**Changes are coming to the <ABC Company Group Retirement Program>**

On <DD, MM, YYYY> your group retirement plan will move automatically to Manulife.\*

In the next few weeks you will receive an easy-to-read Transition Guide explaining how the transition will impact you and how you will access your account on the Manulife Plan Member Secure Site.

**What is not changing?**

There are no changes to the type of Group Retirement Program <ABC Company> offers.

* You do not need to re-enroll
* Your funds will not change
* Investment management fees (IMFs) and interest rates on guaranteed funds remain the same
* Your personal data and assets will move automatically to Manulife

 **What is changing?**

Here are some changes you will see once the <ABC Company> Group Retirement Program transitions to Manulife:

* **Customer number** – Your Transition Guide will contain your new Manulife customer number, which will be different from your customer number at the former Standard Life.
* **Plan Member Secure Site** – On the Monday following the move, you can access your account information on Manulife’s Plan Member Secure Site. Simple steps on accessing Manulife’s secure website will be included in the Transition Guide.
* **Contact information** – To contact the Manulife’s Customer Service Centre toll-free,
call **1-888-727-7766.**

**Have Questions?**

During the transition process visit [manulife.ca/welcome](http://www.manulife.ca/welcome) for information

After the transition, you can access your account online at [manulife.ca/GRO](http://www.manulife.ca/GRO)

\* On July 1, 2015 The Standard Life Assurance Company of Canada’s plans and policies were assumed by Manulife.