

Please print clearly in the blank boxes.

You may also provide transfer instructions online at www.manulife.ca/GRO or by calling Customer Service at 1-888-727-7766.



This form is also available at 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. 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 and click 'Sign in' to get started.

Your personal information

Plan Sponsor/Employer		Group Policy number			
Member number	Customer number		Reference number Manulife Use Only		
Last name		First name		Middle initial	
Mailing address (number, street and apartment number)					
City	Province	Country	Postal Code	Telephone number*	Ext.*
Email address (if applicable)*					

* These fields are optional.

Your transfer between investments

Interfund transfers will be processed using the next available unit value*. Unit values are declared after the market close each business day. Interfund transfers received after 4:00 pm EST will be processed using the unit values declared at the end of the next business day.

* All transactions involving funds that invest primarily outside of North America will be processed on the second business day. This allows for time zone differences and ensures that unit values reflect the most current market activity.

Transfer minimum of 5% per fund, whole numbers only. Total of all funds being transferred must equal 100%.

Please enter the fund code for all funds. Fund code names and details appear online at www.manulife.ca/GRO or in the Group Investment Report. Investments transferred from the Guaranteed Interest Accounts (GIAs) before maturity may be subject to a market value adjustment. A 2% frequent trading fee may apply to interfund transfers into a fund, then out of the same fund within 15 calendar days.

Group IncomePlus information

If your plan offers Group IncomePlus note this option is intended to provide you with guaranteed retirement income. Before you select Group IncomePlus, learn more by logging into your account at www.manulife.ca/GRO.

If you transfer funds to your existing Group IncomePlus, please remember that a contribution exceeding 20% of your Guaranteed Benefit Base will reset your Minimum Five (5) Year Holding period whether you make one large contribution or a series of smaller transfers and contributions over a 365 day period.

Interfund transfers from Group IncomePlus will reduce your Guaranteed Benefit Base and the Guaranteed Annual Income Amount it will provide. If the amount of the interfund transfer is more than your Guaranteed Benefit Base, a Freeze Period will begin. You will not be able to make any Occasional Contributions to Group IncomePlus until this period concludes.

Contribution source:

All
 Member Required
 Plan Sponsor Required
 Member Voluntary
 Plan Sponsor Supplementary (Voluntary)

From: Fund Code

		%	or	\$
		%	or	\$
		%	or	\$
		%	or	\$
		%	or	\$
		%	or	\$
		%	or	\$
		%	or	\$
		%	or	\$
		%	or	\$
		%	or	\$

To: Fund Code

		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%

Must equal 100%

Your transfer from a Guaranteed Interest Account (GIA)

When do you want to transfer? Immediately At maturity

Investments transferred from Guaranteed Interest Accounts (GIAs) before maturity may be subject to a market value adjustment.

NOTE: You must transfer 100% of any specific GIA.

Group IncomePlus is not an available option for maturing GIAs.

From: Fund Code

	% OR \$
Maturity amount \$	Maturity date (dd/mmm/yyyy)

	% OR \$
Maturity amount \$	Maturity date (dd/mmm/yyyy)

To: Fund Code

	%
Maturity amount \$	Maturity date (dd/mmm/yyyy)

	%
Maturity amount \$	Maturity date (dd/mmm/yyyy)

Do you want these instructions to apply to all GIA's matching this investment code? Yes No

If no, please specify which GIA you would like your instructions applied to by completing below:

Maturity amount \$	Maturity date (dd/mmm/yyyy)
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Please sign here

Manulife reserves the right to return incomplete forms, or forms that have been filled out incorrectly. You will receive written confirmation once your transaction(s) have been processed. In the event that there was an error made processing your transaction, you have thirty days to notify Manulife upon receipt of confirmation.

If I am transferring Group IncomePlus investments, I understand that this transaction will affect my Group IncomePlus benefits.

Your signature	Date signed (dd/mmm/yyyy)
Plan Administrator's signature (if required)	Date signed (dd/mmm/yyyy)



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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