


# Change form

Forward to: Manulife Financial  
 Group Savings & Retirement Solutions  
 2000 Mansfield, Suite 1410  
 MONTRÉAL QC H3A 3A2

- Name change
- Beneficiary change
- Address change

This form is also available on the Manulife Web site at [www.manulife.ca/GRO](http://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		<b>Manulife Financial use only</b>
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

Check here if you have attached a separate page.

Name of beneficiary	Relationship to member
<b>Trustee for a minor beneficiary named above</b> (not applicable in Quebec) Any payment to a beneficiary who is a minor will be paid in trust to the trustee named below. <b>In Quebec,</b> 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

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