



**The Manufacturers Life Insurance Company**  
**CPA Select\* Insurance Plans**  
**APPLICATION FOR DISABILITY INSURANCE**

**Section 1: Applicant Information**

Applicant is a member of the Chartered Professional Accountants of \_\_\_\_\_ Membership No.: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_\_

Home Address \_\_\_\_\_ Unit/Apt. \_\_\_\_\_ City \_\_\_\_\_ Province/Territory \_\_\_\_\_ Postal Code \_\_\_\_\_

Date of Birth DD/MM/YYYY \_\_\_\_\_ Place of Birth (province, country) \_\_\_\_\_

Preferred Contact Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_ Smoker \_\_\_\_\_ Non-Smoker\* \_\_\_\_\_

\*Non-smoker rates apply to people who have not used any form of tobacco or tobacco cessation products, including e-cigarettes, in the past 12 months.

**Section 2: Amount of Insurance Requested**

I am applying for:    New coverage        Additional coverage

**Income Protection** (Do not include coverage already in force.)

A. Please indicate the monthly benefit amount you are applying for in \$100 increments (minimum \$500, maximum \$15,000): \$

B. Choose a Waiting Period before benefits begin:    0–7 days    14 days    30 days    90 days    119 days    180 days    365 days

**Note:** If you are covered by Employment Insurance, select a Waiting Period of 90 days or longer

    Add the Own Occupation Option to all Income Protection coverage applied for.\*\*\*

    Add Future Insurability Option (FIO) to new coverage applied for.

**Office Overhead Expense**

A. Please indicate the monthly total reimbursement benefit amount you are applying for in \$100 increments (maximum \$10,000): \$

B. Choose a Waiting Period before benefits begin:    7 days    14 days    30 days

C. Choose a Benefit Period:    6 months    12 months    18 months    24 months

    Add Own Occupation Option to all Office Overhead Expense coverage applied for.\*\*\*

\*\*\* For details on applying for the Own Occupation Option for existing Income Protection or Office Overhead Expense Insurance, refer to the enclosed brochure or go online to [CPAselectplans.ca](http://CPAselectplans.ca).

**Section 3: Other Insurance Information**

Do you have any pending or existing disability income replacement or business overhead expense insurance coverage with Manulife or any other company?    Yes    No

If yes, complete the following:

Company Name	Coverage Amount	Type of Insurance	Waiting Period	Benefit Period	Taxable?	Will this coverage be replaced?
	\$				Yes    No	Yes    No
	\$				Yes    No	Yes    No
	\$				Yes    No	Yes    No

**Note:** If you intend to replace coverage (other than coverage you may have through an employer group benefits plan), do not cancel your existing coverage. In Quebec, a replacement form or declaration may be required. We may not be able to issue an insurance policy if replacement is indicated.



## Section 5: Financial Information (continued)

### Complete the following only if applying for Disability Income Insurance Plan

A. What was your Net Annual Earned Income (after regular business expenses but before taxes)?

Last year: \$ \_\_\_\_\_ Two years ago: \$ \_\_\_\_\_

B. Is your net worth (assets minus liabilities other than personal use assets such as residence, automobile, jewelry) greater than \$5,000,000? Yes No

C. Do you have any income which will become payable or continue should you become disabled? Yes No

D. If yes, indicate annual amount and source:

E. Is your unearned or investment income for last year greater than \$30,000 or 15% of your insurable Net Annual Earned Income? Yes No

F. Are you eligible for employment insurance? Yes No

### Complete the following only if applying for Business Overhead Expense Insurance Plan

A. Please indicate the monthly total reimbursement benefit amount you are applying for in \$100 increments: \$

B. What are your total monthly business expenses? \$

C. Do you share office expenses? Yes No

If yes, what is your percentage share? \_\_\_\_\_ %

### Proof of Income:

If applying for more than \$3,500/month total Disability Income Replacement coverage (applied for and existing), please submit pages 1, 2 and 3 of your last two years' tax returns. If incorporated, please also submit your last corporate financial statement.

## Section 6: Health Declaration

**IMPORTANT:** Any reference to testing, tests, test results or investigations in this section excludes genetic tests. Genetic test means a test that analyzes DNA, RNA or chromosomes for purposes such as the prediction of disease or vertical transmission risks, or monitoring, diagnosis or prognosis.

Applicant's Name

Applicant's Phone Number

Physician's Name

Physician's Phone Number

Date last seen

DD/MM/YYYY

Reason and result of last consultation.

Tests, treatment or medication prescribed (if none, state "None"):

Height (include ft & in or cm):

Weight (include lb or kg):

Has your weight changed by more than 10 lbs (4.5 kg) in the past 12 months? Yes No

If yes: Gained (include lb or kg):

Lost (include lb or kg):

Reason for change:

## Section 7: Personal Information

Applicant

YES | NO

Please ensure all questions are answered and details provided. If you require additional space, please use a separate page, signed and dated.

Have you:

1. Ever applied for any insurance that was declined, modified or rated?  
If yes, give details including date, name of company and reason:
  
2. a) In the past 5 years, been charged with or convicted of careless or dangerous driving or had your licence suspended or revoked?  
If yes, provide details, including the number of charges and convictions and date of last conviction. In case of a licence suspension or revocation, provide details including date the licence was suspended or revoked:  
  
b) Within the past 2 years, been charged with or convicted of 2 or more moving or traffic violations (for example, speeding, failure to stop, seat belt violations, distracted driving or failure to provide a breathalyzer sample)?  
If yes, please provide full details: nature of offence(s), date(s), driver's licence number and licensing province/territory:
  
3. Any intention of piloting an aircraft or participating in scuba diving, parachuting, hang gliding, motor vehicle racing, climbing or any other hazardous activity? If yes, give details including type of activity and date(s):
  
4. Within the next 12 months:
  - a) Any expectation to travel outside Canada and the United States of America?  
If yes, give details including where, when, why and for how long:  
  
b) Any expectation to change your country of residence?  
If yes, provide details, including where you intend to move, when you are moving, why you are moving and if your occupation is changing:
  
5. Within the past 5 years:
  - a) Used any drugs other than for medical purposes; used marijuana; or have you been advised, treated or counselled for alcohol or drug abuse?  
If yes, give details including drug(s) used, alcohol type(s), daily consumption and date(s) last used:  
  
b) Been convicted of a criminal offence or are you currently charged with one?  
If yes, please provide details:  
  
c) Declared, or are you currently contemplating personal or business bankruptcy?  
If yes, provide details including date of discharge:

## Section 8: Your Medical Information

Applicant

YES NO

### 1. Have you ever had any indication of or been treated for conditions involving any of the following:

- a) **Your heart or blood vessels**, such as: angina, blood clots, heart disease, bypass or angioplasty, cerebrovascular disease (CVA), stroke or transient ischemic attack (TIA), chest pains or shortness of breath, heart attack, heart murmur, palpitations, high blood pressure, elevated cholesterol, poor circulation, swollen ankles, or other?
- b) **Your nose, throat or lungs**, such as: asthma, chronic obstructive pulmonary disease (COPD), chronic or recurrent bronchitis, emphysema, sarcoidosis, sleep apnea, tuberculosis, or other?
- c) **Your abdominal organs**, such as: cirrhosis, colitis, Crohn's disease, diverticulitis, gastrointestinal bleeding, gastrointestinal reflux, hepatitis (including hepatitis carrier state), irritable bowel syndrome, liver disease, pancreatitis, ulcer, or other?
- d) **Your kidneys, bladder or reproductive organs**, such as: abnormal pap smear, bladder infection, kidney stone, nephritis, fibroids, polycystic kidney disease, other kidney or bladder disorders, other reproductive disorder or sexually transmitted disease, or other?
- e) **Your breast**, such as: abnormal mammogram findings or biopsy, cysts, lumps or other physical changes, or other?
- f) **Your brain or nervous system** such as: dizziness, Parkinson's disease, Alzheimer's disease, multiple sclerosis, numbness/tingling, fainting or syncope, seizures, tremor, vertigo, paralysis, or other?
- g) **Your eyes or ears**, such as: blindness, blurred vision, deafness, glaucoma, impaired hearing, impaired sight, labyrinthitis, optic neuritis, tinnitus, or other?
- h) **Your mental health**, such as: depression, anxiety, stress, burnout, attempted suicide, suicide ideation, any emotional or eating disorder, or other?
- i) **Your blood or glands**, such as: diabetes (including gestational diabetes and impaired glucose), abnormal blood sugar, anemia, bleeding tendency, gout, hemophilia, lymph gland disorder, thyroid disorder or other endocrine disorders, or other?
- j) **Your muscles, bones or joints**, such as: chronic fatigue, chronic pain, fibromyalgia, muscular dystrophy, rheumatoid arthritis or osteoarthritis, paralysis or weakness, any injury or disorder of the muscles, bones, joints or spine causing any physical limitations or restrictions, or other?
- k) **Your skin**, such as: basal cell carcinoma, dysplastic nevus or dysplastic nevus syndrome, lesions, freckles or moles that have changed in size or colour or have bled, psoriasis, dermatitis, nevus or nevi, or other?
- l) **Your immune system**, such as: HIV, AIDS, any generalized enlargement of your lymph glands, any test results indicating possible exposure to HIV or AIDS virus, or other?
- m) **Cancer**, cysts, lumps, polyps, or tumour?
- n) **Other illness or disorder** not mentioned above, or are you aware of any symptoms or complaints for which you have not consulted a doctor or received treatment?

### 2. If female,

a) are you currently pregnant?

If yes, give your due date and the name and address of your obstetrician/gynecologist:

b) What was your pre-pregnancy weight? (include lb. or kg.)

c) Have there been any complications with your pregnancy? If yes, provide details:

### 3. During the past five years, have you:

- a) Been told you had, or been investigated, or treated for conditions involving your spine, back or neck, such as: disc disease, pain, strain, sprain, sciatica, or other?
- b) Had X-rays (including of the spine or joints), had an electrocardiogram (ECG), blood test or other diagnostic test?
- c) Been advised to have any diagnostic test, consultation, hospitalization or surgery which has not been completed?
- d) Been hospitalized or been medically disabled for more than two consecutive weeks?
- e) Consulted any physician or health practitioner (including but not limited to chiropractor, psychologist, psychiatrist, physiotherapist, ophthalmologist, naturopath or any other health care worker) for any reason including routine or annual physical examinations or check-ups?



## Section 9: Payment Information

### Method of Payment

To apply securely using your credit card, contact our licensed insurance advisors at **1 866 219-4245** and/or visit **CPAselectplans.ca**.

#### Annual

My cheque is enclosed, made payable to Manulife (**ANNUAL only**)

\$	X	+	= \$
Total monthly premium	No. of months to June 1 (excluding present month)	Provincial sales tax if applicable	<b>AMOUNT PAYABLE TO NEXT JUNE 1</b>

#### Monthly

By pre-authorized debit – PAD (please enclose a sample cheque marked “VOID”)

We'll calculate the provincial sales tax (if applicable), as well as any volume discounts you may be eligible for.

For your convenience, if you choose payment by pre-authorized debit or credit card, your future premium billings will automatically reflect the same payment method.

### Payment Information

#### For pre-authorized debit (PAD) payment option

Name of Account Holder \_\_\_\_\_ Financial Institution \_\_\_\_\_  
Address of Financial Institution \_\_\_\_\_ City/Town \_\_\_\_\_  
Bank Account Number \_\_\_\_\_ Transit Number \_\_\_\_\_  
Type of Account:    Personal Chequing    Chequing/Savings    Savings    Current    Direct Deposit Account    Other  
Joint Accounts: Is this a joint account requiring only one signature?    Yes    No

If more than one signature is required on withdrawals issued against the account, both account holders must sign this authorization.

**Non-Chequing Accounts:** Since approval from my/our financial institution is required for pre-authorized payments from accounts with no chequing privileges, I/we have made prior arrangements to allow for pre-authorized payments from my/our account. Enclosed is a withdrawal slip that has been stamped by my/our financial institution allowing withdrawals to be made from my/our non-chequing account.

#### Payment authorization for pre-authorized debit (PAD) payment options

I/We authorize Manulife to make monthly automatic withdrawals from my/our bank account on the day on which insurance premiums are due or after I/we sign this authorization. Withdrawals from my/our account may be for variable amounts, as they may change in accordance with my/our insurance contract and as required to administer my/our policy. **I/We waive the right to receive 10 days notice of the amount and date of each automatic withdrawal from my/our account.** If the bank or financial institution does not honour an automatic monthly withdrawal the first time it is presented for payment, Manulife may attempt to withdraw that payment again within 30 days. Manulife reserves the right to ask for an alternative method of payment if payment is not honoured. All one-time or automatic withdrawals from my/our bank account will be treated as personal withdrawals as defined by Payments Canada in Rule H-1. I/We or Manulife may end this agreement at any time by giving 10 days written notice. I/We understand that cancelling this PAD agreement may result in loss of insurance coverage unless Manulife receives another form of payment.

You may obtain a sample cancellation form by contacting your financial institution or through [www.payments.ca](http://www.payments.ca). If you have any questions about withdrawals from your bank account, contact us at 1-866-219-4245 or [am\\_service@manulife.com](mailto:am_service@manulife.com), or write to us at Manulife, PO Box 670, Stn Waterloo, Waterloo, ON N2J 4B8.

You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any PAD withdrawal that is not authorized or is inconsistent with this PAD agreement. To obtain a form for a reimbursement claim, or for more information on your recourse rights, contact your financial institution or visit [www.payments.ca](http://www.payments.ca).

Name of Account Holder \_\_\_\_\_ Signature of Account Holder \_\_\_\_\_

Second signature if joint account \_\_\_\_\_ Dated \_\_\_\_\_

Account holder address (if different from applicant)

## Information about MIB, Inc.

We consider the information contained in your application to be confidential. However, Manulife or reinsurers involved with your policy may make a report to MIB, Inc. based on your application, or to other insurance companies to which you apply for life, health or critical illness insurance, or to which a claim for benefits has been made. MIB, Inc. is a not-for-profit organization set up by life insurance companies to share information among its members. If you apply for insurance or submit a claim to a member company, MIB, Inc. will share any information it has on file.

You may review the information in your file, and request a correction if necessary, by contacting MIB, Inc. at:

**MIB, Inc.**  
**330 University Avenue, Suite 501**  
**Toronto, Ontario M5G 1R7**  
**Telephone: (416) 597-0590**  
**Fax: (416) 597-1193**  
**Email: [canada\\_disclosure@mib.com](mailto:canada_disclosure@mib.com)**

## Personal Information Statement

In this Statement, “you” and “your” refer to the policyowner or holder of rights under the contract, the insured providing consent. “We”, “us”, “our” and “the Company” refer to The Manufacturers Life Insurance Company and our affiliated companies and subsidiaries.

Updates to this Statement and further information about our privacy practices are posted to [www.manulife.ca](http://www.manulife.ca).

We collect, use, verify and disclose your personal information for identified purposes, and only with your consent, or as permitted or required by law. By selecting submit or by signing the application, you give your consent for us to collect, use and disclose your personal information, as set out in this Personal Information Statement. Any alterations to the consent must be agreed to in writing by the Company.

### What personal information do we collect?

Depending on the product you have applied for, we collect specific personal information about you, such as:

- Identifying information such as your name, address, telephone number(s), email address, date of birth or driver's licence
- A personal investigation, financial information, credit bureau report and/or a consumer report from any organization, person or source that has any information or records about you
- Information about how you use our products and services, and information about your preferences, demographics and interests
- Other personal information we may require to administer our business relationship with you
- Medical information that any organization or person has about you
- Any test that may be necessary for us to decide if and on what terms to insure you, such as a medical exam or blood test
- Your personal information from MIB, Inc., as explained in Information about MIB, Inc.
- A copy of all driving-related information from provincial or territorial Motor Vehicle Divisions

We use fair and lawful means to collect your personal information.

### Where do we collect your personal information from?

- Your completed applications and forms
- Other interactions between you and the Company
- Other sources, such as:
  - Your advisor or authorized representative(s)
  - Third parties with whom we deal in issuing and administering your policy now, and in the future
  - Public sources, such as government agencies and Internet sites

### What do we use your personal information for?

We will use your personal information to:

- Help us properly administer the products and services that we provide and to manage our relationship with you
- Confirm your identity and the accuracy of the information you provide
- Evaluate your application, and issue and administer the rights under the policy
- Comply with legal and regulatory requirements
- Understand more about you and how you like to do business with us
- Analyze data to help us understand our customers better so we can improve the products and services we provide
- Determine your eligibility for, and provide you with details of, other products or services that may be of interest to you

### Who do we disclose your information to?

- Persons, financial institutions and other parties with whom we deal in issuing and administering your policy now, and in the future
- Authorized employees, agents and representatives

- Any person or organization to whom you gave consent
- People who are legally authorized to view your personal information
- Service providers who require this information to perform their services for us (for example data processing, programming, data storage, market research, printing and distribution services, paramedical and investigative agencies)
- Your medical doctor
- Public health authorities as required, if laboratory tests performed on our behalf show that you have tested positive for infectious disease

The abovementioned people, organizations and service providers are both within Canada and jurisdictions outside Canada, and would therefore be subject to the laws of those jurisdictions.

Where personal information is provided to our service providers, we require them to protect the information in a manner that is consistent with our privacy policies and practices.

The personal information you provided in this application:

- Will become a part of all the contracts that result from this application, even if you are not the owner or one of the people to be insured for that printed contract
- Will be shared with all the owners and any subsequent owners of those contracts and all people to be insured

### How long do we keep your information?

The longer of:

- The time period required by law and by guidelines set for the financial services industry, and
- The time period required to administer the products and services we provide.

### Withdrawing your consent

You may withdraw your consent for us to use your personal information to provide you with other service or product offerings, excluding those mailed with your statements.

You may not withdraw your consent for us to collect, use, retain or disclose personal information we need to issue or administer the policy unless federal or provincial/territorial laws give you this right. If you do so, a policy may not be issued and benefits will not be payable under the contract or we may treat your withdrawal of consent as a request to terminate the contract.

If you wish to withdraw your consent, phone our customer care centre at 1-877-268-3763, or write to the Privacy Officer at the address below.

### Accuracy and access

You will notify us of any change to your contact information. You have the right to access and verify your personal information maintained in our files, and to request any factually inaccurate personal information be corrected, if appropriate. If you have a question or a concern, wish to receive more information about parties who have access to your information or about our privacy policies and procedures, and/or wish to review your personal information in our files or correct any inaccuracies, you may send a written request to:

**Privacy Officer**  
**Manulife**  
**P.O. Box 1602**  
**500 King Street North**  
**Waterloo, ON N2J 4C6**  
**[Privacy\\_office\\_canadian\\_division@manulife.com](mailto:Privacy_office_canadian_division@manulife.com)**

Please note the security of email communication cannot be guaranteed. Do not send us information of a private or confidential nature by email. By contacting us via email you are authorizing us to communicate with you by email.

A copy of our privacy principles and practices is available at [manulife.ca](http://manulife.ca).



**Declaration and Authorization** – Please read carefully before signing.

I (the Applicant) hereby apply for insurance to The Manufacturers Life Insurance Company (Manulife).

I (the member) understand and agree that if I am no longer a member of at least one of the participating bodies from New Brunswick, Newfoundland and Labrador, Nova Scotia, Ontario, Prince Edward Island or Bermuda, for any reason whatsoever, any new or additional coverage issued pursuant to this application, together with any previously issued coverage under the Plans will be terminated. I (the member) understand that it is my responsibility to inform Manulife if my membership terminates.

I declare that the statements contained in this application, including the health declaration originally attached hereto, are true and complete. I understand that this application, together with any other forms signed by me in connection with this application, forms the basis for any certificate or additional coverage issued hereunder. The person to be insured understands that any material misrepresentation, including misstatement of smoker status, shall render the insurance voidable at the instance of the insurer. I understand that exclusions and limitations apply to the coverage applied for. Suicide within the first two years is a risk not covered. Relative to the insurance applied for, I, the person to be insured, or parent/guardian if the person to be insured is a minor child, hereby authorize any licensed physician, medical practitioner, hospital, pharmacy, clinic or other medically related facility, insurance company, MIB, Inc., the group policy administrator, the insurance plan sponsor, any investigative and security agency, any agent, broker or market intermediary, any government agency or other organization or person that has any records or knowledge of me or my health or the health of any member of my family to be insured pursuant to this application to provide to Manulife or its reinsurers any such information for the purpose of this application and contract and any subsequent claim. I authorize Manulife to consult its existing files for this purpose.

I authorize Manulife, its subsidiaries, affiliates and agents to use the information in this application and its existing files to offer me their products or services. I understand that my consent to the use of such information to offer me products or services is optional, and that if I wish to discontinue such use, I may write to Manulife at the address shown on this document. A photocopy or faxed copy of this authorization shall be as valid as the original.

I acknowledge receipt of and confirm my agreement with the Declaration and Authorization, Information about MIB, Inc. and Personal Information Statement.

I (the Applicant) hereby designate the individual(s) named as beneficiary(ies) to receive the proceeds payable upon my death.

I declare that I have been made aware of the reasons why the health information is needed and the risks and benefits to the individual of consenting or refusing to consent. I understand that this consent may be revoked at any time and that, if as a result of such revocation the insurer is unable to obtain proof of claim, this may result in claims not being paid.

I acknowledge that the insurer may request a medical examination, urinalysis or tests such as a general blood profile (including blood test for HIV) which will be made at no expense to me. I further acknowledge that results of any positive infectious disease tests will be reported to the appropriate provincial or territorial health department if required by law, and that based on my health information, Manulife may offer insurance on an alternative basis or may decline to offer coverage.

I acknowledge that coverage will take effect on the date the properly completed application (including my properly completed health declaration) and the first premium are received by Manulife, subject to the approval of the Company’s underwriters. If I am approved, I will receive a certificate specifying the coverage provided and outlining the main policy provisions. If I am not insurable, a full refund of the premiums will be made.

By providing your email address herein, you consent to us providing information or documents to you in respect of this application or policy, as applicable, in electronic form.

Signature of Applicant \_\_\_\_\_ Dated DD/MM/YYYY Signed at City, Province/Territory

For more information about these and other CPA Select Plans plans or to apply, visit the website at **CPAselectplans.ca** today.

For personal service, call us toll-free at **1 866 219-4245**  
Monday to Friday, 8 a.m. to 8 p.m.  
or email **am\_service@manulife.com**.

**Please send your completed application, along with payment, to:**  
Manulife, P.O. Box 670, Stn Waterloo, Waterloo, ON N2J 4B8

Accessible formats and communication supports are available upon request. Visit [manulife.ca/accessibility](http://manulife.ca/accessibility) for more information.



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