

EMPIRE LIFE INFORMATION CIRCULAR

DATE: December 8, 2014

N° 2014-34

CATEGORY : INVESTMENTS

TO : Managing General Agents, Associate General Agents, Advisors, General Agents, Independent Financial Advisors, and National Accounts

SUBJECT : Accepting faxed Applications

As of December 8, 2014, we are accepting faxed applications for all of our investment products. Going forward instead of mailing in your originals, you may fax applications to: **1 866 762-6163**.

Signature verification When submitting faxed applications, the advisor will be responsible for obtaining and verifying an original signature. By sending us a fax application, you are representing that you have obtained and verified an original signature on the application form.

Originals If you have faxed an application, please **do not** send in the originals. This could result in delayed or duplicated transactions for which you would be liable. Retention of the original will be your responsibility; however, if you must also send in the original application, please indicate that it has been previously faxed to help avoid duplication.

Cheque required For applications accompanied by an initial deposit cheque, it is recommended that you follow the current process of mailing us the application along with the cheque.

You may continue to send your Investment paperwork to:

Empire Life
100 - 5900 Hurontario Street
Mississauga, ON L5R 0E8

For any applications that are accompanied by an initial deposit cheque, funds will be applied as soon as the cheque is received in head office, as per our usual process.

Reference Jeannine Vasily, Director, Investment Operations

