

# Notice of Marriage Breakdown

In the case of a divorce or legal separation between common-law or married spouses, please complete the *Notice of Marriage Breakdown* form and send it to us.

Notice of marriage breakdown

**This form is applicable to:**

All plans    DPSP    EPSP    FLEX    LIRA    LI-RRSP    MSMPPP    NON-REG    QSPP    RPP  
 RRSP    RRSPS    Structured RRSP    TFSA    Other   Specify

**GE8049K**  
 Montréal  
 PO Box 11464, Succ. Centre-ville,  
 Montréal, Québec H3C 5M3  
 Tél: 1 866 242-2296  
 Fax: 1 866 499-4480

This form is to be completed by the Plan administrator/plan sponsor

Client n°  Subgroup no.  Certificate no.

RS  
 Client name  Subgroup name

**Section 1 - Member information**

Last name  First name  Initial

SIN  Address (no., street, apt.)

City  Province  Postal code

Home telephone  Business telephone  Date of birth

**Section 2 - Spousal information**

Last name  First name  Initial

SIN (for the purpose of income reporting only, as required by law)  Address (no., street, apt.)

City  Province  Postal code

Home telephone  Business telephone

**Section 3 - Quotation information**

In order to prepare a quotation on marriage breakdown, we require the following information and documents:

Date of marriage (or date common-law relationship started)  Application for legal separation or divorce or a letter from either spouse's lawyer accompanied by enclosures confirming relevant details and dates (such as proof of marriage).

Date of marriage breakdown (or date common-law relationship ended)  For common-law relationships, a copy of a common-law declaration indicating the dates the relationship started and ended.

**Section 4 - Plan administrator/plan sponsor authorization**


I certify that the information given is true, correct and complete, to the best of my knowledge. Furthermore, I understand that the personal information provided herein will be kept strictly confidential and will only be used, exchanged and retained for the purpose of this plan.

Signature  Date

Time estimate  Charge  Date client informed

Charges to be paid by:  
 Client    Member    Member's spouse    Lawyer   Name

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Indicate your Client Number, your sub-group number, and the member's certificate number.

**Section 1**  
Enter the member's personal information.

**Section 2**  
Enter the spousal information.

**Section 3**  
This information is required to calculate the benefits under the retirement plan(s).

**Section 4**  
Your authorization is required to process the request.

Indicate to which plan(s) it applies.

Complete a separate form if the request applies to a spousal account.

## What do I need to know?

1. The member, the member's eligible spouse, or either of their lawyers can also submit this notice.
2. If the requestor is the member's spouse, a consent letter is required from the member authorizing Manulife to disclose information on the plan OR a letter of consent from both to indicate mutual agreement, including information such as date of marriage, date of separation or date of divorce.
3. A copy of the marriage certificate or a letter signed by both parties is required.
4. A certified copy of the application for a legal separation/divorce judgment, or letter from spouse's lawyer with all required documents confirming relevant details and dates OR the Court Order or Divorce Decree is required.
5. We will determine the benefits to be divided (excluding benefits prior to marriage and after marriage breakdown).
6. We will prepare and send the statement of benefits to you with an invoice for administration fees. Consult your plan text for more information on service fees.