

# Important Information for Registered Investment Advisor (RIA) Firm /Bank/Insurance Company Designation and Recurring Fee Request

For use by John Hancock Retirement Plan Services Signature® clients
To be completed by Trustee/Authorized Name Fiduciary

#### Use this form to:

- Add, change or remove the Registered Investment Advisor ("RIA") Firm/Bank/Insurance Company (the "Firm") of record for your group annuity contract ("Contract") or the Investment Advisor Representative ("IAR") for that Firm;
- Add, change or remove recurring monthly fees to be paid to the Firm; or
- Add or remove a 3(38) Investment Manager for your Contract.

Fax this form and any supporting documentation to: 1-866-377-9577 (please include a fax cover page Attention: Advisor Support). For further assistance, contact your Client Account Representative.

The change(s) requested in this form may impact information previously disclosed to your eligible employees. Any changes to such previously disclosed plan related information will require advance notification to your eligible employees, participants and beneficiaries under ERISA Reg. Section 2550.404a-5 at least 30, but not more than 90, days in advance of the effective date of the change.

- It is your responsibility to provide such disclosures.
- The signed form should only be submitted to John Hancock for processing after the required notification in compliance with the required timelines has been provided.

### Important Information about this Form

- 1. You are responsible for notifying the current Firm(s) or Broker(s) of Record regarding the changes requested on this form.
- 2. Certain Firms must provide John Hancock with advance approval prior to their being added as the Firm of record. In addition, certain Firms impose conditions on their being added as a Firm of record (such as regarding the timing of when they can be added). Therefore, if you are adding a new Firm(s), you must determine whether the Firm has already provided any necessary approvals to John Hancock or whether the Firm has any requirements that must be satisfied. Contact your Firm representative with any questions. John Hancock will not process this form prior to receiving the Firm's approval (if required) or the satisfaction of any other conditions, and will notify you of any resulting delays.
- 3. If the Firm being added is not yet set up on the John Hancock Signature recordkeeping system, this form will not be processed until the Firm completes and returns the Registered Investment Advisor (RIA) Firm/Bank/Insurance Company Administration Form to John Hancock.
- 4. Investment advisory fees cannot be billed by John Hancock to the Plan Sponsor.
- 5. All changes requested on this form will be made on a prospective basis.
- 6. Unless paragraph (8) below is applicable, the Class of Funds for your Contract will be changed to the Signature Menu Option (Class 0) (if it is not already in the Signature Menu option) if you request on this form to add, change or remove the fee paid to the Firm of record and/or remove the Contract's broker of record. As part of the change to the Signature Menu Option, the charges referenced below will no longer be collected via the Cost of the Class of Funds of the investment options offered under your Contract and the following additional terms will apply:
  - John Hancock's charges will instead be collected through the Contract's annualized asset charge, using the payment method currently selected for your Contract (i.e., billed to the Plan Sponsor or deducted from the participants' accounts).
  - To the extent that your Contract is charged for the cost of your financial representative's compensation and/or Trustee's fees, these costs will also be collected through the Contract's annualized asset charge, using the method currently selected for your Contract (i.e., billed to the Plan Sponsor or deducted from the participants' accounts).
  - To the extent that your Contract is charged for the cost of Plan Expense Reduction Account and the payment method currently selected for your Contract is to deduct from the participants' accounts, such costs will also be collected through the Contract's annualized asset charge. However,
    - If the payment method currently selected for your Contract is to bill to the Plan Sponsor and your request on this form can be implemented by remaining in the Class of Funds currently selected for your Contract, your Contract will not be converted to the Signature Menu Option and John Hancock will process this form on the effective date set forth in Section 7 of this form.
    - If the payment method currently selected for your Contract is to bill to the Plan Sponsor but your request would require a change to the Class of Funds currently selected for your Contract, then this form will not be processed until additional authorization from the Trustee/Authorized Named Fiduciary is received by John Hancock;
  - Any third-party administrator service cost and investment advisory service (including co-fiduciary service) cost will instead be
    calculated monthly based on participants' invested assets as of the last business day of the month and deducted from

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- participants' invested assets at the end of each month. Additional details regarding the calculation and deduction of such fees can be found in the Administrative Guidelines of Financial Transactions.
- Any John Hancock credits available to your Contract prior to the change to the Signature Menu option will be applied to offset John Hancock's charges.
- Except as otherwise described above, the total costs for Plan services applicable to your Contract after the change to the Signature Menu Option will remain the same as such costs prior to the change to the Signature Manu option.
- The unit value of each Fund and the number of units participants currently hold in their accounts will be different after the change to the Signature Menu Option. However, the value of each participant's account balance will remain the same, i.e., the change to the Signature Menu Option will not impact any participant's account balance. Contact your IAR or John Hancock Advisor Support at 1-800-333-0963 Ext.3 for information about the Expense Ratio of the Funds under the Signature Menu Option.
- 7. With respect to a request on Section 5 of this form to remove **ALL** Broker Dealer Firm or Financial Representative(s), any portion of the FR Compensation Charge attributable to **first year deposit-based compensation paid to a Broker Dealer Firm or Financial Representative(s)** will remain on the Contract. Contact John Hancock Advisor Support if you would like information on the amount of any FR Compensation Charge that will remain on the Contract. The amount of the FR Compensation Charge will also be available on the Plan Sponsor website on the *404a-5 plan & investment notice* after the effective date set forth in Section 7 of this form.
- 8. Contracts issued to **defined benefit pension plans contracts having the form numbers 181CP, 1841ARA(4) or 1841ARA(5)** may not be converted to the Signature Menu Option as described in Paragraph 6 above. In the case of such contracts, John Hancock will process this form on the effective date set forth in Section 7 of this form if the request on this form will not result in a change to the Class of Funds currently selected for the Contract and only involves: (A) adding, changing or removing the Firm of record for your Contract or the fee paid to the Firm of record, and/or (B) removing the Broker of record.

  For such contracts, all requests other than those described above may not be processed until additional authorization from the Trustee/Authorized Named Fiduciary is received by John Hancock.
- 9. An IAR or Bank or Insurance Company representative must sign in Section 3 of this form to be designated to act on behalf of the Firm as an "investment manager" as described in section 3(38) of ERISA ("Investment Manager") for the Contract. Please note:
  - The Investment Manager will have discretionary authority and control to make Contract-level investment decisions (e.g., to add, remove and/or replace the investment options offered under the Plan).
  - You must ensure that the Investment Manager is a Registered Investment Advisor, Bank or Insurance Company and that it has acknowledged its fiduciary status in writing.
  - You have a continuing responsibility to monitor the performance of the Investment Manager.
- 10. If the situs of the Contractholder is in the State of New York and the IAR is not registered with the Securities and Exchange Commission ("SEC"), then the Firm's Principal or Officer must complete Section 8 of this form.
- 11. Calculation, Collection, and Reporting of the Firm's Recurring Monthly Fee Payment:
  - Asset Based Fee Types: The amount payable to the Firm(s) each month is determined by converting the annualized rate elected to a monthly rate and applying such monthly rate to each participant's invested assets on the last business day of the month. For purposes of determining Contract assets to which the monthly rate will be applied, loans, assets in Personal Brokerage Accounts, pre-allocation accounts and the cash account are not included.
  - Per Participant Dollar Fee Type: The per participant fee indicated will be deducted monthly from each Participant's invested assets
  - **Dollar Based Contract Level Fee:** The fee indicated will be deducted monthly from Participants' invested assets on a pro rata basis. Loans and assets held in Personal Brokerage Accounts will not be included when calculating the dollar amount to be deducted from each participant's account. Pre-allocation accounts are not considered part of Participants' invested assets for purposes of this calculation.
  - Asset Based Fee Collected as Part of the Cost of the Class of Funds: The Asset Based Fee type in letter A in the chart in Section 6 is the only fee type that can be collected as part of the Cost of the Class of Funds of the investment options offered under your Contract. The fees are collected daily by converting the annualized rate elected to a daily rate and applying the applicable daily rate to the total amount of assets invested under the Contract (including any invested amount in the Contract's Pre-Allocation Account, but excluding loans, assets in Personal Brokerage Accounts, and the cash account). The applicable daily rate is determined based on the annualized rate that is in effect on such day. The amount of fees collected by John Hancock may be different than the amount calculated to be payable to the Firm as described above. John Hancock will retain any excess amount collected as additional compensation and will cover any shortfall should the amount collected be less than the amount payable to the Firm.
  - Monthly Reporting: The Plan Sponsor and the Firm will each receive monthly reporting regarding fees paid to the Firm(s). Such reporting will indicate whether there were any uncollected fee amounts (i.e., shortfall in the amount paid to the Firm). John Hancock is not responsible for any uncollected fee amounts due to insufficient funds in participants' accounts.
  - Reporting to Participants: Fees deducted from participants with an invested balance under the Contract will be reflected as part of the "General administrative charges" on participant statements.

Contact John Hancock Advisor Support at 1-800-333-0963 Ext.3. to determine if your request for fee changes will require additional authorization or if you have any other questions.

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# Registered Investment Advisor (RIA) Firm/ Bank/Insurance Company Designation and Recurring Fee Request

For use by John Hancock Retirement Plan Services Signature® clients To be completed by Trustee/Authorized Name Fiduciary

## Important Information about this Form

- Before completing this form, read the attached IMPORTANT INFORMATION section.
- All changes (including items crossed out or changed using correction fluid) must be initialed in pen.
- If you have any questions, contact John Hancock Advisor Support at 1.800.333.0963 ext. 3.

Fax this form and any supporting documentation to: 1-866-377-9577 (please include a fax cover page Attention: Advisor Support). For further assistance, contact your Client Account Representative.

1	. General Information	
	e Trustee of tractholder Name	Contract Number
2	. What Would You Like to Do? (Check all boxes that apply)	
Not	te: You must also complete Section 7 to indicate an Effective Date and Section 8 to authorize and sign.	
	Add/Change a Firm of Record for the Contract going forward – complete Section 3	
	Add/Remove a 3(38) Investment Manager – complete Section 3	
	Add/Change/Remove the Investment Advisor Representative (IAR) at the Firm that will be servicing the Contract Section 3	- complete
	Add/Change/Remove Fee payable to the Firm (or the Firm Fee Share Split) – complete Sections 3 and 6	
	Remove ALL Firms of record for this Contract and the associated fees – complete Section 4	
	Remove the current broker of record – complete Section 5	
2	Firm Dataile Firm/s) of Bassard for this Contract Coing Forward	

### Firm Details – Firm(s)of Record for this Contract Going Forward

Complete this section to list **ALL Firm(s)** that will be the Firm(s) of record for this Contract going forward. **Any Firm currently designated as the Firm of record for your Contract that is not listed below will be removed.** A maximum of two Firms may be designated as Firms of record for the Contract.

To add, change, or remove the IAR(s) associated with a Firm(s):

- Indicate ALL of the IAR(s) associated with the Firm(s) that will be servicing the Contract. Full SSN is required for 1st time IAR
  appointments to enable website registration, otherwise a masked SSN can be filled in below. Any IAR(s) currently designated for
  your Contract who is not listed below will be removed.
- An IAR (or Bank or Insurance Company representative) must sign where indicated to be designated to act on behalf of the Firm as a 3(38) Investment Manager for the Contract.
- Any IAR (or Bank or Insurance Company representative) currently set up as a 3(38) Investment Manager for the Contract is not required to re-sign this form and will continue to be designated as a 3(38) Investment Manager unless you check below to remove the IAR (or Bank or Insurance Company representative) as a 3(38) Investment Manager.

To add, change or remove the fee paid to the Firm(s) of record, indicate the Firm's name in this section and complete Section 6. It is not necessary to re-fill the name of each IAR (unless there are any changes to the IARs that will be servicing the Contract).

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Firm 1			
Firm Name	Firm Tracki	ing Number (if applicable)	IARD/CRD Number (if applicable)
		g	in a let of the material (in applicable)
Investment Advisor Representative (IAR	) Name		IARD/CRD Number (if applicable)
	, · · · · · · ·		
Investment Advisor Representative Ema	il Address		Social Security Number
·	nent Manager, the IAR (or Bank or		
Insurance Company representathe IAR (or Bank or Insurance Company or Ins	ative) must sign here and, by doing s Company representative) agrees to a for the Contract, and that he/she ha	nct	
		Investment Manager Sigr	nature Specimen (only required for 3(38) designation)
Check here to remove the behalf of the Firm for the C		representative) from a	cting as a 3(38) Investment Manager on
(B)	X.M.		110000000000000000000000000000000000000
Investment Advisor Representative (IAR	Investment Advisor Representative (IAR) Name		IARD/CRD Number (if applicable)
Investment Advisor Representative Ema			Social Security Number
Insurance Company representa the IAR (or Bank or Insurance 0	nent Manager, the IAR (or Bank or stive) must sign here and, by doing s Company representative) agrees to a for the Contract, and that he/she ha on from the Firm to do so.	act	
		Investment Manager Cig	nature Specimen (only required for 3(38) designation)
Check here to remove the behalf of the Firm for the C			cting as a 3(38) Investment Manager on
Firm 2			
Firm Name	Firm Tracki	ing Number (if applicable)	IARD/CRD Number (if applicable)
(A)			
· /	investment Advisor Representative (IAR) Name		IARD/CRD Number (if applicable)
Investment Advisor Representative Ema	il Address		Social Security Number
To be added as a 3(38) Investn	nent Manager, the IAR (or Bank or		
Insurance Company representathe IAR (or Bank or Insurance Company)	ative) must sign here and, by doing s Company representative) agrees to a for the Contract, and that he/she ha	act	
		Investment Manager Sign	nature Specimen (only required for 3(38) designation)
Check here to remove the behalf of the Firm for the C		representative) from a	cting as a 3(38) Investment Manager on

(B)	
Investment Advisor Representative (IAR) Name	IARD/CRD Number (if applicable)
Investment Advisor Representative Email Address	Social Security Number
To be added as a 3(38) Investment Manager, the IAR (or Bank or Insurance Company representative) must sign here and, by doing so the IAR (or Bank or Insurance Company representative) agrees to ac as a 3(38) Investment Manager for the Contract, and that he/she has received any required permission from the Firm to do so.	t
	Investment Manager Signature Specimen (only required for 3(38) designation)
Check here to remove the IAR (or Bank or Insurance Company rebehalf of the Firm for the Contract	epresentative) from acting as a 3(38) Investment Manager on
Check here if you require space to add additional IARs and have att must be signed by a Trustee or Authorized Named Fiduciary.	ached additional copies of this section. Each additional page
4. Remove ALL RIA Firm(s) of Record	
Check here to remove ALL RIA Firms and any fees associated with	
<b>Contract going forward.</b> If you would like John Hancock to appoint a Broker Dealer or Financial R the <i>Broker Dealer Firm or Financial Representative of Record Change R</i>	
5. Remove ALL Broker Dealer Firm(s) or Financial Re	presentatives
Check here to remove <b>ALL</b> Broker Dealer Firm or Financial Represe Contract. This may apply, for example, if the Firm you are adding is like to remove the Firm as the broker of record for your Contract.	
If this Section is left blank, no change to the appointment or compe	nsation of the broker of record will be made.
Note: See the IMPORTANT INFORMATION section for additional informat the current Broker Dealer Firm or Financial Representative.	ion if first year deposit based compensation was paid to
6. Recurring Monthly Fee Payment	
Complete this section to add or change recurring monthly fee payments current recurring monthly fee payments.	to the Firm(s) listed in Section 3 of this form, or to terminate all
If adding a Firm(s) to the contract for the first time, and this section is left	blank, NO fee will be added.
If changing a Firm, and this section is left blank, John Hancock will contir	nue to apply the recurring fee that is currently in effect.
Check here to <b>terminate ALL fee</b> payments to the Firm(s).	
For Contracts issued to <b>defined benefit plans</b> , the only fee type availab	e is A. Asset based fee.
Fees will not be prorated to reflect any change in the Firm(s) of record or during the month.	to the fee payable to the Firm(s) of record that is effective
Note: Unless the Contract is already in the Signature Menu option capplies, the Class of Funds for your Contract will be changed to the to add, change or remove a fee below. See the IMPORTANT INFORMATION	Signature Menu Option (Class 0) if you make any request

For Type	Fee	Firm Split (must equal 100%)	
Fee Type	ree	Firm 1 Firm 2	
A. Asset based fee     An asset based fee equal to a percentage of Contract assets	Annualized % of Contract assets	%	%
B. Asset based fee subject to an annual dollar maximum  An asset based fee equal to a percentage of Contract assets, subject to the maximum dollar amount indicated.	Annualized % of Contract assets, subject to maximum of \$ annually  BOTH annualized rate and maximum dollar amount must be stated when choosing this fee type.	%	%

C. Asset based fee based on a blended charge An asset based fee that is calculated on a blended charge basis using the asset band and charge scale provided in this section. When completing this scale, there cannot be any gaps or overlap in the contract asset bands and corresponding charge.  The asset based fee may be different each month depending on the band in which contract assets fall as of the month end.	The applicable blended charge is based on the following scale:    Contract assets between   Charge (annualist)	e	%
D. Asset based fee based on tiers of contract assets  An asset based fee that is determined based on the contract asset band in which the contract assets fall as of the month end. When completing this scale, there cannot be any gaps or overlap in the contract asset bands and corresponding charge.  The asset based fee may be different each month depending on the band in which contract assets fall as of the month end.	\$ .01 - \$ .00		%
E. Per participant dollar fee A monthly fee equal to a dollar amount per month per participant.	\$ per month per participant		%
F. Dollar based contract level fee A monthly fee equal to a dollar amount specified in this section, which will be deducted monthly from participants' invested assets on a pro rata basis.	Monthly Contract level charge equal to	%_	%

### 7. Effective Date

Important Information Regarding Conversion to Signature Menu. Please note the following if your request on this form requires a conversion to the Signature Menu option (see the IMPORTANT INFORMATION section) and you select an Effective Date that is not the first business day of the month. The annualized asset charge (as described in Paragraph (6) of the IMPORTANT INFORMATION section) after the conversion to the Signature Menu will be calculated at the end of the month for the entire month. Due to systems limitations, this is so even though a portion of John Hancock's and other charges may already have been collected via the Cost of the Class of Funds of the investment options offered under your Contract for the days of the month before the conversion to the Signature Menu occurs. The additional amount collected will be retained by John Hancock as additional compensation. To avoid such additional compensation to John Hancock, you may select the first business day of a month as the Effective Date.

Effective date of instructions on this form:

Month Day Year

The instructions provided on this form will be implemented prospectively on the Effective Date, provided that John Hancock has a reasonable period of time after receiving this form in good order to implement these instructions. If an Effective Date is not provided, or if the Effective Date stated does not provide John Hancock with a reasonable period of time to implement these instructions, then John Hancock will implement these instructions as soon as administratively practicable after receiving this form in good order. Exceptions may apply as described in the **IMPORTANT INFORMATION** section or as otherwise noted on this form.

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### 8. Authorization and Signature

I, the undersigned, hereby direct and authorize John Hancock to implement the instructions specified in this form and agree that John Hancock is entitled to rely on the certifications, directions, acknowledgements, authorizations and agreements contained in this form. I have reviewed, understand, and agree with the information, terms, and conditions provided on this form, including the IMPORTANT INFORMATION section. I agree that the instructions on this form will remain in effect unless and until written instruction to change or to terminate such instructions is received in good order by John Hancock.

I hereby authorize the above designated Firm(s) and Investment Advisor Representative(s) ("IAR") to be given website access to all Contract and participant level information with respect to the Plan and I further agree that John Hancock will not be responsible to the Plan, the trustee(s), the Plan sponsor, participants or beneficiaries for any expense or loss, including investment loss, resulting from the use of the website access by such Firm or IAR or any of its employees or affiliates, whether authorized or unauthorized.

I hereby represent that the payment of fee(s) to the Firm is authorized under the Plan and that, in my fiduciary capacity, I have determined that the fee is a reasonable expense.

If the request on this form results in changes to the Contract, I acknowledge that I will receive a Contract amendment reflecting such change(s) and I hereby agree that the Contract is amended accordingly.

I acknowledge that it is my responsibility, and not John Hancock's, to ensure that all disclosures that may be required (including, but not limited to, disclosures required under Department of Labor Regulation Section 2550.404a-5) in connection with the changes requested on this form, are provided to my eligible employees, participants and beneficiaries within the required timelines.

I agree that John Hancock is authorized and directed to implement any and all instructions and directions from the 3(38) Investment Manager designated in Section 3 of this form with respect to the Contract's investment options and I further agree that John Hancock will not be responsible to the Plan, the trustee(s), the Plan sponsor, participants or beneficiaries for any expense or loss, including investment loss, resulting from the actions or inactions of the Investment Manager.

its employees, agents or affiliates for any losse	es resulting from John Hancock action record with John Hancock if the	grees to hold harmless and indemnify John Hancock, ing on the instructions provided herein or from making Trustee or Authorized Named Fiduciary fails to provide
Signature of Trustee or Authorized Named Fiduciary	Name - please print	Date
		e IAR is not registered with the Securities ne Firm must sign the acknowledgement
"Firm") and that I have proper authority to cor each individual listed in Section 3 is registere	nplete and execute this form on bel d as an Investment Advisor Repres ger accurate or if any information pr	egistered Investment Advisor firm named above (the half of the Firm. By signing below, I acknowledge that sentative with the securities authority of the State of rovided in Section 3 (or attachment(s) thereto) is a Hancock promptly in writing.
Signature of Authorized Person of the Firm	Name - please print	Date

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