

Application to convert between unitised and fixed cover form

EMPLOYER SPONSORED MEMBERS ONLY (AS APPLICABLE)*

Please ensure that you have read all the details regarding this option in legalsuper's *Superannuation Product Disclosure Statement (PDS)* and *Employer Sponsored Super & Personal Super Additional Information Guide* before completing this form. The instructions you provide in this form override any previous instructions you have given to legalsuper.

Please use **BLOCK LETTERS** and **BLACK INK** when completing this form.

* Please note that the whole or only parts of this form may not be applicable to you if your employer entered into a separate Death, Total and Permanent Disablement (TPD) and/or Salary Continuance insurance arrangement with the Trustee. We will let you know if separate insurance arrangements apply to you and provide you with a copy of your employer's *Insurance Booklet*. You should read your employer's *Insurance Booklet* to determine if this whole form or only parts of it are applicable to you.

Return this completed form to either:

Email: mail@legalsuper.com.au
OR

Post: legalsuper
Locked Bag 5081
Parramatta NSW 2124
Phone: 1800 060 312

When to use this form

Please complete this form if you are an Employer-Sponsored insured member of legalsuper who wishes to convert your current level of:

- unitised Death only or Death and Total and Permanent Disablement (TPD) cover to a Fixed Cover; or
- fixed Death only or Death and TPD cover to age-based Unitised cover.

You can only apply to convert your cover if you are:

- an insured member who is an Employer-sponsored member; and
- converting all your Fixed Cover to Unitised cover, or vice versa (i.e. you can not have a combination of both Unitised cover and Fixed Cover); and
- converting to Fixed Cover, and are aged less than 80 years (for Death only) and less than 70 years (for Death and TPD).

If you convert your cover from Fixed Cover to Unitised cover, your cover will be rounded up to the next whole unit. If you convert your cover from Unitised cover to Fixed Cover, your cover will be rounded up to the next \$10,000 of cover. For details on how your converted cover is calculated and the insurance fee that will apply, please refer to the legalsuper PDS and *Employer Sponsored Super & Personal Super Additional Information Guide* in respect of an Employer-sponsored member, available at legalsuper.com.au

What is the difference between fixed cover and unitised cover?

If your cover is fixed Death or Death and TPD cover, it means that the amount of your cover remains the same irrespective of changes in your age, but the insurance fee will generally increase on each birthday.

If your cover is unitised Death or Death and TPD cover, it means that your insured benefit is based on a number of units, where one unit represents a set amount which depends on how old you are. With Unitised cover the cover amount changes each year as you age.

The duty to take reasonable care

When applying for insurance, there is a legal duty to take reasonable care not to make a misrepresentation to the Insurer. To meet this duty, you must also take reasonable care not to make such a misrepresentation.

A misrepresentation is a false answer, an answer that is only partially true, or an answer which does not fairly reflect the truth.

This duty also applies when extending or making changes to existing insurance, and reinstating insurance.

If you do not meet your duty

Not meeting your legal duty can have serious impacts on your insurance. Your cover could be avoided (treated as if it never existed), or its terms may be changed. This may also result in a claim being declined or a benefit being reduced.

Please note that there may be circumstances where the Insurer later investigates whether the information given to them was true. For example, they may do this when a claim is made.

About this application

When you apply for life insurance, the Insurer conducts a process called underwriting. It's how they decide whether they can provide cover, and if so on what terms and at what cost.

The Insurer will ask questions they need to know the answers to. These will be about personal circumstances, such as your health and medical history, occupation, income, lifestyle, pastimes, and current and past insurance. The information given to them in response to their questions is vital to their decision.

When you apply for insurance benefits through a superannuation fund or ask to extend or make changes to existing insurance benefits, we may pass on to the Insurer personal information you provide to them. You also therefore need to take reasonable care not to make a misrepresentation when providing this information to us.

Guidance for answering our questions

You are responsible for the information you provide to the Insurer. When answering their questions, you should:

- think carefully about each question before answering. If you are unsure of the meaning of any question, please ask them before you respond.
- answer every question.
- answer truthfully, accurately and completely. If you are unsure about whether you should include information, please include it. Please don't assume the Insurer will ask others such as your doctor.
- review your application carefully. If someone else helped prepare your application (for example, your adviser), please check every answer (and if necessary, make any corrections).

Changes before your cover starts

Before your cover starts, please tell the Insurer about any changes that mean you would now answer our questions differently. It could save time if you let them know about any changes as and when they happen. This is because any changes might require further assessment or investigation.

Notifying the Insurer

If, after the cover starts, you think you may not have met your duty, please tell them immediately and the Insurer will let you know whether it has any impact on the cover.

Telephone contact

After you submit your application, the Insurer may contact you by phone to collect any information missing from your application. The information you provide will be recorded and used in the assessment of your application for insurance cover. The need for you to take reasonable care not to make a misrepresentation to the Insurer before the contract of insurance is entered into also applies during any phone contact with them.

If you need help

It's important that you understand this information and the questions the Insurer asks. Ask them for help if you have difficulty answering their questions or understanding the application process.

If you're having difficulty due to a disability, understanding English or for any other reason, they are here to help and can provide additional support for anyone who might need it. You can have a support person you trust with you.

What can we do if the duty is not met?

If you do not take reasonable care not to make a misrepresentation, there are different remedies that may be available to the Insurer. These are set out in the Insurance Contracts Act 1984 (Cth). They are intended to put the Insurer in the position they would have been in if the duty had been met.

For example, the Insurer may do one of the following:

- avoid the cover (treat it as if it never existed)
- vary the amount of the cover
- vary the terms of the cover.

Whether they can exercise one of these remedies depends on a number of factors, including all of the following:

- whether you took reasonable care not to make a misrepresentation. This depends on all of the relevant circumstances. This includes how clear and specific their questions were and how clear the information they provided on the duty was
- what the Insurer would have done if the duty had been met – for example, whether they would have offered cover, and if so, on what terms
- whether the misrepresentation was fraudulent
- in some cases, how long it has been since the cover started.

Before they exercise any of these remedies, the Insurer will explain their reasons, how to respond and provide further information, and what you can do if you disagree.

The questions that you answer in section 1. of this form must be answered on the same day that you sign and date this form. This form will not be accepted if it is unsigned and undated.

1. Screening Questions

If you answer YES to any of these Screening Questions you cannot proceed with this application and will need to apply for cover by completing the Personal Statement, available online at legalsuper.com.au/forms

IMPORTANT: Your responses to the questions below will be checked at the time you make a claim. Therefore, you must answer all questions truthfully and accurately. If you don't, any insurance cover you receive under this application may later be reduced or refused. Please read the information on the duty to take reasonable care not to make a misrepresentation in this form.

- Other than for cold, flu, minor upper respiratory tract infection or minor headache:
 - Are you now off work due to illness or injury? ☐ Yes ☐ No
 - Have you been absent from work for 7 consecutive calendar days in the last 12 months due to illness or injury? ☐ Yes ☐ No
- Have you been diagnosed with a medical condition that is expected to reduce your life expectancy to less than 24 months from today? ☐ Yes ☐ No
- Have you ever had an application for life, trauma or disability insurance declined, deferred, accepted with a premium loading (other than for smoking) or issued with a restriction or exclusion? ☐ Yes ☐ No

- Other than for cold, flu, minor upper respiratory tract infection or minor headache, do you have a medical condition for which you take or have been advised to take medication or undergo any other form of medical treatment? ☐ Yes ☐ No
 - Are you currently under investigation or been advised to undergo investigations for any medical condition or symptom? ☐ Yes ☐ No
- Are you currently prevented from performing all the usual duties of your occupation on a full-time basis of at least 30 hours per week due to illness or injury (even if you are currently working less than 30 hours per week for non-medical reasons)? ☐ Yes ☐ No
 - Have you ever made or are you entitled to make a claim for:
 - Any TPD benefit from any source, or ☐ Yes ☐ No
 - Other than any TPD claim disclosed in question 6a, any type of sickness, accident or disability benefit(s), Workers' Compensation or any other form of compensation (including Centrelink payments) due to illness or injury? ☐ Yes ☐ No

2. Membership details

legalsuper Membership Number (if known)

☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ Justice

Gender

☐ Male ☐ Female

Surname

Given Names

Date of birth (dd/mm/yyyy)

Postal Address

Town or Suburb

State

Postcode

Telephone number

Mobile number

Email

Occupation

☐ Judge ☐ Barrister ☐ Solicitor/Lawyer

☐ Management Staff ☐ Administration/Support Staff

☐ Other (please specify)

3. Type of cover conversion

Select which of the options applies to you:

My existing cover is Unitised and I wish to switch the entire amount of my cover to Fixed Cover. I understand my Unitised cover will be converted to an equivalent amount of Fixed Cover, rounded up to the next \$10,000 of cover.

OR

My existing cover is Fixed Cover and I wish to switch the entire amount of my Fixed Cover to Unitised cover.
I understand my Fixed Cover will be converted to an equivalent amount of units rounded up to the next whole unit.

4. Declaration and signature

I declare that:

- If I do not complete this form correctly, do not sign and date this declaration, my application will not be considered by the Insurer.
- I have read and understood the insurance information contained in the most recent version of legalsuper's Superannuation Product Disclosure Statement, Employer Sponsored Super & Personal Super Additional Information Guide (available at legalsuper.com.au) and, if applicable to me, the Insurance Booklet related to my employer's insurance arrangements with the Trustee.
- I have read and understood my duty to take reasonable care not to make a misrepresentation and the consequences of not meeting the legal duty and answering all questions truthfully and completely.
- I have read the Insurer's Privacy Statement set out in Section 5 of this form (the Insurer's Privacy Policy details how they manage personal information and is available at zurich.com.au/important-information/privacy). I consent to the Insurer collecting, using, storing and disclosing my personal information (including health and other sensitive information) to assess and process my application, as well as to manage and administer my insurance in accordance with the Insurer's Privacy Statement. I understand that the Insurer may not be able to process my application or administer the policy without this consent.
- If I have provided information about another person in this application, I declare that I have the consent of that person to do so. I understand that the Insurer requires me to inform the person concerned that I have done so and direct them to the Insurer's Privacy Policy which is located at zurich.com.au/important-information/privacy.

- I understand that the change to my insurance will not become effective until the Insurer has accepted my application in writing.
- I understand that changes to insurance fees will apply and insurance deductions from my account will be adjusted.
- The answers that I have provided to all questions in this form are true and correct (including those not in my own handwriting).

Member's signature

Date (dd/mm/yyyy)

5. Privacy Statement of Zurich Australia Limited

We collect your personal information (including health and other sensitive information) from you in order to manage and administer our products and services. Without your personal information, we may not be able to process your application or provide you with the products or services you require.

We are committed to ensuring the confidentiality and security of your personal information (including health and other sensitive information).

Our Privacy Policy details how we manage your personal information and is available on request or may be downloaded from zurich.com.au/important-information/privacy