

Transfer of insurance cover form

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

Send your completed form to:

Australian Ethical Super, Locked Bag 20013, Melbourne VIC 3001

Email:

You may be eligible to transfer any existing Death or Death and Total & Permanent Disablement (TPD) or Income Protection insurance cover you have through another regulated superannuation fund, to the Australian Ethical Retail Superannuation Fund (subject to terms and conditions set out in the [Australian Ethical Retail Superannuation Fund](#) available on the website).

Important notes

If you wish to apply to transfer your existing insurance cover you must meet all of the following criteria:

- your existing cover must be of similar nature to the cover provided under the Fund's insurance arrangements
- you are a member of the Fund
- you complete Step 1 and provide all the required details
- you answer all questions in Step 2, Personal Statement and Confirmation of Requirements; and provide the required documentation
- you sign and date the declaration contained in Step 3.

If you don't complete details about your occupation in Step 3, you will be classified as being in the occupation category "Standard", irrespective of what occupation category you were listed as having with your previous insurance.

If the transfer of your insurance cover is accepted by us, but you continue to hold the insurance cover transferred to the Fund elsewhere, then any benefit paid to you under insurance held through the Fund will be reduced by the amount of insurance cover that you continue to hold elsewhere that was the subject of your transfer cover application.

If the insurance cover you are seeking to transfer has restrictions (such as loadings or exclusions) then insurance cover accepted for transfer in the Fund will have the same restrictions applied.

If the Fund's Insurer (MetLife Insurance Limited ABN 75 004 274 882, AFSL No, 238 096) accepts your application to transfer cover, you will receive the cover as Fixed Cover and any Unitised Cover already held in the Fund will be transferred to Fixed Cover.

If you are applying to transfer cover from more than one fund, you will need to complete a separate form for each fund.

The **maximum** amount of insurance cover that you can transfer to the Fund (together with insurance cover you already hold in the Fund, or have applied to hold) is:

- for Death or Death & TPD; \$1,500,000
- for Income Protection; \$15,000 per month

Note - 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 application for insurance is accepted and any applicable conditions.

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 [www.ae.com.au/privacy](#).

Step 1: Personal details (the applicant)

Member number

Surname

Date of birth

Full given name(s)

Street number and name

Suburb

State

Postcode

Country

Home phone number

Mobile

Interest in the Australian Ethical Retail Superannuation Fund (ABN 49 633 667 743) are offered by Australian Ethical Investment Ltd (ABN 47 003 188 930, AFSL 229949) and issued by the Trustee of the Fund, Australian Ethical Superannuation Pty Ltd (ABN 43 079 259 733). USI AET0100AU.

Other superannuation fund details (the fund from which cover is to be transferred)

Name of fund

Member number

ABN

USI

This application will be considered incomplete without at least ABN or SPIN of the identifiers provided.

Smoking status

Smoker Non smoker

In order for the Fund and MetLife to consider your application to transfer your insurance cover from another regulated superannuation fund you must answer each of the following questions.

1. Please confirm (by ticking the box below) that all of the following statements are true and correct:

I agree to cancel the existing insurance cover held with my other regulated superannuation fund once the transfer to Australian Ethical Super has been completed;

I understand that if my previous insurance is not cancelled, I may not be able to make a claim with respect to the transferred insurance cover;

I acknowledge I will not be transferring the cover under the other regulated superannuation fund to any other division or section of that fund or to any other fund; and

I acknowledge I will not either effect a continuation option, or subsequently reinstate cover within the other regulated superannuation fund or any other division or associated fund.

I confirm I have never had an application for Life, TPD, Trauma or Income Protection insurance declined by an insurer.

I have also attached the **most recent superannuation statement**, confirming the level and type of cover you have under the fund you are transferring your cover from.

Step 2: Insurance cover

Important

If the transfer of your insurance cover is accepted, by us, but you continue to hold the insurance cover transferred to the Fund elsewhere, then any benefit paid to you under insurances held through the Fund will be reduced by the amount of insurance cover that you continue to hold elsewhere that was the subject of your transfer cover application.

I confirm that these statements are true and correct and agree to abide by these requirements.

Yes No

If your answer is "No", you will not be eligible to transfer your insurance cover. Please contact us and we will discuss further options available to you.

2. I confirm that my current level and type of cover under the other regulated superannuation fund is as follows:

- a. Death Cover: \$
- b. TPD Cover: \$
- c. Income Protection Cover: \$ per month
- Waiting Period: days
- Benefit Period: years

If the Waiting Period and/or Benefit Period are not available, the next nearest Waiting Period and Benefit Period will be provided.

3. Health Questions

- a. Are you restricted, due to Illness or Injury, from carrying out the identifiable duties of your current and normal occupation on a full-time basis (even if you are not currently working on a full-time basis)? Full-time basis is considered to be at least 35 hours per week.
- Yes No
- b. Have you been diagnosed with an illness that reduces your life expectancy to less than 3 years from today?
- Yes No
- c. Have you been paid, or are you eligible to be paid, or have you lodged a claim for a Total and Permanent Disablement benefit from a superannuation fund or life insurance policy?
- Yes No

If you answered "Yes" to any of the Health Questions a) through to c) you will *not* be eligible to transfer your insurance cover by this form. You will need to apply for cover by completing the Insurance Application form available from . Applications are subject to acceptance by MetLife.

- d. Is your cover under the other superannuation fund subject to any premium loading, exclusion including but not limited to pre-existing conditions exclusions, or restriction in regards to medical or other conditions?
- Yes No

If 'Yes', details can be provided below or by supplying a copy of the advice you received from the Insurer or the superannuation fund confirming your acceptance of cover subject to these additional terms. You will be advised if your transfer of cover is accepted or not.

Step 3: 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.

Occupation

Industry

Suggested occupation category

Brief description of your duties

Step 4: 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 into 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 we accept the transfer of your insurance cover, it is based on your representation that the information provided to your previous insurer was accurate and complete and that you complied with your duty of disclosure under the Insurance Contracts Act 1984 (Cth). The transferred cover will be treated as not having commenced with us if you breached your duty of disclosure or made misrepresentations in a way which would enable an insurer to exercise a remedy under that Act.

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.

Continued over

Step 5: Declaration

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 transfer my existing insurance cover to my account with the Australian Ethical Retail Superannuation Fund.
- If MetLife accepts my application to transfer my existing insurance cover, I will receive the cover as Fixed Cover and any Unitised Cover already held in the Australian Ethical Retail Superannuation Fund will be transferred to Fixed Cover.
- My replacement cover will not commence in the Australian Ethical Retail Superannuation Fund until the later of:
 - MetLife accepting my application; or
 - Cancellation of my existing insurance cover under my other superannuation fund.
- 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.
- The Australian Ethical Retail Superannuation Fund and MetLife may investigate whether any restrictions that may have applied within the terms of the policy document were applicable to the type and/or level of cover stated on my benefit statement.
- Should it become apparent to the Australian Ethical Retail Superannuation Fund or MetLife that I have not undertaken the requirements that I confirmed in Step 2 on page 2, then any insured benefit that may be payable to me, my estate or my beneficiaries from the Australian
- Ethical Retail Superannuation Fund may be reduced by the insured amount paid or payable from any other regulated superannuation fund as a consequence of my failure to abide by these conditions. This reduction in benefit will be limited to the extent that my benefit from the Australian Ethical Retail Superannuation Fund is no less than I would have been eligible to receive under the terms of the policy between the Australian Ethical Retail Superannuation Fund and MetLife had I not applied for a transfer of cover.

