

# GSC UNCLAIMED PROPERTY REQUEST FORM



REQUEST FOR INFORMATION			
LAST NAME		FIRST NAME	
STREET NAME AND NUMBER		CITY	PROVINCE
TELEPHONE NUMBER		POSTAL CODE	
		EMAIL ADDRESS (OPTIONAL)	

RELATIONSHIP TO OWNER OF THE UNCLAIMED PROPERTY (please check off the applicable boxes)
<input type="checkbox"/> I am the <input type="checkbox"/> plan sponsor or <input type="checkbox"/> plan participant <input type="checkbox"/> I am acting on behalf of a <input type="checkbox"/> plan sponsor, <input type="checkbox"/> plan participant or <input type="checkbox"/> an estate <input type="checkbox"/> Other (please describe): _____
<b>If you are not a plan participant and/or owner of the unclaimed property*</b> Is the plan participant / owner still living? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, please provide the date of death (dd/mm/yyyy): _____ Describe your relationship to the plan participant / owner: _____

PLAN PARTICIPANT / OWNER DETAILS	
GSC ID #	Name of plan sponsor
Last name of plan participant / owner	First name of plan participant / owner
Date of birth of plan participant / owner (dd/mm/yyyy)	

UNCLAIMED PROPERTY DETAILS
Description of unclaimed property (product / plan type, monetary value and coverage period)

**Required documentation:**

Please enclose with this form a photocopy of two pieces of personal identification, one of which contains your photo and establishes your date of birth.

\*If you are not a plan participant, you may be asked to provide additional documentation, such as proof of entitlement or proof of power of attorney, before the search request can be initiated.

**Submit the completed form along with the required documentation to:**

Attention: Ombudsman  
 Green Shield Canada  
 5140 Yonge St, Suite 2100  
 Toronto, ON M2N 6L7  
 Fax: 416.733.1955  
 Email: ombudsman@greenshield.ca

**Our commitment to privacy:**

Protecting your privacy and the confidentiality of your personal information is fundamental to the way we do business. We are committed to the protection of any personal information collected by us or that is in our custody. Our Privacy Code outlines our policies and procedures on privacy and describes the ways we protect your privacy and the confidentiality of your personal information.

When you first become a group and benefit plan participant of Green Shield Canada, your personal information is collected and used with your consent, after which we will continue to collect, use and disclose your personal information in accordance with our Privacy Code. You can withdraw your consent to the collection, use and disclosure of your personal information at any time after you've given it to us, provided there are no legal or regulatory requirements to prevent this. If you don't consent to certain uses of personal information, or if you withdraw your consent, we will not be able to administer your request to search our records for unclaimed property.

By submitting this form, you certify that the information on the form is accurate and that you are authorized to disclose this information to Green Shield Canada. You also consent to the collection, use and disclosure of this information by Green Shield Canada and its affiliates in accordance with Green Shield's Privacy Code for the purposes of searching our records for unclaimed property.

Any e-mail sent or received over the internet may not be secure. You should use caution when sending e-mail messages containing private and confidential information or consider other secure means to send the information.

For more information on Green Shield Canada's Privacy Code, please visit our website at [www.greenshield.ca](http://www.greenshield.ca).