

Plan summary for all permanent employees of Total Energy Services Inc.



| Type of plan | Group Registered Retirement Savings Plan (Group RRSP) | Tax-Free Savings Account (TFSA) | Non-registered Savings Plan (NREG) |
|--|---|--|---|
| | 93895-G | 99939-G | 93896-G |
| What is the purpose of the plan? | <p>To assist you in reaching your goals for long-term financial security in retirement.</p> <p>To provide a convenient means for investing in shares of the Company.</p> | <p>To provide a convenient method of saving for retirement or other financial goals with tax-sheltered investment growth.</p> <p>To provide a convenient means for investing in shares of the Company.</p> | <p>To provide a convenient method of saving for retirement or to reach other financial goals.</p> <p>To provide a convenient means for investing in shares of the Company.</p> |
| When can I join? <i>To enrol, follow the process communicated to you by the Company.</i> | <p>After 3 months of employment.</p> <p>Membership is voluntary.</p> <p>If you terminate employment and are subsequently re-hired within 1 year, your previous employment and plan participation will be recognized. If you are re-hired after 1 year, you must re-satisfy the eligibility requirements.</p> <p>If you were an existing group RRSP member you will automatically be covered once you enrol and existing assets will be transferred to Sun Life Financial.</p> <p>Note: Spousal RRSPs are permitted. Your Spouse must complete the RSP enrolment form indicating "Spousal RSP".</p> | <p>Immediately</p> <p>Membership is voluntary.</p> <p>Note: You must be at least 18 years of age and a Canadian resident to enrol in the TFSA.</p> | <p>After 3 months of employment.</p> <p>Membership is voluntary.</p> <p>If you terminate employment and are subsequently re-hired within 1 year, your previous employment and plan participation will be recognized. If you are re-hired after 1 year, you must re-satisfy the eligibility requirements.</p> <p>If you were an existing group RRSP member you will automatically be covered once you enrol and existing assets will be transferred to Sun Life Financial.</p> |

Plan summary for all permanent employees of Total Energy Services Inc.

| Type of plan | Group Registered Retirement Savings Plan (Group RRSP) | Tax-Free Savings Account (TFSA) | Non-registered Savings Plan (NREG) | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|---|------------------------------------|---|-------|---|-------|---|-------|---|-------|-----------|-------|---|---|---|---------------------|---|-------|---|-------|---|-------|---|-------|-----------|-------|
| <p>What do I contribute?</p> <p><i>Unless otherwise indicated, your contributions are payroll deducted.</i></p> <p><i>You can make changes to your optional contributions at any time by contacting Sun Life Financial's Client Care Centre at 1-866-733-8613.</i></p> | <p>You make basic contributions according to the following scale and direct them to either the Group RRSP or NREG:</p> <table><tr><th>Years of continuous participation to the plan</th><th>Percent of Earnings</th></tr><tr><td>1</td><td>2.00%</td></tr><tr><td>2</td><td>3.00%</td></tr><tr><td>3</td><td>4.00%</td></tr><tr><td>4</td><td>5.00%</td></tr><tr><td>5 or more</td><td>6.00%</td></tr></table> <p>You can increase your savings by contributing more than the basic contribution.</p> <p>You can also make a lump sum contribution at any time by sending a cheque to Sun Life Financial or online at www.mysunlife.ca.</p> <p>For any tax year, contributions to all your RRSPs, including the Group RRSP and any spousal RRSPs, are limited to the lesser of:</p> <p>(a) 18% of your previous year's earned income in accordance with the Income Tax Act (Canada), and</p> <p>(b) the RRSP dollar limit under the Income Tax Act (Canada) reduced by any pension adjustments reported on your T4.</p> <p>If you do not use your maximum contribution room, any unused contribution room can be carried forward to future years.</p> | Years of continuous participation to the plan | Percent of Earnings | 1 | 2.00% | 2 | 3.00% | 3 | 4.00% | 4 | 5.00% | 5 or more | 6.00% | <p>You choose your contribution amount, if any.</p> <p>Under the Income Tax Act (Canada) there is a maximum dollar amount that can be contributed in a year to all of your TFSAs combined. Each year, in your Notice of Assessment, or by separate communication, the federal tax authority will advise you of your maximum TFSA contribution limit for the year.</p> <p>If you do not use your maximum contribution room, any unused contribution room can be carried forward to future years.</p> <p>You can also make a lump sum contribution at any time by sending a cheque to Sun Life Financial or online at www.mysunlife.ca.</p> <p>Contributions to the TFSA are not tax-deductible.</p> | <p>You make basic contributions according to the following scale and direct them to either the Group RRSP or NREG:</p> <table><tr><th>Years of continuous participation to the plan</th><th>Percent of Earnings</th></tr><tr><td>1</td><td>2.00%</td></tr><tr><td>2</td><td>3.00%</td></tr><tr><td>3</td><td>4.00%</td></tr><tr><td>4</td><td>5.00%</td></tr><tr><td>5 or more</td><td>6.00%</td></tr></table> <p>You can increase your savings by contributing more than the basic contribution.</p> <p>You can also make a lump sum contribution at any time by sending a cheque to Sun Life Financial or online at www.mysunlife.ca.</p> <p>Note: In order to comply with anti-money laundering legislation, Sun Life Financial may be required to refuse your lump sum contribution until you provide the necessary information required under the legislation.</p> | Years of continuous participation to the plan | Percent of Earnings | 1 | 2.00% | 2 | 3.00% | 3 | 4.00% | 4 | 5.00% | 5 or more | 6.00% |
| Years of continuous participation to the plan | Percent of Earnings | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 2.00% | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 3.00% | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 4.00% | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 5.00% | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 or more | 6.00% | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Years of continuous participation to the plan | Percent of Earnings | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 2.00% | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 3.00% | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 4.00% | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 5.00% | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 or more | 6.00% | | | | | | | | | | | | | | | | | | | | | | | | | | |

Plan summary for all permanent employees of Total Energy Services Inc.

| Type of plan | Group Registered Retirement Savings Plan (Group RRSP) | Tax-Free Savings Account (TFSA) | Non-registered Savings Plan (NREG) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|--|------------------------------------|----------------------|-------|----------------------|-------|----------------------|-------|----------------------|-------|----------------------|-------|---|---|--|---|-------|-------|---|-------|-------|---|-------|-------|---|-------|-------|-----------|-------|-------|-----|---|------------------|---------------------|----------------------|-------|----------------------|-------|----------------------|-------|----------------------|-------|----------------------|-------|---|---|--|---|-------|-------|---|-------|-------|---|-------|-------|---|-------|-------|-----------|-------|-------|
| Does the Company contribute? | The Company is required to make contributions according to the following scale: <table><tr><th>Year of Coverage</th><th>Percent of Earnings</th></tr><tr><td>1st year</td><td>1.50%</td></tr><tr><td>2nd year</td><td>2.25%</td></tr><tr><td>3rd year</td><td>3.00%</td></tr><tr><td>4th year</td><td>3.75%</td></tr><tr><td>5th year</td><td>4.50%</td></tr></table> In addition, the Company will match your basic contributions according to the following scale: <table><tr><th>Years of continuous participation to the plan</th><th>Your basic contribution (Percent of Earnings)</th><th>Company contribution (Percent of Earnings)</th></tr><tr><td>1</td><td>2.00%</td><td>3.00%</td></tr><tr><td>2</td><td>3.00%</td><td>4.50%</td></tr><tr><td>3</td><td>4.00%</td><td>6.00%</td></tr><tr><td>4</td><td>5.00%</td><td>7.50%</td></tr><tr><td>5 or more</td><td>6.00%</td><td>9.00%</td></tr></table> You may direct this required and matching contribution to the product of your choice, (100% to the RRSP or 100% to the NREG) and this can be different from the product that you are directing your basic contributions to. Contributions by the Company are reported to you as income and are considered to be contributions made by you for the purposes of the Income Tax Act (Canada). Company contributions will be made to your RRSP or NREG, not to your spouse's RRSP. | Year of Coverage | Percent of Earnings | 1 st year | 1.50% | 2 nd year | 2.25% | 3 rd year | 3.00% | 4 th year | 3.75% | 5 th year | 4.50% | Years of continuous participation to the plan | Your basic contribution (Percent of Earnings) | Company contribution (Percent of Earnings) | 1 | 2.00% | 3.00% | 2 | 3.00% | 4.50% | 3 | 4.00% | 6.00% | 4 | 5.00% | 7.50% | 5 or more | 6.00% | 9.00% | No. | The Company is required to make contributions according to the following scale: <table><tr><th>Year of Coverage</th><th>Percent of Earnings</th></tr><tr><td>1st year</td><td>1.50%</td></tr><tr><td>2nd year</td><td>2.25%</td></tr><tr><td>3rd year</td><td>3.00%</td></tr><tr><td>4th year</td><td>3.75%</td></tr><tr><td>5th year</td><td>4.50%</td></tr></table> In addition, the Company will match your basic contributions according to the following scale: <table><tr><th>Years of continuous participation to the plan</th><th>Your basic contribution (Percent of Earnings)</th><th>Company contribution (Percent of Earnings)</th></tr><tr><td>1</td><td>2.00%</td><td>3.00%</td></tr><tr><td>2</td><td>3.00%</td><td>4.50%</td></tr><tr><td>3</td><td>4.00%</td><td>6.00%</td></tr><tr><td>4</td><td>5.00%</td><td>7.50%</td></tr><tr><td>5 or more</td><td>6.00%</td><td>9.00%</td></tr></table> You may direct this required and matching contribution to the product of your choice, (100% to the RRSP or 100% to the NREG) and this can be different from the product that you are directing your basic contributions to. Contributions by the Company are reported to you as income for the purposes of the Income Tax Act (Canada). | Year of Coverage | Percent of Earnings | 1 st year | 1.50% | 2 nd year | 2.25% | 3 rd year | 3.00% | 4 th year | 3.75% | 5 th year | 4.50% | Years of continuous participation to the plan | Your basic contribution (Percent of Earnings) | Company contribution (Percent of Earnings) | 1 | 2.00% | 3.00% | 2 | 3.00% | 4.50% | 3 | 4.00% | 6.00% | 4 | 5.00% | 7.50% | 5 or more | 6.00% | 9.00% |
| | Year of Coverage | Percent of Earnings | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1 st year | 1.50% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2 nd year | 2.25% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3 rd year | 3.00% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 th year | 3.75% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 th year | 4.50% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Years of continuous participation to the plan | Your basic contribution (Percent of Earnings) | Company contribution (Percent of Earnings) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 2.00% | 3.00% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 3.00% | 4.50% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 4.00% | 6.00% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 5.00% | 7.50% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 or more | 6.00% | 9.00% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Year of Coverage | Percent of Earnings | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 st year | 1.50% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 nd year | 2.25% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 rd year | 3.00% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 th year | 3.75% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 th year | 4.50% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Years of continuous participation to the plan | Your basic contribution (Percent of Earnings) | Company contribution (Percent of Earnings) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 2.00% | 3.00% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 3.00% | 4.50% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 4.00% | 6.00% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 5.00% | 7.50% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 or more | 6.00% | 9.00% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Can I transfer in money from my other plans? | Yes. | Yes. | No. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Plan summary for all permanent employees of Total Energy Services Inc.

| Type of plan | Group Registered Retirement Savings Plan (Group RRSP) | Tax-Free Savings Account (TFSA) | Non-registered Savings Plan (NREG) |
|---|--|---|---|
| <p>Can I make withdrawals?</p> <p><i>Withdrawals includes any amounts transferred out of the Company's Group RRSP account or NREG. (e.g. transfer to another RRSP account outside of the Company's group account is also considered a withdrawal).</i></p> | <p>Withdrawals are permitted at any time from your basic contributions. If you make a withdrawal from your basic contributions, the Company will suspend its contributions for one year from the date of your withdrawal. Once the one year suspension is over, you may resume your basic contributions at 2% of your earnings.</p> <p>Withdrawals are permitted at any time from the contributions you make over and above your basic contributions without incurring any suspension or penalty.</p> <p>You may withdraw up to 50% of your Company stock from contributions made by the Company once per calendar year. If you withdraw more than 50% of your Company stock from the contributions made by the Company or if you make more than one withdrawal per year, the Company will suspend its contributions for one year.</p> <p>Tax withholding applies to all withdrawals in cash.</p> <p>Note: Withdrawals under the federal Home Buyers' Plan and/or Lifelong Learning Plan are permitted without penalty or restriction and withholding tax does not apply.</p> <p>Withdrawals in the case of marriage breakdown are also permitted without penalty or restriction.</p> | <p>Withdrawals and transfers to another TFSA are permitted at any time. Any withdrawals that you make in a given year will create contribution room for the following year.</p> <p>No tax will be withheld on withdrawals since contributions are made from after-tax income.</p> | <p>Withdrawals are permitted at any time from your basic contributions. If you make a withdrawal from your basic contributions, the Company will suspend its contributions for one year from the date of your withdrawal. Once the one year suspension is over, you may resume your basic contributions at 2% of your earnings.</p> <p>Withdrawals are permitted at any time from the contributions you make over and above your basic contributions without incurring any suspension or penalty.</p> <p>You may withdraw up to 50% of your Company stock from contributions made by the Company once per calendar year. If you withdraw more than 50% of your Company stock from the contributions made by the Company or if you make more than one withdrawal per year, the Company will suspend its contributions for one year.</p> <p>Withdrawals in the case of marriage breakdown are also permitted without penalty or restriction.</p> <p>No tax will be withheld since contributions are made from after-tax income, however investment income is taxable.</p> |

Plan summary for all permanent employees of Total Energy Services Inc.

| Type of plan | Group Registered Retirement Savings Plan (Group RRSP) | Tax-Free Savings Account (TFSA) | Non-registered Savings Plan (NREG) |
|---|--|--|--|
| What happens when I terminate or retire? | <p>Options include:</p> <ul style="list-style-type: none"> - transfer to another RRSP, RRIF or pension plan - transfer to Group Choices Plan RRSP or RRIF - life annuity or fixed-term annuity payable up to age 90 - lump sum cash, less tax - electronic transfer of Company stock <p>If no option is selected within 90 days, your benefit will either be (a) for small balances, paid in a lump sum, less withholding tax, or (b) transferred to the Group Choices Plan RRSP with Sun Life Financial and invested in the same or similar funds ("matched") under the new plan. Any unmatched amounts will be invested as indicated by the transition package that you will receive upon termination of employment.</p> <p>Important: Legislation requires that you choose a retirement income option no later than the last day of the calendar year in which you turn age 71, or such other date as may be required by applicable legislation. If you do not choose an option by the end of that year, Sun Life Financial will begin making annuity payments to you. Annuity payments will be made until your death or until 120 equal monthly payments have been made, whichever is later. Once the annuity payments begin, the benefit will be non-commutable and will only be recalculated in order to comply with applicable legislation.</p> | <p>Options include:</p> <ul style="list-style-type: none"> - transfer to another TFSA - transfer to Group Choices Plan TFSA - life annuity or fixed-term annuity - lump sum cash - electronic transfer of Company stock <p>If no option is selected within 90 days, your benefit will either be (a) for small balances, paid in a lump sum, or (b) transferred to the Group Choices Plan TFSA with Sun Life Financial and invested in the same or similar funds ("matched") under the new plan. Any unmatched amounts will be invested as indicated by the transition package that you will receive upon termination of employment.</p> <p>You must choose how the account balances will be paid out no later than the last day of the calendar year in which you turn age 85. If you do not choose an option by the end of that year, Sun Life Financial will begin making annuity payments to you. Annuity payments will be made until your death or until 60 equal monthly payments in all have been made, whichever is later.</p> | <p>Options include:</p> <ul style="list-style-type: none"> - transfer to Group Choices Plan non-registered plan - life annuity or fixed-term annuity - lump sum cash - electronic transfer of Company stock or receive a share certificate <p>If no option is selected within 90 days, your benefit will either be (a) for small balances, paid in a lump sum, or (b) transferred to the Group Choices Plan non-registered plan with Sun Life Financial and invested in the same or similar funds ("matched") under the new plan. Any unmatched amounts will be invested in a money market fund.</p> <p>You must choose how the account balances will be paid out no later than the last day of the calendar year in which you turn age 85. If you do not choose an option by the end of that year, Sun Life Financial will begin making annuity payments to you. Annuity payments will be made until your death or until 60 equal monthly payments in all have been made, whichever is later.</p> |

Plan summary for all permanent employees of Total Energy Services Inc.

| Type of plan | Group Registered Retirement Savings Plan (Group RRSP) | Tax-Free Savings Account (TFSA) | Non-registered Savings Plan (NREG) |
|--|---|--|---|
| <p>What benefits are paid if I die?</p> <p><i>If you do not name a beneficiary to receive the benefits from your plan's Group Annuity Policy, the death benefit will be payable to your estate.</i></p> <p><i>Company shares are subject to different rules than investments under a Group Annuity Policy. You should designate your beneficiary for these investments in your will.</i></p> | <p>The total of your account balances will be paid to your designated beneficiary as a lump sum cash payment.</p> <p>If your spouse or common-law partner is your beneficiary, his/her options are:</p> <ul style="list-style-type: none"> - transfer to RRSP or RRIF - transfer to Group Choices Plan RRSP or RRIF - purchase a life annuity or fixed term annuity payable up to age 90 - lump sum cash payment - electronic transfer of Company stock or receive a share certificate | <p>The total of your account balances will be paid to your designated beneficiary as a lump sum cash payment.</p> <p>If your spouse or common-law partner is your beneficiary, he/she may transfer to his/her own TFSA or the Group Choices Plan TFSA.</p> <p>For investments in Company stock, an electronic transfer of shares or share certificate may also be an option.</p> | <p>The total of your account balances will be paid to your designated beneficiary as a lump sum cash payment.</p> <p>For investments in Company stock, an electronic transfer of shares or share certificate may also be an option.</p> |
| <p>Investments</p> <p><i>It is important for you to take an active role in your plan, as your decisions will affect the amount of money accumulated for your future. The information provided by Sun Life Financial can assist you in making your decisions.</i></p> <p><i>360 Plan Advice is available by calling Sun Life's Client Care Centre at 1-866-634-4840 between the hours of 8:00 a.m. and 8:00 p.m. Eastern Time or by calling to arrange an appointment.</i></p> | <p>Company contributions will be fully invested in Company stock. You decide how your own contributions will be invested.</p> <p>If you do not make an investment choice contributions will be invested in the Fidelity ClearPath® Institutional Segregated Fund with a maturity date closest to, without exceeding, your 65th birthday. This default fund is subject to change in the future.</p> <p>Descriptions of investments offered under the plan are available:</p> <ul style="list-style-type: none"> • in the investment and savings guide provided by Sun Life Financial • online at www.mysunlife.ca • by calling Sun Life Financial's Client Care Centre at 1-866-733-8613 <p>You can change your investment direction for future contributions, or transfer amounts between funds at any time, by accessing your account online, by calling Sun Life Financial's Client Care Centre or by completing a form obtained from the Client Care Centre.</p> | | |
| <p>What are my responsibilities?</p> | <ul style="list-style-type: none"> • Understand how the plan works • Take advantage of the information and tools available to help you make investment decisions • Make investment decisions • Decide whether you should obtain investment advice and select who you go to for this advice • Check how your investments are performing and revise your investment strategy if your personal circumstances change • Determine how much you will contribute | | |
| <p>How do I access my account information?</p> | <p>Once you are enrolled you will receive a welcome letter from Sun Life Financial that includes your account number. You can access your account information by calling toll free at 1-866-733-8613 for 24-hour Automated Telephone System self-service or the Client Care Centre representatives (8 a.m. to 8 p.m. ET). You can also go online at www.mysunlife.ca using your access identification number and password (available by registering online or through the Client Care Centre). Account statements will be posted on the website semi-annually and will be mailed to you at least once per year.</p> | | |

Plan summary for all permanent employees of Total Energy Services Inc.

| Type of plan | Group Registered Retirement Savings Plan (Group RRSP) | Tax-Free Savings Account (TFSA) | Non-registered Savings Plan (NREG) |
|--|---|---------------------------------|------------------------------------|
| Can I designate a beneficiary? | <p>Your beneficiary is the person you designate to receive the benefits from your plan's Group Annuity Policy when you die. If you haven't designated a beneficiary, or you would like to change your beneficiary, you can designate a new beneficiary by visiting www.mysunlife.ca or completing a "Change of records" form which you can obtain from Sun Life Financial.</p> <p>Important</p> <ul style="list-style-type: none"> • Although you can designate anyone as your beneficiary, applicable legislation may require that any locked-in pension amounts be paid to your spouse. • If you are a resident of Quebec and you named your married or civil union spouse as beneficiary, the designation will be irrevocable unless you indicate that the designation is revocable. If you have an irrevocable beneficiary, you cannot designate a new beneficiary or perform certain transactions without the consent of your irrevocable beneficiary. • A minor cannot personally receive a death benefit under the plan until he/she reaches the age of majority. If you reside outside Quebec and are designating a minor as your beneficiary you may wish to designate someone to receive the death benefits during the time your beneficiary is a minor. A special form is available from Sun Life Financial to designate a trustee for your minor beneficiary's assets. If you reside outside Quebec and have not designated a trustee, current legislation may require Sun Life to pay the death benefit to the court or to a guardian or public trustee. If you reside in Quebec, the death benefit will be paid to the parent(s)/legal guardian of the minor on his/her behalf. Alternatively, you may wish to designate the estate as beneficiary and provide a trustee with directions in your will. You are encouraged to consult a legal advisor. • In the event of your death, some types of investments, such as custodial stock, may be subject to different settlement rules than your investments under a Group Annuity Policy. In some jurisdictions, a beneficiary cannot be designated for these investments and they must be paid to your estate, regardless of whether you designated a beneficiary with Sun Life Financial. It is important for you to ensure that you specify in your will to whom these investments should be paid. <p>The Company and Sun Life Financial encourage you to review your will and beneficiary designations from time to time to ensure that your intentions are carried out in the event of your death.</p> | | |
| What fees and penalties apply? <p><i>You may be responsible to pay the brokerage fees for your Company stock investments.</i></p> <p><i>Details about your fees and charges are available:</i></p> <ul style="list-style-type: none"> • on your account statement • online at www.mysunlife.ca. • by calling Sun Life Financial's Client Care Centre at 1-866-733-8613 | <p>The Company will pay the costs associated with the administration of the group plan. The costs associated with investment management will be reflected in the value of your accounts. You or the Company will be responsible for the fees related to account services, depending upon the type of service requested.</p> <p>Early withdrawal from Guaranteed Funds - If you make a transfer or withdrawal from a Guaranteed Fund before the end of the guaranteed term a market value adjustment will be applied to reflect both interest rate movement and shortened period of investment (except on death or disability).</p> | | |
| Sun Life's annuity | <p>For contributions invested in segregated funds and guaranteed funds Sun Life Assurance Company of Canada will provide you with an annuity payable for your lifetime using the account balances which you are entitled to under the terms of the plan. Your annuity payments will depend on your account balance, your age at the date your annuity payments are scheduled to begin, the type of annuity you choose and annuity purchase rates in effect. Payments will be calculated using the greater of (a) the current payout annuity rate effective at the time of calculation, and (b) a rate specified in the Group Annuity Policy.</p> | | |

Plan summary for all permanent employees of Total Energy Services Inc.

| Type of plan | Group Registered Retirement Savings Plan (Group RRSP) | Tax-Free Savings Account (TFSA) | Non-registered Savings Plan (NREG) |
|-----------------------------------|--|---------------------------------|------------------------------------|
| Who has access to my information? | <p>Respecting your privacy Respecting your privacy is a priority for the Sun Life Financial group of companies. We keep in confidence personal information about you and the products and services you have with us to provide you with investment, retirement and insurance products and services to help you meet your lifetime financial objectives. To meet these objectives, we collect, use and disclose your personal information for purposes that include: underwriting; administration; claims adjudication; protecting against fraud, errors or misrepresentations; meeting legal, regulatory or contractual requirements; and we may tell you about other related products and services that we believe meet your changing needs. The only people who have access to your personal information are our employees, distribution partners such as advisors, and third-party service providers, along with our reinsurers. We will also provide access to anyone else you authorize. Sometimes, unless we are otherwise prohibited, these people may be in countries outside Canada, so your personal information may be subject to the laws of those countries. You can ask for the information in our files about you and, if necessary, ask us in writing to correct it. To find out more about our privacy practices, visit www.sunlife.ca/privacy.</p> <p>You have a choice Sun Life Financial will occasionally inform you of other financial products and services that they believe meet your changing needs. If you do not wish to receive these offers, let Sun Life Financial know by calling 1-877-SUN-LIFE (1-877-786-5433).</p> | | |
| Limitation period for actions | <p>If you reside in Ontario and were first provided a Sun Life plan summary or booklet on or after July 1, 2016: Every action or proceeding against an insurer for the recovery of insurance money payable under the contract is absolutely barred unless commenced within the time set out in the Limitations Act, 2002.</p> <p>For all other members: Every action or proceeding against an insurer for the recovery of insurance money payable under the contract is absolutely barred unless commenced within the time set out in the Insurance Act or such other applicable legislation of the province or territory where you reside.</p> | | |
| Official documents | <p>In accordance with applicable legislation, if you live in Alberta, British Columbia, Manitoba or Ontario, upon your request Sun Life Financial will provide directly to you a copy of your enrolment form (or other information that was required by Sun Life Financial in order to enrol you in the plan) and the Group Annuity Policy issued by Sun Life Assurance Company of Canada. If you live elsewhere in Canada, contact the Company to determine if you are entitled to examine certain documents pertaining to your plan.</p> <p>In the event of a conflict the official Group Annuity Policy or other applicable group contracts will override this plan summary.</p> | | |
| Questions? | Contact Sun Life Financial's Client Care Centre representatives toll free at 1-866-733-8613 any business day from 8 a.m. to 8 p.m. ET. | | |

Group Retirement Services are provided by Sun Life Assurance Company of Canada, a member of the Sun Life Financial group of companies.