

**FORM P1 (Division of Pensions Regulation, s.4 (a))**  
**CLAIM AND REQUEST FOR INFORMATION AND NOTICE**

*When to Use this Form*

A *Form P1* is used by a spouse who is making a claim to an interest in the member's/annuitant's benefits. After this form is delivered to the administrator/annuity issuer, the spouse is entitled to receive

- information from the administrator/annuity issuer about the benefits, and
- 30 days' advance notice of changes of circumstances affecting the benefits.

*[Please print]*

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**To: Administrator of plan/annuity issuer**

Name of plan/annuity University of Victoria Staff Pension Plan

Address of administrator/  
annuity issuer PO Box 1700 STN CSC  
Victoria BC V8W 2Y2

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**From: Spouse of member/annuitant** *[Note: "spouse" includes a person who has lived in a marriage-like relationship with the member/annuitant for a continuous period of at least two years and also includes a former spouse.]*

Name of spouse \_\_\_\_\_

Address \_\_\_\_\_

Email address \_\_\_\_\_

Telephone (home) \_\_\_\_\_ (work) \_\_\_\_\_

Social Insurance Number \_\_\_\_\_

*[The administrator/annuity issuer will use this information to contact you about important matters. Make sure it is accurate and that you promptly advise the administrator/annuity issuer of any changes.]*

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**In relation to: Plan member/annuitant**

Name of member/annuitant \_\_\_\_\_

Address \_\_\_\_\_

Email address \_\_\_\_\_

Telephone (home) \_\_\_\_\_ (work) \_\_\_\_\_

Social Insurance or Plan Identity Number \_\_\_\_\_

Employer \_\_\_\_\_

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**Declaration of spouse claiming interest**

I, \_\_\_\_\_ *[name of spouse]* am claiming an interest in the benefits of the member/annuitant based on section 81 of the *Family Law Act*. *[see below]*

In support of that claim, I declare that

(a) I began living in a marriage-like relationship with the member/annuitant on \_\_\_\_\_ *[date]*,

(b) I was married to the member/annuitant on \_\_\_\_\_ *[date]*, and

(c) I was separated from the member/annuitant on \_\_\_\_\_ *[date]*.

*[You are not required to authorize the administrator/annuity issuer to communicate with a representative. If you wish to authorize that communication, you must complete the following, otherwise, the administrator/annuity issuer cannot communicate with your representative.]*

I authorize you to communicate with and release information to my representative(s):  
*[include name(s) and address(es) of representative(s)]*

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This authorization expires on \_\_\_\_\_ *[date]*.

Signed (*spouse*) \_\_\_\_\_

Date of Declaration \_\_\_\_\_

Signed (*witness to signature of spouse*) \_\_\_\_\_

Name of witness \_\_\_\_\_

Address of witness \_\_\_\_\_

**Family Law Act, section 81:**

**81** Subject to an agreement or order that provides otherwise and except as set out in this Part and Part 6  
*[Pension Division],*

- (a) spouses are both entitled to family property and responsible for family debt, regardless of their respective use or contribution, and
- (b) on separation, each spouse has a right to an undivided half interest in all family property as a tenant in common, and is equally responsible for family debt.