Quick reference

Form

Change Request Before or on Delivery

Change Request Before or on Delivery - 25057E

When to use this form

During an insurance application review

- If the policyowner wants to make a change to their insurance application after submitting it

On delivery

- If the contract is accepted as submitted but the policyowner wants to change the recommended coverages

Examples of changes

- Changing a product
- Changing the insurance amount
- Adding or removing additional coverages

Updated process

Before May 19, 2026	Effective May 19, 2026
Step 1: Change requested by the policyowner • Create a new illustration and submit it to Desjardins Insurance. ☛ Contract issued with a notice of modification.	**Step 1: Change requested by the policyowner** • Complete the Change Request Before or on Delivery - 25057E form. • Complete the Pre-Authorized Debit (PAD) Agreement - 09312E form if this payment method was selected. ☛ Contract issued WITHOUT a notice of modification.
Step 2: Contract delivery • Have the notice of modification signed. • Have a new Pre-Authorized Debit (PAD) Agreement - 09312E form signed if this payment method was selected.	**Step 2: Contract delivery**

Benefits of the new process

- Keeps the policyowner involved throughout the process and increases the chances of finalizing the contract
- Simplifies the contract delivery
- Decreases re-dating
- Makes it easier to keep track of policyowners' requested changes
- Ensures that files are compliant

Reminder: No additional steps were added

The policyowner simply signs the form when they make their decision.