

# **Application for Policy Conversion**

The Manufacturers Life Insurance Co. (Phils.), Inc. Head Office: 10th NEX Tower, 6786 Ayala Avenue, Makati City, 1229, Philippines Customer Care: +632 8884 7000 Domestic Toll-Free: 1800 1888 6268 Website: www.manulife.com.ph Email: phcustomercare@manulife.com

<b>Current Policy No.</b>	
Policy No.	

Please answer completely and accurately and in CAPITAL letters. Use black ink. Answer all fields, put "N/A" if not applicable. Any change should be counter-signed by Proposed Insured and/or Owner/Payer. In this form, "you" and "your" means the Proposed Insured and/or Owner/Payor as applicable. "We", "us", "our" and "the Company" means the Manufacturers Life Insurance Co. (Phils.).

#### **Conversion Details** 1. Conversion is based on: ☐ Group Term Policy (Please complete below) □ Individual Term Policy □ Others □ Supplemental Term Benefit Provision (a) Employer or policyholder's full name ☐ Family Income Benefit Provision (b) Certificate number (c) Date of termination of employment or membership 2. How much will be converted?: □ Full Conversion □ Partial Conversion (for selected products only) What happens to the current policy after conversion? □ Retain Face Amount: □ Drop 3. Conversion Age: □ attained age □ original age (for selected products only) Personal Information Owner/Payor (if different from Proposed Insured) Proposed Insured <sup>1.</sup> Last Name 2. Last Name 3. First Name 4. First Name 5. Middle Name 6. Middle Name Do not know / not applicable Do not know / not applicable 7. Other Name/s (Alias/es, if any) 8. Other Name/s (Alias/es, if any) 9. Date of Birth 10. Sex 11. Civil Status 12. Date of Birth 13. Sex 14. Civil Status (mm/dd/yyyy) ☐ Married (mm/dd/yyyy) ☐ Male ☐ Single Male ☐ Single ☐ Married ☐ Female ☐ Other: ☐ Female Other: 15. Country of Birth 16. Country of Birth ☐ Philippines Other: ☐ Philippines ☐ Other: 17. City/Municipality of Birth 18. City/Municipality of Birth 19. Citizenship/s (indicate all) <sup>20.</sup> Citizenship/s (indicate all) ☐ Filipino Other: Other: ☐ Filipino 21. Nationality (if other than Citizenship) 22. Nationality (if other than Citizenship) <sup>24.</sup> For Philippine Nationals (please provide both) 23. For Philippine Nationals (please provide both) ☐ National ID or ☐ SSS or ☐ National ID or ☐ SSS or ☐ GSIS or ☐ UMID ID Tax Identification Number (TIN) ☐ GSIS or ☐ UMID ID Tax Identification Number (TIN) <sup>25.</sup> For Foreign Nationals: ☐ ACR Number or ☐ SIRV/SRRV Number <sup>26.</sup> For Foreign Nationals: ☐ ACR Number or ☐ SIRV/SRRV Number Expiry: Expiry: <sup>28.</sup> Tenure <sup>30.</sup> Tenure <sup>27.</sup> Occupation (Job Title & Functions) 29. Occupation (Job Title & Functions) Years: Years: Months: Months: 31. Employer/Business Name 32. Nature of Business/Industry 33. Employer/Business Name 34. Nature of Business/Industry 36. Other Occupation/s 35. Other Occupation/s

37. Estimated Annual Income	38. Estimated Annual Income						
39. Sources of Funds	40. Sources of Funds						
41. Have you or any of your immediate family members or close relationships and associates been entrusted with prominent public position/s in (a) the Philippines with substantial authority over policy, operations or the use or allocation of government-owned resources; (b) a foreign State; or (c) an international organization?	42. Have you or any of your immediate family members or close relationships and associates been entrusted with prominent public position/s in (a) the Philippines with substantial authority over policy, operations or the use or allocation of government-owned resources; (b) a foreign State; or (c) an international organization?						
Owner Information							
<sup>43.</sup> Is the Owner a United States citizen, resident, or a resident alien (US Green card holder)?	44. If Owner is different from the Proposed Insured: I am the Proposed Insured's:						
$\square$ Yes to any, please provide W-9 form and skip question 45 $\square$ N	If Owner is Fiance/Fiancee of the Proposed Insured, will there be legal marriage w/in 12 months? ☐ Yes ☐ No						
45. Does the Owner have a United States Taxpayer Identification Number (SSN/TIN), address, telephone number? Or was the Owner born in the US?	46. What is your purpose of getting an insurance policy?  ☐ Protection ☐ Mortgage Redemption ☐ Education ☐ Savings						
$\square$ Yes to any, please provide W8-BEN form $\square$ No	☐ Investment						
<ul> <li>47. Does this policy have a Beneficial Owner?              □ Yes, please submit Beneficial Owner form             □ No      </li> <li>Contingent Owner (if any)     </li> <li>48. Name (Last Name, First Name) (Middle Name) □ Do not know / not a continuous process.</li> </ul>	applicable Date of Birth Sex The Contingent Owner is the Proposed						
· · · · · · · · · · · · · · · · · · ·	(mm/dd/yyyy) Insured's (state relationship):						
Contact Information							
Proposed Insured	Owner/Payor (if different from Proposed Insured)						
<sup>49.</sup> Mobile Number (ex: +639171234567)	<sup>50.</sup> Mobile Number (ex: +639171234567)						
+63	+63						
International Mobile Number	International Mobile Number						
Country Code Area Code Telephone Number	Country Code Area Code Telephone Number						
$\square$ I want to receive marketing messages via SMS	☐ I want to receive marketing messages via SMS						
51. Email Address	52. Email Address						
☐ I want to receive marketing messages via email	☐ I want to receive marketing messages via email						
53. Present Address	54. Present Address						
Floor/No., Building/Street, Subdivision/Village	Floor/No., Building/Street, Subdivision/Village						
Barangay/District, Town/City	Barangay/District, Town/City						
Province/State, Country, Zip Code	Province/State, Country, Zip Code						

55. Office Address ☐ Same as Present Address			56. Office Address Same as Present Address							
Floor/No., Building/Street, Subdivision/Village			Floor/No., Building/Street, Subdivision/Village							
Barangay/District, Town/City			Barangay/District, Town/City							
Province/State, Country, Zip Code				Province/State, Country, Zip Code						
57. Preferred Mailing Address (to be used if the need to send a printed		esent Address	☐ Offic	e Address						
Policy Information										
58. Policy Name				e of Paymen Inual $\Box$	t Semi-Annu	al	□ Quarterl	у 🗆	Monthly	
60. Initial Payment   Cash	☐ Credit Card ☐ Chec	k 🗌 Other:					he Proposed	Insured a	ind/or	
	Date				be paying fo		-			
PR No.				☐ Yes	(please subm	it Pay	or Information	Form)	□No	
62. Regular Payment Options (additional forms may be needed	ed)	63. Deposit Info Your policy b		d proceeds wi	II be deposite	ed to	your bank acc	ount.		
	auto-debit Arrangement	Currency:	☐ Peso		ar					
☐ Post-dated Checks:		Bank	Account No							
APDC#:		Account Na	me							
64. Dividend Option (For Dividend-earning policies only)  ☐ Accumulate with interest* ☐ Paid in Cash ☐ Pay future premiums ☐ Other: ☐ Purchase Paid-up Additions			65. What will happen if your premium is unpaid  ☐ Automatic Premium Loan ☐ Reduced Paid-up* ☐ Extended Term Insurance  * Default Actual options may vary depending on							
Primary Beneficiary	Information	*Defaul	it			tne t	erms of your p	olicy cont	ract	
Name (Last Name, First Name) (Middle Name)  Do not know / not applicable	Address (No., Street, Village, City/Municipality, Province/ State, Country, Zip Code)	Contact Numb Mobile: (Count Code + Mobile N	ry Share	Relationship to Proposed Insured	Date of Birth (mm/dd/yyyy)	Sex	Citizenship/ Nationality (indicate all)	Country	Irrevocable Yes No	

**Contingent Beneficiary** Name Address (Last Name, First Name) Contact Number Relationship Date of Citizenship/ Place/ % of (No., Street, Village, City/Municipality, Province/State, Irrevocable? to Proposed Birth Sex Nationality Country Mobile: (Country Share Yes No (Middle Name) (mm/dd/yyyy) Code + Mobile No.) Insured (indicate all) of Birth Country, Zip Code) ■ Do not know / not applicable If the beneficiary is a Fiancé/Fiancée of the Proposed Insured, will there be legal marriage within the next 12 months? ☐ Yes □ No Trustee Information (if any of the beneficiary/ies are minors) Address Contact Number Citizenship/ Place/ Relationship Date of (Last Name, First Name) Sex (No., Street, Village, City/Municipality, Mobile: (Country to Minor Birth **Nationality** Country (Middle Name) Province/State, Country, Zip Code) Code + Mobile No.) Beneficiary (mm/dd/yyyy) (indicate all) of Birth □ Do not know / not applicable

### **Important Note:**

A beneficiary is revocable unless specified as irrevocable. If you designate an irrevocable beneficiary, you cannot make any changes under the policy that will adversely affect the ownership interests of the irrevocable beneficiary, without the written consent of the irrevocable beneficiary/ies.

## **Declaration and Agreement**

I confirm that my answers in this form and any extra forms attached are complete and true. I also understand and agree to the following:

- 1. My policy will start only upon payment of the first premium and on the effective date of the policy, which will be shown in my policy contract.
- I agree to receive or access my policy contract, billing notice/s or any other corporate correspondence, documents or information pertaining to such policy electronically/digitally by making use of a computer, mobile or any digital device.

I agree that the cost and expense to obtain and maintain or configure suitable software, device and/or equipment to receive or access such documents shall be borne by me.

I agree and understand that transmission of information or communication over the Internet may be subject to interruption, transmission blackout and delayed transmission due to the Internet traffic, or incorrect data may be transmitted due to the public and open nature of the Internet or otherwise. The Company shall not be responsible or liable for any loss of accuracy or timeliness of any information or communication arising from the said reasons or in relation to any malfunctions in communication facilities that are out of control of the Company.

I understand that within Manulife office hours and subject to Manulife's standard verification procedures, I can request for a printed copy of my policy contract for a fee.

- 3. I am not an undischarged bankrupt. I did not carry out any act of bankruptcy and there was no receiving or adjudication order in bankruptcy made or pending against me in the last 12 months.
- 4. I understand that if I designate an irrevocable beneficiary, I cannot make any changes under the policy that will adversely affect the ownership interests of the irrevocable beneficiary. These changes include, but are not limited to, making a partial/full withdrawal from the policy, taking out loans against the cash value of the policy, assigning or surrendering the policy, or even changing an irrevocable beneficiary, without the written consent of the irrevocable beneficiary/ies.
- 5. For the information I gave:
  - I am allowing the Company to keep them in line with their records retention policy;
  - I will inform the Company of any changes in them as soon as possible;
  - I will not hold the Company responsible for any claims, loss, liability and cost as a result of using them for valid purposes.

#### 6. DISCLOSURE:

In accordance with the Insurance Commission's Circular Letter No. 2016-54, as may be amended from time to time, your (Insured) medical information will be uploaded to a Medical Information Database accessible to life insurance companies for the purpose of enhancing risk assessment and preventing

fraud. Once uploaded, all life insurance companies will only have limited access to your information in order to protect your right to privacy in accordance with law. A copy of Circular Letter No. 2016-54 may be accessed at the Insurance Commission's website at www.insurance.gov.ph.

- 7. The Company will buy units into my fund/s upon issuance of my policy. I am allowing the Company to deduct any bank transaction charges from my premiums before using them to buy units. (Applicable only to plans with variable life component).
- 8. The Company can correct this application through the "home office endorsement" section below to fix obvious mistakes and missing information.
- 9. The Company collects and uses my personal and sensitive information to operate an insurance business. By signing this form and continuing to avail of the Company's products and services, I agree that the information I provided (including the information of third parties) and any subsequent changes to it can be processed, shared, disclosed, transferred or used by the Company, including its shareholders, directors and employees, affiliates, subsidiaries, business partners, any member of the Manulife Financial Group (including those located overseas), advisors, representatives, industry associations and databases, local and foreign authorities having jurisdiction over companies within the Manulife Financial Group, external auditors/counsels, and its third party service providers (whether within or outside the Philippines) within the rules set by the Data Privacy Act of 2012, as may be amended from time to time, relevant regulations and the Company's privacy policy available at www.manulife.com.ph/ Customer-Privacy-Policy for purposes of:
  - underwriting and approving my application;
  - administering, serving and reinsuring my policy;
  - marketing of products and services offered by the Company, any member of the Manulife Financial Group and those of its business partners; promoting, getting feedback on its products and services, and measuring client satisfaction;
  - conducting data analytics and doing automated data processing;
  - preventing money laundering or terrorist financing activities;
  - complying with reportorial and regulatory requirements of both local and foreign regulatory authorities (including local and foreign tax authorities and stock exchanges) as well as other legal, regulatory or contractual obligations of any member within the Manulife Financial Group, relating to information sharing, tax reporting or otherwise;
  - the Company's internal purposes such as governance, risk, actuarial, claims and underwriting management, and reporting; and
  - for other reasonable purposes related to the services provided.

10. During the effectivity of the contract/policy, I agree to the following: in case the Company is unable to comply with relevant customer due diligence (CDD) measures, as required under the Anti-Money Laundering Act, as amended and relevant issuances, due to my fault, the Company may apply the following: (a) measures to restrict the services available or prohibit any further transactions on the contract/policy until full and proper CDD measures have been successfully conducted; and (b) in case the foregoing is unsuccessful, terminate business relationship, which shall only entitle me to receive the unused portions of premium or withdrawal value, if any, whichever is applicable. I also agree to be bound by obligations set out in relevant United Nations Security Council	Resolutions relating to the prevention and suppression of proliferation financing of weapons of mass destruction, including the freezing and unfreezing actions as well as prohibitions from conducting transactions with designated persons and entities.  11. I will not unreasonably cancel my consent which could result to the Company or any member of the Manulife Financial Group violating any law, rules, regulations or guidelines or its obligation under any contract or commitment with local or foreign regulators, governmental bodies or industry recognized bodies (whether within or outside the Philippines).					
Signed at	this day of	, 20				
Proposed Insured signature over printed name (Signature is required if the Proposed Insured is 18 years old and above)	Owner/Payor signature over printed name (If other than the Proposed Insured)					
Signature of Irrevocable beneficiary/ies over printed name						
Signature of Authorized Signatory #1 (for Institutions) over printed name	Signature of Authorized Signatory #2 (for Inprinted name	nstitutions) over				
Financial Advisor (as witness) signature over printed name	Financial Advisor Code					
Home Office Endorsement (For Manulife Use Only)						
Form No. MP NB VLTRAD (v.05/2021)	Page 6 of 6	APPLICATION NO. 1234567				
Authorization to Furnish Information						
I am/We are allowing any licensed physician, medical practitioner, ho medical information database or any other public or private company who has/have any of my/our records to give to MANULIFE PHILIPPIN independently verify, the correctness of the collected data, authenticinformation I/we submitted to Manulife Philippines as may be require be considered valid as the original.	, entity, government agency, individual, financial ES and its reinsurer my/our information to verify by of the identification, supporting documents, an	institutions or persons my/our identity, to d any other				
<b>✓</b>						

Owner/Payor's signature over printed name

Proposed Insured's signature over printed name

Date signed (mm/dd/yyyy)