



Your new Supplemental Commission Statement

April 2008

Purpose of this guide

This guide provides some extra details that you might find useful when you review Manulife Financial's new Group Benefits Supplemental Commission Statement for the first time.

Not only have we combined up to five payments and statements into one per pay period, but we have produced a Supplemental Commission Statement that is clean, simple to use, and easy to understand.

The new Group Benefits Supplemental Commission Statement should be used in conjunction with your compensation statement. The compensation statement tells you how much you are being paid, and the new Group Benefits Supplemental Commission Statement explains exactly how your pay was determined.

Currently, the new Group Benefits Supplemental Commission Statement is only available in paper format, but soon we'll introduce an electronic version that will be available through the Repsource website.

How do I register for Repsource?

To register, you must be a contracted advisor with Manulife Financial. From www.manulife.ca/repsource simply click on the register button at the top of the Repsource page and follow the easy instructions. You will need to know the Distribution Channel you are associated with, your **Manulife** selling code, your Manulife identification code, or your dealer/rep code when registering to use Repsource. You can find the required code(s) on a previous statement.

Questions

If you have any questions regarding your Manulife Financial Supplemental Commission Statement or anything in this guide, please contact the Distribution Contact Centre at

1-866-273-9912

Or e-mail comp_mfc@manulife.com

Definitions

This is a list of the headings and categories (left to right) used on your new Supplemental Commission Statement, and an explanation of what each term means.

Client Name	The account/billing name of the client for which the commission is being calculated. Note that previous statements may have used the Group name in this spot.
Policy	The client's policy number for which your commission is being calculated.
Account	The policy's specific account number for which the commission is being calculated.
Period From/To	The period (dates) for which the commission is being calculated.
Benefit	Depending on the stream that the business being reported on originates from, you will see either the benefit category that the commission is being calculated on, or a list of the arrangements in place for this specific client.
Status	The status can be either A (active) or T (terminated) .
Commission Base \$	This is the total premium the commission is based on.
Split %	The percentage of the total commission payable to you.

Definitions continued

Scale/Rate The calculation of the commission. This can appear as a flat percentage or as a code representing the graded scale.

For example, the standard graded scale (001) for the Manulife stream of business is as follows:

Part of premium for each policy year		%
First	\$10,000	10.00
Next	\$15,000	7.50
Next	\$25,000	5.00
Next	\$50,000	3.00
Next	\$150,000	2.00
Next	\$250,000	1.00
Excess over	\$500,000	0.50

Advance \$ The annualized estimated advance for the period.

Reconciliation

Earned \$ - the actual commission earned in dollars.
Prior Advance \$ - the amount of any advance paid in dollars.
Net \$ - the difference between the amount earned and the advance in dollars.

Sub Total \$ The subtotal of the commission calculation for the account or billing division in dollars.

Total \$ The total commission calculation for the account or billing division in dollars.

Summary terms

Statement The amount of commission calculated on this specific statement.

Year to Date The cumulative amount of commission calculated for the year, up to and including the date being reported on.

First Year Commissions Commissions reported for business in the client's first year with Manulife.

Renewal Commissions Commissions reported for business that has been with Manulife for more than one year.

***Amendment Commission Included** Commission arising from an increase in business during the policy year.

Definitions continued

****Long First Year** Commission reported for a renewal period that is longer than 12 months in the first year the business has been with Manulife.

Total Commissions The total commission calculation being reported on in this Supplemental Commission Statement.

Special note

In the rare occurrence where the reconciliation results in a net payment of \$0, there will be no line or amount shown on the new statement.

Sample Group Benefits Supplemental Commission Statement

For The Period Of: 30 OCT 07 - 05 NOV 07

Plan Advisor Name: PRODUCER, JOE
 Selling Code: 1X1X1
 Branch: X1X1X

Client Name	Policy	Account	Period From/To	Benefit	Status	Commission Base \$	Split %	Scale / Rate	Advance \$	Reconciliation		
										Earned \$	Prior Advance \$	Net \$
<u>First Year Commissions</u>												
ABC INC.	XXXX	000	01 NOV 06 - 31 OCT 07	A&S	A	11,223.48	100.00	GWL		1,571.72	1,571.32	0.40
ABC INC..	XXXX	000	01 NOV 06 - 31 OCT 07	LIFE	A	551.92	100.00	GWL		77.96	63.79	14.17
ABC INC.	XXXX	000	01 NOV 06 - 31 OCT 07	LTD	A	677.69	100.00	GWL		95.66	72.07	23.59
											Sub Total	38.16
											Total	38.16
DEF INC.	XXXX	000	01 NOV 06 - 31 OCT 07	A&S	A	20,993.66	100.00	GWL		2,488.17	2,473.63	14.54
DEF INC.	XXXX	000	01 NOV 06 - 31 OCT 07	LIFE	A	1,645.06	100.00	GWL		198.13	193.81	4.32
DEF INC.	XXXX	000	01 NOV 06 - 31 OCT 07	LTD	A	2,780.88	100.00	GWL		334.68	326.17	8.51
											Sub Total	27.37
											Total	27.37
<u>Renewal Commissions</u>												
GHI INC.	XXXX	000	01 OCT 07 - 30 SEP 08	A&S	A	21,140.88	100.00	GWL	1,625.08			
GHI INC.	XXXX	000	01 OCT 07 - 30 SEP 08	LIFE	A	7,807.20	100.00	GWL	600.13			
GHI INC.	XXXX	000	01 OCT 07 - 30 SEP 08	LTD	A	3,616.80	100.00	GWL	278.02			
											Sub Total	2,503.23
											Total	2,503.23
JKL INC.	XXXX	000	01 NOV 07 - 31 OCT 08	A&S	A	25,281.12	100.00	GWL	2,019.14			
JKL INC.	XXXX	000	01 NOV 07 - 31 OCT 08	LIFE	A	1,789.68	100.00	GWL	142.94			
JKL INC.	XXXX	000	01 NOV 07 - 31 OCT 08	LTD	A	2,225.28	100.00	GWL	177.73			
											Sub Total	2,339.81
											Total	2,339.81

	<u>Statement</u>	<u>Year to Date</u>		
First Year Commissions	65.53	14,209.81		
Renewal Commissions	4,843.04	19,493.50		
Total Commissions	4,908.57	33,703.31	* Amendment Commission Included	** Long First Year

