

Sun Life Financial announces 2009 year-end new business processing guidelines

We are pleased to announce our year-end new business processing guidelines. To insure Sun Life Financial efficiently processes your new business applications during the traditionally busy year-end period, we ask you to be aware of our upcoming case closing deadlines and plan accordingly. This year, the closing dates are:

- **december 4, 2009.** All formal applications and routine age/amount requirements must be received at the home office;
- **december 18, 2009.** Any subsequent requirements, such as additional applications, inspection reports and other required underwriting documentation, must be received by Sun Life Financial by this date;
- **december 24, 2009.** All requirements necessary to issue and pay the policy, such as illustrations and all initial premium, must be received for business to be included in the 2009 calendar year totals.

Your observance of these deadlines will help us meet the needs of you and your clients. If you have any questions about these deadlines and what is required, we urge you to contact your New Business Case Coordinator or Internal Wholesaler.