



Employee Share Ownership Plan ("ESOP")

Contributions during an Authorized Leave Form

Please complete this form if you wish to make contributions to the Employee Share Ownership Plan ("ESOP") during an unpaid Authorized and Eligible Leave of Absence "**LOA**" or if you wish to change your contribution amount during a LOA. Please submit this completed form no earlier than two weeks prior to the start of your scheduled LOA.

When your LOA ends and you return to work, your contributions will resume at the percentage (%) you were contributing prior to the start date of your LOA through regular payroll deductions. You are responsible for validating that your ESOP contributions have resumed by reviewing your first pay slip.

You can find more information on contributing to ESOP during an LOA in the Employee Share Ownership Plan (Canada) policy document located in me@scotiabank > Ask HR>Policies, Guides & Forms> Benefits and Wellness> Employee Share Ownership Plan.

Personal Information

Name (first and last) _____

Employee Number _____

Email Address _____

Telephone Number _____

Leave Start Date _____ Leave End Date (if known) _____

Contribution Percentage

You can make contributions between 1% and 6% of your salary, up to the annual contribution limit of \$6,000, and receive a 60% matching contribution from Scotiabank.

Please check the appropriate box to indicate your contribution percentage of your eligible salary:

☐ 1% ☐ 2% ☐ 3% ☐ 4% ☐ 5% ☐ 6%

Additional Voluntary Contribution Percentage

You also have the option to make additional voluntary contributions (AVC) to ESOP of up to 25% (in whole percentages) of your eligible salary. However, these AVC's are not matched by Scotiabank.

I would like to make an additional voluntary contribution percentage of %



Instructions

Please send a signed PDF copy via email to AskHR@scotiabank.com.

Subject line: Pension Delivery, ESOP PAD

Authorization

- ☐ I hereby authorize Scotiabank to deduct my ESOP contributions from my payroll deposit account, subject to the terms and conditions of ESOP. I understand that I may cease my ESOP contributions but to do so I must submit this form with the section to Revoke Authorization (below) completed. I have read the Scotiabank Employee Privacy Policy (attached) and understand that this information about me is being collected, used, and disclosed by Scotiabank to administer my ESOP account.

I hereby consent to the collection, use and disclosure of this information for these purposes.

Employee's Signature

Date (dd/mm/yyyy)

Revocation of Authorization

- ☐ I wish to revoke this authorization and understand that once this form is processed, no further contributions to the ESOP will be deducted from my bank account or made by the Bank while I am on an authorized Leave of Absence.

My ESOP contributions will resume when my Authorized Leave of Absence ends and when I return to work.

Employee's Signature

Date (dd/mm/yyyy)

Additional Information

Contributions will be deducted from your payroll deposit account on a bi-weekly basis. You are responsible for ensuring that there are enough funds in your account to process the contributions. If contributions cannot be made due to insufficient funds in your payroll account, your ESOP contributions (and any corresponding Bank's contributions) will be suspended.

Your contributions and any corresponding Bank's contributions will be directed to the savings vehicles you designated prior to your Authorized Leave of Absence.

Contributions will be made only after a signed copy of this authorization form is received and processed. No retroactive contributions are permitted.

You can find more information on contributing to ESOP during an Authorized Leave in the Employee Share Ownership Plan (Canada) policy document located in me@scotiabank > Ask HR > Policies, Guides & Forms > Benefits and Wellness > Employee Share Ownership Plan. If you wish to change how your contributions are allocated in your ESOP account, you contact Morgan Stanley at Work through HR Services at 1-888-888-8089 and follow the ESOP prompts or online at www.shareworks.com.

Please remember that email is not a secure form of communication, and you are transmitting your information at your own risk.