

Group Benefits

Materials Re-Order for Manulife c/o DATA Communications Management

Please fax completed form to DATA at: 1-877-886-8854
 OR mail to: DATA Communications Management, 9195 Torbram Road, Brampton ON L6S 6H2

For form fulfillment inquiries only, please call DATA at: 1-855-219-4029

For your convenience, many standard claim and administration forms are available on our Internet Website at www.manulife.ca/groupbenefits. Forms pre-filled with plan specific information are available on our Internet Secure Sites for groups with access to these sites.

1 Requestor information

Plan contract number	Division/account number	Plan sponsor	
Order requested by		Telephone number	Date (dd/mmm/yyyy)

2 Order information

* **Important:** Please be sure to include form numbers to ensure your order can be processed quickly and accurately. Form numbers can be found on the front or back bottom right-hand corner of most forms.

**To ensure you always have the most recent version of forms on-hand, we recommend that you order a maximum 6-month supply.

Form number*	Description of form	Number of forms required**	DATA use only	
			Enclosed	To follow

REMINDER: Do you need to order additional quantities of this Materials Re-Order form? (minimum order quantity: 10)
 This form is also available to be printed from www.manulife.ca/planmember.

Benefits booklet

Please be sure to include the Class Code/Description when ordering booklets.

Benefits Booklet Re-Order

Class Code/Description	Number required	Language	Manulife use only	
			Enclosed	To follow
		<input type="checkbox"/> English <input type="checkbox"/> French		
		<input type="checkbox"/> English <input type="checkbox"/> French		
		<input type="checkbox"/> English <input type="checkbox"/> French		

3 Shipping information

Please print clearly - this is your shipping label

Company name		
Attention		
Street address (cannot be just a PO Box)		
City	Province	Postal code



Important

Please provide the complete address to which your order is to be delivered.