

# Group Benefits

## e-Application and Evidence of Insurability for Optional Life Insurance

### INSTRUCTIONS - Please print all answers

1. Please consult your plan administrator for type of coverage available under your plan. Check (✓) the appropriate box to indicate the type of coverage for which you are applying.

PLAN MEMBER ONLY    PLAN MEMBER AND SPOUSE    PLAN MEMBER, SPOUSE AND DEPENDANTS    SPOUSE AND/OR DEPENDANTS

2. Please ensure that ALL SECTIONS are completed.

Section 1 - Plan sponsor's information - **TO BE COMPLETED FIRST BY PLAN ADMINISTRATOR.**

Sections 2, 3, 4, 5, 6, 7 and 8 - Plan member/spouse information - To be completed by plan member/spouse and submitted to Manulife Financial.

3. If required, retain a photocopy for your files.

### 1 Plan sponsor's information

Plan contract number(s)	Division number	Plan member certificate number	
		Class	Annual earnings \$
Plan sponsor			Eligibility date (dd/mmm/yyyy)
<b>Optional life amount:</b> <input type="radio"/> Dollar amount    OR <input type="radio"/> Unit amount        OR <input type="radio"/> Salary amount			
Plan member's present amount of optional life	\$ _____	OR _____ units of \$ _____	OR _____ x salary \$ _____ = \$ _____
Additional amount requested	\$ _____	OR _____ units of \$ _____	OR _____ x salary \$ _____ = \$ _____
Total amount requested	\$ _____	OR _____ units of \$ _____	OR _____ x salary \$ _____ = \$ _____
<b>Spousal optional life amount:</b> <input type="radio"/> Dollar amount    OR <input type="radio"/> Unit amount        OR <input type="radio"/> Salary amount			
Spouse's present amount of optional life	\$ _____	OR _____ units of \$ _____	OR _____ x salary \$ _____ = \$ _____
Additional amount requested	\$ _____	OR _____ units of \$ _____	OR _____ x salary \$ _____ = \$ _____
Total amount requested	\$ _____	OR _____ units of \$ _____	OR _____ x salary \$ _____ = \$ _____
<b>Dependant optional life amount:</b> <input type="radio"/> Dollar amount    OR <input type="radio"/> Unit amount			
Dependant's present amount of optional life	\$ _____	OR _____ units of \$ _____	
Additional amount requested	\$ _____	OR _____ units of \$ _____	
Total amount requested	\$ _____	OR _____ units of \$ _____	
Plan administrator name			Date signed (dd/mmm/yyyy)
Phone number		Email address	

### 2 Plan member statement

Plan member's name (last, first and middle initial)			
Sex <input type="radio"/> Male <input type="radio"/> Female	Date of birth (dd/mmm/yyyy)	Home phone number	Business phone number
Plan member's address (number, street, apartment)			
City		Province	Postal code
Height _____ m    _____ cm _____ ft    _____ in	Weight <input type="radio"/> kg <input type="radio"/> lb	Have you smoked (cigarettes, cigars, pipe, etc.) or used tobacco in any other form within the last 12 months? <input type="radio"/> Yes <input type="radio"/> No	
Have you lost or gained more than 10 lbs. during the last 12 months? <input type="radio"/> Yes <input type="radio"/> No   If "Yes", please answer the following:			
What was the amount of weight change? <input type="radio"/> kg <input type="radio"/> lb	Was this a gain or a loss?	Reason	
Name of personal physician (last, first and middle initial)			
Address of personal physician (number, street, suite)			Physician's phone number
City		Province	Postal code

### 3 Beneficiary designation information

If a beneficiary is not assigned, "ESTATE" will be assumed.

Note: If living, you will be the beneficiary of your spouse and/or dependant's insurance; otherwise the beneficiary will be your estate.

For designated beneficiaries under the age of majority.

Name of beneficiary (last, first and middle initial)	Relationship to plan member	Percentage of benefit %
Name of beneficiary (last, first and middle initial)	Relationship to plan member	Percentage of benefit %
Name of beneficiary (last, first and middle initial)	Relationship to plan member	Percentage of benefit %
<b>TOTAL</b>		100%

I appoint \_\_\_\_\_ as Trustee to receive any amount due to any beneficiary under the age of majority (not applicable in Quebec).

### Irrevocability

**For Quebec residents only**  
 In Quebec, the designation of your spouse as beneficiary is irrevocable unless otherwise specified.  
 If spouse is beneficiary, designation is:  
 Revocable     Irrevocable

Note: If beneficiary is shown as irrevocable, his/her consent is required to change it. Include a signed and dated consent with this form. **You are responsible for ensuring the validity of your designation.**

### 4 Spouse statement

Spouse's name (last, first and middle initial)

Sex <input type="radio"/> Male <input type="radio"/> Female	Date of birth (dd/mmm/yyyy)	Home phone number	Business phone number
Height _____ m    _____ cm _____ ft    _____ in	Weight <input type="radio"/> kg <input type="radio"/> lb	Have you smoked (cigarettes, cigars, pipe, etc.) or used tobacco in any other form within the last 12 months? <input type="radio"/> Yes <input type="radio"/> No	
Have you lost or gained more than 10 lbs. during the last 12 months? <input type="radio"/> Yes <input type="radio"/> No   If "Yes", please answer the following:			
What was the amount of weight change? <input type="radio"/> kg <input type="radio"/> lb	Was this a gain or a loss?	Reason	
Is name of personal physician the same as member? <input type="radio"/> Yes <input type="radio"/> No			
If "No," please provide: Name of personal physician (last, first and middle initial)			
Address of personal physician (number, street, suite)			Physician's phone number
City	Province	Postal code	

### 5 Dependant statement

To be completed when dependants are applying for coverage.

Please provide the following information for each dependant to be insured.

COMPLETE NAME OF ELIGIBLE DEPENDANT	SEX <input type="radio"/> Male <input type="radio"/> Female	RELATIONSHIP TO PLAN MEMBER	DATE OF BIRTH (dd/mmm/yyyy)	HEIGHT		WEIGHT	
				<input type="radio"/> m <input type="radio"/> ft	<input type="radio"/> cm <input type="radio"/> in	<input type="radio"/> kg	<input type="radio"/> lbs
	<input type="radio"/> Male <input type="radio"/> Female						
	<input type="radio"/> Male <input type="radio"/> Female						
	<input type="radio"/> Male <input type="radio"/> Female						
	<input type="radio"/> Male <input type="radio"/> Female						

Is name of personal physician the same as member?    Yes    No

If "No," please provide:

Name of personal physician (last, first and middle initial)

Address of personal physician (number, street, suite)			Physician's phone number
City	Province	Postal code	

## 6 Medical questionnaire

	Plan member	Spouse	Children
1. Have you, within the last three (3) years, had an application for life or health insurance declined, postponed or modified in any way?	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
2. Have you, within the last three (3) years, consulted a physician, or been treated, for high blood pressure, chest pain, heart attack, heart murmur, stroke, cancer, tumour, ulcer, colitis, diabetes, asthma, epilepsy, back pain, nervous or mental illness, an emotional condition, anxiety or depression, urinary tract infection, sexually transmitted disease, alcoholism, drug addiction, or any disease or disorder of the heart, blood, lungs, liver, kidneys, or urine?	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
3. Have you, within the last three (3) years, been told that you had any immune deficiency disorder, including AIDS or AIDS RELATED COMPLEX (ARC), or any generalized enlargement of your lymph glands, or any test results indicating possible exposure to the AIDS virus (e.g. HIV, HTLV-III, LAV)?	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
4. Have you had surgery or been hospitalized within the past three years?	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
5. Have you consulted a physician or other practitioner within the past sixty days and been advised to have further treatment, examination, diagnostic test, or surgery not already performed?	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
6. Have you, during the last five (5) years had X-rays, Electrocardiograms, blood or other special tests, for other than regular medical checkups, taken or currently on any treatment/medication?	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
7. Any family history of any inherited or familial disease? (e.g. Huntington's Chorea, diabetes, heart or kidney disease)	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
8. During the past 12 months have you, your spouse or your dependants: (a) flown as a pilot, student pilot or crew member or have any intention of doing so? (b) ever engaged in racing, underwater diving, parachuting or any other hazardous sport or have any intention of doing so?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No
Please specify which activity. _____			

Please provide details below, if you have answered "Yes" to ANY questions.  
If more space is needed, use another form or sheet of paper (both must be signed and dated).

QUESTION NUMBER	NAME OF PERSON (FIRST & MIDDLE)	DETAILS OR NAME OF CONDITION	DATE AND DURATION	TREATMENT AND RESULTS (RECOVERY OR REMAINING EFFECTS)	NAMES AND ADDRESSES OF PHYSICIANS AND HOSPITALS

## 7 Certification and authorization

**I certify** that I (being the plan member, spouse or dependant with the capacity to contract, whichever is applicable) am applying for this Group Benefits coverage/insurance ("Coverage") and that the information provided for this application is true and complete. **I agree** that my coverage may be denied or terminated at any time as a result of any false, incomplete, or misleading information having been provided in this application. **I authorize** Manulife Financial ("Manulife") to collect, use, maintain and disclose my personal information relevant to this application ("Information") for the purposes of Group Benefits plan administration, audit and the assessment, investigation, or management of this application, and medical underwriting (collectively, the "Purposes"). **I am authorized** to consent to the collection, use, maintenance, exchange and disclosure of Information pertaining to any minor child who may be the subject of this application for Coverage, for the Purposes, and all of the statements made herein on my own behalf shall apply equally to such minor child. **I understand** that Manulife may investigate this application and may require Information about me for the Purposes, including information regarding activities, income, employment, education and training, health and medical history and treatment, including clinical notes. **I authorize** any person or organization with Information, including any medical and health professionals, facilities or providers, professional regulatory bodies, any employer, group plan administrator, insurer, investigative agency, and any administrators of other benefits programs to collect, use, maintain and exchange this information with each other and with Manulife, its reinsurers and/or its service providers, for the Purposes. **I understand** that any Coverage shall not become effective until approved by Manulife. **I authorize** the use of my Social Insurance Number ("SIN") for the purposes of identification and administration, if my SIN is used as my plan member certificate number. **I agree** a photocopy or electronic version of this authorization is valid. **I acknowledge** that more specific details regarding how and why Manulife collects, uses, maintains, and discloses my personal information can be found in Manulife's Privacy Policy and Privacy Information Package, available at [www.manulife.ca/groupbenefits](http://www.manulife.ca/groupbenefits), or from my Plan Sponsor.

Plan member's signature	Date signed (dd/mmm/yyyy)
Signature of spouse (required only if evidence regarding insurability of spouse is provided in this form)	Date signed (dd/mmm/yyyy)

Any Information provided to or collected by Manulife in accordance with this authorization, will be kept in a Group Benefits life, health or disability file. Access to your Information will be limited to:

- Manulife employees, representatives, reinsurers, and service providers in the performance of their jobs;
- Persons to whom you have granted access; and
- Persons authorized by law.

You have the right to request access to the personal information in your file, and, where appropriate, to have any inaccurate information corrected.

## 8 Mailing instructions

Please email the completed form to the School Division's designated Benefit Administrator at SSBA

La version française du document se trouve à l'adresse [www.manuvie.ca/assurancecollective](http://www.manuvie.ca/assurancecollective)