

Request to Exercise a Full or Partial Exchange Privilege



Insurance

This application is used to exercise the Exchange Privilege only and is not to be used for the Conversion Privilege or Term Switch Privilege. If applying for additional policy changes at the same time as the Exchange Privilege (e.g., Change to non-smoker, rating review, etc.), please complete **only** the [Application for Reinstatement or Policy Change form](#).

Client Identity Information

Policy Number _____

Policy Ownership

Policy Owner Name _____

Joint Owner Name _____

Name of person(s) insured under this policy:

1. _____

2. _____

Complete Section 1 to Exchange a term policy or complete Section 2 to Exchange a term rider

Section 1: Exchange a term policy

Fully exchange the term policy to term length _____

Partially exchange the term policy to term length _____

If Partial, face amount to be exchanged \$ _____

The remaining amount is to be: Retained **or** Terminated

Section 2: Exchange a term rider

a) Name of person(s) insured under this Term Rider _____

Fully exchange the term rider to term length _____

Partially exchange the term rider to term length _____

If Partial, face amount to be exchanged \$ _____

The remaining amount is to be: Retained **or** Terminated

b) Name of person(s) insured under this Term Rider _____

Fully exchange the term rider to term length _____

Partially exchange the term rider to term length _____

If Partial, face amount to be exchanged \$ _____

The remaining amount is to be: Retained **or** Terminated

It is understood and agreed, as follows:

- The beneficiary designation under the inforce Policy will apply to the new policy. To change the beneficiary, please use the [Beneficiary Change](#) form.
- The payment information for the inforce Policy will apply to the new policy.

Quebec residents: I was presented with French versions of the application and policy, but I chose to complete the application in English. I would like my insurance contract and all related documents to be in English and I agree to be bound by them.

Résidents du Québec : On m'a présenté les versions françaises de la proposition et de la police, mais j'ai choisi de compléter la proposition en anglais. J'aimerais que mon contrat d'assurance et tous les documents connexes soient en anglais et j'accepte d'être lié par eux.



Additional Instructions for Client Services:

Client Signature(s)

Signed at [] this [] day of []
(City/Province) (Month/Year)

Signature of Insured or Parents/Guardians (tutors* in Quebec) If Insured Is Under Age 16 (under age 18 in Quebec)

Signature of Irrevocable or Preferred Beneficiary (if applicable)

Signature of Owner (if different than Insured)

Signature of Joint Owner (if applicable)

If Corporate Owner, provide title of Signing Officer
If Trustee Owner, identify the trust

* In Quebec, if there is more than one tutor, all tutors must sign unless one tutor has been given the authority in a specific mandate to act unilaterally on the child's behalf.

Note: If the Policy is owned by a corporation, this Application must be signed by an Officer of the corporation other than the Insured (unless the Insured is the sole Officer of the corporation).

Advisor Information

Table with 3 columns: Date, Advisor's Signature, Signed at, Advisor's Name, Advisor's Company Name, Marketing Office MGA, Share (%), Servicing Advisor Code, Advisor Code.

Submit by Email: rbcinsclientservices@rbc.com
Submit by Fax: 905-813-4816 or 1-888-881-7712
Submit by Mail: RBC Life Insurance Company, Client Services, PO Box 515, Station A, Mississauga ON L5A 4M3



Collecting your personal information

We (RBC Life Insurance Company) may from time to time collect information about you such as:

- information establishing your identity (for example, name, address, phone number, date of birth, etc.) and your personal background;
- information related to or arising from your relationship with and through us;
- information you provide through the application and claim process for any of our insurance products and services; and
- information for the provision of products and services.

We may collect information from you, either directly or through representatives. We may collect and confirm this information during the course of our relationship. We may also obtain this information from a variety of sources including hospitals, doctors and other health care providers, the MIB LLC the government (including government health insurance plans) and other governmental agencies, other insurance companies, financial institutions, motor vehicle reports, and your employer.

Using your personal information

This information may be used from time to time for the following purposes:

- to verify your identity and investigate your personal background;
- to issue and maintain insurance products and services you may request;
- to evaluate insurance risk and manage claims;
- to better understand your insurance situation;
- to determine your eligibility for insurance products and services we offer;
- to help us better understand the current and future needs of our clients;
- to communicate to you any benefit, feature and other information about products and services you have with us;
- to help us better manage our business and your relationship with us; and
- as required or permitted by law.

For these purposes, we may make this information available to our employees, our agents and service providers, and third parties, who are required to maintain the confidentiality of this information.

In the event our service provider is located outside of Canada, the service provider is bound by, and the information may be shared in accordance with, the laws of the jurisdiction in which the service provider is located. Third parties may include other insurance companies, the MIB LLC and financial institutions.

Your personal information may be transmitted through, stored or processed in jurisdictions other than where you are based, in which case the information is bound by the laws of these jurisdictions. If your personal information is transferred to a country/province other than your home jurisdiction, we will take measures to protect your personal information with appropriate contract clauses or other applicable safeguards.

We may also use this information and share it with RBC® companies (i) to manage our risks and operations and those of RBC companies, (ii) to comply with valid requests for information about you from regulators, government agencies, public bodies or other entities who have a right to issue such requests, and (iii) to let RBC companies know your choices under “*Other uses of your personal information*” for the sole purpose of honouring your choices.

If we have your tax identification number (such as your social insurance number or social security number) and you hold a product generating income, we may use it for tax related purposes and share it with the appropriate government agencies.



Please note that this paragraph is not applicable if this form is submitted by an independent representative or a representative that is attached to a firm other than RBC Insurance®.

Other uses of your personal information

- We may use this information to promote our products and services, and promote products and services of third parties we select, which may be of interest to you. We may communicate with you through various channels, including telephone, computer or mail, using the contact information you have provided.
- We may also, where not prohibited by law, share this information with RBC companies for the purpose of referring you to them or promoting to you products and services which may be of interest to you. We and RBC companies may communicate with you through various channels, including telephone, computer or mail, using the contact information you have provided. You acknowledge that as a result of such sharing they may advise us of those products or services provided.
- If you also deal with RBC companies, we may, where not prohibited by law, consolidate this information with information they have about you to allow us and any of them to manage your relationship with RBC companies and our business.
- We may also use automated processing to make decisions about you, including underwriting and claims adjudication, where applicable.

You understand that we and RBC companies are separate, affiliated corporations. RBC companies include our affiliates which are engaged in the business of providing any one or more of the following services to the public: deposits, loans and other personal financial services; credit, charge and payment card services; trust and custodial services; securities and brokerage services; and insurance services.

You may choose not to have this information shared or used for any of these “Other uses” by contacting us as set out below, and in this event, you will not be refused insurance products or services just for that reason. We will never use or share your health information for these purposes. We will respect your choices and, as mentioned above, we may share your choices with RBC companies for the sole purpose of honouring your choices regarding “Other uses of your personal information”.

Your right to access your personal information

You may obtain access to the information we hold about you at any time and review its content and accuracy, and have it amended as appropriate; however, access may be restricted as permitted or required by law. To request access to such information, to learn more about our use of automated processing, to ask questions about our privacy policies or to request that the information not be used for any or all of the purposes outlined in “Other uses of your personal information” you may do so now or at any time in the future by contacting us at:

RBC Life Insurance Company

**P.O. Box 515, Station A,
Mississauga, Ontario
L5A 4M3
Telephone: 1-800-663-0417
Facsimile: (905) 813-4816**

Our privacy notices

All collection, use, and sharing of your personal information will be in accordance with our Global Privacy Notice and Digital Channel Privacy (available at www.rbc.com/privacysecurity), which form part of these terms.