



**Manulife's eApplication can be completed in as few as 20 minutes when all of the following information is provided.**

**Client checklist:**

- ✓ Business Number (BN)
- ✓ Canada Revenue Agency (CRA) Payroll Account Number
- ✓ Incorporation Number, and primary jurisdiction of registration (if your organization is incorporated)
- ✓ Canada Revenue Agency registration number (if your organization is a registered charity)
- ✓ Contact information for the person who is authorized by the organization to electronically accept the Contract (if different than the person completing the application)
- ✓ Contact information of the primary person responsible for day-to-day plan administration
- ✓ Whether your organization will contribute to the plan (your organization is not required to contribute)
- ✓ Important! Please ensure you use a compatible internet browser to complete an eApplication: Google Chrome, Mozilla Firefox, Internet Explorer (v.7-10), Safari.

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