



Optional Life Insurance

Looking after your family's future



Group Benefits

Life insurance helps provide coverage for your family against loss of income in the event of your death. It allows you to know that your loved ones are protected from the financial loss that may be associated with the loss of your life and income.

Looking after your family's future

Basic Life Insurance provides a benefit amount intended to help cover immediate expenses associated with your death. Optional Life is term insurance available to you through your group benefits plan. It provides additional coverage above and beyond your Basic Life Insurance and allows you to choose the amount of coverage that fits your family's circumstances.

Why do I need this additional coverage?

In the event of your death, Basic Life Insurance may not provide sufficient coverage to meet all of your family's needs without your continuing income. Optional Life Insurance supplements your basic coverage to reduce the potentially devastating impact that the loss of your income could have on your family and their standard of living.

Worthwhile protection

As a group benefit, Optional Life coverage is typically available at a more affordable rate than traditional individual life insurance.

Your group benefits plan may include a waiver of premium provision. If your plan includes this provision and you meet the eligibility requirements for this benefit, your Optional Life coverage would be maintained without your having to pay premiums should you become disabled.

How much coverage is enough?

Think about your annual income and all the things it pays for – mortgage / rent, loans, regular household expenses, education and other needs. Determine how long you may need replacement funds to last. Then, consider what coverage you may have in place already – through your employer, individual insurance plans and creditors (e.g. with your mortgage). Optional Life Insurance can help you to fill in the gaps.

Funding your coverage

Optional Life Insurance premiums are paid by you, the plan member, through payroll deduction.

These deductions are remitted to Manulife Financial on your behalf.

Protection is safeguarded

If you leave your employment or your group benefit plan is cancelled, you may be eligible to replace your Optional Life Insurance coverage with an individual policy without having to provide medical evidence. Your group coverage will remain in effect for 31 days, without charge to you, while you decide if you want the policy to be converted. Premium rates will be based on your age and the type of plan selected.

Applying for benefits

We've made applying for Optional Life Insurance as easy and convenient as possible. Simply,

1. Decide how much insurance you want to purchase
2. Check the cost and any minimums or maximums that may apply under your plan
3. Complete and return the application form (Evidence of Insurability may be required.)

Coverage will begin following the approval of your application.

Choosing a beneficiary

Your beneficiary can be the same person you named for your Basic Life Insurance, or you can choose a separate beneficiary. Either way, it's important to appoint a beneficiary for your Optional Life Insurance.

You are the beneficiary of any spousal insurance.



Coverage changes

- If you are applying for new or additional coverage, you will need to complete an application for Optional Life and provide Evidence of Insurability. To increase your coverage, please indicate your original coverage amount as well as the amount you would like to add. Coverage increases are available up to the benefit maximum for your plan.
- If you are changing your beneficiary, you will need to contact your plan administrator or Human Resources department. (In Quebec, spousal designations are irrevocable. That means you must obtain permission from the irrevocable beneficiary in order to change your designation.)
- To cancel or reduce your coverage, you will need to advise your plan administrator or Human Resources in writing.

Frequently Asked Questions

Is there an age limit to applying?

You can apply for Optional Life coverage any time before your 65th birthday. If your plan has spousal coverage, the same age limit applies.

When does Optional Life coverage terminate?

Typically, Optional Life coverage terminates with Manulife Financial on the earliest of the following events:

- when you reach age 65
- if you leave your job
- if you retire
- if your employer cancels the group policy
- when premiums cease to be paid

You may cancel your Optional Life coverage at any time.

Is a medical exam required?

A medical exam is not always required. (Some coverage amounts may be subject to medical Evidence of Insurability.) Complete all of the questions on the application form. If our underwriters feel a medical or paramedical exam is necessary, we will contact you and cover related expenses.

Will the information on my application and any test results be kept confidential?

Manulife Financial is committed to protecting the privacy and confidentiality of our customers' information. The safeguarding of this sensitive information is very important to us. You can find more information about Manulife Financial's Privacy Policy at www.manulife.ca/groupbenefits.

Questions?

If you have questions about Optional Life Insurance benefits, please contact our Customer Service Centre.

Not sure of the contact number for your plan? Visit our website at www.manulife.ca/groupbenefits and select 'Contact Us' for more information.

Forms are available on the Plan Member Secure Site or from your plan administrator or Human Resources department.

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