

# *my plan — Start Saving Guide*

Maximize your SLB Canada Retirement and Savings Plan and benefit from:

- + employer contributions
- + easy ways to save
- + simple investing
- + advice when you need it





# welcome



## **This guide is for all SLB Canada eligible employees.**

Get closer to your financial goals when you save with your Company and Sun Life.

It's important to both of us that you reach your retirement goals and feel good about your money throughout your life. Let us help you get there!

This guide will take you through your **SLB Canada Retirement and Savings Plan** and what makes it different from savings you may have elsewhere.

We're available in lots of different ways on your phone, tablet and desktop. You can always count on a human touch, whether with our digital coach, Ella, or our live support:



Take care of your savings as they grow, learn about the products in your plan and get helpful hints from Ella, all on **my plan**. Sign up for an ID and password to **mysunlife.ca**. Once you're signed in, just select **my plan** on the right-hand side of the page.



Download the **my Sun Life mobile app** to check your balances on the go, review how your funds are doing, and more.



Call us – we're here to help, with service in over 190 different languages:

**1-866-896-6976** | Monday to Friday | 6 a.m. to 6 p.m. MT.



Sign up for a **Connect with your money** webinar on **sunlife.ca/mymoney** to learn about how to use our tools and resources to manage your money.



Sun Life offers one-on-one advice on the investment choices available to you in your plan. This is a complimentary service available to you, all you have to do is call the Client Care Centre at **1-866-896-6976** any business day between 6 a.m. to 6 p.m. MT. and you will be directed to a licensed representative who can help you with your investment questions.

# what you have to do

You will be automatically enrolled in the Defined Contribution Pension Plan (DCPP). You will need to follow the checklist below to manage your account online and benefit from all that your workplace plan has to offer.

## register

- Go to [mysunlife.ca](https://mysunlife.ca) and register for an account. Once you're set up online, you can learn all about the products and funds offered in your plan and use our tools to help you with saving and investing.

## learn

page 4

- Discover what's great about your plan.

## invest

page 11

- Understand the investment options in your plan, and get step-by-step help picking your funds.

## get set up

page 14

- Complete the enrolment steps to get set up and manage your account online.



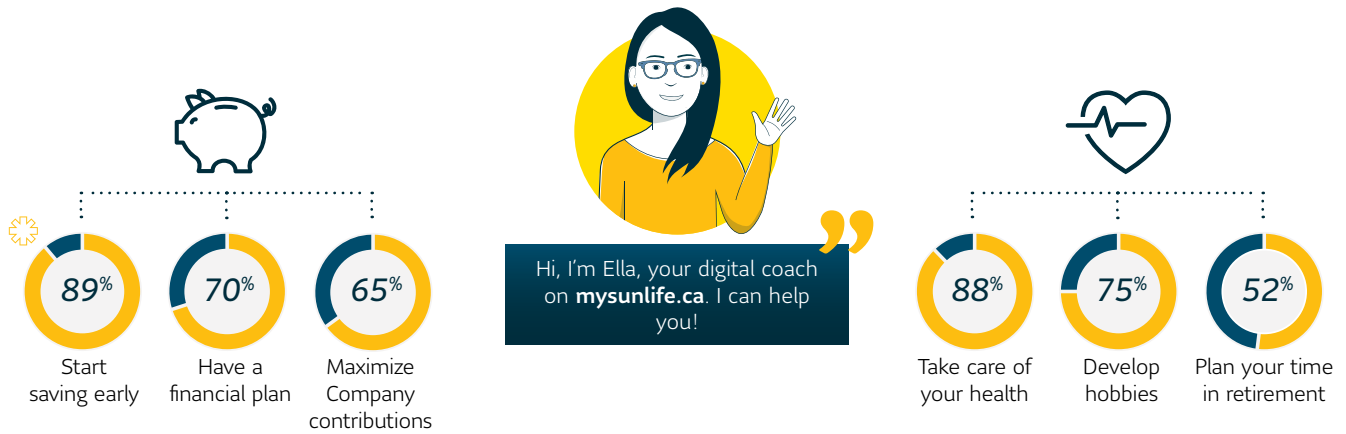




# learn



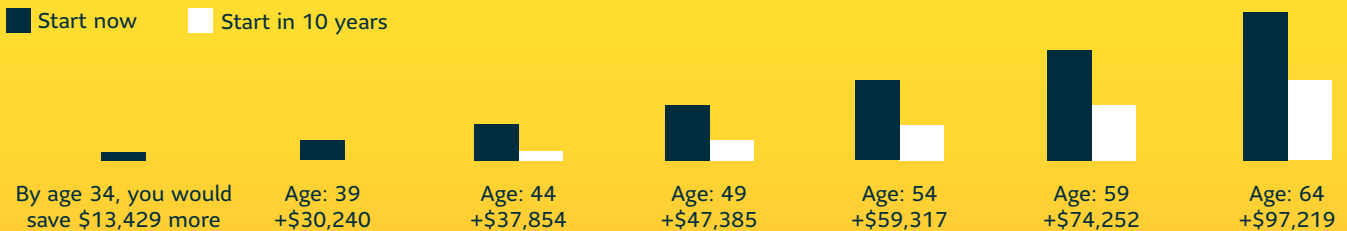
Hear it straight from the ones who are already living it.  
This is the advice retirees now have for those of us still working:



Source: Sun Life's 2016 Retirement Now report

## Nothing grows your money like time.

Starting early is the biggest piece of advice retirees have for you, and we agree. Take a look at how a 29-year-old saving \$200 a month starting **now** instead of in **10 years** can get more money for retirement (\$97,219 more to be exact):



This information was calculated using the **Save today for more tomorrow** calculator on [mysunlife.ca](https://mysunlife.ca), with an assumed net rate of return of 4.5%.

# Your future's bright because your Company set you up with a great plan. Here's why:



## Your Company contributes

It's a big perk of working where you do – where else do you get free money like that?



## Add money straight from your pay

It's easy and means you get instant tax savings.



## Tax advantages

By contributing to the DCPP/RRSP, you could pay less income tax. Your DCPP/RRSP money also grows tax-free until you withdraw it.



## Exclusive investments

You won't find these if you invest on your own at a bank or mutual fund company. More on page 11.



## Bring your outside savings to Sun Life

Here, our costs are competitive and you can invest your money in a diverse group of funds that only we have. This saves you more and lets you see all your money in one place.



## You get online tools and videos to make saving easier

Get help with financial topics, choosing your investments, and more.

Go online to learn more about the products in your plan, including your investment options and any fees that may be associated with your plan. Go to [mysunlife.ca](https://mysunlife.ca) and register for an account. Once you're signed in, you'll be brought to the **Home** page. Select **my plan** on the right-hand side of the page. Next, click on **More about your...** for detailed information on each product.

## Products in your plan

### Defined Contribution Pension Plan (DCPP)

#### Tax savings + company contributions

The DCPP is a registered plan your employer has established to help you save for your retirement. SLB contributes a base amount of 6% of your earnings to the DCPP. In addition, SLB will also match 100% of the payroll contributions you make to the DCPP (up to 4% of your earnings across the DCPP, RRSP, TFSA or NREG products). The contributions made to the DCPP are invested and earn investment income over time.

### Registered Retirement Savings Plan (RRSP)

#### Tax savings + company contributions + low fees

The RRSP is a registered account made for retirement saving. If you contribute by payroll deduction, it's before tax, and you won't be taxed until you take the money out. SLB will also match 100% of the payroll contributions you make to the RRSP (up to 4% of your earnings across the DCPP, RRSP, TFSA or NREG products). Your SLB employer contributions are a taxable benefit to you. You can also contribute to a spousal RRSP in your spouse's name.

### Tax-Free Savings Account (TFSA)

#### Save for your goals + company contributions + low fees

The TFSA is a savings account that can work for both your short and long-term financial goals. Contributions made to your TFSA are not tax-deductible, however, your investment earnings are tax sheltered. SLB will also match 100% of the payroll contributions you make to the TFSA (up to 4% of your earnings across the DCPP, RRSP, TFSA or NREG products). Your SLB employer contributions are a taxable benefit to you.

### Non-Registered Spill and Savings Plan (NREG)

#### No contribution limits + after-tax contributions + matching contributions

This product can be used when contributions to the DCPP has reached its annual contribution limits. You can also directly contribute to this plan, and SLB will match 100% of the payroll contributions you make to the NREG (up to 4% of your earnings across the DCPP, RRSP, TFSA, or NREG products). It's a way for you to keep saving. Your SLB employer contributions are a taxable benefit to you. There's no limit on how much can go in this product, but you may be taxed on investment income and capital gains.

Go to [mysunlife.ca](https://mysunlife.ca) and register for an account to learn more about adding money from your pay, making one-time contributions, your employer's contributions, withdrawals and more. Once you're signed in, you'll be brought to the **Home** page. Select **my plan** on the right-hand side of the page. Next, click on **More about your...** for detailed information on each product.



We can help you with any questions you may have about your plan. Give us a call at **1-866-896-6976**.



Get connected! Go online at [mysunlife.ca](https://mysunlife.ca) and download the **my Sun Life mobile app**.

# Product features

## Eligibility

**DCPP:** Participation is mandatory.

**RRSP/TFSA/NREG:** Permanent employees can join the RRSP/TFSA or NREG immediately upon hire. Participation is voluntary.

## Company required contributions

**DCPP:** SLB automatically makes a base contribution equal to 6% of your eligible earnings (this includes base pay, overtime, bonuses, commissions and geographical coefficients) every pay.

*Note: If your SLB base (6%) contributions to the DCPP exceeds your annual Canada Revenue Agency (CRA) limits, you will spill automatically to the NREG.*

## Your contributions

- Permanent employees will be automatically enrolled in the DCPP upon hire at a 4% contribution rate. You can then choose to change your contribution rate or direct your contributions to another product.

## Company matching contributions

- When you contribute up to 4% each pay, SLB matches your contributions at 100%. You may choose to direct your 4% to the DCPP, RRSP, TFSA or NREG plans to receive this match.
- You may contribute more than 4% each pay. Any amount above 4% is not matched by SLB.
- The chart below shows how much you can save between your contributions and the Company's contributions to the products in your plan.

Company required	Your contribution	Company match	Total contributions
6%	0%	0%	6%
6%	1%	1%	8%
6%	2%	2%	10%
6%	3%	3%	12%
<b>6%</b>	<b>4%</b>	<b>4%</b>	<b>14%</b>
6%	5%	4%	15%

Full employer match!

## That's right, free money!

- The money your employer contributes to your DCPP belongs to you immediately.
- We call this vesting, which means you own the employer contributions in these accounts.

## Add money from your pay

- You are automatically enrolled in the DCPP at a 4% contribution rate to maximize your Company match. But, you may choose to redirect your 4% (and make any additional contributions) by enrolling in the RRSP, TFSA or NREG products and indicating to which product, or combination of products, you'd like to direct your contributions.
- You can contribute any amount of your earnings to the DCPP, RRSP, spousal RRSP, TFSA and/or NREG. Keep in mind your RRSP and TFSA personal contribution limits as well as SLB's contribution maximums.\*
- You will receive a 100% Company match on the first 4%.
- You can make changes to your payroll contributions at any time through your account online at [mysunlife.ca](https://mysunlife.ca).
- SLB will automatically match your contributions up to 4% across all products in the following order: DCPP, RRSP, TFSA and NREG.

*Note: If you are contributing to both the RRSP and spousal RRSP, the match will be split between the two accounts, based on your selections at enrolment.*

For example, if you were to contribute 6% of your earnings, but spread it across the DCPP and RRSP this way, here's how the SLB match would look:

	DCPP	RRSP	TFSA	NREG
<b>Your contributions</b>	2%	4%	0%	0%
<b>SLB's Match</b>	2%	2%	N/A	N/A

Or, let's say you want to contribute 8% of your earnings, but spread it across several different products (the DCPP, RRSP, and TFSA). Here's how the SLB match would look:

	DCPP	RRSP	TFSA
<b>Your contributions</b>	2%	2%	4%
<b>SLB's Match</b>	2%	2%	N/A

\* **In addition to your CRA maximums, SLB also has maximums in place:** You may contribute up to 8% of your earnings to the DCPP and 50% of your earnings to each of the RRSP, TFSA and NREG. (Collectively, your contributions to the plan are limited to a maximum of 70% of your earnings.)

## Contribution limits

**DCPP:** The CRA sets limits on how much can be contributed each year. The total DCPP contribution limit in any given year is the lesser of:

- 18% of your current year's income; or
- The money purchase (MP) limit, as set by the Income Tax Act. Please refer to the **CRA website** for more information.
- SLB keeps track of the limit for you.
- Once your annual DCPP limit is reached, SLB will automatically redirect ('spill') to the NREG on your behalf.



## Transfer your money

## One-time contributions

### RRSP:

- The contributions deposited to your DCPP affect your RRSP contribution room in the following year. These contributions create a Pension Adjustment; which is found on your T4 slip.
- The CRA calculates the amount that you can contribute to a RRSP each year after you file your tax return. This limit applies to all RRSP's that you contribute to, including spousal accounts. You can find your personal RRSP room through the CRA **My Account** feature. It is your responsibility to ensure that you do not exceed your RRSP contribution limits.
- When you reach your contribution limit, you can redirect these contributions to the TFSA or NREG instead.
- You can add your personal RRSP dollar limit to your Sun Life account and we'll notify you when you're close to reaching your limit.

### TFSA:

- The CRA limits the amount you can contribute to your TFSA each year. You can find your personal limit through the CRA **My Account** feature.
- It's your responsibility to ensure your contributions don't exceed your personal TFSA contribution limit each year.
- When you reach your contribution limit, you can redirect these contributions to the RRSP or NREG instead.
- If you add your personal TFSA dollar limit to your Sun Life account, we'll notify you when you're getting close to your contribution limit.

### NREG:

- There is no contribution limit for your NREG product.

**DCPP:** If you have locked-in money earned from a previous employer sponsored pension plan, you can transfer this money into the SLB DCPP. The benefit of doing this is that you'll have all your retirement savings in one place!

### RRSP/TFSA/NREG:

- You can transfer-in any personal RRSP/TFSA money you hold to take advantage of the competitive fees offered in the SLB group plans.
- If you wish to transfer your outside monies in, simply sign into your Sun Life account and go to **Manage plan > my plan > Put money in > Transfer products to Sun Life**. Follow the instructions on the screen to complete the transfer or download a transfer form. Forms are also available by contacting the Client Care Centre at **1-866-896-6976**.

### RRSP/TFSA/NREG:

- You can make one-time contributions at any time to the RRSP, spousal RRSP, TFSA and/or NREG.
- Set up one-time contributions on **mysunlife.ca**, the **my Sun Life mobile app** or by calling us at the number on the last page.

*Note: you must stay within your personal RRSP and TFSA contribution limits*

## Withdrawing your money

### DCPP:

- All deposits must remain in the plan as long as you are globally employed with SLB.
- Since this is pension plan money, SLB's matching and base contributions are locked in.
- You can transfer this money to a different locked-in retirement savings arrangement, if you leave SLB globally, or are ready to retire.

### RRSP:

- Any withdrawals from your RRSP are immediately subject to withholding tax. The amount of tax depends on how much you take out.
- The amount you withdraw must also be included in your taxable income for the year.
- If you make a withdrawal, you permanently lose the contribution room you originally used to make your deposit.
- A \$25 fee applies for each withdrawal.

### TFSA:

- Any withdrawals you make from the TFSA are tax-free and are not subject to withholding tax.
- Any amounts withdrawn from your TFSA are added back to the available contribution room in the following year.
- A \$25 fee applies for each withdrawal.

### NREG:

- Withdrawals may result in a capital gain or loss which will be reported to you for tax purposes.
- **SLB Spill money:** You're unable to withdraw SLB's base 6% contributions to the DCPP that 'spill' to this account.

## Leaving the plan

When you leave, you have different options for what to do with your money, depending on the product. You'll get more details when you leave, but generally, here are your main choices:

- Keep your DCPP, RRSP, NREG and TFSA money in your SLB plan.
- Transfer your money to individual accounts that you own.
- Transfer your money to a new employer's plan (if your new employer allows it).
- Use your money to purchase a retirement income product.
- In some cases, take some or all of your money in cash (there might be some tax impacts to keep in mind).



invest



## First, decide how hands-on you'd like to be.

We will support you in different ways depending on your investment approach. Choose one of the approaches available:

- **Help me do it** – This approach includes **Target Date Funds** which have asset mixes that adjust automatically. You pick the date when you will need your money, such as at retirement, then choose the target date fund closest to this date.
- **Let me do it** – You build your own portfolio, with the help of our investment advice service and online tools, by choosing funds from a variety of fund types.

To help decide what investment approach is best for you, use the following chart as a guide.

### Choose the investment style that most sounds like you:

Help me do it	Let me do it
<ul style="list-style-type: none"><li>• I want an investment based on when I need my money and/or my risk profile.</li><li>• I want to choose my investments, but need help.</li><li>• I am interested in investing, but don't want to spend a lot of time and energy managing my investments.</li><li>• I only want to make one or two investing decisions.</li></ul>	<ul style="list-style-type: none"><li>• I want to personalize my investments based on my risk profile, life stage, individual preferences and other factors.</li><li>• I have time to review the investments available and use tools online before making my choices. I'll speak with a financial advisor if necessary.</li><li>• I can manage my own investments based on my own risk profile/life stage. I'm comfortable adjusting my investments when needed.</li><li>• I want to make all my investment decisions, with help from an advisor if needed.</li></ul>

We encourage you to re-visit your investments from time to time, or as things change.



**Next, complete the steps under the approach that fits you.**

	Help me do it	Let me do it
What is it?	<p><b>Target date funds</b></p> <ul style="list-style-type: none"> <li>• Choose one fund closest to the year you need your money.</li> <li>• When you start, the fund manager takes more risk to grow your money. As you get closer to the target date, they choose less risky investments to protect it.</li> </ul>	Build your own personalized investment mix by choosing several funds based on your investment personality and life stage.
How to choose your funds	<p>Invest in the fund closest to your target retirement date or the year you will need your money.</p> <p>Then a fund manager takes care of the portfolio for you.</p> <p>If you don't choose/update your investments for the DCPP, your contributions will be directed to the plan's default fund—the <b>Sun Life Granite™ Target Date Segregated Fund</b> for the year closest to, without exceeding, your 65<sup>th</sup> birthday.</p>	<ol style="list-style-type: none"> <li>1. Complete the <b>Asset allocation tool*</b> on <b>mysunlife.ca</b>.</li> <li>2. The tool will bring you to your results page. Review the recommended investment mix and your investment choices. Click on each fund to see detailed information.</li> <li>3. Direct a percentage of your future contributions to funds from each fund type to match what's in your target investment mix, or as you like.</li> </ol>

**\* Know your investment personality**

- To find out your investment personality, sign in to **mysunlife.ca** with your personal ID and password, and use our **Asset allocation tool** (under Investments > **Manage plan** > **my plan** > **Tools** > **Asset allocation**).
- Your personality is based on a few different things, like how careful you are with your money and how long you have until you need it.

SLB's Pension Committee works together with Sun Life and a consultant to carefully select the investment funds available to you as part of your workplace plan. They are reviewed regularly and adjustments may be made if required.

### Help me do it

Fund type	Investment name
Target date funds	SL Granite Retirement Fund
	SL Granite 2025 Fund
	SL Granite 2030 Fund
	SL Granite 2035 Fund
	SL Granite 2040 Fund
	SL Granite 2045 Fund
	SL Granite 2050 Fund
	SL Granite 2055 Fund
	SL Granite 2060 Fund
SL Granite 2065 Fund	

### Let me do it\*

Fund type	Investment name
Fixed income	PH&N Bond Fund
Balanced**	SL Opportunistic Fixed In
Canadian equity	CC&L Grp Cdn Equity Fund
Foreign equity	BLK US Equity Index
	BLK US Equity Index Reg
	MFS Global Equity
	MFS Intl Equity

\* **Let me do it** funds hold a mix of investments that remain relatively static. That means, if you invest in these funds, you should revisit your investment choices regularly to ensure your portfolio still continues to align with your financial goals, risk tolerance and time horizon over the long term.

\*\* A **balanced** fund is an option for investors seeking a simple one-fund solution. It contains a diversified mix of stocks and bonds within a single fund. Unlike the other **Let me do it** funds, it can be considered a complete portfolio by itself to which you can invest up to 100% of your contributions.

Go to [mysunlife.ca](https://mysunlife.ca) and register for an account. Once you're signed in, click on **my plan** on the right-hand side of the page. On the **my plan** page, you may find the following:

- Information about investment basics and how to keep track of your investments—Click on **More about your...** under a product, followed by **Learn investment basics** and/or **Keep track of investments**.
- Funds offered under each product—Click on **More about your...** under a product, followed by **Keep track of your investments > Check investment performance**.



# get set up

**Get set up to manage your accounts online! In no time, you'll be surprised at how the money adds up.**



You will be automatically enrolled in the DCPP at a 4% contribution upon hire. Contributions will be directed to the Sun Life Granite™ Target Date Fund that matures closest to, without exceeding, your 65<sup>th</sup> birthday.

- Step 1**      **Register/Sign in.** Go to [mysunlife.ca](https://mysunlife.ca). Click on **Register** to create an account or sign in if you've already registered.
- Step 2**      **Explore.** Once you're signed in to your Sun Life account, go to the **Investments** page and select **Manage plan > my plan**. Explore all the tools and information available to you.
- Step 3**      **Add more products.** Select **Enrol** in products from the **Make a change** drop-down menu. On the opening screen, click on **Let's get started**. Then, complete the steps on each screen to enrol in more products and name beneficiaries for each new product.\*  
  
*Note: to enrol in the Spousal RRSP, download and complete the enrolment form and return to the address indicated on the first page.*
- Step 4**      **Personalize.** Personalize your plan using the options under the **Make a change** and **Put money in** drop-down menus: (If your plan allows) add more money from your pay or change your funds.

\* For pension products like a DCPP, LIRA, LRSP, LIF etc, the law says your beneficiary must be your qualifying spouse you had at the time of your passing (unless the spouse waives this right). It's therefore important for you to ensure your information is up to date and you've indicated your spouse as beneficiary if you have one. If you do not have a spouse, you can name anyone else as a beneficiary. For Savings products like RRSP, DPSP, NREG, EPSP, RRIFs etc, you can name any beneficiary and are not required to name your spouse. If you do not name a beneficiary on savings products, then by default the assets will flow to your Estate. We also suggest you speak with your independent legal and/or tax advisor about who to designate as your beneficiary.

## We're here to help

If you need a hand at any point, give us a call at **1-866-896-6976** any business day from 6 a.m. to 6 p.m. MT. We're happy to help you.



### Reminder

Check out **my plan** through your account on [mysunlife.ca](https://mysunlife.ca). Here you'll find up to date contribution information, savings opportunities, investment reports, tools, and educational resources. My plan is your personalized digital hub for all your workplace plan has to offer.



Get connected! Go online at [mysunlife.ca](https://mysunlife.ca) and download the **my Sun Life mobile app**.



## Explore our tools

Once you've registered for an account on **mysunlife.ca**, discover our world of online and mobile tools. Here are some of your colleagues' favourites.



Jay wants to know what kind of investor he is.

So he uses the **Asset allocation tool** on **mysunlife.ca**.

It helps him decide how much investment risk he's comfortable with.

From **my plan**, select **Tools > Asset allocation**.



Marie-France likes to look up detailed info about her funds.

So she uses the **Morningstar®** tools on **mysunlife.ca** – there's a bunch of them.

She can compare funds, get historical rates of return and learn more about the fund managers.

From **my plan**, select **Plan overview > View available investments**.



Eric wants to keep close track of how his investments are doing.

He uses the **my Sun Life mobile app** for personal rate of returns every month.

He can review his investment performance, by individual fund, by product, or overall.

After signing in to the mobile app, just select **Investments**. The rate of return is under your balance.



Wendy likes to check her progress toward her retirement goals regularly.

She uses the **Retirement planner** on **mysunlife.ca**.

It helps her create a retirement goal and see how she's doing.

From **my plan**, select **Tools > Retirement planner**.



Aris wants to improve his financial knowledge.

He uses the financial calculators on **mysunlife.ca**—there are plenty to help him learn.

Different tools help him learn about withdrawals, and make decisions about how much to contribute, or whether to save or get a mortgage.

From **my plan**, select **Tools > Tools & calculators**.



Desirée wants general information about her products and how much she's saved.

Every January, she reviews her account statement for the year on **mysunlife.ca**.

She gets an up-to-date summary of her plan, and can read important messages from Sun Life or her employer.

From **my plan**, select **Documents > Statements**.

# Your plan summary at a glance

Your workplace plan is a great way to save for the future. Here are some important details to help you use the savings options in your plan. Learn more so you can take advantage of your new and improved flexible plan!

	DCPP	RRSP	TFSA	NREG
<b>When can you join?</b>	<ul style="list-style-type: none"> <li>Immediately. You're automatically enrolled in the Defined Contribution Pension Plan (DCPP) and begin receiving contributions immediately upon hire.</li> </ul>	<ul style="list-style-type: none"> <li>You're immediately eligible to add these products.</li> </ul>		
<b>How much does SLB automatically contribute?</b>	<ul style="list-style-type: none"> <li>SLB contributes an automatic 6% of your earnings to the DCPP.</li> </ul>	<ul style="list-style-type: none"> <li>SLB doesn't automatically contribute to these products. However, if you make contributions to these products, SLB will match your contributions (up to certain limits). See <b>How does SLB's matching contributions work?</b> below.</li> </ul>		
<b>How does SLB's matching contributions work?</b>	<ul style="list-style-type: none"> <li>SLB matches 100% of your contributions (up to 4% of your earnings in total) that you make to the DCPP, Registered Retirement Savings Plan (RRSP), Tax-Free Savings Account (TFSA) and/or Non-Registered Account (NREG).<sup>1</sup></li> <li>Depending on your contributions, SLB's match will be directed in the following order: first to the DCPP, next to the RRSP, then to the TFSA and NREG. If you are contributing to both the RRSP and spousal RRSP, the match will be split between the two accounts, based on your selections at enrolment.</li> <li>You need to contribute at least 4% of your earnings to get your full SLB company matching contributions. (4% is the total across the four products – the DCPP, RRSP, TFSA and NREG.)</li> </ul>			
<b>How much can you contribute?</b>	<ul style="list-style-type: none"> <li>You can contribute any amount of your earnings to the DCPP, RRSP, spousal RRSP, TFSA and/or NREG. When making contribution decisions, keep in mind your RRSP and TFSA personal contribution limits as well as SLB's contribution maximums.<sup>1</sup></li> <li>You will receive a 100% company match on the first 4%.</li> </ul>			
<b>Can you make one-time contributions?</b>	<ul style="list-style-type: none"> <li>Yes, you can make one-time contributions at any time to the RRSP, spousal RRSP, TFSA and/or NREG.</li> <li>Set up one-time contributions on <a href="https://mysunlife.ca">mysunlife.ca</a>, the <b>my Sun Life mobile app</b> or by calling us at the number on the back page of this document.</li> <li>Note: you must stay within your personal RRSP and TFSA contribution limits.</li> </ul>			

<sup>1</sup> **Contribution maximums** – You may contribute up to 8% of your earnings to the DCPP and 50% of your earnings to each of the RRSP, TFSA and NREG. (Collectively, your contributions to the plan are limited to a maximum of 70% of your earnings.)



	DCPP	RRSP	TFSA	NREG
<b>How do you track your contribution limits for your registered products?</b>	<ul style="list-style-type: none"> <li>• SLB keeps track of the limit for you.</li> <li>• Once your annual DCPP limit is reached, SLB will automatically redirect ('spill') your contributions to the NREG.</li> </ul>	<ul style="list-style-type: none"> <li>• It's your responsibility to ensure your contributions don't exceed your personal RRSP contribution limit each year.</li> <li>• When you reach your contribution limit, you can redirect these contributions to the TFSA or NREG instead.</li> <li>• You can add your personal RRSP dollar limit to your Sun Life account and we'll notify you when you're close to reaching your limit.</li> </ul>	<ul style="list-style-type: none"> <li>• It's your responsibility to ensure your contributions don't exceed your personal TFSA contribution limit each year.</li> <li>• When you reach your contribution limit, you can redirect these contributions to the RRSP or NREG instead.</li> <li>• You can add your personal TFSA dollar limit to your Sun Life account and we'll notify you when you're getting close to your contribution limit.</li> </ul>	<ul style="list-style-type: none"> <li>• There is no contribution limit.</li> </ul>
<b>What are the vesting rules?</b>	<ul style="list-style-type: none"> <li>• Contributions and investment earnings belong to you immediately. We call this vesting.</li> </ul>			
<b>Can I take my money out while employed with SLB?</b>	<ul style="list-style-type: none"> <li>• All deposits must remain in the plan as long as you are globally employed with SLB.</li> <li>• Since this is pension plan money, SLB's matching and base contributions are locked in. You can transfer this money to a different locked-in retirement savings arrangement, if you leave SLB or are ready to retire.</li> </ul>	<ul style="list-style-type: none"> <li>• Balances on deposits made after July 1, 2023, can be withdrawn at any time.</li> <li>• Cash withdrawals are considered taxable income and will be subject to withholding tax.</li> <li>• Note: Previous withdrawal restrictions on existing balances still apply.</li> </ul>	<ul style="list-style-type: none"> <li>• There are no restrictions on withdrawals in the TFSA.</li> </ul>	<ul style="list-style-type: none"> <li>• There are no restrictions on withdrawals for your contributions or SLB's matching contributions made after July 1, 2023.</li> <li>• Withdrawals may result in a capital gain or loss which will be reported to you for tax purposes.</li> <li>• <b>SLB Spill money:</b> You're unable to withdraw: <ul style="list-style-type: none"> <li>• SLB's base 6% contributions to the DCPP that 'spill' to this account.</li> <li>• Any NREG spill balances you have before July 1, 2023.</li> </ul> </li> </ul>

## We're here to help



### Go mobile

Check your balances and see how your funds are doing. Download the **my Sun Life mobile app** on Google Play or the Apple App Store.



### Visit online

Sign in to [mysunlife.ca](https://mysunlife.ca) for tools, articles and videos. Chat with us online for additional support.



### My investment advice

Call Sun Life for personal, one-on-one unbiased advice on the investment choices available to you. Call us at **1-866-896-6976** from 8 a.m. to 8 p.m. ET, Monday to Friday. You'll be directed to a licensed retirement consultant who can help you understand the options available in your plan. They'll also help you decide which ones are best for you and how you can use them to build a diversified portfolio.





## Privacy

Our Purpose is to help our Clients achieve lifetime financial security and live healthier lives. We collect, use and disclose your personal information to: develop and deliver the right products and services; enhance your experience and manage our business operations; perform underwriting, administration and claims adjudication; protect against fraud, errors or misrepresentations; tell you about other products and services; and meet legal and security obligations. We collect it directly from you, when you use our products and services, and from other sources. We keep your information confidential and only as long as needed. People who may access it include our employees, distribution partners such as advisors, service providers, reinsurers, or anyone else you authorize. At times, unless we're prohibited, they may be outside your jurisdiction and your information may be subject to local laws. You can always ask for your information and to correct it if needed. In most cases, you have a right to withdraw your consent, but we may not be able to provide the requested product or service. Read our Global Privacy Statement and local policy at [sunlife.ca/privacy](https://sunlife.ca/privacy) or call us for a copy.

### More choice means better communication

Sun Life is committed to providing you with the information you need to stay informed and get the most out of your plan. We're also committed to using electronic channels for more communications so that together, we'll reduce the amount of paper we use, making us even greener!

You can set contact preferences to allow you to specify how you would like to receive information from us. This supports our ability to comply with anti-spam legislation (Bill C-28), which impacts all electronic communications.

Our Privacy Policy goes over the choice you have about receiving information regarding other products and services from Sun Life. Please visit [sunlife.ca/privacy](https://sunlife.ca/privacy) to view our Privacy Policy.

If you wish to change your preferences regarding the information you receive from us, you can let us know by visiting the preferences page under the **Profile** section of the [mysunlife.ca](https://mysunlife.ca) web site or by calling the Sun Life Client Care Centre.

## Tax implications

There are no tax implications when assets are transferred in the registered portion of your retirement savings plan. However, transfer/withdrawal activity in the non-registered portion of your plan may result in a capital gain or loss. A capital gain is the profit that you realize when you sell an investment for more than its average cost. A capital loss is the loss that you realize when you sell an investment for less than its average cost. Capital gains or losses can also be triggered due to sales within the fund by a segregated fund manager, or by the sale of underlying funds.

Capital gains and losses must be reported to you in the year the transfer/withdrawal activity was completed. You can use any capital losses to offset capital gains realized from other sources during the year, offset capital gains that you have reported in the past three years or reduce future capital gains.


## Disclaimer

This material is intended as a general guideline for information purposes, and is current as of the date indicated on the last page. Market conditions and other factors change over time, and this will affect either positively or negatively one or more asset classes. The investment assumptions we've used are based upon historical investment returns, and past returns may not reflect future investment performance. In order to identify an asset allocation model, which is appropriate for your individual circumstances, you should consult a qualified financial planner who is familiar with your personal financial circumstances and understands your tolerance for risk.

The term "fund" as used in this document is meant to imply segregated funds, mutual funds or asset allocation models/portfolios that may be available in your plan.

Even though we use the term "my money" throughout this guide, contributions and returns invested in guaranteed or segregated funds while under a group annuity policy with Sun Life Assurance Company of Canada (Sun Life) are the property of Sun Life.

Contact Sun Life's Client Care Centre any business day from 6 a.m. to 6 p.m. MT if you have any questions about your plan at work.



Contact us at **1-866-896-6976** any business day from 6 a.m. to 6 p.m. MT. if you have any questions about your plan at work.

Official plan names and CRA registration numbers:

Pension Plan for Participating Divisions of SLB Canada Limited - 1041110

SLB Wireless and Information Services Canadian Pension Plan - 0340430

SLB Well Services Canadian Pension Plan - 0904672

WesternGeco Canadian Pension Plan - 0694679

**COQ0T/01**  
**DCPP, RRSP, RRSPs, NREG, TFSA**

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