

# Notice of termination, retirement or death

When a member terminates employment or retires, or upon the death of a member, you must terminate the account using the *Manage members* feature of the VIP Room for plan sponsors.

## What do I need to know?

### Termination and Retirement

1. **For an RPP:** shortly after the member account has been terminated online, a statement of options will be sent to the member and a financial representative will contact the member to discuss his or her options.
2. The member completes, signs and sends all required documents and transfer forms to us.
3. **For RRSP<sup>1</sup>, DPSP, TFSA and NOREG plans:** the member advises us, by phone or in writing, to cash out or transfer out the assets in the account. Completed and signed transfer forms are required.
4. **For EPSP and ESPP plans:** the member advises us, in writing, to cash out or transfer out the assets in the account. Completed and signed transfer forms are required.
5. If the member is retiring and wishes to purchase a Manulife annuity product, he or she must complete the *Annuity purchase* form.
6. The request will then be processed and a withdrawal confirmation will be sent to you and to the member.

RPP	Registered Pension Plan
NOREG	Non-Registered Savings Plan
ESPP	Employee Stock Purchase Plan
RRSP <sup>1</sup>	Registered Retirement Savings Plan
DPSP	Deferred Profit Sharing Plan
EPSP	Employee Profit Sharing Plan
TFSA	Tax-Free Saving Account

<sup>1</sup> Includes STRP – Structured Registered Retirement Savings Plan

Terminate member account		
Step 1 - Please review the information of the member whose account you wish to terminate		
Personal information - summary		
Last name MARTIN	First name JULIE	Initial A
Date of birth (yyyy/mm/dd) 1958/09/30	SIN 123-456-789	Certificate number 000045
Home address 388 ALBERT	City TORONTO	Postal / ZIP code H3G 1G3
Province/state ON	Country CA	
Do you want to terminate the account for JULIE A. MARTIN? Yes or No		
Step 2 - Please select a termination reason		
<input type="checkbox"/> Termination of employment (other than retirement)		
<input type="checkbox"/> Retirement		
<input type="checkbox"/> Death		

### Death

1. Upon the termination of the member account online, Manulife will change the member's investment option under the plan so that member assets are allocated to the Manulife Daily Interest Accumulator. This action is taken to preserve the death benefit.
2. A disclosure statement for the deceased member, called a *Statement of options on death*, will be sent to the designated beneficiary.
3. The beneficiary will then choose the desired form of settlement and submit to us the completed and signed statement along with any required supporting documents (a physician's statement, a copy of the death certificate or a funeral director's statement is required).
4. We will then process the settlement and issue a *Statement of benefit on death*.