PLEASE READ THE FOLLOWING BEFORE USING THIS DOCUMENT

About this document

This document is for a Principal Employer that is a limited company, PLC, LLP, traditional partnership or individual and is the principal employer of an existing group life assurance scheme.

It has been prepared for customer use as an example template only.

It can be used by the Principal Employer and Trustees to add a New Participating Employer to the Scheme from an identified date. Additional Participating Employers can also be added by amending this document.

This document has been prepared for use in connection with Canada Life Limited's template declaration of trust and scheme rules only.

It is intended for execution in the UK in accordance with English Law.

Notes on the use of the template

1. Please complete the scheme name and party details on the first page. Refer to your governing trust deed for the relevant details.
2. Please complete the effective date details on the first page. The date on which the New Participating Employer is to be added is the "Effective Date" of the deed.
3. Sections marked with an \* can be modified or deleted for parties who are not registered businesses, for instance, by providing the business address but striking out the word “registered”.
4. Each party to the document must also sign the document.
5. The document has been prepared so that it can be executed in counterpart form, with separate copies capable of being signed by separate signatories.
6. The deed must be executed in accordance with each party’s normal practice. Where the Principal Employer is also the Trustee of the Scheme, its authorised signatories must sign the deed twice – once, in the appropriate place, on behalf of the Principal Employer acting as itself and once, in the appropriate place, as the Trustee of the Scheme.
7. The signature section on pages 4-8 includes alternative example signature clauses for use depending on whether the signatory is a limited company, PLC, LLP, traditional partnership or an individual. You are responsible for determining the appropriate method by which a signatory can sign the document. Corporate signatories are likely to have special rules governing how documents are to be signed, and by whom.
8. Once signed, you must ensure that the document is kept safely. You may be required to produce it if you wish to set up a trustee bank account to receive claim payments or if required by HM Revenue & Customs. It will also need to be referred to in the event that the trustees are required to pay a death benefit.

|  |
| --- |
| We recommend that you refer this document to your independent legal adviser for review to ensure that it meets your own circumstances before it is executed. You are responsible for any legal fees that you incur.  Provision of this template shall not constitute advice of any sort, whether legal or otherwise. Canada Life Limited does not provide a specialist legal documentation service. Canada Life Limited does not warrant that the template is suitable to your specific circumstances, in its present form or as it may be amended after you receive it, nor that its wording will be legally effective.  It remains your responsibility to ensure that the deed is appropriate and complete in all respects for its intended purpose.  Canada Life Limited shall not be liable for any loss or damage arising out of or in any way connected with the use of this template, whether in its original form or as amended under any law or on any basis whatsoever, whether contractual or otherwise, including, without limitation, any direct, indirect, incidental, special or consequential damages (such as loss of business or profits or any other financial loss).  The law and tax rules in relation to trust deeds are subject to change and as a result the deed may become outdated. However, Canada Life Limited is under no obligation to notify you of any such changes.  Nothing in this note shall restrict or limit Canada Life Limited's liability for death or personal injury caused by our negligence or for fraud or fraudulent misrepresentation.  All references to Canada Life Limited in this note shall be construed to include its affiliates or their respective directors, officers and employees. |

This deed (the "Deed") is made on the day set out below (the "Effective Date") by the Principal Employer, the New Participating Employer and the Trustees of the Scheme.

|  |  |
| --- | --- |
| Scheme Name (the "Scheme") |  |
| Principal Employer (the "Principal Employer") |  |
| Registered Number of the Principal Employer\* |  |
| Registered Address of the Principal Employer\* |  |
| New Participating Employer (the "New Participating Employer") |  |
| Registered Number of the New Participating Employer\* |  |
| Registered Address of the New Participating Employer\* |  |
| Name and address of the trustees (together, the "Trustees") | |
| Trustee 1 |  |
| Trustee 2 (if applicable) |  |
| Trustee 3 (if applicable) |  |
| Effective Date |  |

RECITALS:

1. This Deed is supplemental to a declaration of trust (the "Declaration of Trust") which established the Scheme on the terms and conditions set out in the Declaration of Trust, for the provision of benefits in respect of such persons as are admitted to membership;
2. Subject to certain conditions contained in the Declaration of Trust, employers/businesses may, with the consent of the Principal Employer, be included in the Scheme as a Participating Employer; and
3. The New Participating Employer wishes to be added to the Scheme as a Participating Employer.

IT IS AGREED THATwith effect on and from the Effective Date:

1. In exercise of the relevant powers granted to it under the Declaration of Trust, the Principal Employer hereby consents to the addition of the New Participating Employer to the trusts of the Scheme.
2. The New Participating Employer hereby covenants with the Principal Employer and the Trustees to comply with and observe the provisions of the Scheme as they apply to a Participating Employer.
3. This Deed shall be governed by and construed in accordance with the laws of England and the parties agree to submit to the exclusive jurisdiction of the courts of England.
4. This Deed may be executed in the form of two or more counterparts, each executed by one or more of the parties, but taken together executed by all of the parties, which shall together constitute one original instrument.

IN WITNESS whereof this Deed has been executed as a deed and is delivered and takes effect on the Effective Date.

[ALTERNATIVE SIGNATURE PROVISIONS – PLEASE AMEND / DELETE AS APPROPRIATE]

PRINCIPAL EMPLOYER:

[TO BE USED WHERE THE PRINCIPAL EMPLOYER IS A LIMITED COMPANY, PLC, OR LLP]

|  |  |  |
| --- | --- | --- |
| Signed as a deed on behalf of the Principal Employer by the following authorised signatories | | |
| ………………..…...………………..  Signature of Director of Limited Company or PLC / Member of LLP  …………………………..………….  Full name in block capitals | ……………..…..…………………...  Signature of Director/  Company Secretary / Member of LLP  …………………..………………….  Full name in block capitals | Company seal(if required) |

[TO BE USED WHERE THE PRINCIPAL EMPLOYER IS A PARTNERSHIP]

|  |  |
| --- | --- |
| Signed as a deed by the Principal Employer by | |
| ……….……………………………………………….….  Signature  ……….…………………………………………….…….  Full name of signatory in block capitals  Acting as attorney of the Partners in the presence of  ……….………………………………………….……….  Witness' signature  ……….……………………………………………….….  Full name of witness in block capitals | ……….…………………………………..………………  Signature  ……….…………………………………………..………  Full name of signatory in block capitals  Acting as attorney of the Partners in the  presence of  ……….………………………………………..…………  Witness' signature  ……….…………………………………………...……...  Full name of witness in block capitals |

[TO BE USED WHERE THE PRINCIPAL EMPLOYER IS AN INDIVIDUAL]

|  |  |  |
| --- | --- | --- |
| Signed as a deed by the Principal Employer | | |
| ………………..………..…………...  Signature  ………………..…………..………...  Full name in block capitals | ………………..………………..…...  Signature of Witness  ……………...………………………  Full name in block capitals | Address of witness  ………………………….…………..  ………………………….…………..  ……………………….……………..  ……………………….……………..  Occupation of witness  ………………………….………….. |

NEW PARTICIPATING EMPLOYER:

*[TO BE USED WHERE THE NEW PARTICIPATING EMPLOYER IS A LIMITED COMPANY, PLC, OR LLP]*

|  |  |  |
| --- | --- | --- |
| Signed as a deed on behalf of the New Participating Employer by the following authorised signatories | | |
| ………………..………...…………..  Signature of Director of Limited Company or PLC / Member of LLP  ……………………………..……….  Full name in block capitals | ………………..…………..………...  Signature of Director/  Company Secretary / Member of LLP  ………………………………..…….  Full name in block capitals | Company seal(if required) |

[TO BE USED WHERE THE NEW PARTICIPATING EMPLOYER IS A PARTNERSHIP]

|  |  |
| --- | --- |
| Signed as a deed by the New Participating Employer by | |
| ……….………………………………….……………….  Signature  ……….………………………………………….……….  Full name of signatory in block capitals  Acting as attorney of the Partners in the presence of  ……….……………………………………….………….  Witness' signature  ……….………………………………………….……….  Full name of witness in block capitals | ……….………………………………………..…………  Signature  ……….…………………………………………..………  Full name of signatory in block capitals  Acting as attorney of the Partners in the  presence of  ……….………………………………………..…………  Witness' signature  ……….……………………………………………...…...  Full name of witness in block capitals |

[TO BE USED WHERE THE NEW PARTICIPATING EMPLOYER IS AN INDIVIDUAL]

|  |  |  |
| --- | --- | --- |
| Signed as a deed by the New Participating Employer | | |
| ………………..……………..……...  Signature  ………………..……………..……...  Full name in block capitals | ………………..…………..………...  Signature of Witness  ……………...………………………  Full name in block capitals | Address of witness  ……………………….……………..  ……………………….……………..  ……………………….……………..  ………………………………….…..  Occupation of witness  …………………………….……….. |

TRUSTEES:

[TO BE USED WHERE TRUSTEE 1 IS A LIMITED COMPANY, PLC, OR LLP]

|  |  |  |
| --- | --- | --- |
| Signed as a deed on behalf of Trustee 1 by the following authorised signatories | | |
| …………………………..………….  Signature of Director of Limited Company or PLC / Member of LLP  ……………………………..……….  Full name in block capitals | …………..………………………….  Signature of Director /  Company Secretary / Member of LLP  ………………………………..…….  Full name in block capitals | Company seal (if required) |

[TO BE USED WHERE THE TRUSTEE 1 IS A PARTNERSHIP

|  |  |
| --- | --- |
| Signed as a deed by Trustee 1 by | |
| ……….…………………………….…………………….  Signature  ……….……………………………………….………….  Full name of signatory in block capitals  Acting as attorney of the Partners in the presence of  ……….……………………………………….………….  Witness' signature  ……….……………………………………….………….  Full name of witness in block capitals | ……….…………………………..………………………  Signature  ……….………………………………………..…………  Full name of signatory in block capitals  Acting as attorney of the Partners in the  presence of  ……….……………………………………..……………  Witness' signature  ……….…………………………………………...……...  Full name of witness in block capitals |

[TO BE USED WHERE THE TRUSTEE 1 IS AN INDIVIDUAL]

|  |  |  |
| --- | --- | --- |
| Signed as a deed by Trustee 1 | | |
| ………………..………………..…...  Signature  ………………..………………..…...  Full name in block capitals | ………………..……………..……...  Signature of Witness  ……………...………………………  Full name in block capitals | Address of witness  ……………………….……………..  ………………………….…………..  …………………….………………..  …………………….………………..  Occupation of witness  ……………………….…………….. |

[TO BE USED WHERE THE TRUSTEE 2 IS AN INDIVIDUAL]

|  |  |  |
| --- | --- | --- |
| Signed as a deed by Trustee 2 | | |
| ………………..……………..……...  Signature  ………………..………………..…...  Full name in block capitals | ………………..………………..…...  Signature of Witness  ……………...……………..………..  Full name in block capitals | Address of witness  ………………………...……………  ………………………………..…….  …………………………..………….  ………………………………..…….  Occupation of witness  …………..…………………..……... |

[TO BE USED WHERE THE TRUSTEE 3 IS AN INDIVIDUAL]

|  |  |  |
| --- | --- | --- |
| Signed as a deed by Trustee 3 | | |
| ………………..………………….....  Signature  ………………..………………….....  Full name in block capitals | ………………..…………………….  Signature of Witness  ……………...………………………  Full name in block capitals | Address of witness  ……………………………………...  ……………………………………...  ……………………………………...  ……………………………………...  Occupation of witness  ……………………………………... |