

**REQUEST FOR TRANSFER FROM DEFINED CONTRIBUTION ACCOUNT**

*When to Use this Form*

A Form P3 is used when

- there is an agreement or order dividing the benefits,
- the benefits are in a defined contribution account, and
- the spouse wants the spouse's proportionate share transferred to another plan (such as an RRSP).

[Please print]

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**To: Administrator of plan**

Name of plan

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Address of administrator

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**From: Spouse of member** [Note: "spouse" includes a person who has lived in a marriage-like relationship with the member for a continuous period of at least two years and also includes a former spouse.]

Name of spouse.....

Address .....

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Email address .....

Telephone (home) ..... (work) .....

Social Insurance Number .....

[The administrator will use this information to contact you about important matters. Make sure it is accurate and that you promptly advise the administrator of any changes.]

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**In relation to: Plan member**

Name of member

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Address .....

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Email address .....

Telephone (home) ..... (work) .....  
Social Insurance or Pension Plan Identity Number .....  
Employer .....

**Other requirements:**

A copy of the agreement or order dividing the benefits must be provided. [*Please attach or enclose the agreement or order with this Form.*]

An administrator is entitled to charge a fee to transfer the benefits from the defined contribution account of \$175.

**Request:**

I request that you

- (a) transfer my proportionate share of the member's defined contribution account from the plan in accordance with the *Family Law Act* and the *Pension Benefits Standards Act*, and
- (b) advise me in writing of the information that you require in order to do this.

Signed (spouse) .....

Date .....

Signed (witness to signature of spouse)

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Name of witness

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Address of witness

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