



DIRECTORS GUILD OF CANADA

***INSTRUCTION TO DEDUCT VOLUNTARY
Contributions by Payroll***

Canadian Entertainment Industry Retirement Plan (CEIRP)

Name of Loan Out Company

Full Name of Authorized Signatory

Date of Birth of Authorized Signatory

Social Insurance #

Percentage of Voluntary Contribution (whole percentage only) _____ %

I, the undersigned, hereby instruct and give permission for the Directors Guild of Canada (the "DGC") to authorise that the above voluntary contribution amount (expressed as a percentage of gross wages) be deducted by payroll for each pay period and contributed to my Loan Out CEIRP account. This voluntary contribution amount will be deducted in addition to the mandatory contribution deducted in terms of various DGC Collective Agreements.

This instruction replaces any prior instruction to deduct voluntary contributions, and the DGC will continue to comply with this letter of instruction until I provide amending instructions in writing.

I understand that I remain responsible to ensure that my total contributions to the Canadian Entertainment Industry Retirement Plan do not exceed the annual limit allowed in terms of the Income Tax Act, currently 18% of my gross pay on a pre-tax basis, including both mandatory and voluntary contributions.

Signed at _____ on this the _____ day of _____, _____

Signatory

Received by the DGC on this the _____ day of _____, _____

For Office Use Only: _____ Payroll companies _____ DGC By _____