

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 website at manulife.ca/groupbenefits.

Forms pre-filled with plan specific information are available on our 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)
Email address			

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. For the most recent version of the benefits booklets please go to the Plan Administrator Secure Site in the Plan Documents Tab.

If you do not have access to the Plan Administrator Secure Site, a link to the most recent version will be emailed to you. Make sure you provide your email address in the **Requestor information** section above.

Electronic booklet re-order

Class Code/Description	Language
	<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.