


Change form

Forward to: Manulife Financial
 Attn: GSRS Client Services, KC-6
 PO BOX 396 STN WATERLOO
 WATERLOO ON N2J 4A9

- Name change
- Beneficiary change
- Address change

This form is also available on the Manulife Web site at www.manulife.ca/GRO

1 General information

Must be fully completed. 

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.

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

2 Change of name/ addition of spouse

If submitting a name change, your Plan Administrator's signature is also required in section 6 Signature(s) below.

New last name of member	First name	Middle initial
Last name of spouse	First name	Middle initial
Spouse's date of birth (dd/mmm/yyyy)		

3 Change of beneficiary

If naming more than one beneficiary, attach a separate page. Include the name and relationship of a Trustee for each minor beneficiary. This attachment must be signed and dated.

Except as specified for Quebec, all designations will be considered revocable unless expressly made irrevocable. If you designate a beneficiary as irrevocable, you may not change this designation, withdraw or transfer-out funds without the written consent of the irrevocable beneficiary. A parent or guardian cannot provide consent on behalf of a minor who has been named as irrevocable beneficiary. If you have not named a beneficiary, the death benefit will be payable to your estate.
Regarding Locked-in RRSPs only: If you have a spouse on the date of your death, legislation in most jurisdictions may require that any death benefit from a pension plan or locked-in pension funds be payable to your spouse, regardless of any other beneficiary designation you have made.

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

Revocable

Name of beneficiary	Relationship to member	<input type="radio"/> Check here if you have attached a separate page.
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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.

Name of trustee(s) for minor beneficiary	Relationship of trustee to minor beneficiary
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4 Change of mailing address

New mailing address (number, street and apt. number)				
City	Province	Postal code	Telephone number	Ext
Email (if applicable)				

5 Other changes

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6 Signature(s)

You must sign to authorize ANY of the above changes.

Member's signature	Date signed (dd/mmm/yyyy)
Plan Administrator's signature (if required)	Date signed (dd/mmm/yyyy)
As current irrevocable beneficiary, I hereby consent to the change in beneficiary indicated in section 3.	
Irrevocable beneficiary's signature (if required)	Date signed (dd/mmm/yyyy)