

## Notice of Death

Please print clearly in the blank boxes.



This form is also available at [www.manulife.ca/GRO](http://www.manulife.ca/GRO) in the 'Manage your plan' section.

### Send us stuff online

Send us your completed form by signing in to your online account at [Manulife.ca/GRO](http://Manulife.ca/GRO).

Look for **Send documents** in your homepage under the 'My Account' tab.

### Not signed up yet?

Access your savings anytime, using our secure website. Go to [Manulife.ca/GRO](http://Manulife.ca/GRO) and click 'Sign in' to get started.

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

### To be completed by Plan Sponsor/Employer

In some jurisdictions, the Spouse **MUST** receive the pension/locked-in RRSP death benefits. (See definitions of Spouse on reverse.)

Plan Sponsor/Employer		Group Policy number	
Last name of deceased member	First name	Middle initial	Member number
Date of death (dd/mmm/yyyy)	<b>Please indicate the last day for which contributions have been made. Do not submit this form until the final contribution is submitted.</b>		Date (dd/mmm/yyyy)
Name of spouse (last, first and middle initial). Please see page 2 for provincial pension legislation definitions of spouse (for pension/locked-in RRSP only).			<input type="checkbox"/> The deceased member does not have a spouse

### To be completed by beneficiary

For claims exceeding \$1 million, please contact Manulife for a complete list of all required supporting documentation. Two certified copies of each document must be submitted.

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

#### Proof of Death requirements

Attach certified copy of the Funeral Director's Statement of Death or Death Certificate.

### Please sign here

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

Signature of beneficiary	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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### Got something to send us?

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**Send documents** is faster and safer than email.

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You'll need your unique customer number and social insurance number to join. You can find your unique customer number on your welcome letter or a recent statement.

### Mailing instructions

Send your completed forms to the address below.

#### If you live outside of Quebec:

**Manulife**  
**Attn:** GRS Client Services  
 P.O. Box 396  
 Waterloo, ON N2J 4A9

#### If you live in Quebec:

**Manulife**  
 Group Retirement Solutions  
 2000 Mansfield, Suite 1410  
 Montréal, QC H3A 3A2

## DEFINITION OF SPOUSE (Subject to Change)

**ALBERTA** “pension partner” means, in relation to another person,

- (a) a person who, at the relevant time, was married to that other person and had not living separate and apart from that other person for 3 or more consecutive years, or
- (b) if there is no person to whom subclause (a) applies, a person who, immediately preceding the relevant time, had lived with that other person in a conjugal relationship
  - (i) for a continuous period of at least 3 years, 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 Act 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; OR
- (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 Act: Section 1(3).

**MANITOBA** legally married or “common-law partner” of a member of former member means

- (a) a person who, with the member or former 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 or former member, cohabited with him or her in a conjugal relationship
  - (i) for a period of at least three years, if either of them is married, or
  - (ii) for a period of at least one year, if neither of them is married.

**NEW BRUNSWICK** “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,
- “common-law partner” means
- (a) in the case of the death of a member or former member, 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 of former member and was cohabiting in a conjugal relationship with the member or former member for a continuous period of at least two years immediately before the death of the member or former member,
  - (b) in the case of the breakdown of the common-law partnership, a person who, not being married to the member or former member, was cohabiting in a conjugal relationship with the member or former member for a continuous period of at least two years immediately before the date of the breakdown of the common-law partnership, or
  - (c) in any other case, a person who, not being married to a member or former member at the particular time under consideration, is cohabiting in a conjugal relationship with the member or former member at that time and who has so cohabited for a continuous period of at least two years immediately before that time.

**NEWFOUNDLAND** “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.

“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” means either of a man and a woman 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, or
- (c) have gone through a form of marriage with each other, in good faith, that is void and are cohabiting or, if they have ceased to cohabit, have cohabited within the twelve-month period immediately preceding the date of entitlement;

“common-law partner” of an individual means

- (a) another individual who has cohabited with the individual in a conjugal relationship for a period of at least two years, neither of them being a spouse.

**ONTARIO** *Pension Benefits Act*, - “Spouse” means either of two 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 three years, or
  - (ii) in a relationship of some permanence, if they are the natural or adoptive parents of a child, both as defined in the Family Law Act.

**NOTE:** The Ontario Human Rights Commission recognizes spouses of the same sex.

**PRINCE EDWARD ISLAND** *Pension Benefits Act* - Determined in accordance with the Plan Document

**QUEBEC** “Spouse”

- (a) is married to or in a civil union with the member;
- (b) 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 three years, or for a period of not less than one year.
  - at least one child is born, or to be born, of their union;
  - they have adopted, jointly, at least one child while living together in a conjugal relationship; or
  - one of them has adopted at least one child who is the child of the other, while living together in a conjugal relationship.

**SASKATCHEWAN** “spouse” means

- (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 his/her spouse for at least one year prior to the relevant time (S.S. 2001, c. 50, s. 12(2)).

**OSFI** *Pension Benefits Standards Act, 1985* (applies to employees in the Northwest Territories, Yukon, Nunavut, and of federally regulated Employers.

“Spouse”

A spouse means in relation to another person:

- (a) If there is no person described in paragraph b), a person who is married to that other person or who is party to a void marriage with that other person, or
- (b) A person who is cohabiting with that other person in a conjugal relationship at the date of entitlement, having so cohabited with that other person for at least one year.