

If member belongs to more than one plan, complete a separate form for each plan. Submit this form with the last contribution for the member.

You can find this form online by signing in to your account with your Manulife ID at manulifeim.ca/retirement. Look for Forms under 'Quick links' or 'Helpful information' on your homepage.



Don't have a Manulife ID yet?

Sign up now to access your account anytime on our secure website. Go to manulifeim.ca/retirement, click 'Sign in' and follow the instructions to set up your Manulife ID.

Print clearly in the blank boxes. Remember to sign and date the form.

Need help? Contact Customer Service at 1-888-727-7766.

1. To be completed by Plan Sponsor/Employer

Plan Sponsor/Employer	Group policy number	Member number
Last name of deceased member	First name	Middle initial
Last 3 digits of SIN	Date of death (dd/mmm/yyyy)	Date of birth (dd/mmm/yyyy)
Please indicate the last day for which contributions have been made. Do not submit this form until the final contribution is submitted.		Date (dd/mmm/yyyy)
Address		
City	Province	Postal code
Name of spouse (last, first and middle initial). See attached for provincial pension legislation definitions of spouse (for pension/locked-in RRSP only).		The deceased member does not have a spouse <input type="checkbox"/>

2. To be completed by beneficiary or executor

Complete the beneficiary OR executor section below.

If there is a spouse on the date of death, the spouse may have priority entitlement to any registered pension plan and locked-in RRSP/LIRA assets. See the definitions of spouse for each province attached.

Different Proof of Death requirements apply depending on the death benefit amount. See section 4 for instructions.

To be completed by beneficiary

Name of beneficiary (last, first and middle)		Relationship to member	
Address		Beneficiary birthdate (dd/mmm/yyyy)	
City	Province	Postal code	Social Insurance Number (SIN)

To be completed by executor

Name of executor (last, first and middle)		
Address		
City	Province	Postal code

3. Sign here

I hereby certify that the information on this form is correct to the best of my knowledge.

Signature of beneficiary or executor	Date signed (dd/mmm/yyyy)
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I hereby certify that the above information provided from plan records is correct.

Signature of Plan Administrator	Date signed (dd/mmm/yyyy)
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4. Proof of death

Once Manulife receives the completed Notice of Death and the required supporting documents, the death benefit will be disbursed as requested by the beneficiary.

Benefit values	Options
For death benefit amounts up to and including \$100,000	One of the following documents is required and a copy may be submitted (rather than an original): <ul style="list-style-type: none">- Death Certificate- Funeral Director's Statement- Attending Physician's Statement- Parish Burial Certificate (Quebec only)
For death benefits over \$100,000 up to and including \$1,000,000	One of the following documents is required and a certified true copy must be submitted : <ul style="list-style-type: none">- Death Certificate- Funeral Director's Statement- Attending Physician's Statement- Parish Burial Certificate (Quebec only)
For death benefits greater than \$1,000,000	Two of the following documents is required, and original documents must be submitted : <ul style="list-style-type: none">- Death Certificate- Attending Physician's Statement- Parish Burial Certificate (Quebec only)

Personal information

We collect, use, and disclose your personal information for the purpose of processing your request. We disclose your personal information to authorized employees, agents, representatives, financial institutions and other parties with whom we deal with in issuing and administering your product(s) and services, now and in the future. Also, we disclose your personal information to service providers who require this information to perform their services for us (for example data processing, programming, data storage, and printing). Unless there are contractual limitations, your personal information may be accessed or transferred within or outside Canada and may be subject to the laws of those jurisdictions. You may withdraw your consent subject to legal and contractual restrictions. You also have the right to access and correct your personal information maintained in our files. For further information you can review our Privacy Policy or email us at Canada_Privacy@manulife.ca.

Send us your documents online

It's faster and safer than email or regular mail.



From your Manulife Mobile app, sign in with your Manulife ID (choose Group Retirement). From the top left menu, select your name to get to your profile, then select **Send documents**.

or

From your desktop or tablet, sign into your account at manulifeim.ca/retirement using your Manulife ID. Look for **Send documents** on your homepage under 'Quick links' or 'Helpful information'.

If you need to mail the form, send it to one of the addresses below.

Outside Quebec:

Manulife
Group Retirement
P.O. Box 396
Waterloo, ON N2J 4A9 Fax: 1-866-945-5110

Quebec:

Manulife
Group Retirement
2000 Mansfield, Suite 1410
Montréal, QC H3A 3A2 Fax: 1-866-945-5109

DEFINITION OF SPOUSE

The definitions provided are subject to change as a result of any amendments to the provincial pension acts and regulations respecting entitlement to death benefits.

ALBERTA “Pension Partner”

Persons are pension partners for the purposes of the Employment Pension Plans Act (Alberta) on any date on which one of the following applies:

- (a) they (i) are married to each other, and (ii) have not been living separate and apart from each other for a continuous period longer than 3 years;
- (b) if clause (a) does not apply, they have been living with each other in a marriage-like relationship (i) for a continuous period of at least 3 years preceding the date, or (ii) of some permanence if there is a child of the relationship by birth or adoption.

BRITISH COLUMBIA “Spouse”

Persons are spouses for the purpose of the Pension Benefits Standards Act (British Columbia) on any date on which one of the following applies:

- (a) they (i) are married to each other, and (ii) have not been living separate and apart from each other for a continuous period longer than 2 years;
- (b) they have been living with each other in a marriage-like relationship for a period of at least 2 years immediately preceding the date.

MANITOBA “Spouse”

Spouse of a person means the individual who is married to that person.

MANITOBA “Common-law Partner”

Common-law partner of a member or former member means (a) a person who, with the member, registered a common-law relationship under section 13.1 of The Vital Statistics Act, or (b) a person who, not being married to the member, cohabited with them in a conjugal relationship (i) for a period of at least 3 years, if either of them is married, or (ii) for a period of at least 1 year if neither of them is married.

NEW BRUNSWICK “Spouse”

Spouse means either of two persons who (a) are married to each other, (b) are married to each other by a marriage that is voidable and has not been avoided by a declaration of nullity, or (c) have gone through a form of marriage with each other in good faith that is void and have cohabited within the preceding year.

NEW BRUNSWICK “Common-law Partner”

In the case of the death of a member or former member, a common-law partner is a person who, not being married to the member, was cohabiting in a conjugal relationship with the member or former member at the time of death of the member or former member and was cohabiting in a conjugal relationship with the member or former member for a continuous period of at least 2 years immediately before the death of the member or former member.,

NEWFOUNDLAND “Spouse”

A spouse means, a person who (a) is married to the member or former member, (b) is married to the member or the former member by a marriage that is voidable and has not been voided by a judgement of nullity, or (c) has gone through a form of marriage with the member or former member, in good faith, that is void and is cohabiting or has cohabited with the member or former member within the preceding year.

NEWFOUNDLAND “Cohabiting Partner”

Cohabiting partner means (a) in relation to a member or former member who has a spouse, means a person who is not the spouse of the member or former member who has cohabited continuously with the member or former member in a conjugal relationship for not less than 3 years, or (b) in relation to a member or former member who does not have a spouse, means a person who has cohabited continuously with the member or former member in a conjugal relationship for not less than 1 year, and is cohabiting or has cohabited with the member or former member within the preceding year.

NOVA SCOTIA “Spouse”

Spouse means either of 2 persons who (a) are married to each other, (b) are married to each other by a marriage that is voidable and has not been annulled by a declaration of nullity, (c) have gone through a form of marriage with each other, in good faith, that is void and are cohabiting or, where they have ceased to cohabit, have cohabited within the 12 period immediately preceding the date of entitlement, (d) are domestic partners within the meaning of Section 52 of the *Vital Statistics Act*, or (e) not being married to each other, are cohabiting in a conjugal relationship with each other, and have done so continuously for at least (i) 3 years, if either of them is married, or (ii) 1 year, if neither of them is married.

ONTARIO “Spouse”

Spouse means either of 2 persons who, (a) are married to each other, or (b) are not married to each other and are living together in a conjugal relationship, (i) continuously for a period of not less than 3 years, or (ii) in a relationship of some permanence, if they are the parents of a child as set out in section 4 of the *Children’s Law Reform Act*.

If, on the date of death, a member, former member, or retired member has a spouse described in clause (a) of the definition of “spouse” in subsection 1 (1) of the *Pension Benefits Act* (Ontario) from whom the member, former member or retired member is living separate and apart, that spouse does not have an entitlement under section 48 (1) or (2) of the *Pension Benefits Act* (Ontario).

If, on the date of death, a member, former member or retired member has a spouse described in clause (b) of the definition of “spouse” in subsection 1 (1) of the *Pension Benefits Act* (Ontario) and a spouse described in clause (a) of that definition from whom the member, former member or retired member is living separate and apart, the spouse described in clause (b) of the definition has an entitlement under section 48 (1) or (2) of the *Pension Benefits Act* (Ontario).

PRINCE EDWARD ISLAND – The definition of spouse will be determined in accordance with the provisions of the plan.

QUEBEC “Spouse”

The spouse of a member is the person who,
(1) is married to or in a civil union with the member;

(2) has been living in a conjugal relationship with a member who is neither married nor in a civil union, whether the person is of the opposite or the same sex, for a period of not less than 3 years, or for a period of not less than 1 year if,

- at least 1 child is born, or to be born, of their union;
- they have adopted, jointly, at least 1 child while living together in a conjugal relationship; or
- one of them has adopted at least 1 child who is the child of the other, while living together in a conjugal relationship.

For the purposes of (2) above, the birth or adoption of a child prior to the period of conjugal relationship existing on the day as of which spousal status is established may qualify a person as a spouse.

Notwithstanding (1) above, a person who is legally separated from bed and board on the day as of which spousal status is established is not entitled to any benefit under this subdivision unless the person is the member's successor or was named in a notice sent by the member under section 89 of the *Supplemental Pension Plans Act* (Quebec).

SASKATCHEWAN "Spouse"

A spouse is, (a) a person who is married to a member or former member; or (b) if a member or former member is not married, a person with whom the member or former member is cohabiting as spouses at the relevant time and who has been cohabiting continuously with the member or former member as their spouse for at least 1 year prior to the relevant time.

Federal Pension Benefits Standards Act

The Office of the Superintendent of Financial Institutions (OSFI) regulates and supervises private pension plans provided to employees whose employment falls under federal jurisdiction. Employment under federal jurisdictions includes employment in banking, telecommunications, inter-provincial transportation, and pension plans established in respect of employment in the Yukon, the Northwest Territories and Nunavut.

"Survivor"

In relation to a member or former member means,

- a) if there is no person described in paragraph (b), the spouse of the member or former member at the time of the member's or former member's death, or
- b) a person who was the common-law partner of the member or former member at the time of the member's or former member's death.

"Spouse"

In relation to an individual, includes a person who is party to a void or, in Quebec, null marriage with the individual

"Common-law Partner"

In relation to an individual, means a person who is cohabiting with the individual in a conjugal relationship, having so cohabited for a period of at least 1 year.