

Group Benefits
Materials Re-Order for Manulife c/o RR Donnelley

Please email completed form to: **CPCBMLICAN@datacm.com**

For form fulfillment inquiries only, please call RRD at: 1-844-358-0981

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.

For the most recent version of the **Benefits Booklet** 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.

Please email us at: **benefit_booklets@manulife.com**.

You will need to include the Class Code/Description and language (English or French) when ordering booklets.

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

* **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.

REMINDER: Do you need to order additional quantities of this Materials Re-Order form? (minimum order quantity: 10)

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.