

Insurance variation form

For Super members

About this form:

- MetLife will be treating this contract as a 'consumer insurance contract'.
- Please answer all the questions accurately and provide additional information wherever requested.
- The person to be insured must complete this application and initial any changes.
- As part of the overall assessment process MetLife will contact you if further information is required.

Send your completed form to:

Australian Ethical Super, Locked Bag 20013,
Melbourne VIC 3001

Or login to the member portal at australianethical.com.au/login and upload your completed form under the 'Contact Us' tab

Important notes

Please complete this form if you want to:

- cancel your existing cover or opt-out of insurance before it starts automatically
- convert your current Default 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 Cover
- 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 **Insurance Guide** 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 which is provided as 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 **Insurance Opt-in Form** 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 **Insurance Guide** 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 Cover, or applying for new cover, you will need to complete the **Insurance Application Form** 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 the form is necessary for MetLife to provide you with the products and services you have requested from MetLife. 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 metlife.com.au/privacy.

Duty to take reasonable care not to make a misrepresentation - Important information before commencing this application

There is a duty to take reasonable care not to make a misrepresentation when applying for insurance. Before answering the questions in this application form it is important that the person answering the questions carefully reads the 'Duty to take reasonable care not to make a misrepresentation' section on page 7 of this form which explains the duty, the consequences of not complying with the duty, and guidance for answering the questions. If the duty is not complied with, MetLife may be able to avoid or change cover; this means a benefit may not be able to be claimed or the amount we pay may be reduced.

Section 1: Personal details (the applicant)

Member number

Title

Mr Mrs Ms Miss Other, please specify

Full given name(s)

Surname

Date of birth (DD/MM/YYYY)

Sex at birth

Male Female

Residential address

Address

City

State

Postcode

Country

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 **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.

Section 3: Your smoking 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 to Fixed 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 your cover** of this form, you will need to complete this section to nominate your smoker status.

Section 4: Cancel your 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 Cover 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
- 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 Cover before it starts automatically

Please note that by selecting this option, you have opted out of receiving Default Death and TPD Cover once you meet the eligibility criteria (aged 25 and under 65 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

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 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 3. Your Smoker Status** of this form
- any restrictions that applied to your Default 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 Default Cover in the future

I want to convert my Default 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 [Insurance Application Form](#) available from our website add the following or by logging into the member portal. Your application will be 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 Default Cover and you reduce your cover, your Default Cover will automatically be converted to **Fixed Cover**. You'll need to complete **Section 3. Your smoking 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 [Insurance Application Form](#) available from our website or by logging into the member portal.

Section 9: Life Events Cover

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 Life Events Cover 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 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 once.

Step 1: Eligibility check

- a. Have you ever claimed, or are you considering claiming, any sickness, accident, disability or life insurance benefits, worker's compensation, or any other benefits for illness or injury? Yes No
- b. Have you been diagnosed with an illness that, in the opinion of a medical professional, reduces your life expectancy to less than 24 months? Yes No
- c. Has an application for Life, Trauma, Total & Permanent Disability (TPD), Income Protection (IP) or Disability Insurance on your life ever been declined or deferred? 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 Cover. You can apply for additional cover by completing the [Insurance Application Form](#) available from our website add or by logging into the member portal. Your application will be subject to the Insurer's acceptance.

Step 2: Details of Life Event

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

Life event	Documentation requirements
<input type="checkbox"/> Marriage	Certified copy of the marriage certificate which must be recognised as valid under the <i>Marriage Act 1961</i> (Cth)
<input type="checkbox"/> Divorce	A certified copy of the Decree Nisi (divorce order)
<input type="checkbox"/> 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
<input type="checkbox"/> 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
<input type="checkbox"/> 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 Default Cover, the increased cover amount will be converted to a multiplier rounded down to the nearest 0.05.

I wish to apply for:

maximum additional cover **OR** the lesser amount of \$

Section 10: Information from the Insurer (MetLife) - The duty to take reasonable care not to make a misrepresentation

When you apply for life insurance, we will ask you a number of questions. Our questions will be clear and specific. They will be about things such as your health and medical history, occupation, income, lifestyle, pastimes, and other insurance. The answers given in response to our questions are very important. We use them to decide if we can provide cover to you and, if we can, the terms of the cover and the premium we will charge.

- ❗ Care must be taken to answer all questions we ask as part of your insurance application honestly and accurately. Otherwise, you may not be able to rely on your insurance when it's needed the most.

The duty to take reasonable care

When applying for insurance, there is a duty to take reasonable care not to make a misrepresentation. A misrepresentation could be made if an answer is given that is false, only partially true, or that does not fairly reflect the truth. This means when answering our questions, you should respond fully, honestly and accurately. The duty to take reasonable care not to make a misrepresentation applies any time you answer our questions as part of an initial application for insurance, an application to extend or make changes to existing insurance, or an application to reinstate insurance. You are responsible for all answers given, even if someone assists you with your application. We may later investigate the answers given in your application, including at the time of a claim.

Consequences of not complying with the duty

If there is a failure to comply with the duty to take reasonable care not to make a misrepresentation, it can have serious consequences for your insurance, such as those explained below:

Potential consequences	Additional explanation	Impact on claims
Your cover being avoided	This means your cover will be treated as if it never existed	Any claim that has been made will not be payable
The amount of your cover being changed	Your cover level could be reduced	If a claim has been made, a lower benefit may be payable
The terms of your cover being changed	We could, for example, add an exclusion to your cover meaning claims for certain events will not be payable	If a claim has been made for an event that is now excluded, it will not be payable

If we believe there has been a breach of the duty to take reasonable care not to make a misrepresentation, we will let you know our reasons and the information we rely on and give you an opportunity to provide an explanation. In determining if there has been a breach of the duty, we will consider all relevant circumstances. The rights we have if there has been a failure to comply with the duty will depend on factors such as what we would have done had a misrepresentation not been made during your application process and whether or not the misrepresentation was fraudulently made. If we decide to take some action on your cover, we will advise you of our decision and the process to have this reviewed or make a complaint if you disagree with our decision.

Guidance for answering our questions

When answering our questions, please:

- Think carefully about each question before you answer. If you are unsure of the meaning of any question, please ask us before you respond.
- Answer every question that we ask you.
- Do not assume that we will contact your doctor for any medical information.
- Answer truthfully, accurately and completely. If you are unsure about whether you should include information, please include it or check with us.
- Review your application carefully. If someone else helped prepare your application (for example, your adviser), please check every answer (and make corrections if needed) before the application is submitted.

Other important information

Your application for cover will be treated as if you are applying for an individual 'consumer insurance contract'. For this reason, the duty to take reasonable care not to make a misrepresentation applies. Before your cover starts, we may ask about any changes that mean you would now answer our questions differently. As any changes might require further assessment or investigation, it could save time if you let us know about any changes when they happen. If after the cover starts, you think you may not have met your duty, please contact us immediately and we'll let you know whether it has any impact on the cover.

It's important that you understand this information and the questions we ask, so if you have any queries please contact the fund on 1800 021 227.

Section 11: Declaration & signature

Declaration

- I have read and understand the Duty to take reasonable care on page 7 and understand that this duty applies any time I answer MetLife's questions as part of an application for insurance.
- I declare the answers to the questions are true, complete and accurate, and I have not deliberately withheld any information relevant to this application.
- I agree to be bound by the terms and conditions set out in the MetLife Group Insurance Policy.
- I have read and understood the Privacy Disclosure Statement entitled 'Privacy - Use and Disclosure of personal information' on page 2 of this form. I consent to the collection, use and disclosure of my personal (including sensitive) information in accordance with the terms of the Privacy Disclosure Statement.
- I understand that cover under a policy does not begin until acceptance by the insurer, of which I will be notified in writing.
- I have read the insurance section of the current Product Disclosure Statement.
- Agree to be bound by the terms and conditions set out in the [Insurance Guide](#) 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 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 my 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.
- I understand that before making any financial decision it's important for me to evaluate the appropriateness of insurance to my financial circumstances, needs and objectives. I have considered the cost of cover over time as this may impact the amount of money I end up with in retirement (noting that the cost of my insurance is taken out of my superannuation balance).

Signature

Member's full name (please print)

Date (DD/MM/YYYY)

 If you have any questions, please contact Australian Ethical Super on 1800 021 227.

Australian Ethical Superannuation Pty Ltd (ABN 43 079 259 733, RSE L0001441, AFSL 526 055),
Trustee of the Australian Ethical Retail Superannuation Fund (ABN 49 633 667 743, USI/SPIN AET0100AU)

T 1800 021 227 | W australianethical.com.au