a concern. It is important to evaluate the breakdown of net worth in excess of \$5 million in order to determine if it requires underwriting action. An underwriting action on individuals with large net worth may include limiting the benefit period on the basis that in the event of total disability, the insured person may liquidate a portion of the assets and the proceeds could in fact eliminate the need for disability insurance. Applicants with net worth in excess of \$5 million may be uninsurable.

### Bankruptcy

If an insured person has a history of bankruptcy that has not been discharged, disability insurance isn't available. Disability insurance will be considered one year after discharge of bankruptcy with verification of steady full-time employment and proof of income.

### Maximum issue limits

Once the insurable earned income figure has been determined, refer to the maximum issue limits table to determine the maximum amount of monthly disability coverage available.

Please note that the maximum amount of available coverage varies according to occupation class (See maximum monthly issue and participation limits).

### Financial evidence requirements

**Independence plan only** — Please note that it will be necessary to submit financial evidence at the time of claim.

For monthly incomes of \$1,500 or less, with full financial disclosures on the application, there is no other financial documentation required.

**All other loss of income contracts** — acceptable financial evidence documentation is as follows:

Employment status	Required financial documentation*	Monthly benefit amount applied for plus amount in-force from all sources	Number of years of required financial documentation
<b>Salaried employee (no ownership)</b>	Page 1,2 and 3 of Personal T1 General Return to include sections Total Income and Net Income **	Up to \$8,000	0***
		\$8,001 and over	1
<b>Commissioned employee</b>	Page 1,2 and 3 of Personal T1 General Return to include sections Total Income and Net Income **	Up to \$1,500	0***
		\$1,501 to \$6,000	1
		\$6,001 and over	2
<b>Unincorporated business owner (sole proprietorship/partnership)</b>	Page 1,2 and 3 of Personal T1 General Return to include sections Total Income and Net Income **	Up to \$1,500	0***
		\$1,501 to \$6,000	1
		\$6,001 and over	2
<b>Incorporated business owner</b>	Page 1,2 and 3 of Personal T1 General Return to include sections Total Income and Net Income ** <b>and complete financial statements</b>	Up to \$1,500	0***
		\$1,501 to \$6,000	1
		\$6,001 and over	2

\* Business owners and fee for service professionals, who have at least 20% ownership, can enhance the insurable income used to calculate the amount of insurance for which they are eligible by 20% (to annual maximum of \$40,000). If the 20% enhancement is being used, all individuals including those with \$1,500 or less of insurance (applied for and in-force from all sources) must submit financial documentation.

\*\*Required financial documentation, pages 1, 2, and 3 of Personal T1 General Income Tax Return to include sections Total income and Net income. If any dividend income, rental income, capital gains or other income is reported in the Total Income section, the full and complete personal tax return (all pages) should be submitted to avoid the need to go back to the client for the required schedules.

\*\*\* With full financial disclosures on the application, there is no other required financial documentation.

Underwriting reserves the right to request financial documentation as deemed necessary on a case by case basis.

**Note:** If the insured person is a major shareholding employee, a copy of the corporate income and expense statement is required.



Monthly disability benefit amounts up to \$6,000 require one-year financials. Amounts exceeding \$6,000 require financial documentation for two years.

Notices of assessment cannot be accepted on their own as the first entry on a notice of assessment is total income and no breakdown of how it was arrived at is shown.

### Customer interview

A customer interview is used by underwriting to validate and more fully develop information disclosed on the application such as personal, occupation, financial and health history. The information is collected by an experienced interviewer over the telephone. The interviewer contacts the applicant directly to obtain the information. In addition to confirming disclosures from the application, a customer interview can also be used to gather answers to questions left blank or to complete questionnaires such as avocation, foreign travel or medical.

In order for a customer interview to be completed successfully and on a timely basis convenient to the applicant, it is important that the advisor inform the applicant at time of application that they may be contacted by an interviewer during the underwriting process. It is also important for the advisor to collect and provide the applicant's contact information including telephone number(s), preferred time and place in the appropriate section of the application.

Underwriting reserves the right to request an inspection report or customer interview as deemed necessary on a case by case basis.

### Inspection reports

Inspections are third party verification of the information provided in the application. An inspection company will contact your client and ask questions regarding the occupation, financial and medical information provided. They will also ask about past and present drug use, alcohol use and driving record. You must make your client aware and prepared for this investigation.

## Conditional insurance agreement

The conditional insurance agreement permits Canada Life to offer coverage on the later of:

- The date of the properly completed application and any supplement to the application; and
- The date any paramedical, medical exam or medical tests (excluding attending physician's statement) which may be required by Canada Life are fully completed.

This means the insured person has disability insurance protection while the application is being considered by underwriting, provided they are found to be insurable.

### Provide conditional insurance agreement to an applicant

The conditional insurance agreement can be given to an applicant when:

- A properly signed and current dated cheque for the correct amount (equal to monthly premium payment) is submitted with the application.
- The conditional insurance agreement found in the application has been properly completed, signed and dated, and the receipt has been given to the applicant.

The conditional insurance agreement allows Canada Life to offer coverage if:

- The conditions listed above have been met
- Any paramedical, medical exam or medical tests (excluding APS) which may be required by Canada Life are fully completed
- The risk is insurable and acceptable under Canada Life's rules and practices
- The policy is issued either, as applied for, or on a modified basis and is placed

If any of the above conditions aren't met, there is no insurance in-force until the policy is accepted by the applicant and the first premium is paid. The insured person's good health must also continue.

The conditional insurance agreement **isn't in effect and shouldn't be given** to an applicant when:

- The conditional insurance agreement isn't properly completed
- Less than the required minimum payment is received
- There is a request to future date the policy
- The applicant has been rated or declined by another company or is obviously not a standard risk
- Money is submitted after the application has been received and underwriting has already been initiated
- There is pending foreign travel (see the recent immigrants, foreign residence and travel section for more details)

## Date conditional coverage goes into force

The conditional insurance goes into force on the later of the following dates:

- The date of the properly completed application and any supplement to the application.
- The date any paramedical, medical exam or medical tests (excluding APS) which may be required by Canada Life are fully completed.

## Payment received after the application

If payment was not taken with the original application, but the applicant wishes to have coverage effective from the date of payment, you must:

- Obtain a new application, fully completed and signed (to replace the original).
- Give the applicant the receipt from the new application.

The conditional insurance goes into force on the later of the following dates:

- The date of the new application and any supplement to the new application.
- The date any paramedical, medical exam or medical tests (excluding APS) which may be required by Canada Life are fully completed.

## Minimum payment rules

In order for a payment to be valid for the conditional insurance agreement, the following conditions must be met:

- The amount of payment received must be equal to, or more than, one monthly premium for the coverage applied for
- The payment acknowledged in the receipt must be made on the date the application is completed and signed as required by you and each proposed insured person
- Post-dated payment or payment made later than the date of the receipt isn't valid for any conditional insurance agreement
- Any cheque or money order given as payment for the conditional insurance agreement must be honoured the first time we present it for payment
- Cheques or money orders must be made payable to Canada Life.

## Current dating

Will be applied to all policies.

## Backdating

Specific dating requests must be provided at the time of application or at least before approval of the policy. In order to save a younger age, we may backdate a policy up to a maximum of 30 days before the application date. We will current date coverage unless we are specifically requested to save age.

## Delivery of policies

Examine the policy carefully to see that the name of the insured person, the premium, the benefit amount and optional benefits are correct. If any error is found, return the policy immediately so that the necessary corrections can be made by the Living Benefits Issue Department at head office.

Deliver each policy as quickly as possible. The insurance does not become effective until the policy is delivered to the owner and full settlement is received, unless, of course, the conditional insurance agreement was given to the owner at the time the application was taken and full settlement was received then. Full settlement of the premium must be forwarded to Canada Life immediately.

Review the policy in detail with the owner and place emphasis upon the importance of maintaining premium payments as they come due. If it is clearly demonstrated that the insurance fulfils a specified need, the payment of future premium will be more certain.

## Overhead expense plan eligibility criteria

### Guidelines for occupation classes B, A, 2A, 3A and 4A (except select occupations in classes 3A and 4A)

The following guidelines will apply for all eligible businesses. Contact the head office underwriter if you have any specific questions.

- The applicant must be:
  - Working full-time in the business and providing specialized personal or technical skills essential to the continued operation of the business.
  - The sole proprietor of the business, a partner, or a shareholder employee of the corporation.
  - Responsible for not less than 40% of total overall business expenses or not less than 40% shareholder interest in the business.
- The business cannot employ more than three people full or part-time and must be an established business that has been operating as an ongoing entity for at least 18 months.
- Individual consideration may be given if the business employees' four to six people full or part-time if it is clearly established that the applicant's business cannot continue or will be materially impacted if the applicant becomes disabled.

- Salaries of employees who have specialized or technical skills that generate revenue for the business will not be covered.

**Special rules apply to retail and home-based businesses as follows:**

**Retail business:**

- The business cannot employ more than three people full or part-time;
- Maximum benefit period available is 12 months
- Maximum monthly disability benefit available is the lesser of 50% of the eligible business expenses and \$1,500 (in-force and applied for)

**Home based business:**

- The applicant must be an insurable risk for both personal disability insurance and the overhead expense plan (personal insurance does not have to be in-force or applied for)
- The applicant must work outside the residence at least 20% of the time
- The applicant is required to submit a financial statement disclosing all expenses
- Certain expenses will be limited or not covered
- Maximum benefit period available is 12 months

The following occupations are uninsurable for overhead expense coverage:

- Farmers
- Long distance truck drivers

**Overhead expenses for occupation classes 3A and 4A – select occupations only**

The insured person must be:

- Self-employed and working full-time in a professional practice or business
- The sole proprietor of the business, a partner, or a shareholder employee of the corporation
- Responsible for not less than 20% of total overall business expenses or not less than 20% shareholder interest in the business

Overhead expenses include the insured person's share of the expenses reasonably and regularly incurred by the business while the insured person is disabled

For further clarification, overhead expenses include:

- Employees' remuneration
- The following, to the extent attributable to any premises, or portion of premises used by the business:
  - Rent
  - The cost of utilities, including electricity, heat and water
  - The cost of janitorial and maintenance services
  - Property taxes
  - Property insurance premium
- The cost of leasing furniture and equipment, including any automobile or other vehicle, used in the operation of the business, up to the amount deductible in respect of such business expense under the Income Tax Act (Canada), as amended from time to time
- Interest payable on money borrowed to the extent attributable to the business premises and the furniture and equipment and, at the owner's option, the amount of either:
  - Any scheduled principal repayment in respect of such borrowing
  - Scheduled depreciation on the business premises or the furniture and equipment up to the amount deductible in respect of depreciation under the Income Tax Act (Canada), as amended from time to time. If the owner elects to use scheduled depreciation, it will be used for purposes of determining overhead expenses for the remainder of the period of disability, if any
    - The cost of telephone, postage and other communication services
    - The cost of independent accounting and legal services
    - Professional, trade association and union membership fees
    - Business insurance premium
    - Business taxes

**Overhead expenses don't include:**

- Any expense of the business for which the owner was responsible before the date the insured person became disabled, unless expenses are reported using the accrual method of accounting and are attributable to a period on or after the date expense benefits began;
- Wages, salaries, employee benefits, payroll taxes, fees, drawing accounts and other remuneration payable to or on behalf of:
  - The insured person;
  - Any member of the insured person's occupation
  - Any member of the insured person's family
    - Who is working part-time
    - Who began working in or for the business within 60 days before the date the insured person became disabled
    - Whose remuneration isn't commensurate with their duties and responsibilities
- Any expenses directly incurred in generating income for the business during a period of total disability, including, but not limited to:
  - The cost of any goods, wares or merchandise purchased for sale or use in the business
  - The cost of operating any equipment, including automobiles or other vehicles
  - The cost of travel and entertainment
- Personal taxes
- Overhead expenses reimbursed through any other source

**Overhead expenses for occupation classes B, A, 2A, 3A and 4A (except select occupations in classes 3A and 4A)**

Overhead expenses include the insured person's share of the expenses reasonably and regularly incurred by the business while the insured person is disabled.

For further clarification, overhead expenses include:

- Employees' remuneration
- The following, to the extent attributable to any premises, or portion of premises used by the business which isn't contained in the insured person's home:
  - Rent
  - The cost of utilities, including electricity, heat and water
  - The cost of janitorial and maintenance services
  - Property taxes
  - Property insurance premium

The cost of leasing furniture and equipment, including any automobile or other vehicle, used in the operation of the business, up to the amount deductible in respect of such business expense under the Income Tax Act (Canada), as amended from time to time;

- Interest payable on money borrowed to the extent attributable to the business premises and the furniture and equipment and, at the owner's option, the amount of either:
  - Any scheduled principal repayment in respect of such borrowing
  - Scheduled depreciation on the business premises or the furniture and equipment up to the amount deductible in respect of depreciation under the Income Tax Act (Canada), as amended from time to time. If the owner elects to use scheduled depreciation, it will be used for purposes of determining overhead expenses for the remainder of the period of disability, if any.
- The cost of telephone, postage and other communication services.
- The cost of independent accounting and legal services.
- Professional, trade association and union membership fees.
- Business insurance premium.
- Business taxes.

**Overhead expenses don't include:**

- Any expense of the business for which the owner was responsible before the date the insured person became disabled, unless expenses are reported using the accrual method of accounting and are attributable to a period on or after the date expense benefits began

- Wages, salaries, employee benefits, payroll taxes, fees, drawing accounts and other remuneration payable to or on behalf of:
  - The insured person
  - Any member of the insured person's occupation
  - Any person whose duties or technical skills generate income for the business
  - Any member of the insured person's family:
    - Who is working part-time
    - Who began working in or for the business within 60 days before the date the insured person became disabled
    - Whose remuneration isn't commensurate with their duties and responsibilities
- Any expenses directly incurred in generating income for the business during a period of total disability, including, but not limited to:
  - The cost of any goods, wares or merchandise purchased for sale or use in the business
  - The cost of operating any equipment, including automobiles or other vehicles
  - The cost of travel and entertainment
- Personal taxes
- Overhead expenses reimbursed through any other source

## Buy/sell plan valuation guide

In order to determine the coverage required, a fair buy-out value must be determined for the business. Easy valuation methods have been designed to help you accomplish this goal. You will need complete financial statements for the last two fiscal years, including balance sheets, income statements, notes and accountant's reports. Canada Life will not participate with any other existing buy-sell coverage with another company. All disability buy/sell coverage for the insured person must be with Canada Life.

### Step 1 — determine the category of the business

In order to determine the insurable business value, you must determine under which one of the four categories the business falls. Below are examples of businesses which fall under each of the four categories.

Category 1	Category 2	Category 3	Category 4
Selected medical professionals: <ul style="list-style-type: none"> <li>• Chiropractors</li> <li>• Dentists</li> <li>• Denturologists</li> <li>• Optometrists</li> <li>• Osteopaths</li> <li>• Physicians</li> <li>• Physiotherapists</li> <li>• Podiatrists</li> <li>• Psychologists</li> <li>• Veterinarians</li> </ul>	<ul style="list-style-type: none"> <li>• Accounting firms</li> <li>• Insurance agencies</li> <li>• Law firms</li> </ul>	Product and service-oriented businesses: <ul style="list-style-type: none"> <li>• Manufacturers</li> <li>• Retail sales</li> <li>• Wholesale</li> <li>• Pharmacist</li> </ul>	Personal service businesses: <ul style="list-style-type: none"> <li>• Advertising</li> <li>• Architects</li> <li>• Computer software</li> <li>• Consulting</li> <li>• Engineers</li> <li>• Funeral services</li> <li>• Printing</li> <li>• Restaurant</li> </ul>

### Step 2 — determine the insurable business value

The formula to calculate the insurable business value differs by category as outlined below.

- **Categories 1 and 2** — use a similar valuation method. This method uses net book value plus a percentage of gross billings to determine the insurable business value. The formula to calculate the insurable business value is:
  - Business value = net book value + (average gross billings x percentage of gross billings)
  - Insurable business value = business value x 90%

To calculate the insurable business value in the above formula, you will need the following information:

- **Net book value** — is found on the balance sheet and is referred to as shareholders equity or partners' capital. You can also calculate the net book value by subtracting total liabilities from total assets. Both are found on the balance sheet.
- **Gross billings** — are found on the income statement under revenues. They may be listed as fees or billings. Use an average of the last two years' gross billings.
- **Percentage of gross billings** — 75% for category one and 100% for category two

**Categories 3 and 4** — use a similar valuation method. The formula to calculate the insurable business value is:

- Business value = net book value + [(average net income + average salaries > \$100,000) x multiple]
- Insurable business value = business value x 90%

To calculate the insurable business value in the above formula, you will need the following information:

- **Net book value** — is found on the balance sheet and is referred to as shareholders equity or partners' capital. You can also calculate the net book value by subtracting total liabilities from total assets, both are found on the balance sheet.
- **Net income** — use the average net income for the last two years which can be found on the income statement:
  - For partnerships — net income before income tax
  - For corporations — net income after income tax
- **Salaries in excess of \$100,000** — are found on the shareholder's income tax return. For each shareholder, include only the portion of the salary in excess of \$100,000. Use an average of the last two years' salaries.
- **Multiple** — the table below shows the applicable multiple to be used in the insurable business value formula

	Number of full-time employees	Category 3 multiples		Category 4 multiples	
		Corporation	Partnership	Corporation	Partnership
Established businesses which meet the following criteria: <ul style="list-style-type: none"> <li>• Stable</li> <li>• No losses in past two years</li> <li>• Current management for five years</li> <li>• History of increasing profits</li> </ul>	6 or more	7	5	4	3
	5 or less	7	5	2	1.5
All other businesses	All	4	3	1	1

## Valuation worksheet

Below is a valuation worksheet that can be used to help determine insurable business value. Complete the appropriate calculations based on the category of the business.

**Company name:** \_\_\_\_\_

**Company is a:**     Partnership     Corporation

**Insured persons:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



Calculations for category 1 and 2

$$\begin{aligned} & \$ \underline{\hspace{2cm}} \quad + \quad (\$ \underline{\hspace{2cm}} \quad \times \quad \underline{\hspace{2cm}} \%) \quad = \quad \$ \underline{\hspace{2cm}} \\ & \text{Net book value} \quad \quad \quad \text{Average gross billings} \quad \quad \quad \text{Percentage of gross billings} \quad \quad \quad \text{Business value} \\ \\ & \quad \quad \quad \$ \underline{\hspace{2cm}} \quad \times \quad 90\% \quad = \quad \$ \underline{\hspace{2cm}} \\ & \quad \quad \quad \text{Business value} \quad \quad \quad \text{Insurable business value} \end{aligned}$$

Calculations for category 3 and 4

$$\begin{aligned} & \$ \underline{\hspace{2cm}} \quad + \quad [(\$ \underline{\hspace{2cm}} \quad + \quad \$ \underline{\hspace{2cm}}) \times \underline{\hspace{2cm}}] \quad = \quad \$ \underline{\hspace{2cm}} \\ & \text{Net book value} \quad \quad \quad \text{Average net income} \quad \quad \quad \text{Average salaries > \$100,000} \quad \quad \quad \text{multiple} \quad \quad \quad \text{business value} \\ \\ & \quad \quad \quad \$ \underline{\hspace{2cm}} \quad \times \quad 90\% \quad = \quad \$ \underline{\hspace{2cm}} \\ & \quad \quad \quad \text{Business value} \quad \quad \quad \text{Insurable business value} \end{aligned}$$

## Occupation class guide

Occupations listed as class A, 2A, or 3A may be eligible for a quality risk upgrade program rater upgrade. Refer to the quality risk upgrade program section for further details.

IC refers to individual consideration.

UC refers to occupations that may be eligible for consideration under our cancellable plan; restrictions may also apply.

U refers to occupations that are uninsurable.

The following definitions are what we have based our classification on for the common general terms. Advisors should always provide as much detail as possible regarding the exact duties.

- EXECUTIVE: top management personnel with essentially office duties only.
- MANAGER: this term usually implies an in-office supervisor, however, in many industries they have a wide scope of duties. Advisors should establish the duties and classify accordingly.
- SUPERINTENDENT: an on-the-job supervisor who often works along with employees.

In general, occupations not listed in the complete occupation class guide are considered uninsurable for disability insurance. If any doubt exists on a particular occupation, the advisor should furnish complete details to head office for consideration before a formal application is taken.

Occupation	Class
<b>Accountant</b>	
• CA, CGA, CMA, CPA	4A
• Others	3A
<b>Actor or actress</b>	U
<b>Actuary</b>	4A
<b>Acupuncturist</b>	
• M.D.	4A
• Others	2A
<b>Adjusters, insurance</b>	
• Fire and Marine	2A
• Other than fire and marine, non-hazardous	3A
<b>Advertising - Agency executives, managers and employees</b>	3A
<b>Air conditioning and heating</b>	
• Installer or repairer	A
• Engineer – refer to Engineer	-
• Inspection – refer to Inspector	-
• Insulation worker – refer to Insulation installers	-
• Supervisor, Superintendent - no manual work	2A
• Air drill/Hammer operator	B
<b>Aluminum siding installer</b>	A*
<b>Ambulance driver – refer to Driver</b>	-
<b>Animal trainers – all employees</b>	U
<b>Antique dealer</b>	
• Sales – refer to Retail Sales	-
• Restoration work	A
• Collecting and delivering only	B
<b>Appliance repair – no pickup or delivery</b>	A
<b>Appraiser</b>	
• Real estate	2A
• Other, non-hazardous	3A
<b>Arcade – refer to Athletics, Sports and Amusements</b>	-
<b>Architect</b>	
• Office and consulting duties only: <ul style="list-style-type: none"> <li>○ Less than 20 hours per week at construction site</li> <li>○ 20 or more hours per week at construction site</li> </ul>	4A 3A
• On-the-job supervision, no manual duties	2A
• Landscape architect – fully qualified: <ul style="list-style-type: none"> <li>○ Professional, office and consulting only</li> <li>○ On-the-job supervising but no manual work</li> </ul>	3A 2A
<b>Armed Forces personnel</b>	U
<b>Artificial inseminator</b>	A
<b>Artist</b>	
• Commercial (cartoonists, illustrators, graphic, etc) working full-time away from residence, not freelance	3A

• Others	UC
<b>Athletics, sports and amusements</b>	
• Athlete: <ul style="list-style-type: none"> <li>○ Professional</li> <li>○ Amateur</li> </ul>	U IC
• Professional coaches, referees, umpires	U
• Talent Scout <ul style="list-style-type: none"> <li>○ Hockey (if with the same team three years – minimum 90 days waiting period)</li> <li>○ All other sports</li> </ul>	A IC
• Bowling alley, billiard parlour, pool hall, pinball/video arcade, amusement park (must be year-round full-time employment): <ul style="list-style-type: none"> <li>○ Office and supervisory duties only</li> <li>○ Cashiers</li> <li>○ Others</li> </ul>	A A UC
• Diver or diving attendant	UC
• Fitness centre, health spa, dance studio and tanning salon <ul style="list-style-type: none"> <li>○ Office and supervisory duties only</li> <li>○ Aerobic, yoga, tai-chi instructors</li> <li>○ Dance instructors</li> <li>○ Karate judo and other martial arts instructors</li> <li>○ Personal trainers</li> <li>○ Attendants, other employees</li> </ul>	2A B** A U B** UC
• Curling rink, golf course, skating and hockey rink, tennis and racquet clubs – must be year-round, full-time employment <ul style="list-style-type: none"> <li>○ Cashier</li> <li>○ Office and supervisory duties only</li> <li>○ Instructors, club pros</li> <li>○ Greenskeeper, icemaker and arena attendant</li> </ul>	A 2A A** B
• Racing <ul style="list-style-type: none"> <li>○ Automobile, bicycle, motorboat, motorcycle, speedboat, snowmobile <ul style="list-style-type: none"> <li>▪ Drivers, mechanics, pit crew, starters</li> </ul> </li> </ul>	U
• Horse racing <ul style="list-style-type: none"> <li>○ Judges, officials, starters, stewards</li> <li>○ Pari-mutuel clerk</li> <li>○ Harness drivers and jockeys</li> </ul>	2A A U
• Riding school <ul style="list-style-type: none"> <li>○ Office and supervisory duties only</li> <li>○ Instructor</li> <li>○ Stable person</li> <li>○ Horse trainer</li> </ul>	2A B UC UC
• Rodeo performers	U
• Skiing instructors	UC
<b>Attorney – refer to Lawyer</b>	-
<b>Auctioneer</b>	2A
<b>Auditor – refer to Accountant</b>	-
<b>Automobile industry- refer to Group II Retail Sales for motorcycle, sea-doo, recreational vehicles (RVs) and boat sales</b>	

<ul style="list-style-type: none"> <li>• Autobody and transmission shops, service stations, garages and gas bars               <ul style="list-style-type: none"> <li>○ Owner and managers (no manual duties), auto and motorcycle mechanics, gas bar cashiers, gas pump attendants</li> <li>○ Autobody repairmen, tire retreaders, painter, rust proofers, framer masters</li> <li>○ Trim and decal specialists</li> <li>○ Windshield installer</li> </ul> </li> </ul>	A B A B
<ul style="list-style-type: none"> <li>• Car wash               <ul style="list-style-type: none"> <li>○ Owner or manager (no manual duties)</li> <li>○ Employees</li> </ul> </li> </ul>	A UC
<ul style="list-style-type: none"> <li>• Dealership               <ul style="list-style-type: none"> <li>○ New vehicles                   <ul style="list-style-type: none"> <li>▪ Owner - refer to Executive/Business Owners</li> <li>▪ Manager - administrative duties only, no sales</li> <li>▪ Office worker- administrative duties only</li> <li>▪ Sales only</li> </ul> </li> </ul> </li> </ul>	3A 3A 2A
<ul style="list-style-type: none"> <li>○ Used vehicles               <ul style="list-style-type: none"> <li>▪ Owner and office worker - administrative duties only, no sales</li> <li>▪ Sales</li> <li>▪ Parts and service manager - no repairs</li> <li>▪ Parts &amp; stock clerk</li> <li>▪ Washer</li> <li>▪ Parking station attendant</li> </ul> </li> </ul>	2A A 2A A UC UC
<b>Aviation industry</b>	
• Air traffic controller	U
• Baggage handler, freight handler, porter	B
• Clerk (passenger, reservation & ticket)	3A
• Fuel attendant	B
• Mechanic	A
• Pilot & flying crew	U
• Flight attendant	U
• Weather observer	3A
<b>Awning installer</b>	A*
<b>Backhoe operator</b>	B
<b>Baggage handler/porter – refer to Aviation industry</b>	-
<b>Bailiff – refer to Law enforcement</b>	-
<b>Bakery</b>	
• Office, supervisory or counter duties only	2A
• Baker	A
• Driver – refer to Driver	-
• All other workers	A
<b>Bank</b>	
• Managers, clerks, tellers	3A
• Executives – refer to Executive/business owners	-
<b>Bars, cocktail lounges, nightclubs and taverns</b>	
• Managers - office and supervisory duties only	A

• Disc jockeys	B
• Bartenders	B
• Managers - office and supervisory duties only	B
<b>Barber, hairdresser, beauty parlour/salon and spa</b>	
• Owner, manager, barber, beautician, cosmetologist, electrologist, esthetician, hairdresser, manicurist/pedicurist	A
○ With a regular place of business away from home	A*
○ Working from home – see individuals who work from home guidelines	
<b>Bed and breakfast – owner or operator</b>	U
<b>Beekeeper – refer to Farmers</b>	-
<b>Billiard or Pool – refer to Athletics, sports and amusements</b>	-
<b>Billboard – erectors and builders – refer to Sign and billboard erectors and builders</b>	-
<b>Biochemist/biologist</b>	
• Consulting only – Ph.D.	4A
• Lab duties – not handling hazardous material	3A
<b>Blacksmith</b>	B
<b>Blaster</b>	UC
<b>Bodyguard</b>	U
<b>Bookkeeper</b>	3A
<b>Botanist</b>	
• Ph.D.	4A
• Others – not handling hazardous material	3A
<b>Bricklayer</b>	B
<b>Brickyard employee</b>	
• Superintendent	A
• Others	B
<b>Broadcasting – refer to Motion picture, recording, radio, television and theatre industry</b>	-
<b>Broker or buyer</b>	
• Customs broker (not handling merchandise)	3A
• Merchandise, cotton, grain, livestock, produce, tobacco, lumber (not in woods)	3A
○ Office duties only	2A
○ Others	
• Fur, Hide, Pawn, Pelt	3A
○ Office duties only	2A
○ Others	
<b>Building and construction – refer to Construction industry</b>	-
<b>Building erecting – refer to Structural iron and steel</b>	-
<b>Building maintenance and service</b>	
• Property manager, office and administrative only (not residing in building)	3A
• Building manager, superintendent	2A
○ Not residing in building	A
○ Supervisory duties only	

<ul style="list-style-type: none"> <li>○ Others</li> <li>● Residing in building</li> </ul>	A A
● Door person, watch person, elevator operator	A
<ul style="list-style-type: none"> <li>● Window washer or cleaner <ul style="list-style-type: none"> <li>○ Over two stories</li> <li>○ Others</li> </ul> </li> </ul>	UC B
● Building cleaners, janitors, caretakers	B
<b>Building moving and wrecking</b>	
● Superintendents, managers - supervisory duties only	A
● Others	B
<b>Bulldozer operator</b>	B
<b>Bus driver – refer to Driver</b>	-
<b>Bus lines and stations</b>	
● Manager – refer to Executive/business owners	-
● Superintendent, starter and ticket agent	3A
● Others	B
<b>Business machine sales and service</b>	
● Owner/manager - refer to Executive/business owners	-
● Office worker, dealers, no repairs	3A
● Sales - refer to Sales	-
● Repairing, servicing	2A
<b>Butcher</b>	
● Retail	A
● Working in a stockyard, slaughter or packing house	B
<b>Butler</b>	UC
<b>Buyer – refer to Broker or buyer</b>	-
<b>Cabinet maker/installer</b>	A*
<b>Caisson worker or labourer</b>	U
<b>Camera repair person</b>	2A
<b>Camps and lodges (year-round occupation only)</b>	
● Office duties only	2A
● Other employees	UC
<b>Cannery – refer to Manufacturing</b>	-
<b>Cantor</b>	2A
<b>Caretaker</b>	
● Building - refer to Building maintenance and service	-
● Private house or grounds	U
<b>Carnival or circus workers or employees</b>	U
<b>Carpenter</b>	A*
<b>Carpet cleaning and installing</b>	
● Cleaning or installing	B

• Makers or menders	A
<b>Casino</b>	
• Manager, supervising duties only	3A
• Dealers, pit boss	2A
<b>Catering company</b>	
• Owner/Managers - office duties only	3A
• Supervisory duties	2A
• Drivers - refer to Driver	-
• All other workers	B
<b>Ceiling (suspended) installer</b>	A
<b>Cement and concrete worker – non-hazardous locations</b>	A*
<b>Cemetery and crematory – refer to Funeral services, funeral homes, cemetery and crematory</b>	-
<b>Chauffeur</b>	U
<b>Chef – refer to Restaurant</b>	-
<b>Chemist</b>	
• Consulting only - Ph.D.	4A
• Lab duties - not handling hazardous material	3A
<b>Chimney cleaner/sweep</b>	B
<b>Chiropodist</b>	4A
<b>Chiropractor</b>	2A*
<b>Civil engineer – refer to Engineer</b>	-
<b>Clergy person or minister (salaried only)</b>	3A
<b>Clerk (office duties only and not otherwise classified)</b>	3A
<b>Clock/watch manufacturing and repair</b>	2A
<b>Coal industries – refer to Mining</b>	-
<b>Collection agency</b>	
• Office and supervisory duties only	2A
• Collector	A
<b>Computer industry</b>	
• Systems analysts, consultants, programmers, website designer earning \$50,000 plus or university degree in computer science	4A
• Others including computer operators	3A
• Service person, technicians, other skilled employees	2A
• Sales person - refer to Sales	-
<b>Construction industry</b>	
• Owner, contractors <ul style="list-style-type: none"> <li>○ Office and consulting duties only, no out-of-office supervision, income of \$65,000 for last 2 years and minimum of 20 full time employees or minimum of 10 full time employees if all manual work is subcontracted out</li> <li>○ Others, office, supervisory or estimating duties only, no manual work</li> </ul>	4A 2A



<ul style="list-style-type: none"> <li>Foreman, superintendents, supervisors, office, supervisory or estimating duties only, no manual work (Owners, contractors, foreman, superintendents, supervisors with manual duties should be classified in accordance with their construction trade.)</li> </ul>	2A
<ul style="list-style-type: none"> <li>Estimators - no manual duties</li> </ul>	2A
<ul style="list-style-type: none"> <li>Inspectors - refer to Inspector</li> </ul>	-
<ul style="list-style-type: none"> <li>Surveyors - refer to Surveyor</li> </ul>	-
<ul style="list-style-type: none"> <li>Anyone working with compressed air or handling explosives</li> </ul>	UC
<b>Consultants – Office duties only</b>	3A
<b>Cook – refer to Restaurant</b>	-
<b>Copper miner - refer to Mining</b>	-
<b>Coppersmith</b>	A
<b>Copywriter – refer to Newspaper or magazine industry</b>	-
<b>Coroner</b>	4A
<b>Cosmetologist – refer to Barber, hairdresser, beauty parlour/salon and spa</b>	-
<b>Courier service</b>	
<ul style="list-style-type: none"> <li>Owner or manager (office duties only) -refer to Executive/business owners</li> </ul>	-
<ul style="list-style-type: none"> <li>Bicycle couriers</li> </ul>	U
<ul style="list-style-type: none"> <li>Driver - refer to Driver</li> </ul>	
<b>Crane and derrick operator</b>	B
<b>Crematory – refer to Funeral services, funeral homes, cemetery and crematory</b>	-
<b>Curator (library, museum or art gallery)</b>	3A
<b>Custodian – refer to Building service and maintenance</b>	-
<b>Customs broker – (not handling merchandise) – refer to Broker or buyer</b>	-
<b>Dairy and creamery</b>	
<ul style="list-style-type: none"> <li>Owner or manager - refer to Executive/business owners</li> </ul>	-
<ul style="list-style-type: none"> <li>Milk delivery person - refer to Driver</li> </ul>	-
<ul style="list-style-type: none"> <li>Inspector - refer to Inspector</li> </ul>	-
<ul style="list-style-type: none"> <li>Office duties only</li> </ul>	3A
<ul style="list-style-type: none"> <li>Supervisory duties only</li> </ul>	2A
<ul style="list-style-type: none"> <li>Others</li> </ul>	A
<b>Dancing instructor – refer to Athletics, sports and amusements</b>	-
<b>Daycare</b>	
<ul style="list-style-type: none"> <li>Licensed, away from own residence <ul style="list-style-type: none"> <li>Office duties only</li> <li>Teaching only, - Early Childhood Education Degree (ECE)</li> <li>Others</li> </ul> </li> </ul>	3A 2A A
<ul style="list-style-type: none"> <li>Licensed or affiliated with Centre de Petite Enfance (CPE), own residence</li> </ul>	IC
<b>Decorator/designer</b>	
<ul style="list-style-type: none"> <li>Interior - consulting only</li> </ul>	3A
<ul style="list-style-type: none"> <li>Manual duties</li> </ul>	A
<b>Delicatessen – refer to Restaurant</b>	-
<b>Dentistry</b>	

<ul style="list-style-type: none"> <li>• Dentist               <ul style="list-style-type: none"> <li>○ General dentistry</li> <li>○ Specialty                   <ul style="list-style-type: none"> <li>▪ Dental public health</li> <li>▪ Endodontics</li> <li>▪ Oral and maxillofacial radiology</li> <li>▪ Oral medicine and oral pathology</li> <li>▪ Orthodontics</li> <li>▪ Pediatric dentistry</li> <li>▪ Periodontics</li> <li>▪ Prosthodontics</li> <li>▪ Other</li> </ul> </li> </ul> </li> </ul>	3A*  4A 4A 4A 4A 4A 4A 4A 4A 4A
• Dental assistant	B
• Dental hygienist	B
• Denturist/denturologist	3A
• Lab worker and technician	2A
<b>Detective/private investigator – refer to Law enforcement</b>	-
<b>Diamond cutter, polisher, setter</b>	2A
<b>Diemaker – refer to manufacturing</b>	-
<b>Dietitian</b>	
• Cooking duties	A
• All others	3A
<b>Dispatcher (not otherwise classified)</b>	2A
<b>Distillery – refer to Liquor industry</b>	-
<b>Dock worker</b>	
• Superintendent & wharf master (no manual duties)	2A
• Checker, foreman	A
• Crane operator, hoist operator, mechanical loader and machine operator	B
• Others, including longshore person and stevedore	UC
<b>Dog breeder, trainer or groomer – refer to Kennels</b>	-
<b>Dog catcher</b>	B
<b>Dog kennel – refer to Kennels</b>	-
<b>Domestic servant</b>	UC
<b>Door person – refer to Building maintenance and service</b>	-
<b>Draftsperson (office only)</b>	3A
<b>Dredging – refer to Marine industry</b>	-
<b>Dressmaker</b>	
• Factory employee	B
• Others, not at residence	A
<b>Driver</b>	
• Ambulance	B
• Armored car	B
• Bakery	A

• Bus	A
• Coal, wood	B
• Courier, including mail (minimum of 1 year)	A
• Dairy <ul style="list-style-type: none"> <li>○ Residential</li> <li>○ Other</li> </ul>	A B
• Driving instructor - refer to Driving school	-
• Explosives	UC
• Forklift - refer to Heavy equipment operator	-
• Funeral service	B
• Garbage/recycle collection	B
• Gardening service	B
• Gasoline, oil	B
• Highway transport	B
• Ice delivery person	B
• Laundry/Drycleaning	A
• Light retail goods	A
• Liquor industry	B
• Logging	B
• Lumberyard	B
• Moving van (driving only)	B
• Newspaper	B
• Taxi, limousine	U
• Tow truck	B
• Tractor trailer	B
<b>Driving school</b>	
• Owner or manager, no instructing	2A
• Instructor	A
<b>Dry cleaner</b>	
• Owner or manager - office, counter and supervising only	2A
• Clerk, counter duties only	2A
• Cleaner, dyer, presser	B
• Drivers - refer to Driver	-
• All other workers	A
<b>Drywall installer, taper</b>	
	B
<b>Eavestrough installer</b>	
	A*
<b>Electrical industry</b>	
• Apparatus manufacturing <ul style="list-style-type: none"> <li>○ Solderer, tester</li> </ul>	B
• General electric <ul style="list-style-type: none"> <li>○ Electrical engineers – refer to Engineers</li> </ul>	-

<ul style="list-style-type: none"> <li>○ Electricians</li> <li>○ Inspectors – refer to Inspector</li> </ul>	2A* -
<ul style="list-style-type: none"> <li>● Meter reader/installer - refer to Meter Reader/Installer</li> </ul>	-
<ul style="list-style-type: none"> <li>● Powerline construction and maintenance overhead lines <ul style="list-style-type: none"> <li>○ Foreman – not climbing or repairing</li> <li>○ Inspectors – refer to Inspector</li> <li>○ Line person, cable splicers, trouble person, tree trimmers, pole setters, ground person</li> </ul> </li> </ul>	A - U
<ul style="list-style-type: none"> <li>● Conduit and tunnel workers <ul style="list-style-type: none"> <li>○ Foreman</li> <li>○ Inspectors – refer to Inspector</li> <li>○ Others</li> </ul> </li> </ul>	B - UC
<ul style="list-style-type: none"> <li>● Tower erectors</li> </ul>	U
<b>Electroplater</b>	A
<b>Elevator installation and repair</b>	
<ul style="list-style-type: none"> <li>● Owner, manager, foreman, supervisory duties only (not repairing)</li> </ul>	2A
<ul style="list-style-type: none"> <li>● Inspector – refer to Inspectors</li> </ul>	-
<ul style="list-style-type: none"> <li>● Servicing, maintenance, no installation</li> </ul>	A
<ul style="list-style-type: none"> <li>● Installer or repairer</li> </ul>	B
<b>Embalmer – refer to Funeral services, funeral homes, cemetery and crematory</b>	-
<b>Engineer</b>	
<ul style="list-style-type: none"> <li>● Professional (P.Eng Designation) <ul style="list-style-type: none"> <li>○ Office and consulting and non-hazardous field and plant</li> <li>○ Oil fields and mining with field duties</li> <li>○ Underground duties</li> </ul> </li> </ul>	4A 3A B
<ul style="list-style-type: none"> <li>● Technical graduates <ul style="list-style-type: none"> <li>○ Office and consulting only</li> <li>○ Field and plant</li> </ul> </li> </ul>	3A 2A
<ul style="list-style-type: none"> <li>● Stationary <ul style="list-style-type: none"> <li>○ Lumber industry – not staying in camp and not using a chainsaw</li> </ul> </li> </ul>	B
<ul style="list-style-type: none"> <li>● Forestry <ul style="list-style-type: none"> <li>○ Office and consulting only</li> <li>○ Others not staying in camp</li> </ul> </li> </ul>	3A 2A
<ul style="list-style-type: none"> <li>● Marine <ul style="list-style-type: none"> <li>○ Passenger vessel</li> <li>○ Other</li> </ul> </li> </ul>	2A A
<ul style="list-style-type: none"> <li>● Safety</li> </ul>	2A
<ul style="list-style-type: none"> <li>● Train</li> </ul>	A
<ul style="list-style-type: none"> <li>● Motion Picture, Recording, Radio, Television or Theatre <ul style="list-style-type: none"> <li>○ Chief engineer</li> <li>○ Control engineer</li> <li>○ Recording engineer</li> <li>○ Sound or acoustic engineer</li> <li>○ Switchboard engineer</li> </ul> </li> </ul>	2A 2A 2A 2A A
<ul style="list-style-type: none"> <li>● Maintenance Engineer</li> </ul>	A
<b>Engraver – refer to Monument industry</b>	-
<b>Entomologist</b>	<b>3A</b>
<b>Esthetician – refer to Barber, hairdresser, beauty parlour/salon and spa</b>	-

<b>Etcher</b>	<b>2A</b>
<b>Executive/business owners (not otherwise listed)</b>	
<ul style="list-style-type: none"> <li>For construction industry - refer to Construction Industry</li> </ul>	-
<ul style="list-style-type: none"> <li>Office and consulting duties only (if any sales, must be less than 25% of duties), income of \$65,000 for last 2 years, no direct supervision of employees with manual duties and minimum of 10 full-time year-round employees</li> </ul>	4A
<ul style="list-style-type: none"> <li>Others <ul style="list-style-type: none"> <li>Office and consulting duties only, if more than 25% sales duties, refer to Sales</li> <li>Supervision of occupation class 2A employees and/or up to 25% hands on 2A duties</li> <li>Supervision of occupation class 2A employees and over 25% hands on 2A duties</li> <li>Supervision of occupation class A employees and/or up to 25% hands on A duties</li> <li>Supervision of occupation class A employees and over 25% hands on A duties</li> <li>Supervision of occupation class B employees and/or up to 25% hands on B duties</li> <li>Supervision of occupation class B employees and over 25% hands on B duties</li> <li>Supervision of uninsurable employees and/or up to 10% hands on uninsurable duties</li> <li>Supervision of uninsurable employees and over 10% hands on uninsurable duties</li> </ul> </li> </ul>	3A 3A 2A 2A A A B B U
<b>Exterminator</b>	<b>B</b>
<b>Farmers (general farms, dairy farms, fruit farms, bee keeping, cattle ranches, stock farms, mixed farms, vegetable farms)</b>	
<ul style="list-style-type: none"> <li>Owner</li> </ul>	2A*
<ul style="list-style-type: none"> <li>Foreman</li> </ul>	A
<ul style="list-style-type: none"> <li>Farmers logging in the off-season</li> </ul>	B
<ul style="list-style-type: none"> <li>Other farm workers (other than migrants, transients), must be employed year-round</li> </ul>	B
<ul style="list-style-type: none"> <li>Migrants, transient workers</li> </ul>	U
(If exclusively crop farming, first day accident rider (FDA) isn't available.)	
<b>Fast food/deli – refer to Restaurant</b>	<b>-</b>
<b>Financial services</b>	
<ul style="list-style-type: none"> <li>Banking - refer to Banks</li> </ul>	-
<ul style="list-style-type: none"> <li>Commodity broker/stockbroker, stock/money/commodity trader, portfolio manager, financial/investment analyst, investment banker</li> </ul>	3A
<ul style="list-style-type: none"> <li>Day trader</li> </ul>	U
<ul style="list-style-type: none"> <li>Executives whose duties don't include the sale or trading of stocks or other financial instruments; or other activities listed below - refer to Executive/Business Owner</li> </ul>	-
<ul style="list-style-type: none"> <li>Floor trader</li> </ul>	B
<ul style="list-style-type: none"> <li>Insurance sales, financial consultant, financial planner, investment advisor <ul style="list-style-type: none"> <li>Less than 24 months experience (consideration for class 3A will be given if previous occupation was more favourable)</li> <li>24-months experience</li> <li>Five years' experience or more and earning \$75,000 per year in the last two years, or C.L.U., CFP or an acceptable professional designation (LL.B., C.A., CGA, CMA, or CPA)</li> </ul> </li> </ul>	2A 3A 4A
<ul style="list-style-type: none"> <li>Mortgage broker</li> </ul>	3A
<b>Fire department</b>	
<ul style="list-style-type: none"> <li>Chiefs (supervising only)</li> </ul>	2A
<ul style="list-style-type: none"> <li>Chief engineer, fire marshall, superintendent or warden</li> </ul>	A
<ul style="list-style-type: none"> <li>Fire fighter</li> </ul>	B

• Paramedics	B
• Others	B
<b>Fire extinguisher repair</b>	A
<b>Fireworks (dealer, exhibitor, maker or worker)</b>	U
<b>Fishing industry</b>	
<ul style="list-style-type: none"> <li>• Fisherman <ul style="list-style-type: none"> <li>○ Owners/fishing vessel captains (inshore/offshore), with no manual duties other than the operation of the fishing vessel, minimum of five years with same employer, works at least 8 months per year, minimum of 5 employees (excluding owner/captain) who work at least 8 months per year, net earned income over \$100,000 for at least two years (income verification required). If insurable, we will consider with minimum of 90 day waiting period and eligible for AD&amp;D, COLA and ROP optional benefit riders</li> <li>○ Other owners and employees, employed as a full-time fisherman for at least two years, working at least eight months per year (income verification required). If insurable, we will consider with minimum of 90 day waiting period and eligible for AD&amp;D, COLA and ROP optional benefit riders</li> </ul> </li> </ul>	A* B
<ul style="list-style-type: none"> <li>• Hatchery <ul style="list-style-type: none"> <li>○ Supervisory duties only</li> <li>○ Other employees</li> </ul> </li> </ul>	2A B
<b>Fitness centres – refer to Athletics, sports and amusements</b>	-
<b>Floor finisher, installer, sander</b>	B
<b>Florist</b>	
<ul style="list-style-type: none"> <li>• Owner, manager, clerk <ul style="list-style-type: none"> <li>○ Store duties only (no greenhouse duties)</li> <li>○ Others</li> </ul> </li> </ul>	2A A
<b>Forest ranger, forester and warden</b>	
• Not using aircraft	A
• Using aircraft	UC
<b>Forklift operator</b>	B
<b>Foundry – refer to Manufacturing</b>	-
<b>Framer</b>	A*
<b>Fumigator</b>	B
<b>Funeral services, funeral homes, cemetery and crematory</b>	
• Owner - refer to Executive/Business owner	-
• Director - no embalming, no manual duties	3A
• Office and sales duties only	3A
• Supervisory duties only, outside of office	2A
• Funeral services assistant - no manual duties	A
• Embalmer, undertaker, mortician	A
• Driver - refer to Drivers	-
• Others	B
<b>Furnace installer, repairer</b>	A
<b>Furniture repair or upholster</b>	A
<b>Game warden – refer to Forest ranger, forester and warden</b>	-
<b>Garage – refer to Automobile industry</b>	-

<b>Garbage and recycling collection, disposal and incineration</b>	
• Office duties only	2A
• Foremen, supervisory duties only	A
• Driver - refer to Driver	-
• Others	B
<b>Gardening, landscaping and nursery</b>	
• Office, supervisory or counter duties only	2A
• Foremen, supervisory duties only	A
• Planting and tending to stock in nursery	A
• Driver or delivery - refer to Driver	-
• Others	B
<b>Geologist</b>	
• Office and consulting	4A
• Field duties	3A
<b>Glazier</b>	A
<b>Goldsmith</b>	2A
<b>Golf pro – refer to Athletics, sports and amusements</b>	-
<b>Grain, flour and seed mills/grain elevators</b>	
• Managers, inspectors, foremen (no manual duties)	2A
• Process workers, skilled workers	A
• Other workers	B
<b>Graphic artist – refer to Artist</b>	-
<b>Gravel pit employee – refer to Mining</b>	-
<b>Grocery – refer to Retail sales</b>	-
<b>Guard – refer to Law enforcement</b>	-
<b>Guide</b>	
• Hunting and fishing	U
• Tours, motion picture, theatre, television and radio	2A
• Tours, sightseeing, employed all year	2A
• Museums, public buildings	2A
<b>Gunsmith</b>	A
<b>Hairdresser – refer to Barber, hairdresser, beauty parlour/salon and spa</b>	-
<b>Heating and air conditioning – refer to Air conditioning and heating</b>	-
<b>Heavy duty mechanic</b>	
• Shop duties only	A
• Others	B
<b>Heavy equipment operator</b>	B
<b>Home inspector – refer to Inspector</b>	-
<b>Homeopath</b>	
• M.D.	4A



• Others	3A
<b>Horse trainer – refer to Athletics, sports and amusements</b>	-
<b>Hospital, clinic or personal care home</b>	
• Attendant, orderly, nurse's aide, kitchen and laundry worker	B
• Dietitian - refer to Dietician	-
• Doctor - refer to Physician	-
• Executive - refer to Executive/Business Owners	-
• Nurse <ul style="list-style-type: none"> <li>○ RNA, RPN, LPN</li> <li>○ R.N. <ul style="list-style-type: none"> <li>▪ Doctor's office, school, teaching, instructing</li> <li>▪ Others (hospital home visits)</li> </ul> </li> </ul>	A 3A 2A
• Nurse practitioner <ul style="list-style-type: none"> <li>○ Office duties only</li> <li>○ Others (hospital, home visits)</li> </ul>	3A 2A
• Physician assistant <ul style="list-style-type: none"> <li>○ Office duties only</li> <li>○ Others (hospital, home visits)</li> </ul>	3A 2A
• Technicians <ul style="list-style-type: none"> <li>○ Lab, radiation, ultrasound, x-ray</li> </ul>	2A
• Therapists <ul style="list-style-type: none"> <li>○ Occupational</li> <li>○ Physiotherapist</li> <li>○ Speech</li> <li>○ Inhalation, ergo, reflexology</li> <li>○ Kinesiology</li> </ul>	3A 3A 3A 2A 2A
<b>Hotels/motels/inns</b>	
• Owner, manager, office and supervisory only	2A
• Cashier, desk clerk, hostess, events coordinator	2A
• Bellhop, checkroom attendant	A
• Door person, porter	A
• Chambermaid, housekeeper, laundry, maintenance	B
<b>Hunter or trapper</b>	U
<b>Inspector</b>	
• Agricultural	2A
• Air conditioner and heating	2A
• Aircraft (ground duties only)	2A
• Automatic sprinkler	2A
• Boiler	2A
• Building and Construction	2A
• Caisson work	U
• Credit or mercantile <ul style="list-style-type: none"> <li>○ Office duties only</li> <li>○ Others</li> </ul>	3A 2A
• Dairy or milk	2A

<ul style="list-style-type: none"> <li>• Electrical               <ul style="list-style-type: none"> <li>○ General electric</li> <li>○ Powerline</li> <li>○ Conduit/tunnel</li> </ul> </li> </ul>	2A A B
• Elevator - no manual duties	2A
• Flour, food, fruit, grain, meat, produce and tobacco - no manual duties	2A
• Gas pipeline - not offshore	A
• Grain, flour, seed mills and grain elevators - no manual duties	2A
• Home	2A
• Liquor	2A
<ul style="list-style-type: none"> <li>• Livestock               <ul style="list-style-type: none"> <li>○ Not in stockyard</li> <li>○ Others</li> </ul> </li> </ul>	2A A
• Logging, mills or lumber yards	A
• Manufacturing	2A
• Meter (electric, gas or water)	2A
• Mines	U
• Narcotic agents	U
• Oil refineries	A
• Oil wells	A
• Plumbing	2A
• Postal services	2A
• River and harbour improvements	A
• Sanitation (including garbage/recycling collection, disposal and incineration, above ground only)	A
• Scales, weights or measure	2A
• Street, highway	2A
• Structural iron & steel	UC
<ul style="list-style-type: none"> <li>• Telephone               <ul style="list-style-type: none"> <li>○ No outside work</li> <li>○ No climbing poles or work in tunnels or with conduits</li> </ul> </li> </ul>	2A A
• Timepiece or precision instruments	3A
• Train or boat services	A
• Waterworks, meter	2A
• X-ray	A
<b>Installer – (not otherwise classified) refer to specific industry</b>	
• Cable	A
• Intercom/home security	A
<b>Instructor – refer to Athletics, sports and amusements</b>	-
<b>Insulation installer</b>	B
<b>Interior decorator – refer to Decorator/designer</b>	-
<b>Interpreter</b>	3A
<b>Iron or steel mill – refer to Manufacturing</b>	-

<b>Jailer or guard – refer to Law enforcement</b>	-
<b>Janitor – refer to Building services and maintenance</b>	-
<b>Jewelry – not at residence</b>	
• Sales - refer to Retail sales	-
• Makers and repairers using hand tools only, diamond cutters, polishers and setters	2A
• Others, including machine work	A
<b>Journalist – refer to Newspapers or magazine industry</b>	-
<b>Judge or justice of the peace – refer to Law enforcement</b>	-
<b>Judo, karate or other martial art – refer to Athletics, sports and amusements</b>	-
<b>Junk dealer (including car wreckers)</b>	
• Dealer (office and supervisory duties only, no manual duties)	A
• Others	B
<b>Kennel</b>	
• Owner/manager, office duties only	2A
• Breeder, trainer, groomer	A
• Others	B
<b>Kinesiologist – refer to Hospital, clinic or personal care home</b>	-
<b>Laboratory technician – refer to Hospital, clinic or personal care home</b>	-
<b>Labourer</b>	
• Bridge, chimney, dock or smokestack	UC
• Others, unless otherwise listed	B
<b>Landscape architect – refer to Architects</b>	-
<b>Landscaper – refer to Gardening, landscaping and nursery</b>	-
<b>Laundry – refer to Dry cleaner</b>	-
<b>Law enforcement</b>	
• Court Transcriber	3A
• Police Detective or Constable <ul style="list-style-type: none"> <li>○ Patrol duties including motorcycle</li> <li>○ Special riot or bomb squad or narcotics</li> </ul>	B U
• Fingerprint expert or evidence collection (not making arrests)	2A
• Investigating or suppressing the illicit manufacture, sale or transportation of alcohol or drugs	U
• Judge or justice of the peace (office and court duties only)	4A
• Chiefs, Marshal, sheriff & bailiff, other officers <ul style="list-style-type: none"> <li>○ Office and court duties only, not making arrests or process serving</li> <li>○ Others</li> </ul>	2A B
• Penitentiary or correctional institute <ul style="list-style-type: none"> <li>○ Warden, superintendent, chaplain or other official</li> <li>○ Guard, jailor or keeper</li> </ul>	2A B
• Parole or probation officer	2A
• Process server	A
• Title searcher	3A
• Truant officer	2A

<ul style="list-style-type: none"> <li>• Secret service agent</li> </ul>	U
<ul style="list-style-type: none"> <li>• Security guard/Watchperson <ul style="list-style-type: none"> <li>○ Unarmed</li> <li>○ Armed</li> </ul> </li> </ul>	A B
<ul style="list-style-type: none"> <li>• Private detective/investigator</li> </ul>	B
<b>Lawyer</b>	4A
<b>Lecturer</b>	U
<b>Lens grinder, polisher or cutter</b>	2A
<b>Librarian</b>	3A
<b>Lifeguard</b>	
<ul style="list-style-type: none"> <li>• Year-round full-time employment</li> </ul>	B
<b>Liquor industry</b>	
<ul style="list-style-type: none"> <li>• Brewery, distillery or winery <ul style="list-style-type: none"> <li>○ Owner or manager – refer to Executive/business owners</li> <li>○ Office duties only</li> <li>○ Others</li> </ul> </li> </ul>	- 3A A
<ul style="list-style-type: none"> <li>• Distribution <ul style="list-style-type: none"> <li>○ Administrative/supervisory duties only</li> <li>○ Drivers/delivery person – refer to Driver</li> </ul> </li> </ul>	2A -
<ul style="list-style-type: none"> <li>• Inspector - refer to Inspectors</li> </ul>	-
<ul style="list-style-type: none"> <li>• Clerk/Salesperson - refer to Retail Sales</li> </ul>	-
<b>Lithographer</b>	2A
<b>Locksmith</b>	2A
<b>Logging industry – refer to Lumber industry</b>	-
<b>Longshoreman – refer to Dock worker</b>	-
<b>Lottery sales – refer to Retail sales</b>	-
<b>Lumber industry</b>	
<ul style="list-style-type: none"> <li>• Logging <ul style="list-style-type: none"> <li>○ Contractor, manager <ul style="list-style-type: none"> <li>▪ Office duties only, not in woods</li> <li>▪ In woods, supervising, not staying in camp</li> <li>▪ Others – rate for duties</li> </ul> </li> <li>○ Forestry engineer – refer to Engineer</li> <li>○ Timekeepers, clerks, scalers, timber cruisers, saw filers, tallymen</li> <li>○ Surveyors – refer to Surveyor</li> <li>○ Foreman firefighters, teamsters, tractor operators, truck drivers, skidder operators</li> <li>○ Peelers, rafts people, riggers, river people, top people, fallers, buckers</li> <li>○ Anyone using a chainsaw regularly</li> </ul> </li> </ul>	2A A - A - B UC U
<ul style="list-style-type: none"> <li>• Mills, lumber yards <ul style="list-style-type: none"> <li>○ Office and supervisory duties only</li> <li>○ Foreman, grader, markers, raters, saw filers, clerks, tally people, timekeepers</li> <li>○ Beater person, colour person, cooker, cylinder, machine tender, digester operator and helper, filer person, fourdrinier machine operator, pump operator, roller size person, washers, other skilled workers</li> <li>○ Booms people, pond people, slip people, blocksetters, logsetters, carriage riders, sawyers and all others</li> </ul> </li> </ul>	2A A B UC
<b>Logging/lumber inspector – refer to Inspector</b>	-

<b>Stationary engineer – refer to Engineer</b>	-
<b>Paper making – refer to Manufacturing</b>	-
<b>Lunchroom/cafeteria – refer to Restaurant</b>	-
<b>Machine shop – refer to Manufacturing</b>	-
<b>Manager – refer to specific industry or Executive/business owners</b>	-
<b>Manicurist – refer to Barber, hairdresser, beauty parlour/salon and spa</b>	-
<b>Manufacturing</b>	
<ul style="list-style-type: none"> <li>• Designers, drafts people, paymasters</li> </ul>	3A
<ul style="list-style-type: none"> <li>• Lab technicians, superintendents, timekeepers</li> </ul>	2A
<ul style="list-style-type: none"> <li>• Inspector - refer to Inspector</li> </ul>	-
<ul style="list-style-type: none"> <li>• Non-Toxic Materials - Abrasives, aircraft, aluminum, automobile, beverage, bottling, brick, briquette, broom, brush, can, candy, canning, carpet, cellophane, cement block, cereal, cigar, cigarette, clothing, concrete products, corn products, cotton, drug, electrical, felt goods, feed, flour, frozen food, fur goods, furniture, garment, glove, metal mills, nylon, paper, potash, pulp, radio, radar, television, refrigerators, rugs, salt, shoes, starch, synthetics, sugar, textile, tile, tobacco, toiletry, other non-hazardous or non-chemical industries: <ul style="list-style-type: none"> <li>○ Foreman</li> <li>○ Assemblers, installers, labelers, machine operators, machinists, mechanics, millwrights, molders, tailors, testers, tool and die makers, welders, other skilled workers</li> <li>○ Crane operator, craters, fire fighters, grinders, kiln operators, mixers, unskilled workers</li> </ul> </li> </ul>	2A A B
<ul style="list-style-type: none"> <li>• Toxic materials - Acetylene, acid, alcohol, alkali, ammonia, asbestos, asphalt, battery, boiler, carbon, cement, ceramics, charcoal, chemical, chlorine, compressed gas, detergent, dry ice, enameling, fertilizer, fiberglass, film, foundries, fur, gas, glass, graphite, gypsum, insecticides, leather and leather goods, lime, linoleum, malt, match, metal refineries and rolling mills, oil, paint and varnish, pottery, putty, rock wool, roofing material, resin, rubber, soap, stone, tanneries, tar, turpentine, other industries involving use of chemicals: <ul style="list-style-type: none"> <li>○ Foreman</li> <li>○ Glass blowers, labelers, metal blowers, pipefitters, welders</li> <li>○ Stationary engineers - refer to Engineer</li> <li>○ Bench molders, bleachers, boilermakers, burners, chemical workers, core makers, crane operator, cutters, dyers, enamelers, furnace tenders, glazers, splicers, tool and die makers, weavers, grinders, kiln operators, ladlers, process workers, other skilled workers</li> <li>○ Laborers, lead burners, cleaners, maintenance people, fire fighters, stokers, unskilled workers</li> </ul> </li> </ul>	A A - B UC
<b>Maple sugar farmer – refer to Gardening, landscaping and nursery</b>	-
<b>Marina</b>	
<ul style="list-style-type: none"> <li>• Office and supervisory duties only - employed year-round</li> </ul>	2A
<ul style="list-style-type: none"> <li>• Skilled workers, employed year-round</li> </ul>	A
<ul style="list-style-type: none"> <li>• Others, employed year-round</li> </ul>	B
<b>Marine industry</b>	
<ul style="list-style-type: none"> <li>• Ships, tugs and barges <ul style="list-style-type: none"> <li>○ Captain, chief officer &amp; mates, stewards, pilots, pursers, quartermasters, radio operators <ul style="list-style-type: none"> <li>▪ Passenger vessel</li> <li>▪ Other</li> </ul> </li> <li>○ Other crew <ul style="list-style-type: none"> <li>▪ Non-ocean going</li> <li>▪ Ocean going</li> </ul> </li> <li>○ Engineer – refer to Engineer</li> </ul> </li> </ul>	2A A B UC -
<ul style="list-style-type: none"> <li>• Land or in harbor <ul style="list-style-type: none"> <li>○ Dredge officer, harbour pilot</li> </ul> </li> </ul>	A

<ul style="list-style-type: none"> <li>○ Dredge crew people, lightship service officers</li> <li>○ Harbour master</li> </ul>	B 2A
<b>Mason, brick or stone workers (not working in tunnel)</b>	B
<b>Massage therapist (RMT)</b>	2A
<b>Masseur or Masseuse</b>	U
<b>Meatcutter in market or store – refer to Butcher</b>	-
<b>Mechanic – refer to Automobile industry or aviation industry</b>	-
<b>Meteorologist</b>	3A
<b>Meter reader/installer (electric, gas or water)</b>	
<ul style="list-style-type: none"> <li>• Electric <ul style="list-style-type: none"> <li>○ Installer</li> <li>○ Reader</li> </ul> </li> </ul>	A 2A
<ul style="list-style-type: none"> <li>• Gas <ul style="list-style-type: none"> <li>○ Installer</li> <li>○ Reader</li> </ul> </li> </ul>	A 2A
<ul style="list-style-type: none"> <li>• Water <ul style="list-style-type: none"> <li>○ Installer</li> <li>○ Reader</li> </ul> </li> </ul>	A 2A
<b>Meter inspector – refer to Inspector</b>	-
<b>Midwife</b>	2A
<b>Millwright (not otherwise classified)</b>	A
<b>Mining, quarrying, ore dressing and concentrating</b>	
<ul style="list-style-type: none"> <li>• Assayer, managers, metallurgists, superintendents <ul style="list-style-type: none"> <li>○ No underground or manual duties</li> <li>○ Underground duties</li> </ul> </li> </ul>	3A B
<ul style="list-style-type: none"> <li>• Engineer - refer to Engineer</li> </ul>	-
<ul style="list-style-type: none"> <li>• Surveyor - refer to Surveyor</li> </ul>	-
<ul style="list-style-type: none"> <li>• Underground miners and workers</li> </ul>	UC
<ul style="list-style-type: none"> <li>• Open pit and surface workings - asbestos, clay, coal, gravel and sand pits, open pit and strip mines, stone quarries etc <ul style="list-style-type: none"> <li>○ Clerks, foremen, weighers (no manual duties)</li> <li>○ Breakerperson, channelers, cobblers, craneoperator, crusherperson, deckperson, drillers, fireperson, mater drillers, operator, ore sorters, pit person, power shovel operators, slate pickers, tippelperson, truck drivers, washhouseperson, yardperson and other workers not handling explosives</li> </ul> </li> </ul>	A B
<ul style="list-style-type: none"> <li>• Ore dressing and concentrating <ul style="list-style-type: none"> <li>○ Foreman and all others</li> </ul> </li> </ul>	B
<ul style="list-style-type: none"> <li>• Handling explosives</li> </ul>	UC
<b>Minister or Clergy person (salaried only)</b>	3A
<b>Model, professional</b>	U
<b>Monument industry</b>	
<ul style="list-style-type: none"> <li>• Office, Sales (no manual duties)</li> </ul>	2A
<ul style="list-style-type: none"> <li>• Engraver</li> </ul>	A
<ul style="list-style-type: none"> <li>• Carver or Setter</li> </ul>	B
<b>Mortgage broker – refer to Financial services</b>	-

<b>Motel employees – refer to Hotels/motels/inns</b>	-
<b>Motion picture, recording, radio, television and theatre industry</b>	
• Acoustic engineer or service person (adjusting, repairing or installing sound equipment) - refer to Engineer	-
• Acrobat or gymnast	U
• Actor or actress	U
• Announcer	3A
• Antennae or satellite dish installer	B
• Booking agent (full-time with office away from residence)	3A
• Boom person	UC
• Cable installer	A
• Camera repair person	2A
• Camera operator <ul style="list-style-type: none"> <li>○ In studio only</li> <li>○ Others – no stunt work</li> </ul>	2A A
• Chief Engineer - refer to Engineer	-
• Control Engineer - refer to Engineer	-
• Costume/set designer	2A
• Director (must be well established with stable employment history)	2A
• Editor	3A
• Film developer	2A
• Film editor	3A
• Guide - refer to Guide	-
• Gripp/dollygrip	B
• Lighting technician	2A
• Location person	2A
• Maintenance Engineer - refer to Engineer	-
• Make-up artist	A
• Microphone operator (no other duties)	2A
• Monitor person in booth (no other duties)	2A
• Painter or prop maker	B
• Photographer <ul style="list-style-type: none"> <li>○ In studio only</li> <li>○ Others</li> </ul>	2A A
• Producer (must be well established with stable employment)	2A
• Program director	3A
• Projectionist	2A
• Property person	A
• Recording engineer - refer to Engineer	-
• Rigger	U
• Script writer (full time, no freelancing, office away from residence)	3A



• Sound effects technician	A
• Sound engineer - refer to Engineer	-
• Stagehand	B
• Stage manager	B
• Station director	2A
• Stunt work	3A
• Switchboard Engineer - refer to Engineer	U
• Transmitter, operators and engineers	A
• Wardrobe custodian	2A
<b>Movie theatre</b>	
• Ushers, attendants, concession, full time	A
• Box office worker, full time	2A
<b>Moving and storage – refer to Warehouse</b>	
<b>Music</b>	
• Instrument maker, repairer or tuner	2A
• Instrument stores - refer to Retail Sales	-
• Teacher - refer to Teaching	-
<b>Musician (sole occupation)</b>	
• Concert, theatre, symphony, television	U
<b>Nannies</b>	
Naturopath	
• M.D.	4A
• Others	3A
<b>Newspaper or magazine industry</b>	
• Advertising, business or circulation manager (not delivering), publisher	3A
• Columnist, not freelance, not working at residence	3A
• Driver or delivery person - refer to Driver	-
• Editor	3A
• Newsstand proprietor or attendant	U
• Photographer - refer to Photographer	-
• Print Shop - refer to Printing and Publishing	-
• Proofreader	2A
• Reporter, correspondent, journalist	2A
• Sales (advertising or other)- refer to Sales	-
• Telephoto operator	2A
• War correspondent	U
<b>Night club/bars/cocktail lounges – refer to Bars, cocktail lounges, nightclubs, taverns</b>	
<b>Notary</b>	
• Quebec	4A
• Others	3A

<b>Nurse - refer to Hospital, Clinic or Personal Care Home</b>	-
<b>Nurse practitioner - refer to Hospital, Clinic or Personal Care Home</b>	-
<b>Nursery - refer to Gardening, Landscaping &amp; Nursery</b>	-
<b>Nursing home employee - refer to Hospital, Clinic or Personal Care Home</b>	-
<b>Occupational therapist - refer to Hospital, Clinic or Personal Care Home</b>	-
<b>Office worker - administrative duties only</b>	3A
<b>Office machine sales and service - refer to Business Machine Sales and Service</b>	-
<b>Oil and natural gas industry</b>	
<ul style="list-style-type: none"> <li>• Drilling production and exploration – on-shore only <ul style="list-style-type: none"> <li>○ Manager or superintendent (with no manual duties), oil scout, instrument technologist, tester</li> <li>○ Inspector - refer to Inspector</li> <li>○ Petroleum engineer - refer to Engineer</li> <li>○ Foreman (no manual duties)</li> <li>○ Land person/land agent (office duties only)</li> <li>○ Others (not handling explosives) <ul style="list-style-type: none"> <li>▪ Skilled, light manual duties</li> <li>▪ Unskilled, heavy manual duties</li> </ul> </li> <li>○ Driver - refer to Driving</li> <li>○ Shooters, detonators, firers and others handling explosives</li> </ul> </li> </ul>	2A - - A 3A A B - UC
• Offshore workers	UC
<b>Oil refinery – refer to Manufacturing</b>	-
<b>Optical dispenser</b>	3A
<b>Optician</b>	3A
<b>Optometrist</b>	4A
<b>Orchestra leader</b>	U
<b>Ornamental iron worker</b>	
• Shop only	A
• Others	B
<b>Orthodontist – refer to Dentistry</b>	-
<b>Orthotist</b>	3A
<b>Osteopath</b>	
• M.D.	4A
• Others	3A
<b>Packing house – refer to Stockyards/slaughter and packing house</b>	-
<b>Painter</b>	
• Artist	U
• Bridge, railroad, ship hull or interior	B
• Automobile - refer to Automobile Industry	-
• Signs - refer to Sign & Billboard Erectors & Builders	-
• Shop painter of manufactured goods, highway	B
• Residential	A*
• Spray painters	B
<b>Paralegal</b>	3A

<b>Paramedic/EMT</b>	
• Air ambulance	U
• Other	B
<b>Parking lot</b>	
• Owner, manager, office duties only	2A
• Attendant	UC
<b>Parks (city, provincial or national)</b>	
• Superintendents - office duties only	3A
• Administrative worker, ticket taker, gate attendant	2A
• Forest ranger/warden - refer to Forest ranger, forester and warden	-
• Maintenance workers	B
<b>Paving worker</b>	A*
<b>Penitentiary worker – refer to Law enforcement</b>	-
<b>Personal trainer – refer to Athletic, sports and amusements</b>	-
<b>Pharmacist</b>	4A
<b>Pharmacy assistant/technician</b>	3A
<b>Photo developer</b>	2A
<b>Photo engraver</b>	
• Artist	2A
• All other employees	A
<b>Photographer</b>	
• Newspaper/magazine	2A
• Commercial and Studio work	3A
• Freelance	IC
• Aerial	U
<b>Physical therapist/physiotherapist – refer to Hospital, clinic or personal care home</b>	-
<b>Physician assistant – refer to Hospital, clinic or personal care home</b>	-
<b>Physician and surgeon, M.D.</b>	
• Emergency or critical care <ul style="list-style-type: none"> <li>○ Anesthesiology</li> <li>○ Emergency</li> <li>○ Others</li> </ul>	4A 4A 4A
• Family practice <ul style="list-style-type: none"> <li>○ Less than 20% emergency or critical care duties</li> <li>○ 20% or more emergency or critical care duties</li> </ul>	4A 4A
• Lab, Pathology, Research or Insurance	4A
• Specialist <ul style="list-style-type: none"> <li>○ Cardiology</li> <li>○ Clinical Immunology and Allergy</li> <li>○ Endocrinology and Metabolism</li> <li>○ Gastroenterology</li> <li>○ Geriatric medicine</li> <li>○ Hematology</li> <li>○ Internal medicine</li> </ul>	4A 4A 4A 4A 4A 4A 4A

○ Nephrology	4A
○ Neurology	4A
○ Oncology	4A
○ Pediatrics	4A
○ Respirology	4A
○ Rheumatology	4A
● Surgeon	4A
● Other	4A
<b>Physicist</b>	4A
<b>Piano repairer or tuner – refer to Music</b>	-
<b>Picture framer</b>	2A
<b>Pile driver</b>	B
<b>Pilot – refer to Aviation industry</b>	-
<b>Pipe or gas fitter</b>	A
<b>Plasterer</b>	B
<b>Plumber</b>	A
<b>Podiatrist</b>	4A
<b>Police – refer to Law enforcement</b>	-
<b>Postal worker</b>	U
<b>Power shovel operator</b>	B
<b>Printing and publishing</b>	
● Lithographer, pressperson	2A
● Photoengraving - etchers, finishers, photoengravers, printers, proofers, proofreaders, strippers	2A
● Publisher, editor, manager, office employees	3A
● Printing compositors, electrotyper, jobber, linotype and monotype operator, press operator, stereotyper, stone hand, typesetter	2A
● Machine book binders, routers, maintenance mechanics, press operators, stone hands, type foundry workers, other skilled workers	A
<b>Prison workers – refer to Law enforcement</b>	-
<b>Professor – refer to Teaching</b>	-
<b>Proofreading – refer to Printing and publishing</b>	-
<b>Property manager – refer to Building services and maintenance</b>	-
<b>Prospector, mining</b>	U
<b>Prosthetist</b>	3A
<b>Psychiatrist</b>	4A
<b>Psychologist</b>	
● Ph.D.	4A
● Others	3A
<b>Pulp and paper industry – refer to Lumber industry</b>	-
<b>Pump repairer, cleaner or setter – refer to Water works</b>	-
<b>Pyrotechnist</b>	U
<b>Quarry – refer to Mining</b>	-

<b>Rabbi</b>	
• Not Shochet	3A
• Shochet	B
<b>Radio – refer to Motion picture, recording, radio, television and theatre industry</b>	-
<b>Railroads</b>	
• Freight solicitors, station masters or agents	3A
• Brake operator, conductors, engineer, switch person, tower person, yardmaster or yard clerk, dispatcher	A
• Office worker	3A
• Ticket agent, announcer	3A
• Trades person and skilled workers	A
• Others - including track/signal building and maintenance	B
<b>Real estate – refer to Sales</b>	-
<b>Receiving or shipping clerk – refer to Warehouses</b>	-
<b>Repair person</b>	
• Appliances - refer to Appliance Repairs	-
• Radio, television, small electronics	A
<b>Reporter – refer to Newspaper or Magazine</b>	-
<b>Respiratory therapist – refer to Hospital, clinic or personal care home</b>	-
<b>Restaurant</b>	
• Owner or manager, office and supervisory only	2A
• Chef	A
• Head waiters, maitre d'hotels	2A
• Counter persons, busboys, checkroom attendants	A
• Cashiers, checkers or hostesses	2A
• Cooks	B
• Dish washers, kitchen help, parking attendants	B
• Bartenders	B
• Waiters, waitresses	A
<b>Retail</b>	
<ul style="list-style-type: none"> <li>• Group I: Art goods, books, clothing, computers, department stores (light merchandise), drugs, furs, jewellery, musical instruments photographic supplies, shoes, sporting goods, stationary, tobacco, liquor, video <ul style="list-style-type: none"> <li>○ Owners, managers, office, sales or supervisory duties only</li> <li>○ Salespeople and clerks with sales duties only</li> <li>○ Other duties including stocking shelves, repairing and delivery</li> </ul> </li> </ul>	<p style="text-align: center;">3A 2A A</p>
<ul style="list-style-type: none"> <li>• Group II: Auto parts, building, supplies, carpet, electrical supplies, electronics, farm implements, feed, flour, floor covering, furniture, hardware, household appliances, machinery (including motorcycle, sea-doo, recreational vehicles (RV's) and boat), pets and pet supplies, plumbing supplies, supermarkets, radio and television, tools, wine and beer making <ul style="list-style-type: none"> <li>○ Owners, managers, office, sales or supervisory duties only</li> <li>○ All other employees, except those delivering; includes repairmen</li> <li>○ Delivering - refer to Drivers</li> </ul> </li> </ul>	<p style="text-align: center;">2A A -</p>

<ul style="list-style-type: none"> <li>• Group III: Convenience, food, grocery, general stores <ul style="list-style-type: none"> <li>○ Owners, managers, all employees - not in own residence</li> <li>○ Lottery Sales</li> <li>○ Operating from own residence</li> </ul> </li> </ul>	A A U
Road construction – refer to Construction industry	-
<b>Roofer</b>	<b>B</b>
<b>Rooming house proprietor</b>	<b>U</b>
<b>Sales</b>	
<ul style="list-style-type: none"> <li>• Insurance (agents &amp; brokers) – refer to Financial Services</li> </ul>	
<ul style="list-style-type: none"> <li>• Real estate <ul style="list-style-type: none"> <li>○ Agent, broker, realtor (residential and commercial)</li> <li>○ Commercial leasing manager, no sales</li> </ul> </li> </ul>	A 3A
<ul style="list-style-type: none"> <li>• Retail - refer to Retail Sales</li> </ul>	-
<ul style="list-style-type: none"> <li>• Others <ul style="list-style-type: none"> <li>○ Sales only, not carrying samples, demonstrating or delivering, minimum income of \$60,000</li> <li>○ Sales only, carrying samples, demonstrating or delivery or income less than \$60,000</li> </ul> </li> </ul>	3A 2A
<b>Sand blaster</b>	
<ul style="list-style-type: none"> <li>• Glass and metal only</li> </ul>	B
<ul style="list-style-type: none"> <li>• Others</li> </ul>	U
<b>Sanitarium – refer to Hospital, clinic or personal care home</b>	-
<b>Sawmill employee – refer to Lumber industry</b>	-
<b>Scrap metal dealer – refer to Junk dealer</b>	-
<b>Sculptor</b>	U
<b>Seamstress – refer to Dressmaker</b>	-
<b>Security guard/watch person – refer to Law enforcement</b>	-
<b>Service station – refer to Automobile industry</b>	-
<b>Sewing machine operator</b>	B
<b>Sewing machine repair person</b>	A
<b>Sheet metal worker</b>	
<ul style="list-style-type: none"> <li>• Shop work only</li> </ul>	A
<ul style="list-style-type: none"> <li>• Others</li> </ul>	B
<b>Sheriff – refer to Law enforcement</b>	-
<b>Shoemaker or repairer</b>	A
<b>Siding installers</b>	A*
<b>Sign and billboard erector and builder</b>	
<ul style="list-style-type: none"> <li>• Builder, erector, maintenance person or repairer</li> </ul>	B
<ul style="list-style-type: none"> <li>• Glass bender, layout person, silk screeners</li> </ul>	2A
<ul style="list-style-type: none"> <li>• Painters <ul style="list-style-type: none"> <li>• In shop</li> <li>• Out of shop</li> </ul> </li> </ul>	A B
<b>Silversmith</b>	2A
<b>Singer</b>	U
<b>Social services</b>	

<ul style="list-style-type: none"> <li>• Degree in social work <ul style="list-style-type: none"> <li>○ Administrative duties only</li> <li>○ Working outside the office, no manual duties</li> </ul> </li> </ul>	3A 2A
<ul style="list-style-type: none"> <li>• Others <ul style="list-style-type: none"> <li>○ Working outside the office, no manual duties</li> <li>○ Working outside the office, with manual duties</li> </ul> </li> </ul>	A UC
<b>Speech pathologist/therapist – refer to Hospital, clinic or personal care home</b>	-
<b>Sports – refer to Athletics, sports and amusements</b>	-
<b>Sprinkler system installer</b>	
<ul style="list-style-type: none"> <li>• Inside</li> </ul>	A
<ul style="list-style-type: none"> <li>• Outside</li> </ul>	B
<b>Steamfitter</b>	A
<b>Steeplejack</b>	UC
<b>Stevedore – refer to Dock worker</b>	-
<b>Stock clerk</b>	A
<b>Stockyard, slaughter and packing house</b>	
<ul style="list-style-type: none"> <li>• Office duties only</li> </ul>	3A
<ul style="list-style-type: none"> <li>• Supervisory duties only</li> </ul>	2A
<ul style="list-style-type: none"> <li>• Butcher - refer to Butcher</li> </ul>	-
<ul style="list-style-type: none"> <li>• Workers around live animals</li> </ul>	B
<ul style="list-style-type: none"> <li>• Inspector or Grader - refer to Inspector</li> </ul>	-
<ul style="list-style-type: none"> <li>• Others</li> </ul>	UC
<b>Street cleaning</b>	
<ul style="list-style-type: none"> <li>• Foreman</li> </ul>	A
<ul style="list-style-type: none"> <li>• Drivers – refer to Heavy equipment operator</li> </ul>	-
<ul style="list-style-type: none"> <li>• Others</li> </ul>	B
<b>Structural iron and steel</b>	
Inspectors – refer to Inspector	-
Others	UC
<b>Stucco worker</b>	B
<b>Surveyor</b>	
<ul style="list-style-type: none"> <li>• Office duties only</li> </ul>	3A
<ul style="list-style-type: none"> <li>• Field duties <ul style="list-style-type: none"> <li>○ Construction</li> <li>○ Logging</li> <li>○ Mining <ul style="list-style-type: none"> <li>▪ Above ground</li> <li>▪ Others</li> </ul> </li> <li>○ Others</li> </ul> </li> </ul>	2A A  2A A 2A
<b>Tanning salon – refer to Athletics, sports and amusements</b>	-
<b>Tailor</b>	
<ul style="list-style-type: none"> <li>• Factory employee</li> </ul>	B

• Others, not at residence	A
<b>Tattoo artist</b>	UC
<b>Taxicab and limousine companies</b>	
• Driver – refer to Driver	-
• Owner <ul style="list-style-type: none"> <li>○ Driving – refer to Driver</li> <li>○ No driving, supervisory duties only, minimum 7 full-time employees</li> </ul>	- 2A*
<b>Taxidermist (not at residence)</b>	2A
<b>Teaching</b>	
• University professors (including CEGEP)	4A
• Principals, superintendents, department heads, other administrative officials	3A
• University guidance counsellor	3A
• Other teachers <ul style="list-style-type: none"> <li>○ Working full-time away from residence and not freelancing</li> <li>○ Teaching at home</li> </ul>	A IC
<b>Television – refer to Motion picture, recording, radio, television and theatre industry</b>	-
<b>Telemarketer</b>	A
<b>Telephone</b>	
• Outside lines construction, maintenance and operation <ul style="list-style-type: none"> <li>○ Foreman (conduits and tunnel and not climbing poles)</li> <li>○ All others</li> </ul>	A B
• Inside workers <ul style="list-style-type: none"> <li>○ Operators dispatchers and others with office duties only</li> </ul>	3A
• Installers, repairman, testers <ul style="list-style-type: none"> <li>○ Inside work only</li> <li>○ Outside work only</li> </ul>	2A A
<b>Tent maker, awning maker</b>	A
<b>Textile mill – refer to Manufacturing</b>	-
<b>Theatre – refer to Motion picture, recording, radio, television and theatre industry</b>	-
<b>Therapist – refer to Hospital, clinic and personal care home</b>	-
<b>Tile layer or setter</b>	B
<b>Tinsmith – refer to Sheet metal worker</b>	-
<b>Toll collector, bridge, gate or highway</b>	2A
<b>Tool and die maker – refer to Manufacturing</b>	-
<b>Topographer</b>	
• Office duties only	3A
• Others	2A
<b>Translator</b>	
• Certified members of provincial association with minimum income of \$50,000 for past two years	4A
• All others	3A
<b>Trapper</b>	U
<b>Travel agent</b>	
• Not conducting tours	3A



<ul style="list-style-type: none"> <li>Conducting tours</li> </ul>	2A
<b>Tree farmer – refer to Gardening, landscaping and nursery</b>	-
<b>Tree worker</b>	
<ul style="list-style-type: none"> <li>Sprayer, surgeons, fumigators and trimmers</li> </ul>	B
<b>Trucking – refer to Driver</b>	-
<b>Tugboat – refer to Marine industry</b>	-
<b>Typesetter – refer to Print and publishing</b>	-
<b>Ultrasound technician – refer to Hospital, clinic or personal care home</b>	-
<b>Undertaker – refer to Funeral services, funeral homes, cemetery and crematory</b>	-
<b>Union</b>	
<ul style="list-style-type: none"> <li>Official, executive, office duties only</li> </ul>	3A
<ul style="list-style-type: none"> <li>Business agent, organizer</li> </ul>	A
<b>Upholsterer – refer to Furniture</b>	-
<b>Vending machine</b>	
<ul style="list-style-type: none"> <li>Owners, managers – not collecting, filling, servicing, etc., minimum five employees</li> </ul>	2A
<ul style="list-style-type: none"> <li>Collectors, installers, fillers, repairers, serviceperson</li> </ul>	B
<b>Veterinarian</b>	
<ul style="list-style-type: none"> <li>Small animals</li> </ul>	4A
<ul style="list-style-type: none"> <li>Large animals</li> </ul>	3A*
<b>Veterinarian assistant</b>	A
<b>Veterinarian technician</b>	2A
<b>Video arcade – refer to Athletics, sports and amusements</b>	-
<b>Waiter/waitress – refer to Restaurant</b>	-
<b>Wallpaper hanger</b>	A
<b>Warden</b>	
<ul style="list-style-type: none"> <li>Fish or game - refer to Forest Ranger, Forester &amp; Warden</li> </ul>	
<ul style="list-style-type: none"> <li>Working in a penitentiary or correctional institute - refer to Law Enforcement</li> </ul>	
<b>Warehouses</b>	
<ul style="list-style-type: none"> <li>Foremen, managers, superintendent (not handling goods)</li> </ul>	2A
<ul style="list-style-type: none"> <li>Checker</li> </ul>	A
<ul style="list-style-type: none"> <li>Shipper/Receiver, and other employees</li> </ul>	B
<b>Watchman – refer to law Enforcement</b>	
<b>Water driller</b>	B
<b>Water meter - refer to Meter Reader/Installer</b>	
<b>Watch repair – refer to Clock/Watch Manufacturing &amp; Repair</b>	
<b>Water works</b>	
<ul style="list-style-type: none"> <li>Superintendent - no manual duties</li> </ul>	3A
<ul style="list-style-type: none"> <li>Foremen, tester</li> </ul>	2A
<ul style="list-style-type: none"> <li>Filter person, pump operator, meter repairer, outside superintendent and foremen</li> </ul>	A
<ul style="list-style-type: none"> <li>Pump repairer, cleaner or setter</li> </ul>	B

• Other employees	B
<b>Welder or Cutter (not structural steel)</b>	A
<b>Welfare worker – refer to Social Services</b>	
<b>Window cleaners – refer to Building Maintenance &amp; Services</b>	
<b>Window dressers &amp; Trimmers</b>	A
<b>Window Installers</b>	A
<b>Winery - refer to Liquor Industry</b>	
<b>Writer or Author</b>	U
<b>X-Ray Machine</b>	
• Technician - Refer to Hospital, Clinic or Personal Care Home	
• Repairing, servicing	A
<b>Zoo</b>	
• Zoo director	3A
• Zoologist	
○ Less than 20% field duties	3A
○ 20% or more field duties	2A
• Superintendent (not regularly handling animals and no manual duties)	2A
• Attendants, feeders, others	UC

\*These occupations will not be eligible for occupation class upgrade.

\*\*These occupations are restricted to a 60-month benefit period. The first day accident and regular occupation period extender riders aren't available.

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