This memo confirms the award amount and the payment options available for your consideration (e.g. lump sum payment or direct full/partial bonus amount to the Group RSP plan). The deadline to submit the ***RSP Direction Form*** is February 5, 2018 and should be sent directly to Kelly Kitney, Payroll Manager, NOTL.

If you are not enrolled in HSCI’s Group RSP plan, please contact Human Resources for a copy of the ***Industrial Alliance Group RSP Online Enrollment Guide***.

Feel free to contact me if you have any questions.

Thank you,

Katie Fletcher

Ext. 3123