



Annual Review Workbook



GROUP RETIREMENT SOLUTIONS

Getting ready for your annual review.

An annual review of your retirement savings – including your investment options and contributions – allows you to make the most of your retirement plan. You should have some materials in hand before beginning your review. If you're married or have a common-law spouse, be sure to gather their information as well.



Checklist

Before you get started

Organizing your financial paperwork helps make the review process as quick and effective as possible. Check off your financial information as you gather it:

- Most recent Manulife group account statement.
- Most recent Notice of Assessment (for your annual income from all sources) from the Canada Revenue Agency.
- Customer Number and the last three digits of your Social Insurance Number. You will need these to register for the secure site, visit manulife.ca/GRO if you haven't already.
- Customer Number (you can find this on your Manulife group account statement) and personal identification number (PIN). You will need these to access your Manulife account by phone.
- Statements with your current balance and annual contributions for investments and accounts **outside of your current company group retirement plan** which you intend to use in retirement, such as:
 - personal RRSPs
 - annuities
 - other group retirement plan accounts from previous employers (e.g. Pension Plans, Group RRSPs)
 - mutual funds
 - stocks and bonds
 - savings accounts
 - estimates for other anticipated income at retirement (e.g. rental income, or a Defined Benefit plan)

Reviewing your retirement savings annually can help you to take control of your financial future and stay on track to reach your retirement goals.

Take an inventory of personal events that have occurred over the last year.

Consider what has changed since this time last year:

1. Have you moved?
2. Did you get married or change your name?
3. Is your beneficiary information up-to-date?

You can verify your personal information on file by checking your latest account statement or log in to the secure site at www.manulife.ca/GRO.

To Do!

If you answered yes to any of these questions, make sure you provide up-to-date information to Manulife.

- You can update your address online.
- A name or beneficiary update must be done by completing a Change Form. Go to www.manulife.ca/GRO and login to your secure account. Select 'Forms' from the quick links navigation menu and select the Change Form under the appropriate plan type.
- Forward the completed form to Manulife.

Review the plan details for your group retirement program.

When you joined your company group retirement savings program, you received member booklet(s) containing detailed information about the retirement savings plan(s) you have access to through your employer. You should take the opportunity to review this information now.

Here are some questions to consider as you review the material:

1. Does your employer offer a voluntary plan? Have you joined all available plan(s)?
2. Do you contribute the maximum amount to the plan(s)?

To Do!

- Review the plan information you received when you enrolled in the group retirement program.
- If you have access to a voluntary plan and would like to join it, or if you would like to increase your contributions, contact the person responsible for administering your plan.

Set or update your retirement goal.

The Steps Retirement Program®

To help you better understand how much money you'll need to save for retirement, you should consider the lifestyle you'd like to have in retirement. Manulife's Steps Retirement Program® (Steps) has five dynamic profiles that may help you determine your desired lifestyle. These profiles are not included in this workbook but are available online when you log in to the secure website at www.manulife.ca/GRO.

Take a look at the last account statement you received from Manulife. A graph appears on the first page that gives you an estimate of the annual income you may receive each year in retirement.

- If you have set a retirement income goal through Steps, your statement will show a graph with two bars, highlighting your progress towards reaching your goal.
- If you have not set a retirement income goal through Steps, your statement will show a single bar in a graph, with a question mark beside it.

As you set or update your retirement goal, consider these questions:

1. Are you expecting to receive a raise, bonus or inheritance this year? You can deposit a lump sum contribution or direct more money to your retirement savings.
2. Take a look at your bills and spending – will you soon have more money to contribute to your retirement savings?
3. Review the Notice of Assessment you received from the Canada Revenue Agency. If it indicates you have additional contribution room, you may want to consider how you can contribute more between now and your retirement.
4. Do you have retirement savings with other financial institutions? Make sure to indicate these amounts in the Steps tool so that you have a clearer picture of your retirement income.

To Do!

- If you have set a Steps goal, the graph on your statement will identify if you are on track to meet your retirement goal. Log on to the secure website and select **Track My Progress** from the **Plan For Retirement** menu.
 - If you are on track, review the information you provided previously to ensure it is up-to-date.
 - If you are not on track, review the information you provided previously and look for opportunities to make changes that will help meet your retirement goal (i.e. increase contributions, include other sources of retirement savings or change your retirement goal).
- If you have not set a Steps goal, take the opportunity to set a goal and find out whether you are on track to meet your retirement goals.

Access Steps through the secure website at www.manulife.ca/GRO.

Step four

Review your risk tolerance and investments.

This review will help determine what investment portfolio option best suits you and provide guidelines on how to check that your investments are still right for you.

When you enrolled in the plan, you likely determined what type of investor you were and selected your investments accordingly. While this information might still be accurate, it can also change over time. It's a good idea to reconfirm it at least once a year to ensure you continue to invest in fund(s) that are right for you.

Respond to the questions below to determine whether you should build your own portfolio or select a single, ready-made fund.

	A	B	C
How interested are you in selecting investments for your retirement savings?	I am not interested. <input type="checkbox"/>	I have some interest. <input type="checkbox"/>	I am very interested. <input type="checkbox"/>
How likely are you to monitor and rebalance your investments on an annual basis?	I don't want to review my investments. <input type="checkbox"/>	I review my investments annually. <input type="checkbox"/>	I check my investments on a regular basis (at least quarterly). <input type="checkbox"/>
How would you rate your investment knowledge?	I have little to no knowledge about investing. <input type="checkbox"/>	I understand the basics of investing. <input type="checkbox"/>	I am confident in my investment knowledge. <input type="checkbox"/>

If you chose two or more responses from...	The best investment strategy for you is...	
Column A	...to select a Retirement Date Fund. A Retirement Date Fund offers a well-balanced investment portfolio inside a single fund. Each fund is identified by its year of maturity, and as the maturity date approaches the fund gradually rebalances to become more conservative.	
Column B	...to select an Asset Allocation Fund. Asset Allocation Funds offer a well-balanced portfolio inside a single fund, and a professional fund manager monitors and rebalances these portfolios for you. There is an Asset Allocation Fund that is suitable for you – whether you're a conservative investor or an aggressive one.	
Column C	...to build your own portfolio. Choose from the individual funds available through your program to build your own portfolio.	

If you discovered the best strategy for you is...



...a Retirement Date Fund

- Refer to page 10 for help selecting the Retirement Date Fund that is right for you.



...an Asset Allocation Fund

- Complete the Investor Strategy Worksheet on page 11.
- If you need to make a change, refer to page 14 for help selecting the Asset Allocation Fund that is right for you.



...to build your own portfolio

- Complete the Investor Strategy Worksheet on page 11.
- If you need to make a change, refer to page 15 for help selecting the funds that are right for you.



How to choose a Retirement Date Fund

To Do!

- Decide at what age you want to retire: _____
 Calculate the year you plan to retire: _____

- Use the table below to select the Retirement Date Fund that is best suited to you.
- If you're already invested in a Retirement Date Fund, review the chart below to ensure you have selected the appropriate Retirement Date Fund closest to the year you want to retire. If you are invested in the right Retirement Date Fund, you can turn to page 18.

If you plan to retire during the period...	The Retirement Date fund for you is...	Fund code
2016 – 2020	ML Retirement Date 2020	2020
2021 – 2025	ML Retirement Date 2025	2025
2026 – 2030	ML Retirement Date 2030	2030
2031 – 2035	ML Retirement Date 2035	2035
2036 – 2040	ML Retirement Date 2040	2040
2041 – 2045	ML Retirement Date 2045	2045
2046 – 2050	ML Retirement Date 2050	2050
2051 – 2055	ML Retirement Date 2055	2055
2056 or later	ML Retirement Date 2060	2060

Note: You will find a detailed description of each Retirement Date Fund on the secure website at www.manulife.ca/GRO. If you are already retired, or are close to retirement, there is an income fund (2000 - ML Retirement Income) that you may be interested in.

If you need to change the Retirement Date Fund you currently hold, or if you are not invested in a Retirement Date Fund, log in to the secure website at www.manulife.ca/GRO, then select **Change My Investment Instructions** under the **My Investments** tab in your menu.

- To transfer your current savings into a Retirement Date Fund, select **Transfer Between Investments** from the **My Investments** tab in your menu and follow the instructions.
- To direct any future contributions to a Retirement Date Fund, select **Change My Investment Instructions** under the **My Investments** tab in your menu and follow the instructions provided.

You can also contact the Customer Service Centre toll-free at **1-888-727-7766**. A Customer Service Representative can help you process your account transactions.



Determine your investor style



To Do!

- Circle one answer for each question.
- Write your score – shown in brackets at the end of each answer – in the box to the right of each question.
- Tally the scores you record for each question to get your total.

Your age, the numbers of years remaining until you retire, and how you feel about risk will determine your investor style. Once you know your investor style, you can choose funds for your retirement savings.

1. What is your investment horizon – when will you need this money?

- a. Within 3 years (0)
- b. 3-5 years (3)
- c. 6-10 years (5)
- d. 11-15 years (8)
- e. 15 + years (10)

Your score

2. What is your most important investment goal?

- a. To preserve your money (0)
- b. To see modest growth in your account (4)
- c. To see more significant growth in your account (7)
- d. To earn the highest return possible (10)

3. Please indicate which statement reflects your overall view of managing risk:

- a. I don't like risk and I am not prepared to expose my investments to any market fluctuations in order to earn higher long-term returns. (0)
- b. I am prepared to experience modest short-term market fluctuations in order to generate growth of capital. (2)
- c. I am prepared to experience average short-term market fluctuations in order to achieve a higher long-term return. (4)
- d. I want to maximize my long-term returns and am comfortable with significant short-term market fluctuations. (6)

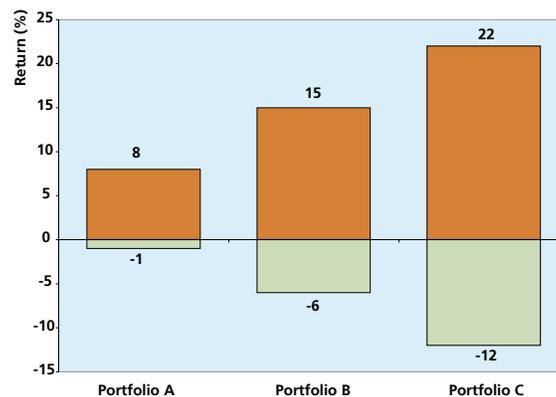
4. If you owned an investment that declined by 20% over a short period, what would you do?

- a. Sell all of the remaining investment (0)
- b. Sell a portion of the remaining investment (2)
- c. Hold the investment and sell nothing (4)
- d. Buy more of the investment (6)

5. If you could increase your chances of improving your investment returns by taking more risk, would you:

- a. Be unlikely to take more risk (0)
- b. Be willing to take a little more risk with some of your portfolio (2)
- c. Be willing to take a lot more risk with some of your portfolio (4)
- d. Be willing to take a lot more risk with your entire portfolio (6)

6. The following picture shows three model portfolios and the highest and lowest returns each is likely to earn in any given year. Which portfolio would you be most likely to hold?



- a. Portfolio A (0)
- b. Portfolio B (3)
- c. Portfolio C (6)

7. After several years of following your retirement plan, you review your progress and determine you are behind schedule and will need to modify your strategy in order to retire at your preferred age. What would you do?

- a. Keep the same investments you currently hold, but increase your contributions as much as possible. (0)
- b. Slightly increase your exposure to riskier investments and slightly increase your contributions. (3)
- c. Move your entire portfolio to riskier investments, hoping to achieve the highest long-term return. (6)

8. Which statement best applies to your approach regarding achieving your retirement income goals on time?

- a. I must achieve my financial goal by my target retirement date. (0)
- b. I would like to come close to achieving my financial goal by my target retirement date. (2)
- c. If I have not reached my financial goal by my target retirement date, I have the flexibility to delay my target retirement date. (4)
- d. I re-evaluate my financial goals and target retirement date regularly and have the flexibility to adjust them to align with the performance of my investments. (6)

Your total score:

Match your score to an investor style below.

If your score is between...	Your investor style is...	About your investor style
0 – 7	Conservative	Protecting your money is your chief concern. You may be approaching retirement, or simply prefer to take a cautious approach to investing and preserve your money.
8 – 22	Moderate	You want your money to grow, but are more concerned about protecting it. Retirement may be in your near future or you may prefer to be cautious with your investments and preserve your money.
23 – 37	Balanced	You want a balance between growth and security although you will accept some risk to have the potential for higher returns over time.
38 – 48	Growth	You want to increase your money and are somewhat comfortable riding the ups and downs of the market in exchange for the possibility of higher returns over the long term. You may have time on your side until you retire.
49 – 56	Aggressive	You want to maximize the long-term growth of your retirement savings. You understand the ups and downs of the markets and are comfortable taking a lot of risk to maximize potential returns. You have plenty of time to wait out market cycles until you retire.

My investor style is: _____

How to choose an Asset Allocation Fund

To Do!

Your investor style (from page 13): _____

- If you are not invested in an Asset Allocation Fund, match your investor style to an Asset Allocation (AA) Fund in the table below.
- If you're already invested in an Asset Allocation Fund, review the chart below to ensure you have selected the fund that matches your investor style. If you are invested in the appropriate Asset Allocation Fund for your investor style, turn to page 18.

If your investor style is...	The Asset Allocation fund for you is...	Fund code
Conservative	ML Conservative AA	2001
Moderate	ML Moderate AA	2002
Balanced	ML Balanced AA	2003
Growth	ML Growth AA	2004
Aggressive	ML Aggressive AA	2005

Note: Although these funds are rebalanced periodically to ensure they meet the objectives for each investor style, we recommend you complete the Investor Style Questionnaire at least annually to ensure your investor style has not changed.

If you need to change the Asset Allocation Fund you currently hold, or if you are not invested in an Asset Allocation Fund, log in to the secure website at www.manulife.ca/GRO, then select **Change My Investment Instructions** under the **My Investments** tab in your menu.

- To transfer your existing savings into new funds, select **Transfer Between Investments** from the **My Investments** tab in your menu and follow the instructions.
- To direct any future contributions to new funds, select **Change My Investment Instructions** under the **My Investments** tab in your menu and follow the instructions provided.

You can also contact the Customer Service Centre toll-free at **1-888-727-7766**. A Customer Service Representative can help you process your account transactions.

How to build your own portfolio

To Do!

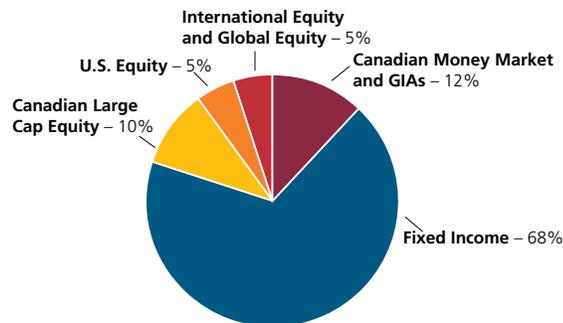
Find the sample portfolio that matches your investor style.

- You can use the sample portfolios as a guideline to help you choose individual funds. To ensure you create a well-diversified portfolio, select at least one fund from each asset class.
- Each asset class in the sample portfolio is represented by a different colour. When choosing funds, look for pages displayed in the same color. You can find the pages online when you log in to www.manulife.ca/GRO.

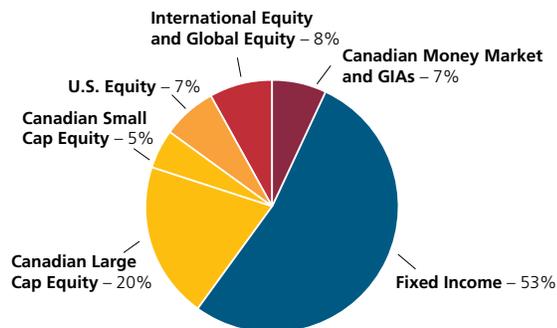
If your investor style is...

A recommended asset mix for you is...

Conservative



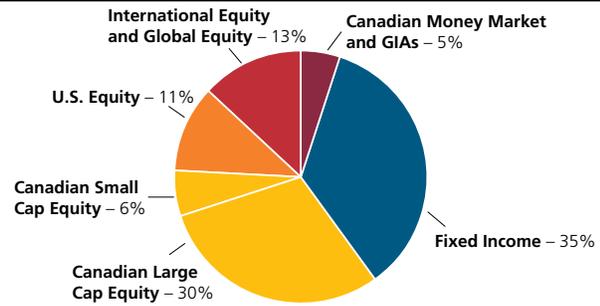
Moderate



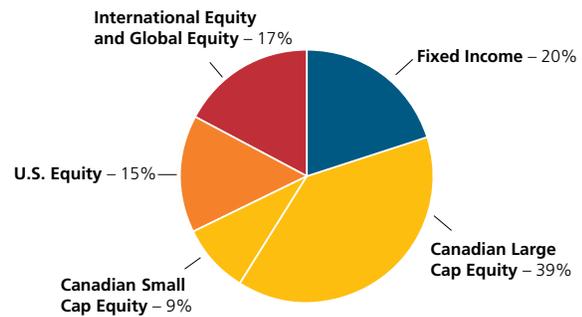
If your investor style is...

A recommended asset mix for you is...

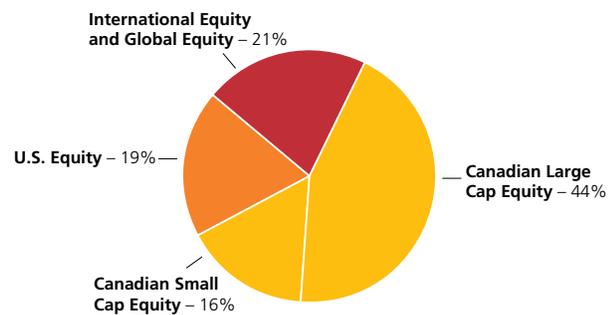
Balanced



Growth



Aggressive



Notes:

- Balanced funds are not included in the sample portfolios. These funds are already well-diversified and generally invest 40% in fixed income investments and 60% in equity investments. Keep this in mind when you are using the guidelines shown.
- You should consider how your savings outside of this plan are invested. Your other investments may already fulfill some parts of the sample portfolios. The guidelines provided are only suggestions.

If you need to change the fund(s) you currently hold, log in to the secure website at www.manulife.ca/GRO, then select **Change My Investment Instructions** under the **My Investments** tab in your menu.

- To transfer your existing savings into new funds, select **Transfer Between Investments** from the **My Investments** tab in your menu and follow the instructions.
- To direct any future contributions to new funds, select **Change My Investment Instructions** under the **My Investments** tab in your menu and follow the instructions provided.

You can also contact the Customer Service Centre toll-free at **1-888-727-7766**. A Customer Service Representative can help you process your account transactions.

Where to find detailed fund information

You will find a summary of the funds available through your group program when you log in and access your account at www.manulife.ca/GRO.

Tools from Manulife

Manulife provides you with retirement planning tools to help you get a clearer picture of your retirement. These tools can make your savings journey a little easier and help you stay focused on your long-term goal of retirement.

This annual review workbook is designed to help you stay on track. Important elements of your annual review should always include:

- Looking back on events of the past year.
- Setting/updating your retirement goal.
- Reviewing your risk tolerance.

Your personalized statement, one of your most important retirement planning tools, presents your account balance, your individualized rate of return and other information you need to know at a glance. Included with your statement is a personalized newsletter that can help you learn more about saving for retirement.

On the secure website, www.manulife.ca/GRO you'll be able to manage your group retirement plan, use many of Manulife's retirement planning tools and access your account information.

At any time during your review process, you can contact Manulife's Customer Service Centre at **1-888-727-7766** to speak with a Customer Service Representative, Monday to Friday from 8 a.m. to 8 p.m. ET. For assistance with investments and retirement planning, Financial Education Specialists are available Monday to Friday, 9 a.m. to 5 p.m. ET. An Interactive Voice Response (IVR) system is available 24 hours a day.

Questions?

Contact Manulife

☎ Call **1-888-727-7766**

- Customer Service Representatives are available Monday to Friday from 8 a.m. to 8 p.m. ET
- Financial Education Specialists can be reached Monday to Friday between 9 a.m. and 5 p.m. ET

@ Send an email to gromail@manulife.com

🌐 Visit www.manulife.ca/GRO

Group Retirement Solutions, group retirement and savings products and services are offered through Manulife (The Manufacturers Life Insurance Company).

Manulife, the Block Design, the Four Cube Design, and Strong Reliable Trustworthy Forward-thinking are trademarks of The Manufacturers Life Insurance Company and are used by it, and by its affiliates under license.

