

Insurance variation form

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

Send your completed form to:

Australian Ethical Super, Locked Bag 20013, Melbourne VIC 3001

Email:

Important notes

Please complete this form only if you currently have insurance cover within the fund and you wish to:

- decrease, cancel or lock in (fix) the amount of your Death or Death and TPD insurance cover
- apply for additional Death and TPD units under automatic acceptance, upon provision of Default (automatic) cover
- apply for an increase in cover upon the occurrence of a life event
- decrease or cancel your Income Protection insurance cover
- change your Income Protection waiting period or benefit payment period
- change occupation or smoking category we have recorded for you

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 (automatic) cover which comprises of 3 units of Death and TPD insurance cover is provided to you when you are aged 25 and have had an account balance of \$6,000. If you are under age 25 and/or have less than \$6,000 account balance and you wish to **opt-in** for Default (automatic) cover (provided this is the first time you will 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* and opting-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. If you are applying to increase your existing cover (other than for a life event) or applying for new cover, you will need to complete the [link](#) available from our website and provide information that the insurer requires. We will 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.

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, and to manage your claims. You do not have to provide MetLife with your personal information, but if you do not do so, 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 [our website](#).

Step 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

Smoking status

Smoker

Non smoker

Step 2: Default (automatic) cover

Complete this section to cancel Default (automatic) cover, reduce your cover, apply for additional units of cover under automatic acceptance or fix your Unitised cover. Your Death cover must be equal to or greater than your TPD cover.

I wish to cancel my Death and TPD cover

I wish to cancel my TPD cover

I don't want my Death and TPD cover to commence when I reach \$6,000 and reach 25 years old.

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. Please note if you cancel your insurance within 90 days, you will not be covered and will not be able to make a claim within this period. If you are cancelling after 90 days of cover first commencing, cover will cease from the date the Fund receives your correctly completed form and premiums will be charged up to the date your cover ceases. Should you wish to apply for insurance cover at a later date, this will be subject to acceptance by the Insurer.

I wish to reduce my Death and TPD units to:

Death units; and

TPD units (Note: You cannot hold more units of TPD cover than Death cover)

I wish to transfer my existing unitised cover to a fixed sum insured:

Transfer my existing level of unitised Death and TPD cover; or the lesser amount of:

Death sum insured \$

TPD sum insured \$

Once you convert your unitised cover to a fixed amount, you cannot revert to unitised cover, or hold unitised cover at the same time.

You may be eligible to apply for up to two additional units of Death and TPD cover without needing to provide any health evidence as long as your Default (automatic) cover commences, and a superannuation guarantee contribution is received from your employer, no later than 120 days after you have joined the fund. The application for additional units must be received within 60 days of your first superannuation contribution being received by the Fund. Eligibility criteria and exclusions may apply. Please refer to the [Member Handbook](#) for additional information.

I wish to apply for an additional one (1) unit or

two (2) units of Death and TPD cover under automatic acceptance.

Step 3: Fixed Death or Death and TPD cover

Complete this section to cancel or decrease your existing fixed Death or Death and TPD cover.

I wish to cancel my fixed Death and TPD cover (Note: You cannot hold TPD cover without Death cover)

I wish to cancel my fixed TPD cover

I wish to reduce my level of cover

My new fixed Death cover is \$

My new fixed TPD cover is \$

(Note: You cannot hold TPD cover higher than your Death cover.)

Step 4: Income protection

Complete this section to cancel or change your existing Income Protection cover. Nominating a shorter waiting period, or longer benefit period will be subject to acceptance by the insurer and you may be required to provide additional medical information.

I wish to cancel my Income Protection cover

I wish to change my waiting period to 30 days 60 days 90 days

I wish to change my benefit payment period to 2 years 5 years to age 65

Step 5: Life events additional cover

Complete this section to apply for additional insurance cover upon the occurrence of one of the following life events:

- you get married
- you become a parent, including adopting a child
- your spouse dies
- you obtain a mortgage on a newly purchased property or parcel of land where you intend to reside immediately after the purchase, or immediately after building a house on the land

To be eligible for life events cover, you will need to apply to increase your cover within 60 days of the life event occurring or within 30 days of the first issue of a member statement following the occurrence of the life event. You can only apply to increase your cover due to a life event once.

An increase in insurance cover upon a life event is limited to the lesser of:

- \$200,000
- 25% of your insurance cover with the Fund at the date of the life event
- the amount of the mortgage (where relevant)

Where you have unitised cover, the increased insurance cover amount will be rounded up to the next highest full unit of cover.

I wish to apply for the maximum additional cover or the lesser amount of \$

due to the occurrence of the following life event

Certified evidence of the life event is required to validate your application. Please provide the following documentation with your completed form.

Life event	Documentation requirements
Marriage	Certified copy of the marriage certificate which must be recognised as valid under the Marriage Act 1961 (Cth)
Becoming a parent	Certified copy of the birth certificate or adoption papers
Death of a spouse	Certified copy of the death certificate
Obtaining a mortgage on a primary residence	Certified copy of: <ul style="list-style-type: none"> • statement of loan (if applicable); • stamped front page of the contract of sale; and • statutory declaration confirming the purchased property will be the primary place of residence.

Step 6: Occupation category

The category of occupation that we record for you will directly impact on the amount you pay for insurance, or the level of default insurance cover you receive. It is in your best interest to ensure that we have your occupation correctly recorded.

The following table can be used to determine your occupation category. Please review the table and then advise us of your correct occupation category. In addition to the table we will consider your actual occupation and the industry in which you are employed, and in some circumstances, your earnings to finalise your occupation category. If you don't tell us your occupation, you will be classified under Standard.

Determination of occupation category	
<p>Are your duties limited to professional, managerial, administrative, clerical or secretarial work and are these duties undertaken within an office environment at least 80% of the time?</p> <p>Do you hold tertiary qualifications relevant to your current occupation and are a member of a professional institute or registered by a government body, or are you a member of the executive leadership team at your employer?</p> <p>Do you earn an income over \$100,000 per annum?</p>	<p>If you answered yes to all three questions, your occupational category may be Professional.</p>
<p>Are your duties limited to professional, managerial, administrative, clerical or secretarial work and are these duties undertaken within an office environment at least 80% of the time?</p>	<p>If you answered yes to this question, your occupational category may be White Collar.</p>
<p>Do you perform light-manual skilled work or are you trade qualified working in a non-hazardous industry?</p>	<p>If you answered yes to this question, your occupational category may be Standard Plus.</p>
<p>Do you perform moderate to heavy manual work or operate heavy machinery?</p> <p>Do you hold tertiary or trade qualifications relevant to your current occupation?</p>	<p>If you answered yes to both of these questions, your occupational category may be Standard.</p>
<p>Do you perform heavy manual work or operate heavy machinery without trade qualifications?</p> <p>Do you work in a very high risk occupation such as interstate bus/truck driver, labourer or warehouse worker?</p>	<p>If you answered yes to either of these questions, your occupational category will be Basic.</p>

*The determination of your occupation category will be confirmed by the Fund following receipt of your application. If you hold unitised cover, your occupation category will be re-assessed in the event of a claim, but not if you hold fixed cover.

Occupation	Industry	Suggested occupation category
<input type="text"/>	<input type="text"/>	<input type="text"/>

Brief description of your duties

Step 7: 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.

Step 8: Declaration & signature

I declare that I:

- Have read and carefully considered the questions and statements in Step 2 on page 2 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 of 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 (automatic) 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.

Additionally I acknowledge that:

- If I do not 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 [www.austlii.edu.au/au/other/austrlii/au/other/australianethicalsuper/disclosure.html](#). 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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