

Insurance variation form

Please use **BLOCK LETTERS** and **black ink**.

Send your completed form to:

Australian Ethical Super, Locked Bag 20013, Melbourne VIC 3001 or upload to the member portal

Important notes

Please complete this form if you want to:

- cancel your existing cover or opt-out of insurance before it commences
- convert your current age-based Death and Total and Permanent Disablement cover to Fixed Cover
- reduce your current Death and Total and Permanent Disablement cover
- reduce your current Income Protection cover
- increase your waiting period under your current Income Protection cover
- reduce your benefit period under your current Income Protection cover
- apply for additional Death and Total and Permanent Disablement cover under New Member Offer upon provision of Default Cover
- apply for additional Death and Total and Permanent Disablement cover under Life Events increase
- change your current smoker status or nominate a new smoker status
- change your occupation category

Certain eligibility conditions apply if you are changing your existing Death, Death and TPD or Income Protection insurance cover. For details of these conditions and other information, please refer to the [link](#) available from our website. Insurance is provided by MetLife Insurance Limited (“MetLife” or the “Insurer”) (ABN 75 004 274 882, AFSL 238096).

Default Cover which is made up of Death and Total Permanent Disablement cover under the age-based cover is automatically provided to you when you are aged 25 or over (but under 65) and have had an account balance of \$6,000 and your account is not inactive. If you are under age 25 and/or have an account balance less than \$6,000 account balance and you wish to **opt-in** for Default cover (provided this is the first time you’ll receive cover from Australian Ethical Super), you will need to complete the [link](#) available from our website.

Note - by completing this form you are making a *valid election* to opt-in to retain insurance even if your account has not received a contribution or roll-in for a continuous period of 16 months (*inactive account*). Please refer to the [link](#) for more information.

We’ll send you a letter confirming that you opted-in to have insurance even if your account becomes inactive and also a separate confirmation that the changes requested have been processed.

If you’re applying to increase your existing cover above what is allowed under New Member Offer or Life Events increase, or applying for new cover, you will need to complete the [link](#) available from our website or you can apply for insurance by logging into the member portal and provide information that the Insurer requires.

Privacy - Use and disclosure of personal information

Your privacy with MetLife Insurance Limited ABN 75 004 274 882 AFSL 238096 (‘MetLife’ or the ‘Insurer’)

The personal information you provide in this form is necessary for MetLife to provide you with the products and services you have requested from MetLife. You don’t have to provide MetLife with your personal information, but if you don’t, MetLife may not be able to provide you with the products or services. MetLife complies with the Privacy Act 1988 and the principles laid out in its Privacy Policy which details information about the entities that MetLife usually discloses personal information to (including overseas recipients), how you may access or seek correction of your personal information, how we manage that information and our complaints process. MetLife’s Privacy Policy is readily available and can be viewed at [link](#).

Section 1: Personal details (the applicant)

Member number

Title

Mr

Mrs

Ms

Miss

Other, please specify

Surname

Date of birth

D	D	M	M	Y	Y	Y	Y
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Male

Female

Full given name(s)

Residential address

Street number and name

Suburb

State

Postcode

Country

Postal address

Same as residential address

Street number and name

Suburb

State

Postcode

Country

Work phone number

Home phone number

Mobile phone number

Email

Section 2: Occupation category

Your occupation category determines the premium rates that applies to you.

There are five occupation categories:

- Professional
- White Collar
- Light Manual
- Manual
- Heavy Manual

The occupation category that applies to you depends on your responses to the questionnaire below:

Question 1: Are the duties of your regular occupation limited to professional, managerial, administrative, clerical, secretarial or similar 'white collar' tasks which do not involve manual work or teaching, and are undertaken entirely within an office environment (excluding travel time from one office environment to another)?

Yes No

No - skip to Q2

- a. Do you either hold tertiary qualifications or are you a registered member of a professional institute or governing body in relation to your profession, or do you work as a member of the executive leadership team with your employer? Yes No
- b. Is the income you earn from your regular occupation greater than \$100,000 per annum? Yes No

If you have answered 'Yes' to both Q1 a) and b) your occupation category is Professional.
If you have answered 'No' to either a) or b) your occupation category is White Collar.

Question 2: Are you either performing light manual skilled work or *trade qualified working in a non-hazardous industry*?

Yes No - skip to Q3

**Trade qualified working in a non-hazardous industry can include:*

- qualified tradespeople such as electricians or carpenters working in a domestic environment
- trade occupations in an office environment such as equipment repair person
- occupations involving light manual work such as Café owner, retail sales or travelling sales- person
- technical occupations requiring field work greater than 20% involving light manual work such as insurance assessor, building inspector or surveyor
- occupations involving the supervision of manual work such as building foreman

If you have answered 'Yes' to Q2 your occupation category is Light Manual.

Question 3: Do you perform moderate to heavy manual work or operate heavy machinery, and you hold tertiary or trade qualifications relevant to your current occupation, and you do not work in *high risk occupations*?

Yes No

^High risk occupations can include:

- working at heights or underground
- working in any occupation that exposes you to danger, such as firefighter or pilot
- working with firearms, such as police officers
- working in heavy manual occupations that does not require tertiary or trade qualifications such as labourer, warehouse worker, brick layer, factory worker
- working as an inter-state bus or truck driver

If you have answered 'Yes' to Q3 your occupation category is Manual.
If you have answered 'No' to Q3 your occupation category is Heavy Manual.

Important note if you have Income Protection cover: If you are no longer in permanent employment or self-employment when you become disabled, the income protection benefits that the Insurer will pay is limited to a maximum of 2 years. No premium refund will be made if your benefit period is longer than 2 years. It is important to update your Income Protection benefit period if your employment status changes (for example, if you become a casual employee or a short-term contractor) so that we can decrease your premium.

Section 3: Smoker status

Complete this section if you have not previously nominated a smoker status or you wish to change your current smoker status.

Have you smoked any substance, including cigarettes, e-cigarettes or used nicotine replacement products within the last 12 months?

Yes

No

Fixed Cover premium rates are determined by your smoker status (amongst other things).

If you're applying for Fixed Cover under either **Section 6. Convert your cover** or **Section 7. Reduce Death and Total and Permanent Disablement cover** of this form and you do not have a smoker status, your application form cannot be processed by us and the form may be returned for you to complete this section.

If you currently have Default Cover and you wish to only cancel your Total and Permanent Cover cover under **Section 4. Cancel cover** of this form, you will need to complete this section to nominate your smoker status.

Section 4: Cancel cover

I wish to cancel the following insurance cover:

Death

Total and Permanent Disablement

Income Protection

Please note that you cannot have standalone Total and Permanent Disablement (TPD) cover under Australian Ethical Super, which means that if you wish to keep your TPD cover, you also need to keep your Death cover.

If you currently have Default Death and TPD insurance and you decide to cancel your Default TPD cover, you are effectively decreasing your Default Cover and your Death Cover will be converted to Fixed Death Cover. Fixed premiums rates will apply. You will no longer hold Default Death and TPD Cover.

If you currently have Fixed Death and TPD cover and you cancel your TPD cover there will be no impact to your Death cover ie your Death Cover will remain as Fixed Cover.

There are a few things that you will need to be aware of when cancelling your cover:

- if you are cancelling within 90 days of cover first commencing, your cover will cease from the date the cover started and all premiums that were deducted will be refunded. This means that you will not be able to make a claim for the cover that is cancelled
- otherwise if you are cancelling after 90 days of cover first commencing, cover will be cancelled from the date we receive your cancellation request and premiums will be charged up to the date your cover is cancelled. You will not be able to make a claim for a claim event that occurred on or after the date your cover is cancelled
- should you wish to apply for insurance cover at a later date after your cover is cancelled, you will be required to provide additional information which is subject to the acceptance by the Insurer

OR

Opt-out of Default Death and TPD insurance before it commences automatically

Please note that by selecting this option, you have opted out of receiving Default Death and TPD insurance once you meet the eligibility criteria (aged 25 and older and have reached \$6,000 in your super account).

If you choose to have cover in the future, it will be subject to a health assessment and acceptance by the insurer. You may not be able to get cover at all or it may be subject to exclusions or loadings for certain conditions.

Section 5: New Member Offer increase

Complete this section if you wish to increase your Default Cover by a multiplier of 1.30 or 1.60 without medical evidence.

You can do this provided that within 120 days of joining Australian Ethical Super:

- your Default Cover starts (either by you opting in, or reaching Age 25 and having an account balance of at least \$6,000), and
- your account receives an Employer Contribution from your employer.

You will need to apply for the New Member Offer within 60 days of your first Employer Contribution.

Any restrictions that applied to your Default Cover will continue to apply to the increased cover under this New Member Offer.

I would like to increase my Default Cover to a multiple of:

1.30

1.60

Section 6: Convert your cover to Fixed Cover

Complete this section if you want to convert your current age-based Default Cover to Fixed Cover.

There are a few things about Fixed Cover you should be aware of:

- Total and Permanent Disablement cover cannot be higher than Death cover
- the amount of cover you hold will stay the same and won't reduce as you get older, however your Total and Permanent Disablement cover will start to reduce each year from age 61 until it is reduced to nil upon reaching age 70
- the cost of your cover will generally increase each year on your birthday
- insurance premiums for Fixed Cover is determined by the amount of cover you have, your age, your sex at birth, and your smoker status. If you have not previously nominated a smoker status with us, you will need to do so by completing **Section 4. Smoker Status** of this form
- any restrictions that applied to your age-based cover will continue to apply to your new Fixed Cover
- you should review your cover periodically to make sure it's still appropriate to you
- if you need additional cover, you will need to apply to the Insurer
- you won't be eligible for age-based cover or Default Cover in the future

I want to convert my age-based Death and Total and Permanent Disablement cover to Fixed Cover.

If you're currently under 25 and you have Total and Permanent Disablement Cover that is higher than Death Cover, you will need to either increase your Death Cover or reduce your Total and Permanent Disablement Cover if you want Fixed Cover.

You can reduce your cover under **Section 7. Reduce Death and Total and Permanent Disablement cover** of this form, or apply for additional cover by completing the [Additional Cover Form](#) available from our website and providing the information that the Insurer requires, subject to the Insurer's acceptance.

Section 7: Reduce Death and Total Permanent Disablement Cover

You can reduce your current Death and Total and Permanent Disablement Cover by entering the amount of cover you require below:

Death Cover: \$

TPD Cover: \$

If you currently have age-based Death and Total and Permanent Disablement Cover and you reduce your cover, your age-based Death and Total and Permanent Disablement Cover will automatically be converted to **Fixed Cover**. You'll need to complete **Section 3. Smoker Status** of this form to ensure that your Fixed Cover premiums are being deducted correctly.

Section 8: Reduce Income Protection cover

You can reduce your current Income Protection cover by entering the amount of cover you require below:

Income Protection Cover: \$

You can increase your waiting period on your current Income Protection cover by nominating the waiting period you require below:

60 days 90 days

You can reduce your benefit period your current Income Protection cover by nominating the benefit period you require below:

2 years 5 years

If you are no longer in permanent employment or self-employment when you become disabled, the Income Protection benefits that the Insurer will pay is limited to a maximum of 2 years. No premium refund will be made if your benefit period is longer than 2 years. It is important to update your Income Protection benefit period if your employment status change so that we can decrease your premium.

You can only **increase** your waiting period or **reduce** your benefit period using this form.

If you wish to reduce your waiting period or increase your benefit period, you will need to apply using the available from our website.

Section 9: Life Events increase

Complete this section to apply for additional Death and Total and Permanent Disablement Cover upon the occurrence of one of the following life events:

- getting married
- getting divorced
- becoming a parent, including adopting a child
- death of a spouse
- taking out a new mortgage on a newly purchased property or parcel of land where you intend to reside immediately after purchase or immediately after building a house on the land

You can apply for a Life Events increase within 60 days of the occurrence of the life event or within 30 days of the first issue of member statement following the occurrence of the event, whichever is later.

You'll need to need to complete Steps 1 to 3 of this section and satisfy the eligibility check, as well as provide certified documentation with this form to confirm the life event has occurred.

You can only apply for a Life Event increase only once.

Step 1: Eligibility check

- | | | |
|---|-----|----|
| a. Have you successfully applied for an increase in cover due to a life event before? | Yes | No |
| b. Have you received or previously been entitled to receive a death, terminal illness or total and permanent disablement benefit from any source, or diagnosed with a terminal illness? | Yes | No |
| c. Have you been previously declined for additional insurance with Australian Ethical Super? | Yes | No |

Note: If you answer "Yes" to either question a) or b) or c) above, you are not eligible to increase your cover under Life Events increase. You can apply for additional cover by completing the available from our website and providing the information that the Insurer requires, subject to the Insurer's acceptance.

Section 9: Life Events increase (continued...)

Step 2: Details of Life Event

Select the specific life event you are applying under to increase your cover

Life event	Documentation requirements
Marriage	Certified copy of the marriage certificate which must be recognised as valid under the <i>Marriage Act 1961</i> (Cth)
Divorce	A certified copy of the Decree Nisi (divorce order)
Becoming a parent including adopting a child	A certified copy of the child's birth certificate or adoption certificate with the <i>insured member</i> appearing as a parent
Taking out a new mortgage on a newly purchased property or parcel of land where you intend to reside immediately after purchase or immediately after building a house on the land	A certified copy of all of the following: <ul style="list-style-type: none">• statement of the loan; and• stamped front page of the contract of sale; and• statutory declaration confirming the purchased property will be the insured member's primary residence
Death of a spouse	A certified copy of the death certificate

Date of Event:

The application, plus the evidence in the table above, must be received within 60 days after the date of the life event or within 30 days of the first issue of your member statement following the occurrence of the event.

Step 3: Cover required

You can only increase your cover by the lesser of:

- \$200,000
- 25% of your existing cover amount
- the amount of the mortgage (where relevant)

If you have age-based cover, the increased cover amount will be converted to a multiplier rounded down to the nearest 0.05. You can convert your age-based cover to Fixed Cover at any time. your cover by the lesser of:

I wish to apply for:

maximum additional cover

OR

the lesser amount of \$

Section 10: Duty of disclosure

Duty of disclosure

Before you become insured under the Australian Ethical Superannuation insurance policy, you have a duty to tell us anything that you know, or could reasonably be expected to know, that may affect our decision to provide you cover and on what terms. For the purposes of this section, 'us' and 'we' means Australian Ethical Superannuation's insurer.

This duty applies until we agree to provide your cover. You also have this duty when you extend, vary or reinstate your cover.

You don't need to tell us anything that:

- reduces the risk we insure you for; or
- is common knowledge; or
- we know or should know as an insurer; or
- we waive your duty to tell us about.

If the person entering the contract does not tell the insurer something

In exercising the following rights, we may consider whether different types of cover can constitute separate insurance policies. If they do, we may apply the following rights separately to each type of cover.

If you don't tell us anything you're required to, and we wouldn't have provided the cover if you had told us, we may avoid the cover within three years of entering into it.

If we choose not to avoid the cover, we may, at any time, reduce the amount of cover provided. This would be worked out using a formula that takes into account the premium (insurance cost) that would have been payable if you had told us everything you should have. However, if the policy provides cover on death, we may only exercise this right within three years of entering into the cover.

If we choose not to avoid the cover or reduce the amount of cover provided, we may, at any time vary the cover in a way that places us in the same position we would have been in if you had told us everything you should have. However, this right doesn't apply if the policy provides cover on death.

If your failure to tell us is fraudulent, we may refuse to pay a claim and treat the cover as if it never existed.

Section 11: Declaration & signature

I declare that I:

- Have read and carefully considered the questions and statements in this form and that I undertake to abide by these requirements. All answers provided are true and correct.
- Have read and understood the Duty of Disclosure above and I have not withheld any information that may affect MetLife's decision as to whether or not to accept my application to vary my existing insurance cover.
- I have read and understood the Privacy Disclosure Statement entitled 'Privacy – Use and Disclosure of personal information' above and the _____ available on the Australian Ethical website. I consent to the collection, use and disclosure of my personal (including sensitive) information in accordance with the terms of these documents.
- Will provide the Australian Ethical Retail Superannuation Fund and MetLife access to the health evidence I provided to any other regulated superannuation fund and its Insurer in application for this cover and acknowledge that any non-disclosure to another regulated superannuation fund or Insurer may be acted upon by Australian Ethical Retail Superannuation Fund or MetLife.
- Agree to be bound by the terms and conditions set out in the _____ available on the Australian Ethical website.
- I understand that if my superannuation account has not received any contributions or other amounts for a continuous period of 16 months (*inactive account*), superannuation legislation will prohibit Australian Ethical Superannuation from providing me with insurance cover unless I make a *valid election*.
- I understand Australian Ethical Superannuation will not be permitted to provide Default insurance cover from 1 April 2020, if my superannuation account has not had a minimum balance of at least \$6,000 after 1 November 2019 (low balance) and/or I am under 25 years of age, unless I make a *valid election*.
- If my application is accepted, I direct Australian Ethical Superannuation to accept this application as a *valid election* to be provided with insurance cover even if my account is an *inactive account*.

- I understand this election will apply to all insurance cover through my account, including any cover for death, total and permanent disablement and income protection that I already hold in my account and that I am applying for by this application.
- I understand this election will continue to apply to my insurance cover, unless and until it is withdrawn by me in writing or over the phone. I understand that I can withdraw my election at any time.
- I also understand that I can, at any future time, decrease or cancel my insurance cover by contacting Australian Ethical Superannuation.
- I understand that if I cancel my Default TPD cover, my Death Cover will be converted to Fixed Death Cover. Fixed premium rates will apply. I acknowledge that I'll no longer hold Default Death and TPD cover.

Additionally I acknowledge that:

- If I don't fully complete this application (including by sending any required documentation, where applicable), or I do not sign and date it, I will not be eligible to vary my existing insurance cover to my account with the Australian Ethical Retail Superannuation Fund.
- The variations to my existing insurance cover will not commence until MetLife have accepted my application of which I will be notified in writing.
- The Australian Ethical Retail Superannuation Fund and MetLife may undertake appropriate enquiry and investigation to verify the answers I have provided. These enquires and investigations may be made at any time including, but not limited to, when the Australian Ethical Retail Superannuation Fund and MetLife are considering this application or in the event of a claim at that time.
- If I have chosen to cancel of insurance cover, I will no longer be insured and will need to apply and be accepted for cover by the Insurer.
- If I have chosen to reduce my cover, any request to increase my cover in the future will be subject to acceptance by the Insurer.

Signature

X

Date

D	D	M	M	Y	Y	Y	Y
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Signatory's full name (please print)

This information is of a general nature and is not intended to provide you with financial advice or take into account your personal objectives, financial situation or needs. Before acting on the information, consider its appropriateness to your circumstances and read the Product disclosure statement and Insurance Guide available at _____. You may want to seek professional advice from a licensed financial adviser before making a decision. Interests in the Australian Ethical Retail Superannuation Fund (ABN 49 633 667 743, USI AET0100AU) are offered by Australian Ethical Investment Ltd (ABN 47 003 188 930, AFSL 229949) pursuant to an arrangement with its subsidiary and the Trustee of the Fund, Australian Ethical Superannuation Pty Ltd (ABN 43 079 259 733, RSE L0001441).

Contact us

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