

**EMPLOYEE RETIREMENT SAVINGS PLAN**  
**ELECTION/CHANGE FORM**

<b>Employee Name:</b>		<b>Employee No.:</b>	
<b>Business Unit:</b>		<b>Location:</b>	

Please select **one** of the following:

- This is an Election Form (I am a new employee)
- This is a Change Form (I am changing the allocations I currently have on file)

Effective Date of Change:

Klohn Crippen Berger (KCB) has an employee Group RRSP with Sun Life Financial. All regular full-time employees and regular part-time employees in Canada who work a minimum of 24 hrs per week are eligible to participate in this program.

KCB contributes an amount equal to **4%** of your gross earnings to your Group RRSP account on a monthly basis. You may elect to make voluntary contributions through regular payroll deductions. You may split any of the contributions, KCB's or yours, between your employee account and a spousal account. Please refer to your group RRSP Reference Booklet for further details.

I wish to allocate the <b><u>COMPANY'S 4% contribution</u></b> to my Group RRSP account as follows:	
Employee Account	<input type="text"/> % of earnings
Spousal Account (if applicable)	<input type="text"/> % of earnings
<b>TOTAL COMPANY CONTRIBUTION:</b>	<input type="text" value="4"/> % of earnings

I wish to allocate my <b><u>VOLUNTARY</u></b> contributions to my Group RRSP account as follows:	
Employee Account	<input type="text"/> % of earnings
Spousal Account (if applicable)	<input type="text"/> % of earnings
<b>TOTAL VOLUNTARY CONTRIBUTION:</b>	<input type="text"/> % of earnings

<b>Employee Signature:</b>	
<b>Date:</b> (yyyy-mm-dd)	