

# Investment Management Fees and other group program expenses

**When participating in your group savings and retirement program, it is important to know and understand what fees, expenses and penalties you may incur.**

**While detailed information on the fees and expenses applicable to your specific plan(s) and investment options is provided when you first enroll in the program, here is an overview of the fees and expenses you may encounter.**

## **Investment Management Fees (IMFs)**

Investment Management Fees (IMFs) are normally charged by Manulife on its market-related funds to cover the expenses it incurs for the management of the funds and for all or part of the plan's administration costs (such as record-keeping, services provided by third parties, processing of investment and other financial transactions, issuance of statements, access to the VIP Room and decision-making tools), to the extent that these costs are not paid separately by your employer and/or yourself. IMFs reduce the gross unit value of the different market-related funds you hold.

IMFs do not usually cover the operating expenses of market-related funds, such as audit and custodial fees, fund transaction costs, taxes paid by the fund and other fund administration expenses, such as unit value calculation and reporting. These expenses are normally charged directly against the fund.

## **Discretionary withdrawals**

Depending on your plan provisions, you may be able to make discretionary in-service withdrawals from your plan account. Before doing so, however, we recommend that you inquire about the fees which may apply to your plan by contacting Manulife.

## **Frequent trading**

Since excessive trading generates costs for a fund that can be damaging to its performance, and in order to protect the interests of all investors in the fund, Manulife has adopted a policy to discourage excessive trading by plan members. Any individual considered by Manulife to be trading excessively will receive a notification of the penalties that will apply if the frequency of trading is not reduced within one month.



**To view your Investment Management Fees and/or other group program expenses (e.g., administration and service fees), as well as our policy and procedure with respect to excessive trading, consult the VIP Room at [manulife.ca](http://manulife.ca).**

[www.manulife.ca](http://www.manulife.ca)

