



## Transactions related to your insurance policy

Please select one of the options below to submit your request in case you wish to change information related to your insurance policy:

- ✓ Visit one of the Manulife branch offices.
- ✓ Request the agent in charge of your insurance policy to support.
- ✓ Send your documents by post to the address:

***The Policy Management Department - Manulife Viet Nam***

***75 Hoang Van Thai, P. Tan Phu, 7 District, Ho Chi Minh City***

### ***Reinstating your insurance policy:***

- ✓ Request for reinstatement of your insurance policy

<https://www.manulife.com.vn/content/dam/insurance/vn/documents/service-docs/quyen-loi-hop-dong-bao-hiem/don-yeu-cau-khoi-phuc-hieu-luc-hdbh.pdf>

- ✓ Application form

<https://www.manulife.com.vn/content/dam/insurance/vn/documents/service-docs/to-khai-thong-tin-20122018.pdf>

- ✓ Premium to reinstate your insurance policy

### ***Changing the payment schedule***

- ✓ Request for reinstatement of your insurance policy

<https://www.manulife.com.vn/content/dam/insurance/vn/documents/service-docs/quyen-loi-hop-dong-bao-hiem/don-yeu-cau-khoi-phuc-hieu-luc-hdbh.pdf>

- ✓ Premium to change the payment schedule

***Adjust rider product***

- ✓ Request for reinstatement of your insurance policy

<https://www.manulife.com.vn/content/dam/insurance/vn/documents/service-docs/quyen-loi-hop-dong-bao-hiem/don-yeu-cau-khoi-phuc-hieu-luc-hdbh.pdf>

- ✓ Application form

<https://www.manulife.com.vn/content/dam/insurance/vn/documents/service-docs/to-khai-thong-tin-20122018.pdf>

- ✓ ID card/birth certificate

- ✓ Policy Package and draft of insurance policy (if the change is made during the cooling-off period)

***Change of policy Owner***

**1. *If the new Policy Owner is an individual:***

- ID card/birth certificate
- Documents proving the relationship between new Policy Owner and the Insured
- Request for change of Policy Owner

<https://www.manulife.com.vn/content/dam/insurance/vn/documents/service-docs/quyen-loi-hop-dong-bao-hiem/don-yeu-cau-thay-doi-bmbh-nguoi-tra-phi-hdbh.pdf>

- Application form (In case the Policy Owner has insurance benefits)

<https://www.manulife.com.vn/content/dam/insurance/vn/documents/service-docs/to-khai-thong-tin-20122018.pdf>

**2. *If the new Policy Owner is a corporate:***

- Enterprise registration certificate
- Declaration form on how the premium is split between the corporate and the employee
- Hard copy ID card of legal representative of the Policy Owner

- Request for change of Policy Owner

<https://www.manulife.com.vn/content/dam/insurance/vn/documents/service-docs/quyen-loi-hop-dong-bao-hiem/don-yeu-cau-thay-doi-bmbh-nguoi-tra-phi-hdbh.pdf>

- ✓ Application form of the Corporate/Organization  
<https://www.manulife.com.vn/content/dam/insurance/vn/documents/service-docs/to-khai-thong-tin-20122018.pdf>
- ✓ Application form FATCA W8BEN  
<https://www.manulife.com.vn/content/dam/insurance/vn/documents/service-docs/quyen-loi-hop-dong-bao-hiem/to-khai-thong-tin-FATCA-mau-W-8BEN.pdf>
- ✓ Application form FATCA W9  
<https://www.manulife.com.vn/content/dam/insurance/vn/documents/service-docs/quyen-loi-hop-dong-bao-hiem/to-khai-thong-tin-FATCA-mau-W9.pdf>
- ✓ Instruction of completing the self-confirmation form for corporate  
<https://www.manulife.com.vn/content/dam/insurance/vn/documents/service-docs/quyen-loi-hop-dong-bao-hiem/huong-dan-khai-mau-don-tu-xac-nhan-rut-gon-danh-cho-cong-ty.pdf>

*Note: Relationship between the Policy Owner and the insured must comply with the regulations of Manulife Vietnam.*

### ***Change of the Beneficiary***

- ✓ Beneficiary designation form of the insurance policy  
<https://www.manulife.com.vn/content/dam/insurance/vn/documents/service-docs/quyen-loi-hop-dong-bao-hiem/don-chi-dinh-nguoi-thu-huong-quyen-loi-hdbh.pdf>
- ✓ Hard copy ID card/birth certificate
- ✓ Documents proving the relationship between new Beneficiary and the Insured (If the Policy Owner and the Insured are two different entities)

### **Note:**

- If the Policy Owner is a corporate and requests a change, it must obtain the Insured's consent.
- The relationship between the Beneficiary and the Insured must comply with the regulations of Manulife Vietnam.