

PROCEDURES TO FOLLOW WHEN PLAN SPONSOR IS READY TO ACCEPT JOHN HANCOCK'S PROPOSAL

When you are ready to accept our proposal, please call to confirm the Single Sum Premium. Following verbal acceptance, we require a Confirmation Letter. The Confirmation Letter is a written confirmation that the Plan Sponsor accepts the terms of John Hancock's proposal and further agrees to deposit the stated Single Sum Premium with John Hancock on the date specified.

Call either the Sales Executive or Underwriter to confirm the Single Sum Premium and to accept the proposal. Due to the volatility of interest rates, the Single Sum Premium can change at any time up to verbal acceptance.

Return a signed Confirmation Letter to one of the contacts within 5 business days of verbal acceptance.

- **A copy of the Confirmation Letter is included in this section.**
- **The Underwriter will provide the Group Annuity Contract Number (GAC).**
- **The Confirmation Letter is to be signed by an individual who has authority to bind the Plan Sponsor or designated Contract Holder.**
- **You may fax the signed Confirmation Letter to us; however, we request the original to be mailed.**

Send or wire the Single Sum Premium on the date as specified in the Single Premium Group Annuity Contract Proposal.

- **The Wire Transfer Instructions and Premium Deposit by Check Instructions are included in this section. The GAC Number is necessary for the both types of transfers so that the premium is credited to the appropriate account.**



(Date)

Re: _____
Group Annuity Contract Number _____ GAC

Dear _____:

The John Hancock is pleased to have been awarded the Single Premium Group Annuity Contract placement for the _____. This letter is written confirmation of the acceptance of John Hancock Life Insurance Company's offer that was verbally accepted on by _____.

A. Effective Date of Contract: _____

B. Liability Assumption Date: _____

C. Single Sum Premium: \$ _____

\$ _____ will be paid to the John Hancock on _____.

D. Commission: The Single Sum Premium includes a commission equal to _____% to be paid by the John Hancock to _____.

Our Contract was offered on the basis of the bid specifications and participant data provided by _____ via a letter dated _____ and the John Hancock's Single Premium Group Annuity Contract Proposal dated _____.

We will prepare a final Contract document to reflect the above terms and John Hancock's standard provisions for contracts of this class. Until such final Contract document is executed, the Contract will be administered in accordance with the terms of the above referenced Single Premium Group Annuity Contract Proposal.

The John Hancock commits funds for investment immediately upon verbal acceptance of our contracts. If the Single Sum Premium is not received, the John Hancock could incur substantial investment losses. The Contract Holder/ Employer agrees to reimburse the John Hancock for such investment losses, if any, determined in accordance with the usual procedures of the John Hancock. A statement of our current procedures to determine the amount of such losses will be furnished upon request.

Please have this letter signed by an authorized representative of the Plan and returned via facsimile 617-572-____ by _____, with the original to follow by regular mail.

If you have any questions, please call me at 617-572-____ or, in my absence, the Underwriter/Sales Executive, _____, at 617-572-_____.

Sincerely,

(Employer/Trustee)

Signature

Title

Date

cc: _____