

Change form

This form is also available at www.manulife.ca/GRO in the 'Manage your plan' section.



Send us stuff online

Send us your completed form by signing in to your online account at Manulife.ca/GRO.

Look for **Send documents** in your homepage under the 'My Account' tab.

Not signed up yet?

Access your savings anytime, using our secure website. Go to Manulife.ca/GRO and click 'Sign in' to get started.

Please print clearly in the blank boxes. Remember to sign and date the form.

Section 1

Complete only the sections relevant to the change you are making. Indicate the type of change you would like to make.

- Name change - complete sections 1, 2, 3 and 7
- Beneficiary change - complete sections 1, 2, 4, and 7
- Address change - complete sections 1, 2, 5 and 7
- Other change - complete sections 1, 2, 6 and 7

Section 2

Your personal information

If you do not know your member number, your Plan Administrator will provide it. Please use the member name currently on our records when submitting a name change.

Must be fully completed 

Plan Sponsor/Employer		Group policy number
Member number	Customer number	
Last name of member (as listed currently)	First name	Middle initial

Section 3

Your change of name

Last name of member	First name	Middle initial
Witness/Plan Administrator's signature		Date signed (dd/mmm/yyyy)

Section 4

A **revocable** beneficiary can be changed at anytime.

An **irrevocable** beneficiary can only be changed with written consent from that beneficiary. You will also need your beneficiary's consent to withdraw or transfer money from your account. A parent or guardian cannot provide consent on behalf of a minor who has been named as irrevocable beneficiary.

If you want to name more than three beneficiaries, attach a separate page with the names and the percentage of proceeds for each beneficiary.

If you have locked-in money in your RSP and you have a spouse on the date of your death, the law may require any death benefit be paid to your spouse, regardless of other beneficiaries you've named.

A copy, fax, scan or image of the beneficiary designation in this form is as valid as the original.

If you die while your beneficiary is still a minor, the trustee you name on this form will act on the child's behalf.

Your change of beneficiary (or beneficiaries)

If you do not name a beneficiary, proceeds will be paid to your estate.

- Check here if you have attached a separate page listing additional beneficiaries. Please sign and date the attachment.

Name	Relationship	Percentage of proceeds
		%
		%
		%
Total must equal 100%		%

The above beneficiary designations are considered revocable unless you write "irrevocable" in the chart above.

For Quebec only:

The designation of a spouse as a beneficiary is deemed to be irrevocable unless specified here: Revocable

Trustee for a minor beneficiary named above (not applicable in Quebec)

Any payment to a beneficiary who is a minor will be paid in trust to the trustee named below.

In Quebec, the proceeds will be paid in trust to the minor child's tutor.

Trustee name	Relationship
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As current irrevocable beneficiary, I hereby consent to the change in beneficiary indicated in Section 4.

Irrevocable beneficiary's signature (if required)	Date signed (dd/mmm/yyyy)
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Section 5**Your change of contact information**

Mailing address (number, street and apt. number)				
City	Province	Postal code	Telephone number	Ext
Email				

Section 6**Other changes**

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Section 7

You must sign to authorize ANY of the above changes.

Please sign here

Member's signature	Date signed (dd/mmm/yyyy)
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**Got something to send to us?**

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You'll need your unique customer number and social insurance number to join. You can find your unique customer number on your welcome letter or a recent statement.

Mailing instructions

Send your completed forms to the address below.

If you live outside of Quebec:

Manulife Financial
Attn: GRS Client Services
P.O. Box 396
Waterloo, ON N2J 4A9
Fax: 1-866-945-5110

If you live in Quebec:

Manulife Financial
Group Retirement Solutions
2000 Mansfield, Suite 1410
Montréal, QC H3A 3A2
Fax: 1-866-945-5110