



La Capitale Civil Service Insurer Inc.
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 adm.collectif@lacapitale.com

- GROUP INSURANCE APPLICATION
- MODIFICATION(S) TO GROUP INSURANCE
- SUBMITTED BY THE PORTAL

GROUP NO.	EMPLOYER NO.	IDENTIFICATION NO.
001010		

1 - INFORMATION ABOUT PARTICIPANT

GROUP'S NAME FNEEQ (private colleges and universities)		EMPLOYER'S NAME	EMPLOYEE'S NO.
FIRST NAME	LAST NAME		GENDER <input type="checkbox"/> M <input type="checkbox"/> F
ADDRESS NO. STREET		APT.	DATE OF BIRTH Y M D
TOWN/CITY	POSTAL CODE	CORRESPONDENCE <input type="checkbox"/> E <input type="checkbox"/> F	WORK SCHEDULE <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME: _____ (%)
MAIN PHONE EXT.		PHONE (OTHER)	EXT.
EMAIL ADDRESS ¹		Note 1: By giving my email address, I consent to receiving only documents that concern my insurance policy.	
MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED OR JOINED BY A CIVIL UNION ² <input type="checkbox"/> WIDOWED ² <input type="checkbox"/> COMMON-LAW SPOUSE ² <input type="checkbox"/> DIVORCED ² <input type="checkbox"/> SEPARATED ² Note 2: SINCE: _____ Y M D			
CURRENT TITLE	EMPLOYMENT DATE Y M D	ELIGIBILITY DATE Y M D	EMPLOYMENT STATUS <input type="checkbox"/> PERMANENT <input type="checkbox"/> CONTRACTUAL _____
ANNUAL SALARY ACCORDING TO THE % OF TASK			
Were you insured under the contract of the FNEEQ before today? <input type="checkbox"/> Yes <input type="checkbox"/> No Y M D			
If so, indicate employer's name: _____ and termination date: _____			

2- BENEFITS

MANDATORY BENEFITS	I WANT TO APPLY			I WANT TO CHANGE MY COVERAGE					
	BASIC (Module A)	STANDARD (Module B)	EXTENDED (Module C)	ADD			REMOVE		
	BASIC (Module A)	STANDARD (Module B)	EXTENDED (Module C)	BASIC (Module A)	STANDARD (Module B)	EXTENDED (Module C)	BASIC (Module A)	STANDARD (Module B)	EXTENDED (Module C)
- HEALTH INSURANCE The coverage status selected will also apply to Dental Care Insurance, if applicable. Coverage status – Individual – Single-Parent (no spouse) <input type="checkbox"/> Exemption ³ – Couple (no eligible children) – Family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reduction of coverage is allowed only after expiry of a 36-month participation period for the coverage level selected.									
- SHORT-TERM DISABILITY INSURANCE	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
- LONG-TERM DISABILITY INSURANCE⁴	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
OPTIONAL BENEFITS	BASIC (Option 1)	EXTENDED (Option 2)		BASIC (Option 1)	EXTENDED (Option 2)		BASIC (Option 1)	EXTENDED (Option 2)	
- DENTAL CARE INSURANCE The coverage status must be the same for Health Insurance and Dental Insurance when these two benefits are selected, unless the participant chooses Health Insurance exemption. Coverage status – Individual – Single-Parent (no spouse) <input type="checkbox"/> Exemption ^{3,5} – Couple (no eligible children) – Family	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Extended coverage (Option 2) is available only if Extended coverage (Module C) has been selected for Health insurance.									
- PARTICIPANT'S BASIC LIFE INSURANCE AND CRITICAL ILLNESS INSURANCE (mandatory to apply for other Life Insurance benefits)	<input type="checkbox"/> 1 X annual salary (min. \$35,000) <input type="checkbox"/> 2 X annual salary (min. \$70,000)			<input type="checkbox"/> 1 X annual salary (min. \$35,000) <input type="checkbox"/> 2 X annual salary (min. \$70,000)			<input type="checkbox"/> 1 X annual salary (min. \$35,000) <input type="checkbox"/> 2 X annual salary (min. \$70,000)		
- DEPENDENTS' LIFE INSURANCE	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
- PARTICIPANT'S OPTIONAL LIFE INSURANCE⁶ Participant must have Basic Life Insurance coverage equal to 2 X the annual salary.	1 to 10 units of \$25,000 _____ X \$25,000			1 to 10 units of \$25,000 _____ X \$25,000			1 to 10 units of \$25,000 _____ X \$25,000		
- SPOUSE'S OPTIONAL LIFE INSURANCE⁶ This coverage is available only if Dependents' Life Insurance has been selected.	1 to 10 units of \$25,000 _____ X \$25,000			1 to 10 units of \$25,000 _____ X \$25,000			1 to 10 units of \$25,000 _____ X \$25,000		

3. To be exempted from coverage under the Health or Dental Care Insurance plan, participants must provide the employer with proof of insurance under an equivalent group insurance plan.
 4. This benefit is mandatory for all permanent employees and initially optional for all other classes of employees.
 5. Basic coverage (Option 1) is available even if the participant is exempted in Health Insurance.
 6. This benefit is always subject to the Insurer's approval of evidence of insurability. Please complete the Declaration of Insurability form (P015).

3 - REASON(S) FOR CHANGING MY COVERAGE

EFFECTIVE DATE OF THE EVENT

Y M D

LEAVE WITHOUT PAY, PARENTAL OR MATERNITY LEAVE, TEMPORARY LAYOFF, BIRTH, MARRIAGE, ETC.

PLEASE:

- A) MODIFY MY GROUP INSURANCE BENEFITS – (PART 2)
- B) MAINTAIN ALL MY GROUP INSURANCE BENEFITS
- C) CANCEL ALL MY GROUP INSURANCE BENEFITS EXCEPT THOSE INCLUDING PRESCRIPTION DRUGS AND DENTAL CARE INSURANCE PLANS

PLANNED DATE OF RETURN TO WORK
(IF APPLICABLE)

Y M D

4 - INFORMATION ABOUT DEPENDENTS

Spouse's first name	Spouse's last name	Gender	Date of birth	Children's first names	Children's last names	Gender	Date of birth	Student	Functional impairment ¹
		M F	Y M D			M F	Y M D		
		<input type="checkbox"/> <input type="checkbox"/>				<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Note 7: Please contact Customer Service for complete procedure.

**5 - DESIGNATION OF BENEFICIARY
(FOR LIFE INSURANCE BENEFITS)**

ATTENTION: PROVINCE OF QUEBEC: Designating a legally married or civilly united spouse as a beneficiary is considered irrevocable unless stipulated otherwise by the participant. Any irrevocable beneficiary designation may only be modified if the beneficiary is of legal age and signs a waiver of his or her rights as a beneficiary. **PROVINCE OF ONTARIO:** Designating a legally married spouse as a beneficiary is considered revocable unless stipulated otherwise by the participant. Any irrevocable beneficiary designation may only be modified if the beneficiary is of legal age and provides written consent to the change.

- REVOCABLE
- IRREVOCABLE

FULL NAME: _____ RELATIONSHIP TO PARTICIPANT: _____

6 - DESIGNATION OF A TRUSTEE (DOES NOT APPLY IN QUEBEC)

If you designate a beneficiary who has not reached the age of majority, you must name a trustee.

FULL NAME: _____

ADDRESS NO. STREET APT. CITY PROVINCE POSTAL CODE

7 - PARTICIPANT'S DECLARATION

I hereby agree to the provisions of the policy and consent to the required premiums being deducted from my salary, as applicable. I agree to my social insurance number being used for administrative purposes by La Capitale Civil Service Insurer Inc. (La Capitale).

I authorize my employer, the Policyholder, La Capitale or its reinsurers as well as its representatives, agents and service providers to provide, receive and exchange between themselves any personal information regarding my eligibility, insurability and claims for benefits under the plan and those of my dependents, if applicable. In the event of death, I specifically authorize the Policyholder, the employer, the beneficiary, the heir or the liquidator of my estate to provide to La Capitale, or its service providers, any information for the processing of my file.

This authorization is valid for the purposes of this contract and for any amendments, extensions or renewals thereof. A photocopy of this authorization is considered as valid as the original if used for the exchange of information.

Y M D

Participant's signature or, if a minor, signature of legal guardian

Telephone (day)

Telephone (other)

Date

8 - SIGNATURE OF EMPLOYER'S REPRESENTATIVE

Y M D

Telephone

Date

NOTICE

La Capitale wishes to advise you that information collected during this transaction will be kept in a file under the subject of "Group Insurance". Access to this file is restricted to employees and service providers, on a need-to-know basis, as required to fulfil their duties. Notwithstanding exceptions provided for by law, no other person may access your file without your authorization. Your file will be kept at the address below.

You may access your file by submitting a request in writing to the information Access Officer in the Administration Department. If any of your personal information is inaccurate, incorrect or incomplete, you may submit a request in writing to have it corrected.

When you take out a contract with La Capitale, your name and address are included in our client database to help us provide you with quality service and information on new products designed to meet your needs. If you would prefer to have your contact details removed from our distribution list, please call or write to let us know.

To contact the customer service:
Telephone: 418 644-4200 or Toll free: 1 800 463-4856
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