

Group Benefits
Materials Re-Order for Manulife c/o RR Donnelley

Please email completed form to: CPCBMLICAN@datacm.com

For form fulfillment inquiries only, please call RRD at: 1-844-358-0981

For your convenience, many standard claim and administration forms are available on our website at manulife.ca/groupbenefits

Forms pre-filled with plan specific information are available on our secure sites for groups with access to these sites.

For the most recent version of the **Benefits Booklet** go to the Plan Administrator Secure Site in the Plan Documents Tab.

If you do not have access to the Plan Administrator Secure Site, a link to the most recent version will be emailed to you.

Please email us at: benefit_booklets@manulife.com.

You will need to include the Class Code/Description and language (English or French) when ordering booklets.

1. Requestor information

Plan contract number:	Division/account number:	Plan sponsor:
Order requested by:	Telephone number:	Date (dd/mmm/yyyy):
Email address:		

2. Order information

*** Important:** Please be sure to include form numbers to ensure your order can be processed quickly and accurately. Form numbers can be found on the front or back bottom right-hand corner of most forms.

****** To ensure you always have the most recent version of forms on-hand, we recommend that you order a maximum 6-month supply.

Form number*	Description of form	Number of forms required**	RRD use only	
			Enclosed	To follow

Reminder: Do you need to order additional quantities of this Materials Re-Order form? (minimum order quantity: 10)

3. Shipping information

Please print clearly - this is your shipping label

Company name:

Attention:

Street address (cannot be just a P.O. Box):

City:

Province:

Postal code:

Important:

Please provide the complete address to which your order is to be delivered.