LEAVE WITHOUT PAY (LWOP)

Group Contract No. 901102

Manulife Financial

Reset Print

1. MEMBER INFORMATION

Service Number (SN) | Rank | Surname | First Name | Initials

Mailing Address | ( ) Home Phone #

PO Box, Rural Route, etc. | ( ) (circle) work/cell phone/pager #

City | Province | Postal Code | E-Mail Address

2. LWOP (DURATION, REASON & PREMIUM DUE)

THIS FORM IS NOT REQUIRED FOR MATERNITY OR PARENTAL LEAVE

From: _____ To: _____

Reason: _____

(I.e. Education leave, accompanying spouse on posting, etc.)

Premium payable direct to insurer (MANULIFE FINANCIAL) $ _____ This premium is for _____ month(s) of coverage.

(Electronic Funds Transfer (EFT) is not available).

3. TERMINATION OF ALLOTMENT(S) — Commencement of LWOP

Type of Coverage	Allotment Code	Amount $	Effective
LTD			
SIB/DL			
OGTI-Member			
OGTI-Spousal			
SDP			

4. RE-START OF ALLOTMENT(S) — Completion of LWOP

Type of Coverage	Allotment Code	Amount $	Effective
LTD			
SIB/DL			
OGTI-Member			
OGTI-Spousal			
SDP			

5. SIGNATURE

Declaration and Authorization by Applicant

a. I certify that all information given on this form is complete and true in every respect;

b. I authorize SISIP Financial Services, Manulife Financial or its reinsurers, for underwriting, administration of insurance and claims paying purposes, to gather only the necessary information for the object of the file, from any person or organization that has personal information relating to me;

c. I also authorize SISIP Financial Services, Manulife Financial or its reinsurers, to disclose only the necessary personal information they have on me to the same persons or organizations specified in paragraph b.

The information provided on this form is protected from unauthorized disclosure under *Canada's Privacy Act* and is available to you upon request.

Member's Signature | Day Month Year

Please attach payment of premium to this completed form and mail to:

Original: Manulife Financial, SISIP Services Department, 2727 Joseph Howe Drive, PO Box 1030, Halifax, NS B3J 2X5

Duplicate: SISIP Financial Services, National Defence Headquarters, 4210 Labelle Street, Ottawa, ON K1A 0K2

Triplicate: Retained by member.