

Transfer your insurance

* Indicates that providing this information is mandatory. Not doing so may delay the processing of your request.

When completing this form use all capital letters eg and check boxes with a cross eg

Apply online for fastest response – simply login at vicsuper.com.au and complete the application.

Instructions:

- This form must be completed by the person to be insured
- Any changes to the form must be initialled
- Answer all questions as accurately as you can

Important information

Transferring your other insurance

Please take the time to read through the eligibility requirements to transfer your insurance.

Income Protection

If you have income protection cover through another superannuation fund, including a self-managed super fund, you may be able to **replace** any existing income protection insurance cover you have with VicSuper with your transferred cover. Any existing income protection cover you have with VicSuper will be cancelled.

An individual retail policy cannot be transferred to your VicSuper account.

Transferred cover for income protection will be rounded up to the nearest unit.

Death and TPD

If you have death only or death and TPD cover through another superannuation fund, including a self-managed super fund, you may be able to replace or increase your cover under this policy up to certain cover limits.

An individual retail policy cannot be transferred to your VicSuper account.

Transferred cover for death only or death and TPD plus any existing cover you hold under this policy will be automatically converted to fixed cover. You cannot have a combination of unit based and fixed cover. You can apply to have your cover converted to unit based at a later time if you wish.

Important

Do not cancel your existing insurance cover or close your account with your current fund/insurer until you receive confirmation in writing from VicSuper that your insurance transfer has been approved. If existing cover is already cancelled it cannot be transferred. Transferred cover will commence on the date your application is accepted.

Eligibility to transfer cover

To be eligible to transfer cover you must:

- be under 60 years of age
- be *at work* on the date you apply (see definition of “at work” below)
- meet the eligibility requirements in Step 4.

To be considered “*at work*” you need to be either

- performing all your normal and usual duties of paid employment without restriction (or would have been if it wasn't a public holiday or weekend, or on approved leave for reasons other than illness or injury), or
- if you're not in paid employment you must be capable of being able to carry out the duties of your usual occupation for at least 35 hours per week without restriction by illness or injury,

AND

you are not receiving, or claiming and/or entitled to claim income support benefits from any source including (but not limited to) workers' compensation benefits, statutory accident benefits and disability income benefits.

Limitations and conditions of transfers

The following conditions will apply to any cover that is transferred:

For Income Protection

- The maximum amount of cover that can be transferred is \$15,000 per month (or 30 units).
- The transferred cover will be rounded up to the next whole unit (that is, to the next \$500) per month.
- Where the waiting period that applies under the former super fund cannot be matched under this policy, the next longest waiting period available will apply. For example if the cover to be transferred has a waiting period of 45 days, your transferred cover under VicSuper will have a 60 day waiting period. If the waiting period is more than 90 days it cannot be transferred.

Important information
(continued)

- Where the benefit period that applies under the former super fund cannot be matched under this policy, the next shortest benefit period available will apply. For example, if the cover to be transferred has a benefit period to age 60, your transferred cover under VicSuper will have a 5 year benefit period. If the benefit period is less than 2 years it cannot be transferred.
- IP cover cannot be transferred if
 - it is subject to a loading of more than 150%, or
 - has more than 3 exclusions, or
 - has a combination of loadings and exclusions equal to more than 150% (where each exclusion is worth 50%).
- Any individual exclusions, restrictions and premium loadings which applied to the cover in the former super fund will apply under this policy, until they expire according to their terms.

For Death and TPD

- The maximum amount of cover that can be transferred is \$2 million for Death cover and \$1.5 million for TPD cover.
- The transferred cover, together with any other cover provided under your policy cannot exceed \$3.5 million for Death cover and \$2.5 million for TPD cover.
- Death cover cannot be transferred if it is subject to a loading of more than 200%.
- TPD cover cannot be transferred if
 - it is subject to a loading of more than 150%, or
 - has more than 3 exclusions, or
 - has a combination of loadings and exclusions equal to more than 150% (where each exclusion is worth 50%).
- Any individual exclusions, restrictions and premium loadings which applied to the cover in the former super fund will apply under this policy, until they expire according to their terms.

Important

Following confirmation by us accepting your transferred cover, you **must cancel the cover with the former super fund** and not reinstate it or continue it through another insurance arrangement. The Insurer reserves the right to see evidence of this cancellation at any time. If you do not cancel the cover with the former super fund, the Insurer will not pay a benefit on the amount of the transferred cover.

Your privacy as a member of VicSuper

The personal information you provide in this form is collected by and held by **VicSuper** to administer your insurance within your VicSuper FutureSaver account. If you do not provide the requested information, we may be unable to process your insurance application or properly administer your insurance. Your personal and sensitive information will only be disclosed to VicSuper staff as required, MetLife Insurance Limited and/or our legal or other professional advisors if reasonably necessary.

The VicSuper Privacy Policy and the MetLife Privacy Policy provide information about overseas disclosure of personal information, how you may access and seek correction of your personal and sensitive information as well as how you can make a complaint about a breach of the Australian Privacy Principles or the *Privacy Act* 1988. You can access the VicSuper Privacy Policy at vicsuper.com.au/privacy and the MetLife Privacy Policy at www.metlife.com.au/privacy.

Duty of Disclosure – Important information before you begin this application

You have a duty of disclosure when applying for insurance. If you do not comply with your duty of disclosure, VicSuper's insurer may avoid or vary your cover. This means you may not be able to claim your benefit or the amount you will receive may be reduced. Before answering the questions contained in this application form, it is important that you carefully read the Duty of Disclosure section of this form (see Step 3) which explains what you must disclose and the effect if you do not comply with your duty of disclosure.

Step 1: Personal details

Member number*	<input type="text"/>
Member type	<input type="checkbox"/> PersonalSaver <input type="checkbox"/> EmployeeSaver
Title*	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (please specify) <input type="text"/>
Given name/s*	<input type="text"/>
Surname*	<input type="text"/>
Postal address*	<input type="text"/>
	<input type="text"/> Postcode <input type="text"/>
Residential address*	<input type="text"/>
(if the same as your postal address, mark 'AS ABOVE')	<input type="checkbox"/>
	<input type="text"/> Postcode <input type="text"/>
Daytime phone number*	<input type="text"/>
Date of birth*	<input type="text"/>
	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female

Step 1:
Personal details
(continued)

Email*

By providing your email address you are agreeing to receive communications from VicSuper via email, or via VicSuper MembersOnline. You can change or further customise how you receive your communications from VicSuper at any time by logging into VicSuper MembersOnline or calling the Member Centre on **1300 366 216**. If you are not registered for VicSuper MembersOnline you can register online. Some correspondence cannot be sent electronically so you may still receive some communications from VicSuper in the post.

Providing a personal email address rather than a work email address ensures we can contact you even if you change employers.

Step 2:
Provide details of
your insurance
cover outside
of VicSuper

By completing this form you are agreeing to transfer your insurance only.
If you wish to transfer your benefits or balance to VicSuper please read the VicSuper FutureSaver Product Disclosure Statement and Member Guide, and complete the *Roll over your super to VicSuper Fund* form.

Transfer from

Super fund/Insurer name*

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Member number/client number*

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Super fund/Insurer address

Postcode

--	--	--	--	--	--

Super fund phone number

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Income Protection

Income protection cover that is transferred **replaces** any existing cover you have with VicSuper, including benefit amount, waiting period and benefit period. **Cover cannot be added together.**

Please provide details of your cover to be transferred below.

Amount to be transferred

\$									
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 (per month)

Transferred waiting period

--	--	--

 days

Transferred benefit period

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Death and TPD cover

I wish to

Increase my cover with VicSuper by adding my transferred cover to existing cover (within cover limits).

Replace my cover under this policy up to the transferred cover amount

The amount of insurance cover

\$									
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Death only

I wish to transfer:

\$									
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Death & TPD cover

You must obtain and attach a statement or letter from your Super fund/Insurer that is no more than 6 months old from the date of issue, confirming the type and level of cover, and full details of any premium loadings, restrictions, exclusions or any other special conditions applicable to the cover, including pre-existing conditions exclusions, limited cover or new events cover (as applicable). This is also known as a 'certificate of currency'.

Step 3: Duty of disclosure

What you need to tell us

When you apply for insurance, and up until the Insurer accepts your application, you have a duty to tell us anything you know, or could reasonably be expected to know, that may affect the Insurer's decision to insure you and the terms of your insurance. This means answering all the questions in the application honestly, making sure you include all the information we ask for. If you had already given us some of the information we have asked for before completing this form, you will still need to tell us this information again when completing this form.

If anything changes or you remember more information while we're processing your application you'll need to let us know.

If you want to change your insurance cover at any time, extend it or reinstate it, you'll also have the same duty at that time to tell us anything that may affect the Insurer's decision to insure you.

If you don't tell us something

If you don't give all the required information and the missing information would have affected the decision to insure you or the terms of your insurance, the Insurer may:

- **Treat your cover as if it never existed** – the Insurer can only do this within three years of your cover starting. If your failure to tell us was fraudulent, the three (3) year time limit does not apply.
- **Reduce the amount you've been insured for** – to take into account the premium you would have had to pay if you had told us everything you should have. For Death cover the Insurer can only reduce cover within three years of your cover starting.
- **Vary your cover** – to take into account the information you didn't tell us and put the Insurer in the same position as they would have been if you had told us. Variations could mean that waiting periods and exclusions may be different. We don't make variations to Death cover.

Your total insurance cover forms one insurance contract with the Insurer. If you don't give us all the required information, the Insurer may treat your different types of cover as separate contracts when it takes action to address this.

It's fraudulent to deliberately leave out required information or give us incorrect information. In these situations, the Insurer may refuse to pay a claim and treat your insurance cover as if it never existed.

You don't need to tell us anything:

- that reduces the Insurer's risk
- that is common knowledge
- the Insurer knows or should know as an insurer, or
- the Insurer told you that you don't need to tell us.

Step 4: Your personal statement

1. Are you under age 60 and *at work* on the date you are applying for this insurance transfer? Yes No
2. Are you legally permitted to reside and work for reward in Australia? Yes No
3. Are you restricted, due to illness or injury from carrying out any of 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
4. Are you contemplating or have you ever made a claim for or received sickness, accident or disability benefits, Workers' Compensation, or any other form of compensation due to illness or injury? Yes No
5. Have you been restricted from work or unable to perform any of your regular duties for more than 10 consecutive days over the past 12 months due to illness or injury (other than for colds or flu)? Yes No
6. Have you been diagnosed with an illness that in a doctor's opinion reduces your life expectancy to less than 2 years? Yes No
7. Are you currently contemplating any medical treatment or advice for any illness or injury for which you have not previously consulted a medical practitioner or an existing illness or injury, which appears to be deteriorating? Yes No
8. Have you had an application for Life, TPD, Trauma, Income Protection insurance declined by an insurer? Yes No
9. Is your cover under the former insurer subject to any premium loadings and/or exclusions, including but not limited to pre-existing condition exclusions, or restrictions in regards to medical or other conditions? Yes No

If yes, please provide details. If you need more space, please provide additional information on the back page of this form.

Step 4:
Your personal
statement
(continued)

If you answer 'No' to question 1 or 2, or answer 'Yes' to any of the questions 3 to 8 above, you will not be eligible to transfer your existing insurance cover from the transferring fund to VicSuper. Please call VicSuper's Member Centre on **1300 366 216** for details.

Transferred cover will be accepted on the basis that you comply with each of the agreed terms and declaration below. Failure to do so will invalidate the transfer and in the event of a claim the transferred cover will not be paid.

Step 5:
General consent
& Sign

You must read and acknowledge the General Consent by signing below -

- The information that I have supplied in this form is true in all particulars.
- I have read and understood the *Insurance Handbook* and understand the implications of the selection(s) that I have made.
- I am currently employed or self-employed for at least 14 hours per week (only relevant if you are transferring income protection cover).
- I understand I must cancel the existing insurance cover being transferred from the other fund following confirmation from VicSuper that my transfer has been approved.
- I will not transfer the cover I am transferring to any other super fund or insurer, I will not exercise a continuation option, or subsequently reinstate any cancelled cover within the transferring fund or any other fund or insurer.
- I understand that all cover, including all transferred cover and any existing cover with VicSuper, will be subject to the terms and conditions relating to insurance provided by VicSuper.
- I understand that I have a duty to disclose all relevant information to VicSuper and the Insurer and I authorise my employer and any hospital or doctor (or other person who has treated or examined me) to give VicSuper and the Insurer any information they require in relation to my employment and medical history. I agree that a photocopy or electronic version of this authorisation shall be considered as effective as a hard copy original.
- I understand that my right to receive benefits under the insurance policies is dependent on meeting the conditions of the policies, meeting a condition of release under the *Superannuation Industry (Supervision) Act 1993 (Cth)* and the Insurer approving my claim.
- I understand that death and death and TPD cover ceases at age 70 and that income protection cover ceases at age 65.
- I understand that if I transfer death and TPD cover, any existing unit-based cover I have at VicSuper will be automatically converted to fixed cover upon approval of my transfer.
- I understand that fixed TPD component of my cover will reduce by 10% per annum between the ages of 61 and 68. From my 68th birthday TPD benefits will remain at 20% of my cover value through to age 70 when cover ceases.
- I understand that cover will only be provided if there are sufficient funds in my FutureSaver account at all times to pay for the premiums.
- I understand that if I close my FutureSaver account in the future all cover will cease and there is no option to continue my previous insurance cover provided by the Insurer.
- I have read the VicSuper privacy policy available at vicsuper.com.au/privacy and the MetLife Privacy Policy available at www.metlife.com.au/privacy, and I consent to the collection, use and disclosure of my personal (including sensitive) information in accordance with the terms of these documents.

Given name/s*

Surname*

Signature*

Date*

Step 5:
Send your form
to VicSuper

Send your completed form to VicSuper along with any supporting documentation

VicSuper
GPO Box 89
MELBOURNE VIC 3001

Please **do not fax this form**. VicSuper will not process any changes to your cover received via fax as we must receive the original form to make changes to your cover.

Insurance cover outlined in the form is provided under group life insurance and group income protection policies issued and underwritten by MetLife Insurance Limited ABN 75 004 274 882 AFSL NO. 238 096

VicSuper Pty Ltd ABN 69 087 619 412 AFSL 237333 is the Trustee of VicSuper Fund ABN 85 977 964 496