

Dear Claimant

In order for us to process your claim, we require the following:

1. Completed Retrenchment Benefit Claim Form
2. A copy of Retrenchment Letter from Employer on Company Letterhead
3. A copy of Policy owner's NRIC / Passport
4. Copy of Policy Owner's bank statement or passbook with name & account number if preferred payment is direct credit to a Singapore bank account, but an existing Electronic Fund Transfer (EFT) account has not been set up with us.
5. A copy of last 12 months of Central Provident Fund Statement

Please submit the retrenchment claim to Manulife 30 days after your last working day.

Upon receipt of all the above required documents, we will process your claim and inform you of the outcome as soon as possible. However, in certain circumstances, we may require further information after the above documents are received.

If you need any assistance, please contact your Representative. Alternatively, you can email us at [service@manulife.com](mailto:service@manulife.com), or call our Client Service Officers at 6833 8188.

RBC-0919-3

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**INTERNAL USE - FOR STAFF**

Claim No. ....

Doc ID CL-109 .....

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**Please remember to:**

1. Ensure all sections are completed
2. Submit a Retrenchment letter from your Employer
3. Submit the retrenchment claim to Manulife 30 days after your last working day

## Part 1 POLICY INFORMATION

### A. About the Policy Owner

Policy number(s)	
Full name	
NRIC / Passport number	
Mobile	
Email	
Postal code	
Mailing address	

**Notes:**

- If your mailing address provided here is different from our records, we will only update it to your Manulife policies that are being considered for this claim. However, if you wish to apply this mailing address to **all** your Manulife policies, please tick the box below:
  - I wish to apply this mailing address to all my Manulife policies.
- Your mobile and email provided here will be updated as the latest (superseding any existing records), and will apply to **all** your Manulife policies.

### B. Life Insured's Details

Full name (if different from Policy Owner)	
NRIC / Passport no. (if different from Policy Owner)	
Policy Owner's relationship with the Life Insured	<input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Parent

## Part 2 EMPLOYMENT DETAILS

### A. Employer

1. Name of Employer .....
2. Address of Employer .....
3. Please provide us with the contact details of your ex-employer HR personel who handled your exit procedure
  - Name .....
  - Email ..... Contact Number .....

### B. Employee

1. Occupation .....
2. Employment Start Date ..... Employment Termination Date .....  
(DD/MM/YYYY) (DD/MM/YYYY)

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### Part 3 CURRENT EMPLOYMENT STATUS

Please select from the choices below:

- I am still unemployed and have not accepted any job offers with any organisation.
- I have started working for a new employer. Employment commencement date ..... (DD/MM/YYYY)
- I am still unemployed but have accepted a job offer. Employment commencement date ..... (DD/MM/YYYY)

### Part 4 PAYOUT OPTION (please tick 1 of the boxes below)

- If the policy owner ticked either PayNow or Electronic Fund Transfer (EFT), it will apply to all future payouts for all policies this claim qualifies for where you are the policy owner, and will supersede any existing payout instruction.
- For any claim payment to a non-policy owner, it will be settled by cheque.
- PayNow or EFT option will not apply to a policy that is subject to a trust created under Section 49L of the Insurance Act (Cap.142) or Section 73 of the Conveyancing and Law of Property Act (Cap 61).

**PayNow**

- PayNow account registered with mobile numbers will not be eligible. (note: You may register or add your Singapore NRIC/FIN to the PayNow account via the “Manage PayNow” in your internet banking account or mobile banking application.)
- PayNow is only applicable for payout up to S\$200,000 to the policy owner’s Singapore bank account
- If PayNow transaction is unsuccessful, we will send a cheque to your mailing address as per our record.

**Electronic Fund Transfer (EFT)**

- If you have an existing EFT set up for this policy, you just need to tick this option. No further action is required.
- If you do not have an existing EFT set up for this policy, or if you wish to update to a new bank account, please fill in the table below, and submit a copy of bank statement OR bank passbook showing account holder’s name & account number.

Bank account number	
Bank name	

- It must be a Singapore bank account denominated in Singapore Dollar that belongs to the policy owner. If the requirements for EFT are not met, we will send a cheque to your mailing address as per our record.

**Cheque to be sent to your mailing address as per our record**

- This is a one-time request and will be on a per claim submission basis. It will not replace any existing payout instruction (e.g. PayNow or EFT).

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## Part 5 DECLARATION AND AUTHORISATION

1. I declare that all answers given by me in this form are, to the best of my knowledge and belief, correct, true and complete.
2. I consent to Manulife (Singapore) Pte. Ltd. seeking / providing information about the Life Insured from / to any medical source, insurance office, organization or person, governmental organization and / or regulatory body for purposes reasonably required by Manulife to process and administer my claims ("Purpose"). A photocopy of this authorization shall be as valid as the original.
3. I further confirm that I have read and understood Manulife Statement of Personal Data Protection which may be amended by Manulife from time to time ("Manulife Statement"), and I hereby consent to the collection, use, disclosure and processing of my personal data in accordance with Manulife Statement and agree to be bound by Manulife Statement. I have obtained a hard copy of the Manulife Statement from Manulife and / or downloaded a soft copy of the Manulife Statement from [www.manulife.com.sg](http://www.manulife.com.sg).
4. I further authorize any person, organization, company, corporation, body and partnership, including but not limited to, any medical practitioner, health care provider or institution, insurance company, investigative agencies in Singapore or any other country, to release or exchange any information (including personal data or personal health information) to or with Manulife for the Purpose set out in this form.
5. I confirm that I am not an undischarged bankrupt, in winding up, receivership or judicial management and there are currently no pending or threatened bankruptcy proceedings, winding up proceedings, receivership or judicial management proceedings against me.
6. I confirm that this Policy is not assigned to any other party or is assigned only to the assignee who has signed this form.
7. Applicable for submission via Facsimile / Electronic Mail / online ("Electronic Services")  
I hereby authorise Manulife to carry out the above-mentioned policy transaction(s) on my Policy received via Electronic Services. I acknowledge that Manulife is not responsible for verifying the authenticity of the instructions given by me or purported to be given by me. Manulife reserves the right to withhold or disallow the execution of instructions for verification or other purposes and shall not be liable for any losses incurred in consequence. I agree that Manulife shall not be liable for any losses arising from instructions lost in transmission whether due to breakdown in the system or otherwise. Manulife retains full authority and discretion to amend the terms and manner of use of the Electronic Services (including terminating the use of such Electronic Services) at all times. I understand that transmission of instructions via Electronic Services shall be evidenced by the receipt of a successful message.
8. I agree to indemnify and hold harmless Manulife from and against any and all demands, claims, actions, damages, suits, proceedings, assessments, judgments, costs, losses (whether direct, indirect, special or consequential) including legal costs, and other expenses arising from or in connection with Manulife accepting and acting on these instructions (including where relevant, the use of the Electronic Services).
9. I am aware that this form will not be effective until it is formally accepted by Manulife.
10. I agree that the personal data collected in this form will be used by Manulife for the purpose of complying with my request and other related purposes only.

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**Signature of Owner**

**Signature of Life Insured**  
(if different from Owner or Above 16 years old)

**Name** .....

**NRIC/Passport** .....

**Date** .....  
(DD/MM/YYYY)

**Name** .....

**NRIC/Passport No.** .....

**Relationship to Owner** .....

If you wish to understand the list of purposes for which your personal data may be used or disclosed, you may refer to the Statement of Personal Data Protection located at our website ([www.manulife.com.sg](http://www.manulife.com.sg))

**Need Help?** Please contact your **Financial Representative** for further assistance. Alternatively, you may call our **Client Services Officers** at **6833 8188**, contact us via our website at [www.manulife.com.sg](http://www.manulife.com.sg), or visit us at **8 Cross Street #01-01A, Manulife Tower, Singapore 048424** during service hours.

**Completed?** You may submit the completed and signed form with all relevant documents to us through any of the following modes:  
**Mail – 8 Cross Street #15-01, Manulife Tower, Singapore 048424**  
**Email – [service@manulife.com](mailto:service@manulife.com)**