

# Insurance Guide

Prepared and issued on 17 September 2018

Along with this document, make sure you read the *Product Disclosure Statement* and important information in the *Investment Guide* and the *How GuildSuper Works Guide*, which includes detail on:

- fees and other costs (including investment fees)
- how to grow your account, and
- how your super is taxed.

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## Forms

Application for Insurance  
 Update Your Occupational Classification form  
 Insurance Transfer form  
 Insurance Boost form  
 Life Events Top-Up form  
 Reduce or Cancel Your Insurance Cover form



The important information in this document forms part of the GuildSuper *Product Disclosure Statement* dated 17 September 2018. It provides more detail to help you understand and get the most from your GuildSuper membership.

Rating issued by Chant West Pty Limited ABN 75 077 595 316 AFS Licence No. 255320. For further information about the methodology used by Chant West, see [www.chantwest.com.au](http://www.chantwest.com.au). Chant West has given its consent to the inclusion in this Product Disclosure Statement of the references to Chant West and the inclusion of the logos and ratings provided by Chant West in the form and context in which they are included.



## Important information

Under the law and the Fund's Trust Deed, the Trustee reserves the right to change GuildSuper's product specifications and terms. While very comprehensive, this Guide does not cover every situation that may arise. The Trust Deed, superannuation law and any insurance policy taken out by the Trustee sets out your rights and entitlements. Whether you have insurance cover and, if so, whether you are entitled to the payment of an insured benefit, depends on the full terms and conditions of our Insurer's insurance policies. The full terms and conditions in the insurance policies take precedence over this Guide and the PDS.

Insurance cover is provided to eligible GuildSuper members under a contract of insurance (policy) between the Trustee and MetLife Insurance Limited ABN 75 004 274 882, AFS Licence No. 238096 (referred to as 'our Insurer' throughout this Guide).

The Trust Deed requires the Trustee to comply with superannuation law and any other relevant laws and gives the Trustee the power to do anything necessary to comply with the law, including limiting or adjusting benefits.

GuildSuper is a regulated superannuation fund within the meaning of the *Superannuation Industry (Supervision) Act 1993 (SIS)* and is not subject to a direction under section 63 of SIS.

As a member you can request to see information you may reasonably need (and is publicly available) to make a decision in relation to GuildSuper. For example you can request to see GuildSuper's:

- Trust Deed
- Insurance policy documents
- Financial Statements, and
- Annual Report.

You can request these documents from GuildSuper.

The information in this Guide is general information only and doesn't take into account your personal financial situation or needs. You may wish to consult a licensed financial adviser to obtain financial advice tailored to suit your personal circumstances. You can access financial advice under arrangements established by the Trustee (adviser fees may apply for personal advice). Further information is provided in this Guide and in the *Fees and other costs* section of the *How GuildSuper Works Guide*.

## Trustee and Issuer:

Issued by Guild Trustee Services Pty Limited ABN 84 068 826 728 AFS Licence No. 233815 RSE Licence No. L0000611 as Trustee of the Guild Retirement Fund ABN 22 599 554 834 (which includes GuildSuper and Child Care Super) MySuper Authorisation No. 22599554834526. SPIN GLD0001AU. GuildSuper insurance is provided by MetLife Insurance Limited, ABN 75 004 274 882 AFS Licence No. 238096. Personal Financial Advice is provided by Mercer Financial Advice (Australia) Pty Ltd ABN 76 153 168 293 AFS Licence No. 411766. SUPERSUPER™ is provided by Loyalty Corp Australia Services Pty Ltd ABN 39 615 958 873.

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# What's in this Guide?

This Guide provides helpful information about topics that are important for GuildSuper members to consider. Along with the *Product Disclosure Statement (PDS)*, the *Investment Guide* and the *How GuildSuper Works Guide* it aims to provide you with the information you need to make informed decisions about your super savings.

If you do not already have a copy of the *PDS* you can request one from GuildSuper. These documents are important and the following provides a snapshot of what they contain:

## Inside this Guide

**This Guide describes the main features of the insurance cover provided by our Insurer including a summary of the key terms and conditions and eligibility criteria. For information about all of our Insurer's terms and conditions refer to the insurance policy documents available from GuildSuper.**

It will help you decide whether:

- to retain any insurance cover you obtain with your GuildSuper account, or
- to exercise any insurance options available to you, for example, whether to apply for additional insurance and how much that will cost.

It also provides important information about other benefits and services available to you and how GuildSuper operates. This information is subject to change. You should read the latest version of this Guide before making any decisions.



## The PDS

**You should also read the *PDS* because it contains important information about:**

- How super works
- Benefits of investing in GuildSuper
- Risks of super
- How GuildSuper will invest your money if you do not make your own choice
- What we charge (fees and costs)
- How super is taxed
- What insurance cover you may receive automatically
- How to open a GuildSuper account



## The *Investment Guide* and *How GuildSuper Works Guide*

**You should also read these documents as they contain important information about investments, risks, contributions, benefits and fees and costs. This information is subject to change. You should read the latest version of this information before making any decisions.**



To obtain a copy of the *PDS*, the *Investment Guide* and the *How GuildSuper Works Guide*, visit [guildsuper.com.au/pds](http://guildsuper.com.au/pds) or call 1300 361 477.

# 1. GuildSuper's insurance at a glance

Table 1: Insurance at a glance

Features	Description
✓ <b>Death cover</b>	If you die while an insured member, Death cover pays a lump sum to your beneficiaries, for example, your dependants or estate, who can use it to pay out debts and for everyday expenses.
✓ <b>Total and Permanent Disablement (TPD) cover</b>	TPD cover pays a lump sum to you if, while you are an insured member, you become totally and permanently disabled and are unable to work. It can be used for medical expenses, home modifications or for everyday expenses.
✓ <b>Income Protection (IP) cover</b>	IP cover protects you if, while you are an insured member, you have a loss of income and super contributions because you become ill or injured and are temporarily unable to work. You get regular monthly payments for a period of up to the maximum Benefit Period applicable to your IP cover.
✓ <b>Terminal Illness cover</b>	Terminal Illness cover pays you a lump sum in lieu of your Death cover if, while you are an insured member, your life expectancy is certified to be less than 24 months.
✓ <b>Default cover</b>	Unitised Death, TPD and IP cover may be provided to eligible members when they join GuildSuper. The type and amount of Default cover depends on an eligible member's personal circumstances.
✓ <b>Insurance Boost</b>	Eligible members can increase Default Death, TPD and IP cover by up to double the number of units of each type of cover within six months of Default cover commencing with GuildSuper.
✓ <b>Life Events Top-Up</b>	Additional Death, TPD and IP units are available to eligible members, without having to provide health information, when they experience a defined life event such as getting married or the birth of a child.
✓ <b>Unitised Cover</b>	Unitised Death, TPD and IP Cover is based on the number and the value of the units you have. You can apply to convert Unitised cover to Fixed cover at any time.
✓ <b>Fixed Cover</b>	Death, TPD and IP cover that is based on a fixed amount of cover. Usually the amount of cover will not change, however the cost of cover generally increases with age. You can apply to convert Fixed cover to Unitised cover at any time.
✓ <b>Occupational Classifications</b>	There are three Occupational Classifications of Standard, White Collar and Professional and these are determined by your occupation. Occupational Classifications help determine the premiums that you pay.
✓ <b>Waiting period</b>	The period you have to wait before you can receive a benefit in the event of a claim.
✓ <b>Benefit period</b>	The maximum period over which IP payments may be made. This can be the Default five years or to age 65, depending on the IP cover you have.
✓ <b>Insurance Transfer Facility</b>	Our Insurer may agree to take over the amount of any Death, TPD and/or IP cover you have with another super fund of a similar nature to the cover provided under our Insurer's policies.
✓ <b>Worldwide cover</b>	Cover is provided 24/7 anywhere in the world, subject to the terms and conditions of our Insurer's policies.

Refer to other sections in this Guide for more information.



## 2. Why insure for death, terminal illness or disability?

Most people don't think twice about insuring their house or car. But many don't think about protecting themselves adequately in case of illness, injury or death.

Having the right type and enough cover can ensure that an unforeseen tragedy is not made worse by any financial burden. Hundreds of thousands of Australians are injured or diagnosed with a serious illness during their working lives<sup>1</sup>, so can you afford not to be covered?

With GuildSuper, you have the opportunity to cover yourself, and protect your family and lifestyle if a tragedy takes away your ability to earn an income.

While we understand you are an individual, the following life scenarios can help you consider how having the right type and amount of insurance cover may specifically benefit you.

**Starting out** – you can either be young or young at heart, independent, enjoying life and are free of financial obligations. IP insurance cover can make sure you've still got money coming in if you can't work because of illness or injury.

**Focused on now** – you're working hard to maintain your lifestyle and provide security for your family as your responsibilities grow. Death, TPD and IP insurance cover can provide protection for you and your family.

**Building wealth** – you're focused on building wealth and financial security as your family responsibilities ease. Death, TPD and IP insurance cover can provide protection you need to secure the wealth you are building.

**Imagining life after work** – you've built a nest egg and are looking forward to enjoying new found freedom. You may want to reconsider the need for insurance cover.

It is wise to assess your insurance needs as and when your circumstances change. For example, taking out a mortgage, getting married, starting a family or building a business.

You don't have to go it alone when it comes to determining how much cover you need – we can help. The Member Services Team is there to help you update contact details, check your account balance and contribution history and give you general advice about GuildSuper's insurance, investment options and retirement income products.

You can access more specific personal advice about your GuildSuper account from a team of superannuation specialists\* who take into account your personal circumstances. There is no additional charge for this service.

You can also access broader financial advice (which isn't limited to your GuildSuper account) from a team of specialist financial advisers\*. They can provide comprehensive personal advice that takes into consideration your desired lifestyle now and into the future as well as your financial circumstances, objectives and needs. Adviser fees will apply and you will be told the fee before you receive the advice, which will be payable directly by you to the adviser.

Contact GuildSuper and we will work with you to identify the right solution for your needs.

*\* Currently provided by Mercer Financial Advice (Australia) Pty Ltd under their Australian Financial Services Licence (AFSL).*

## 2. Why insure for death, terminal illness or disability? continued

### Why insure through GuildSuper?

#### Competitive rates

You don't have to buy insurance directly because we have negotiated competitive 'bulk' or 'group' cover rates with our Insurer.

#### Pay for insurance from your super

Insurance costs are deducted from your super account, not your take home pay.

#### Access to other insurance options within GuildSuper

In certain circumstances, GuildSuper members (if eligible) can access a range of other insurance options, including increased cover through Insurance Boost and/or Life Events Top-Up, without having to provide full health information. These options are described in more detail in this Guide.

#### Transfer cover to GuildSuper

You may be eligible to transfer insurance cover you hold outside the Fund to GuildSuper (up to \$1 million in Death, \$1 million in TPD and \$10,000 per month in IP cover including any cover you already hold in GuildSuper), if it is of a similar nature to the cover provided by our Insurer.

To transfer cover, complete the *Insurance Transfer* form available on our website and provide all documentary evidence of the cover to be transferred.

It is important that you **do not** cancel your other insurance cover before we accept your application to transfer the amount of that cover into GuildSuper. It is important that you **do** cancel your other insurance cover once we accept your application, otherwise your insured benefits in GuildSuper may be reduced. Detailed terms and conditions apply. For information about the eligibility criteria for transferring cover to GuildSuper and applicable terms and conditions, refer to the *Insurance Transfer* form available on our website.

Refer to **Table 11: Premium rates for Fixed Death and TPD cover** on page 19 and **Table 17: Premium rates if you vary your IP cover** on page 27 for the premiums that will apply to any transferred cover.

**The payment of insured Death (including Terminal Illness) or TPD benefits is subject to terms and conditions in the insurance policy including important definitions. Different definitions of TPD apply under the insurance policy depending on your circumstances at the relevant time.**

**Key definitions relating to Death and TPD cover are summarised in section 7 of this Guide, however other definitions may be relevant.**

**The payment of insured IP benefits is subject to terms and conditions in the IP policy including important definitions. Key definitions relating to IP cover are summarised in section 7 of this Guide, however other definitions may be relevant.**

**The examples shown in this Guide are purely for illustrative purposes. Before making a decision on your insurance, you should consider the appropriateness of any cover having regard to your objectives, financial situation and needs. Rounding may cause variations to premium calculations.**

# 3. Insurance with GuildSuper

You work hard to maintain a lifestyle, so it is important you protect it with the right insurance cover. GuildSuper provides you with access to competitive insurance that is relevant to your lifestages.

GuildSuper offers three types of insurance:

**Table 2: Types of insurance cover**

Insurance cover type	It provides you or your beneficiaries with...
Death cover	a lump sum payment in the event of your death or if you are diagnosed with a terminal illness and have been certified by 2 medical practitioners (one of whom specialises in the illness that you have) as having less than 24 months to live. It can help pay any debts or bills. The maximum Death cover you can have is \$5m.
Total & Permanent Disablement (TPD) cover	a lump-sum payment in the event you suffer a permanent disability which means you are unable to work. It can help pay any debts or bills or disability related expenses such as modifications to your home. The maximum TPD cover you can have is \$3m.
Income Protection (IP) cover	regular monthly income payments if you are temporarily unable to work due to sickness or injury, that can help you cover living expenses as you recover and return to work. The maximum IP cover you can have is \$30,000 per month or 85% of your monthly income (whichever is lower).

Benefits are only payable when you are an insured member and hold the relevant insurance cover at the time death or disablement occurs and the eligibility requirements for the payment of benefits are met.

## Default cover

When you join GuildSuper, you may be eligible to receive units of Default Death, TPD and IP cover.

### When will you be eligible to receive Default units of cover?

Depending on your age, you will automatically receive a Default number of units of Death, TPD and IP cover (**Default cover**) if you are an eligible member. You will be an eligible member if:

- you are aged between 15 and 70, with the maximum entry age for Death cover (and terminal illness cover) being 69, for TPD cover being 59 and for IP cover being 64
- you reside in Australia and are either an Australian citizen or the holder of a permanent visa as identified by the Australian Department of Immigration and Citizenship
- you have sufficient money in your GuildSuper account to pay for your cover
- you have not received a TPD benefit through a superannuation fund or insurance policy at any time previously
- you are not currently claiming or are eligible to claim a TPD benefit
- in the case of IP cover, you are eligible for Default Death and TPD cover
- you have not previously elected to cancel your relevant cover (i.e. Death, TPD or IP) held in the Fund
- you are employed (i.e. not unemployed or a self-employed individual) and a Superannuation Guarantee (SG) contribution is made to GuildSuper by your employer, and
- you are in Active Employment for 30 consecutive days from the day your cover commences (see below for details).

Default cover is provided to eligible members without the need to supply any health information.

### When will your Default cover commence?

If you are eligible for Default cover, then it will commence at the start date of the contribution period of the first SG contribution received from your employer for you, up to a maximum of 180 days before receipt of that contribution.

**You should not cancel any other insurance you may have until you have confirmed that your Default cover in GuildSuper has started.** We recommend you seek financial advice before you cancel any other insurance as you may subsequently find it difficult to replace the cover without providing satisfactory health information.

# 3. Insurance with GuildSuper

## continued

If you are not in Active Employment for 30 consecutive days from the day your cover commences, you will receive New Events Cover only. This will cover you for an illness that first becomes apparent, or an injury that first occurs, on or after the date your cover commences. You will receive New Events Cover until you are in Active Employment for 30 consecutive days, after which full Default cover (**Full Cover**) will apply. This is provided you meet the other criteria, for example, you have sufficient funds in your account to pay premiums, etc.

You are considered to be in Active Employment if you are employed by an employer and in our Insurer's opinion are capable of performing your identifiable duties without restriction by any illness or injury for at least 35 hours per week (whether or not you are actually working those hours).

### When will Default cover cease?

Cover will cease three months after we notify you that your account balance is below \$2,000 and no contributions or other amounts have been paid into your account for a 12-month period. Cessation of cover will be three months from the notification, unless within the three month period, you make a contribution or rollover into your account, or notify the Trustee in writing that you wish your cover to continue. Other 'cessation of cover' provisions apply under the policies, refer to section 6 of this Guide.

### What type and number of units of Default cover will you receive?

If eligible, the type and number of units of Default cover you receive will depend on your age as summarised in the table below.

**Table 3: Default cover type and number of units**

Age next birthday (at last 1 July)	Type & number of units of cover		
	Death*	TPD	IP
16-24	3	2	2
25-30	4	2	3
31-35	5	2	4
36-60	6	2	4
61-65	5	0	4
66-70	4	0	0
Over 70	No Default insurance cover is available		

\* includes Terminal Illness cover

Information about the amount of cover provided by each unit of cover (depending on the type of cover) is detailed in sections 4 and 5 of this Guide.

### Cost of Default Death and TPD cover

The table below shows the cost per week of one unit of Default Death and one unit of Default TPD cover based on each Occupational Classification.

**Table 4: Cost per unit per week of Default Death and TPD cover**

Occupational Classification	Cost per unit per week		
	Standard	White Collar	Professional
Death cover*	\$0.46	\$0.33	\$0.28
TPD cover	\$0.31	\$0.22	\$0.19

\* includes Terminal Illness cover

Table 4 is a summary of costs (rounding may cause variations to premium calculations however the cost per unit will not exceed amounts shown above). Refer to **Table 10: Default Death and TPD cover and premiums** on page 18 for the total cost of Default Death and TPD cover. Further information about Death and TPD cover is provided in section 4 of this Guide.

### Cost of Default IP cover

Refer to **Table 16: Default IP cover and premiums** on page 26 for the cost of Default IP cover. Further information about IP cover is provided in section 5 of this Guide.

### What is your Occupational Classification?

There are three Occupational Classifications that apply:

- Standard
- White Collar, and
- Professional.

Your occupation will determine your Occupational Classification, which makes a difference to how much you pay for insurance cover. It may also make a difference to your eligibility to claim an insured benefit.

If you (or your employer) have not provided us with details of your occupation or if your occupation is not classified as White Collar or Professional, then it will be classified as Standard and you may pay more for your insurance cover.

It is essential we have your correct Occupational Classification on record so you pay the right amount for your insurance cover. To check which Occupational Classification we have recorded for you, contact GuildSuper. To update your Occupational Classification, complete the *Update Your Occupational Classification* form available on our website.



## Unitised or Fixed cover

The Death and TPD cover you hold with GuildSuper can be either Unitised or Fixed cover (not a combination of both).

Unitised cover provides an amount of cover (depending on the number of units you hold) for a fixed cost per unit. The amount of cover per unit generally decreases as you get older but the amount you pay per unit stays the same, subject to any changes to premiums arising from a change in your Occupational Classification or premium increases by our Insurer.

In the case of Fixed cover, the amount of cover you nominate generally stays the same as you get older, but the amount you pay for the cover increases each year. Fixed TPD cover under TPD tapering arrangements is described on page 15.

Refer to sections 4 and 5 for further information.

### Helpful insurance hints:

**If you are already a GuildSuper member:**

- **Check the type and amount of insurance cover you have.**
- **Determine if you are eligible for an Insurance Boost (within six months of Default cover commencing) and if you want to increase your cover.**
- **Determine if a Life Event is an opportunity for you to increase your cover.**
- **Apply for additional cover quickly and easily by completing the *Application for Insurance* on our website.**

**If you are not currently a GuildSuper member, when you join, consider applying for an Insurance Boost up to double the number of any Default units of cover you receive (only if you apply and are accepted within six months of Default cover commencing).**

**Alternatively, apply for additional cover quickly and easily by completing the *Application for Insurance* on our website.**

**Provided you meet the eligibility requirements and other terms and conditions of our Insurer, you can transfer to GuildSuper the amount of similar cover you currently hold with another fund or insurer by completing the *Insurance Transfer* form available on our website.**

**You should consider obtaining personal financial advice before making any insurance decisions.**

## Paying for your insurance

The cost of your cover is automatically deducted from your GuildSuper account monthly in arrears.

It includes the premiums paid to our Insurer and the administrator's costs incurred in insurance administration. The premiums shown in this Guide include insurance administration costs. Insurance premium loadings may also apply to the cost of cover obtained on application to our Insurer.

## Can I reduce or cancel my cover?

Yes. You can reduce or cancel part, or all, of your Death, TPD and/or IP cover at any time. If you cancel your cover, you will not be eligible for Default cover in the future. And then if you decide to apply for cover, you will need to supply health information as part of your application and your application will be assessed by our Insurer.

If you have Death and TPD cover, and if the amount of your TPD cover exceeds Death cover, then your TPD cover will be capped at the Death cover amount.

To reduce or cancel your cover, complete the *Reduce or Cancel Your Insurance Cover* form available on our website. Any reduction or cancellation of your cover will usually start from the date we receive the completed form.

If we receive your request to cancel your cover within 60 days of your cover commencing, then:

- we will cancel the cover, backdated to the date your cover commenced
- we will refund the insurance costs (including premiums) to your GuildSuper account, and
- you will not be entitled to make a claim under the cancelled cover (including for the 60 days).

Unless you cancel cover, the cost of the cover will be deducted from your GuildSuper account.

## 4. Death and TPD cover

In the event of your death, your beneficiaries may receive a lump sum payment, which they may use to pay debts or bills. If you become totally and permanently disabled, you may receive a lump sum payment that can help pay any debts, bills or disability related expenses such as modifications to your home.

You can nominate your beneficiaries. Refer to the *How GuildSuper Works Guide* for information about the payment of death benefits including binding and non-binding nominations

### Default Death and TPD cover

Default Death and TPD cover is automatically provided to eligible members without the need to provide health information. The type and amount of cover you receive depends on your age next birthday (at last 1 July).

**Table 10: Default Death and TPD cover and premiums** on page 18 shows the levels of Default Death and TPD cover that eligible members receive.

The Default cover may not offer a sufficient level of protection for your personal circumstances. To apply for additional cover, complete the *Application for Insurance* on our website. You will be asked to provide health information.

### What is the cost of Default Death and TPD cover?

The cost of your Default Death and TPD cover (also referred to as insurance premiums) will depend on your age and your Occupational Classification. Refer to **Table 10: Default Death and TPD cover and premiums** on page 18 for the premiums that will apply.



### Example: Jessica joins GuildSuper and is eligible for Default Death and TPD cover

#### Jessica is 29 years old when her cover commences in GuildSuper. Her Occupational Classification is Standard.

When cover commences, Jessica's age next birthday (at last 1 July) will be 30 years and her:

- Default Death cover will be 4 units or \$352,000
- Default TPD cover will be 2 units or \$176,000
- Cost of Default Death cover: \$1.83 per week
- Cost of Default TPD cover: \$0.61 per week
- Total cost of Default Death and TPD cover: \$2.44 per week.

Jessica's cost of cover may be lower if her Occupational Classification was White Collar or Professional.

### Tailoring your Death and TPD cover

With GuildSuper, you can tailor Death and TPD cover to suit your needs. At any time, you can apply to:

- increase your cover
- convert Unitised cover to Fixed cover
- convert Fixed cover to Unitised cover, or
- reduce or cancel your cover.

### Increase your Death and/or TPD cover with Insurance Boost

With Insurance Boost, eligible members with Default cover can apply for up to double the number of Death and/or TPD units of cover they receive to boost their level of cover by answering some limited health questions (i.e. not the full medical evidence process). Insurance Boost is only available if you have not previously reduced Default cover and if the application for Insurance Boost is received and accepted by our Insurer within six months of Default cover commencing.

To take advantage of the Insurance Boost offer, complete the *Insurance Boost* form available on our website. If accepted, the cost of insurance will be adjusted for the higher levels of cover. Refer to **Table 5: Unitised Death & TPD cover and cost per unit per week** on page 12 for the cost of each additional unit of cover you obtain.

## Increase your Death and TPD cover at certain Life Events

Your commitments and responsibilities may change as you go through different stages in your life – mortgage, marriage and children to name a few. With Life Events Top-Up, specific changes in your life allow you to apply for one additional unit of Death and/or TPD cover to increase your level of cover without having to provide health information.

The Life Events are:

- You get married
- You get divorced
- Birth or adoption of your child
- Your child turns 12 years of age
- You enrol your child in private education, or
- You take out a mortgage on a new home (or land to build a home) that will be your primary residence.

Life Events Top-Up for Death and/or TPD cover is subject to a maximum increase of one unit of Death cover and one unit of TPD cover in any 12 month period with a maximum increase of four units of Death cover and four units of TPD cover over the lifetime of a member. If you have Fixed Death and TPD cover, the maximum increase is the equivalent of the value of one unit in any 12 month period and four units over the life of your GuildSuper membership. Maximum total cover amounts also apply - \$5 million for Death cover (including Terminal Illness) and \$3 million for TPD cover.

To be eligible, on the date of applying for a Life Event Top-Up, you must:

- be under age 55
- have cover on standard terms with no exclusions
- have not been previously declined for cover by the current Insurer or previous insurer of the Fund
- have not made a claim or be aware of any condition which would make you eligible to claim under the policy or be eligible to make a claim with the current or previous insurer of the Fund, and
- provide relevant documentary proof of the event within 60 days of the event occurring or within 30 days of the issue of the first periodic statement to you after the event, whichever is later.

If you are not in Active Employment on the day our Insurer receives your application to increase cover, then New Events Cover will apply to the amount of the increase in cover until you return to Active Employment for 30 consecutive days. Full Cover only applies to the increase in cover when you have returned to Active Employment for 30 consecutive days.

To apply for a Life Events Top-Up, complete the *Life Events Top-Up* form available on our website. The top-up is effective from the date our Insurer accepts your application. If accepted, the cost of insurance will be adjusted for the higher levels of cover. Refer to **Table 5: Unitised Death & TPD cover and cost per unit per week** for the cost of each additional unit of cover you obtain or **Table 11: Premium rates for Fixed Death & TPD cover** on page 19 for the cost (per \$1,000) of Life Events Top-Up cover obtained as Fixed cover.

## Additional units of Death Only or Death and TPD cover

If your Default cover is not sufficient for your circumstances or you aren't eligible for an Insurance Boost, Life Events Top-Up or Default cover, then you may apply at any time for units of Death Only or Death and TPD cover up to a maximum of \$5 million for Death cover (including Terminal Illness) and \$3 million for TPD cover (referred to in this Guide as additional units). The amount of Death and TPD cover provided for each additional unit is the same as the amount of cover provided for each unit of Default cover. Refer to **Table 10: Default Death and TPD cover and premiums** on page 18 for the level of Death and TPD cover that will be provided by an additional unit of cover.

You must also meet health evidence requirements as part of your application. The Insurer may apply special conditions to the acceptance of your application.

If you have existing cover and have been accepted for additional units of cover, then any special conditions (e.g. restrictions or exclusions) applied by our Insurer will only apply to the additional units of cover.

Additional Death Only or Death and TPD benefits are payable in the same circumstances as Default Death and TPD benefits. That is, the benefits are payable if permitted by the insurance policy, the relevant law and the Trust Deed.

## How much will additional units of cover cost?

Any additional units of Death and TPD cover will be subject to the payment of additional premiums dependent on your Occupational Classification or any insurance premium loadings applied by our Insurer. You will be advised of any premium loadings.

**Table 5: Unitised Death & TPD cover and cost per unit per week** shows the units of Death and TPD cover by age next birthday (ANB) and the cost per week of one additional unit of Death and one additional unit of TPD cover based on ANB and Occupational Classification. It includes a summary of costs (rounding may cause variations to premium calculations however the cost per unit will not exceed amounts shown below).

# 4. Death and TPD cover continued

**Table 5: Unitised Death & TPD cover and cost per unit per week**

This table shows Unitised Death and TPD cover and how much it will cost per week.

ANB*	Unit of Death & TPD cover	Cost per unit per week based on Occupational Classification						ANB*	Unit of Death & TPD cover	Cost per unit per week based on Occupational Classification					
		Standard		White Collar		Professional				Standard		White Collar		Professional	
		Death*	TPD	Death*	TPD	Death*	TPD			Death*	TPD	Death*	TPD	Death*	TPD
16	\$72,000	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19	44	\$20,870	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19
17	\$72,000	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19	45	\$19,160	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19
18	\$72,000	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19	46	\$17,450	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19
19	\$72,000	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19	47	\$16,550	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19
20	\$72,000	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19	48	\$15,270	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19
21	\$72,000	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19	49	\$14,050	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19
22	\$75,000	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19	50	\$12,830	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19
23	\$78,000	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19	51	\$11,610	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19
24	\$83,000	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19	52	\$10,410	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19
25	\$85,000	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19	53	\$9,510	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19
26	\$90,000	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19	54	\$8,740	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19
27	\$90,000	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19	55	\$7,960	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19
28	\$90,000	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19	56	\$7,190	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19
29	\$89,000	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19	57	\$6,590	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19
30	\$88,000	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19	58	\$6,060	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19
31	\$70,000	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19	59	\$5,540	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19
32	\$63,000	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19	60	\$5,170	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19
33	\$56,000	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19	61	\$4,720	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19
34	\$50,000	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19	62	\$4,270	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19
35	\$45,000	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19	63	\$3,820	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19
36	\$35,860	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19	64	\$3,450	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19
37	\$33,890	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19	65	\$3,070	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19
38	\$31,920	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19	66	\$2,000	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19
39	\$29,950	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19	67	\$2,000	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19
40	\$27,980	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19	68	\$2,000	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19
41	\$26,000	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19	69	\$2,000	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19
42	\$24,290	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19	70	\$2,000	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19
43	\$22,580	\$0.46	\$0.31	\$0.33	\$0.22	\$0.28	\$0.19								

\* includes Terminal Illness cover

### Who is eligible for additional units of cover?

If you currently have Unitised cover, additional units of cover of the same type are available up to age 70 next birthday (at last 1 July) for Death cover and up to age 60 next birthday (at last 1 July) for TPD cover. If you do not currently have any cover, units of Death and TPD cover are available if you are aged between 15 and 70 years of age (with the maximum entry age for Death cover being 69 and the maximum entry age for TPD cover being 59), and you are employed (i.e. engaged by an employer under a contract of employment) or self-employed, and an Australian resident. You cannot apply for cover if you are unemployed.

Your units of TPD cover cannot exceed your units of Death cover.

### When will additional Death Only or Death and TPD cover begin?

Additional cover provided by additional units does not start until your application is accepted by our Insurer. However, Interim Accident Cover is provided while your application is being processed, as described on page 29.

Depending on your health information, occupation, employment status and hazardous pursuits, your additional cover may be accepted, rejected, deferred or have special conditions and rates applied. You may be required to supply further information and/or undertake some medical tests.

Provided the balance in your superannuation account can cover the cost of cover, your additional cover starts on the date that our Insurer accepts your application, unless our Insurer requires your written acceptance of the proposed terms of the cover, in which case cover starts on the date our Insurer issues confirmation of your written acceptance of the proposed terms. GuildSuper will notify you in writing of the outcome of your application.

Death and TPD cover ceases in certain circumstances. See section 6.

### Applying for additional units of cover

Regardless of the amount of additional units you apply for, you need to complete the *Application for Insurance* on our website and provide health information.

Our Insurer will cover the costs of any medical tests it requires.

## How to calculate your additional units of cover

### Death and TPD cover



**Example:**  
Jessica wants to apply for additional units of Death and TPD cover

Jessica is 29 years old with a Standard Occupational Classification and wants to apply for additional units of Death and TPD cover. She uses this worksheet to calculate her additional Death and TPD cover and costs. It is assumed that Jessica is not subject to an insurance premium loading.

Table 6: Worksheet to calculate cost of additional units of Death and TPD cover

	Jessica	Your details
<b>A.</b> Age next birthday (at last 1 July)	30	
<b>B.</b> Occupational Classification	Standard	
<b>C.</b> Amount of cover for one unit of Death & TPD cover (refer Table 5)	\$88,000	
<b>D.</b> Cost per unit of Death cover (refer Table 5)	\$0.46	
<b>E.</b> Cost per unit of TPD cover (refer Table 5)	\$0.31	
<b>F.</b> Total Death & TPD cover required	\$500,000	
<b>G.</b> Required Death & TPD cover ÷ cover per unit, rounded to the nearest unit (F ÷ C)	$\$500,000 \div \$88,000 = 6$ units	
<b>H.</b> Level of Death & TPD cover (C x G)	$\$88,000 \times 6$ units = \$528,000	
<b>I.</b> Cost of total Death cover (G x D)	6 units x \$0.46 = \$2.76 per week	
<b>J.</b> Cost of total TPD cover (G x E)	6 units x \$0.31 = \$1.86 per week	
<b>K. TOTAL COST OF REQUIRED DEATH &amp; TPD COVER (I + J)</b>	$\$2.76 + \$1.86 = \$4.62$ per week	



# 4. Death and TPD cover

## continued

### Death Only cover



**Example:**  
Jessica wants to apply for additional units of Death Only cover

Jessica now wants to know how much Death Only cover will cost. She uses this worksheet to calculate her additional units of Death Only cover and costs. It is assumed that Jessica is not subject to an insurance premium loading.

Table 7: Worksheet to calculate cost of additional units of Death Only cover

	Jessica	Your details
A. Age next birthday (at last 1 July)	30	
B. Occupational Classification	Standard	
C. Amount of cover for one unit of Death Only cover (refer Table 5)	\$88,000	
D. Cost per unit of Death cover (refer Table 5)	\$0.46	
E. Total Death Only cover required	\$500,000	
F. Required Death Only cover ÷ cover per unit, rounded to the nearest unit (E ÷ C)	$\$500,000 \div \$88,000 = 6$ units	
G. Level of Death Only cover (C x F)	$\$88,000 \times 6$ units = \$528,000	
<b>H. TOTAL COST OF REQUIRED DEATH ONLY COVER (F x D)</b>	<b>6 units x \$0.46 = \$2.76 per week</b>	

The examples shown in this Guide are purely for illustrative purposes. Before making a decision on your insurance, you should consider the appropriateness of any cover having regard to your objectives, financial situation and needs. Rounding may cause variations to premium calculations.

### Unitised or Fixed Death and TPD cover

At any time, insured members can choose between having Death Only or Death and TPD cover in the form of units of cover (Unitised cover) or Fixed cover, but not a combination of both.

#### Unitised Death and TPD cover

With Unitised cover, the level of cover per unit reduces as you get older, but the cost per unit of cover remains the same, subject to premium changes due to changes in your Occupational Classification and any premium increases by our Insurer.

Refer to **Table 5: Unitised Death & TPD cover and cost per unit per week** on page 12 for the level of Death and TPD cover provided by a unit and the cost of each unit of cover. The level and cost per unit of cover is the same for all Unitised cover not just Default cover, however in the case of Unitised cover obtained on application to our Insurer (based on the assessment of health information) our Insurer may impose premium loadings and you will be advised accordingly.

Note, Default TPD cover ceases at age 60. Unitised TPD cover that is not Default cover ceases at age 70.

## Fixed Death and TPD cover

With Fixed cover, your level of cover stays the same but the cost of cover increases as you get older. Except for TPD cover you have at age 61 (age next birthday at last 1 July), which reduces by 10 per cent every year from age 62 (age next birthday at last 1 July) as shown in **Table 8**.

**Table 8: Reduction in TPD cover – TPD tapering**

Age next birthday (at last 1 July)	Percentage of TPD cover
61	100%
62	90%
63	80%
64	70%
65	60%
66	50%
67	40%
68	30%
69	20%
70	10%
71	Nil

Fixed Death and TPD cover will cease on attaining age 70.

### Applying for Fixed Death and TPD cover

You can apply to fix your Unitised cover or convert your Fixed cover back to Unitised cover any time by completing the *Application for Insurance* available on our website. When converting from Fixed cover to Unitised cover, your units will be rounded down to the next whole number.

The conversion of Unitised cover to Fixed (or vice versa) is subject to our Insurer's approval in writing and you being in Active Employment on the date you apply to convert your cover. If you are not in Active Employment on the date your application is made, New Events Cover will apply to any increase in cover until you are in Active Employment for 30 consecutive days.

You can also apply for Fixed cover if you do not have Default cover or other cover in GuildSuper, provided you are eligible.

If your age next birthday at last 1 July is between 61 and 71 and you apply for (and obtain) Fixed Death and TPD cover, then every 1 July your TPD cover will reduce by a percentage calculated according to the TPD tapering formula:  $(1/y) \times 100$

where  $y$  = the number of years between your age next birthday (as at last 1 July) until age next birthday 71 (as at last 1 July).

You may apply for Fixed Death Only or Fixed Death and TPD cover up to a maximum of \$5 million for Death cover (including Terminal Illness) and \$3 million for TPD cover.

Fixed Death Only or Fixed Death and TPD benefits are payable in the same circumstances as Default Death and TPD benefits. That is, the benefits are payable if permitted by the insurance policy, the relevant law and the Trust Deed.

### Who is eligible for Fixed Death and TPD cover?

Fixed cover is available on application to GuildSuper members aged between 15 and 70 years of age who are employed (i.e. engaged by an employer under a contract of employment) or self-employed, and are Australian residents. You cannot apply for cover if you are unemployed. You cannot apply for TPD cover if you are aged over 59.

### How much will Fixed cover cost?

Refer to **Table 11: Premium rates for Fixed Death and TPD cover** on page 19 for information about the cost of Fixed cover. Our Insurer may impose premium loadings, which are in addition to the premium rates shown in Table 11. You will be advised of any premium loadings.

## 4. Death and TPD cover continued



### Example: Jessica is thinking of fixing her cover

**Jessica is 29 years old with a Standard Occupational Classification and the following Default cover has commenced for her in GuildSuper:**

- Death cover of: 4 units or \$352,000, and
- TPD cover: 2 units or \$176,000.

The cost of Jessica's Default cover is \$2.44 per week.

Jessica has reviewed her personal circumstances and wants more cover. She is also considering fixing her Death and TPD cover to the amount of \$450,000 each. She understands that fixing her cover means that the cost of cover will increase as she gets older and that special conditions may be imposed by our Insurer as part of its acceptance of Jessica's application.

Jessica refers to **Table 11: Premium rates for Fixed Death and TPD cover** on page 19 to calculate the cost of fixed Death and TPD cover. It is assumed that Jessica is not subject to any insurance premium loadings.

**Table 9: Worksheet to calculate cost of Fixed Death and TPD cover**

	Jessica	Your details
A. Age next birthday (at last 1 July)	30	
B. Occupational Classification	Standard	
C. Amount of Death and TPD cover to be fixed	\$450,000	
D. Premium rate for Death cover per \$1,000 of cover (refer Table 11)	\$0.32	
E. Premium rate for TPD cover per \$1,000 of cover (refer Table 11)	\$0.14	
F. Premium rate for Death and TPD cover (D + E)	\$0.32 + \$0.14 = \$0.46	
<b>G. COST OF FIXED DEATH and TPD COVER (C ÷ \$1,000) x F</b>	<b>(\$450,000 ÷ \$1,000) x \$0.46 = \$207 p.a. or \$3.98 per week.</b>	

The examples shown in this Guide are purely for illustrative purposes. Before making a decision on your insurance, you should consider the appropriateness of any cover having regard to your objectives, financial situation and needs. Rounding may cause variations to premium calculations.

### **When will Fixed Death Only or Fixed Death and TPD cover begin?**

Fixed cover does not start until your application is accepted by our Insurer. However Interim Accident Cover is provided while your application is being processed, as described on page 29. Depending on your health information, occupation, employment status and hazardous pursuits, your additional cover may be accepted, rejected, deferred or have special conditions and rates applied. You may be required to supply further information and/or undertake some medical tests.

Provided the balance in your superannuation account can cover the cost of your Fixed cover, your Fixed cover starts on the date that our Insurer accepts your application, unless our Insurer requires your written acceptance of the proposed terms of the cover, in which case cover starts on the date our Insurer issues confirmation of your written acceptance of the proposed terms. GuildSuper will notify you in writing of the outcome of your application.

Fixed Death and TPD cover ceases in certain circumstances. See section 6.

### **When is a Death benefit payable?**

An insured Death benefit is payable by our Insurer in the event of your death while an insured member and your beneficiary/ies lodging the appropriate documentation.

A Terminal Illness benefit is payable if a registered health practitioner and a specialist certify that you have a terminal illness and life expectancy of 24 months or less. The Trustee must also be satisfied that payment of the benefits to you is consistent with the requirements of the Trust Deed and relevant law.

### **When are TPD benefits payable?**

Insured TPD benefits are payable by our Insurer to your GuildSuper account if you meet the definition of Total and Permanent Disablement in the insurance policy, while you are an insured member. The Trustee must also be satisfied that payment of the benefits to you is consistent with the requirements of the Trust Deed and relevant law.

The definition of Total and Permanent Disablement contained in the insurance policy is shown in section 7. You can request a copy of the insurance policy for more detailed information about the definition of Total and Permanent Disablement.

Different definitions of TPD apply depending on various factors, such as your age and the number of hours you work prior to claiming. Assessment of a TPD claim is subject to a Waiting Period of three consecutive months from the Date of Disablement.

Refer to section 7 of this Guide for key definitions relevant to Death and TPD cover.

# 4. Death and TPD cover continued

**Table 10: Default Death & TPD cover and premiums**

This table shows how much Default cover for Death (including Terminal Illness) and TPD eligible members receive and how much it will cost per week. This table also shows how much extra cover each additional unit of cover provides (upon application to our Insurer). Refer to **Table 5: Unitised Death & TPD cover and cost per unit per week** on page 12 for the cost of each additional unit of cover. Insurance premium loadings may apply to additional units of cover.

ANB*	Unit of Death & TPD Cover	Default Death Units	Default Death Cover	Default TPD Units	Default TPD Cover	Cost of cover per week based on Occupational Classification								
						Standard			White Collar			Professional		
						Death	TPD	Death & TPD	Death	TPD	Death & TPD	Death	TPD	Death & TPD
16	\$72,000	3	\$216,000	2	\$144,000	\$1.38	\$0.61	\$1.99	\$0.98	\$0.44	\$1.42	\$0.84	\$0.37	\$1.21
17	\$72,000	3	\$216,000	2	\$144,000	\$1.38	\$0.61	\$1.99	\$0.98	\$0.44	\$1.42	\$0.84	\$0.37	\$1.21
18	\$72,000	3	\$216,000	2	\$144,000	\$1.38	\$0.61	\$1.99	\$0.98	\$0.44	\$1.42	\$0.84	\$0.37	\$1.21
19	\$72,000	3	\$216,000	2	\$144,000	\$1.38	\$0.61	\$1.99	\$0.98	\$0.44	\$1.42	\$0.84	\$0.37	\$1.21
20	\$72,000	3	\$216,000	2	\$144,000	\$1.38	\$0.61	\$1.99	\$0.98	\$0.44	\$1.42	\$0.84	\$0.37	\$1.21
21	\$72,000	3	\$216,000	2	\$144,000	\$1.38	\$0.61	\$1.99	\$0.98	\$0.44	\$1.42	\$0.84	\$0.37	\$1.21
22	\$75,000	3	\$225,000	2	\$150,000	\$1.38	\$0.61	\$1.99	\$0.98	\$0.44	\$1.42	\$0.84	\$0.37	\$1.21
23	\$78,000	3	\$234,000	2	\$156,000	\$1.38	\$0.61	\$1.99	\$0.98	\$0.44	\$1.42	\$0.84	\$0.37	\$1.21
24	\$83,000	3	\$249,000	2	\$166,000	\$1.38	\$0.61	\$1.99	\$0.98	\$0.44	\$1.42	\$0.84	\$0.37	\$1.21
25	\$85,000	4	\$340,000	2	\$170,000	\$1.83	\$0.61	\$2.44	\$1.31	\$0.44	\$1.75	\$1.11	\$0.37	\$1.48
26	\$90,000	4	\$360,000	2	\$180,000	\$1.83	\$0.61	\$2.44	\$1.31	\$0.44	\$1.75	\$1.11	\$0.37	\$1.48
27	\$90,000	4	\$360,000	2	\$180,000	\$1.83	\$0.61	\$2.44	\$1.31	\$0.44	\$1.75	\$1.11	\$0.37	\$1.48
28	\$90,000	4	\$360,000	2	\$180,000	\$1.83	\$0.61	\$2.44	\$1.31	\$0.44	\$1.75	\$1.11	\$0.37	\$1.48
29	\$89,000	4	\$356,000	2	\$178,000	\$1.83	\$0.61	\$2.44	\$1.31	\$0.44	\$1.75	\$1.11	\$0.37	\$1.48
30	\$88,000	4	\$352,000	2	\$176,000	\$1.83	\$0.61	\$2.44	\$1.31	\$0.44	\$1.75	\$1.11	\$0.37	\$1.48
31	\$70,000	5	\$350,000	2	\$140,000	\$2.29	\$0.61	\$2.90	\$1.64	\$0.44	\$2.08	\$1.39	\$0.37	\$1.76
32	\$63,000	5	\$315,000	2	\$126,000	\$2.29	\$0.61	\$2.90	\$1.64	\$0.44	\$2.08	\$1.39	\$0.37	\$1.76
33	\$56,000	5	\$280,000	2	\$112,000	\$2.29	\$0.61	\$2.90	\$1.64	\$0.44	\$2.08	\$1.39	\$0.37	\$1.76
34	\$50,000	5	\$250,000	2	\$100,000	\$2.29	\$0.61	\$2.90	\$1.64	\$0.44	\$2.08	\$1.39	\$0.37	\$1.76
35	\$45,000	5	\$225,000	2	\$90,000	\$2.29	\$0.61	\$2.90	\$1.64	\$0.44	\$2.08	\$1.39	\$0.37	\$1.76
36	\$35,860	6	\$215,160	2	\$71,720	\$2.75	\$0.61	\$3.36	\$1.97	\$0.44	\$2.41	\$1.67	\$0.37	\$2.04
37	\$33,890	6	\$203,340	2	\$67,780	\$2.75	\$0.61	\$3.36	\$1.97	\$0.44	\$2.41	\$1.67	\$0.37	\$2.04
38	\$31,920	6	\$191,520	2	\$63,840	\$2.75	\$0.61	\$3.36	\$1.97	\$0.44	\$2.41	\$1.67	\$0.37	\$2.04
39	\$29,950	6	\$179,700	2	\$59,900	\$2.75	\$0.61	\$3.36	\$1.97	\$0.44	\$2.41	\$1.67	\$0.37	\$2.04
40	\$27,980	6	\$167,880	2	\$55,960	\$2.75	\$0.61	\$3.36	\$1.97	\$0.44	\$2.41	\$1.67	\$0.37	\$2.04
41	\$26,000	6	\$156,000	2	\$52,000	\$2.75	\$0.61	\$3.36	\$1.97	\$0.44	\$2.41	\$1.67	\$0.37	\$2.04
42	\$24,290	6	\$145,740	2	\$48,580	\$2.75	\$0.61	\$3.36	\$1.97	\$0.44	\$2.41	\$1.67	\$0.37	\$2.04
43	\$22,580	6	\$135,480	2	\$45,160	\$2.75	\$0.61	\$3.36	\$1.97	\$0.44	\$2.41	\$1.67	\$0.37	\$2.04
44	\$20,870	6	\$125,220	2	\$41,740	\$2.75	\$0.61	\$3.36	\$1.97	\$0.44	\$2.41	\$1.67	\$0.37	\$2.04
45	\$19,160	6	\$114,960	2	\$38,320	\$2.75	\$0.61	\$3.36	\$1.97	\$0.44	\$2.41	\$1.67	\$0.37	\$2.04
46	\$17,450	6	\$104,700	2	\$34,900	\$2.75	\$0.61	\$3.36	\$1.97	\$0.44	\$2.41	\$1.67	\$0.37	\$2.04
47	\$16,550	6	\$99,300	2	\$33,100	\$2.75	\$0.61	\$3.36	\$1.97	\$0.44	\$2.41	\$1.67	\$0.37	\$2.04
48	\$15,270	6	\$91,620	2	\$30,540	\$2.75	\$0.61	\$3.36	\$1.97	\$0.44	\$2.41	\$1.67	\$0.37	\$2.04
49	\$14,050	6	\$84,300	2	\$28,100	\$2.75	\$0.61	\$3.36	\$1.97	\$0.44	\$2.41	\$1.67	\$0.37	\$2.04
50	\$12,830	6	\$76,980	2	\$25,660	\$2.75	\$0.61	\$3.36	\$1.97	\$0.44	\$2.41	\$1.67	\$0.37	\$2.04
51	\$11,610	6	\$69,660	2	\$23,220	\$2.75	\$0.61	\$3.36	\$1.97	\$0.44	\$2.41	\$1.67	\$0.37	\$2.04
52	\$10,410	6	\$62,460	2	\$20,820	\$2.75	\$0.61	\$3.36	\$1.97	\$0.44	\$2.41	\$1.67	\$0.37	\$2.04
53	\$9,510	6	\$57,060	2	\$19,020	\$2.75	\$0.61	\$3.36	\$1.97	\$0.44	\$2.41	\$1.67	\$0.37	\$2.04
54	\$8,740	6	\$52,440	2	\$17,480	\$2.75	\$0.61	\$3.36	\$1.97	\$0.44	\$2.41	\$1.67	\$0.37	\$2.04
55	\$7,960	6	\$47,760	2	\$15,920	\$2.75	\$0.61	\$3.36	\$1.97	\$0.44	\$2.41	\$1.67	\$0.37	\$2.04
56	\$7,190	6	\$43,140	2	\$14,380	\$2.75	\$0.61	\$3.36	\$1.97	\$0.44	\$2.41	\$1.67	\$0.37	\$2.04
57	\$6,590	6	\$39,540	2	\$13,180	\$2.75	\$0.61	\$3.36	\$1.97	\$0.44	\$2.41	\$1.67	\$0.37	\$2.04
58	\$6,060	6	\$36,360	2	\$12,120	\$2.75	\$0.61	\$3.36	\$1.97	\$0.44	\$2.41	\$1.67	\$0.37	\$2.04
59	\$5,540	6	\$33,240	2	\$11,080	\$2.75	\$0.61	\$3.36	\$1.97	\$0.44	\$2.41	\$1.67	\$0.37	\$2.04
60	\$5,170	6	\$31,020	2	\$10,340	\$2.75	\$0.61	\$3.36	\$1.97	\$0.44	\$2.41	\$1.67	\$0.37	\$2.04
61	\$4,720*	5	\$23,600	0	Nil	\$2.29	\$0.61	\$2.29	\$1.64	\$0.44	\$1.64	\$1.39	\$0.37	\$1.39
62	\$4,270*	5	\$21,350	0	Nil	\$2.29	\$0.61	\$2.29	\$1.64	\$0.44	\$1.64	\$1.39	\$0.37	\$1.39
63	\$3,820*	5	\$19,100	0	Nil	\$2.29	\$0.61	\$2.29	\$1.64	\$0.44	\$1.64	\$1.39	\$0.37	\$1.39
64	\$3,450*	5	\$17,250	0	Nil	\$2.29	\$0.61	\$2.29	\$1.64	\$0.44	\$1.64	\$1.39	\$0.37	\$1.39
65	\$3,070*	5	\$15,350	0	Nil	\$2.29	\$0.61	\$2.29	\$1.64	\$0.44	\$1.64	\$1.39	\$0.37	\$1.39
66	\$2,000*	4	\$8,000	0	Nil	\$1.83	\$0.61	\$1.83	\$1.31	\$0.44	\$1.31	\$1.11	\$0.37	\$1.11
67	\$2,000*	4	\$8,000	0	Nil	\$1.83	\$0.61	\$1.83	\$1.31	\$0.44	\$1.31	\$1.11	\$0.37	\$1.11
68	\$2,000*	4	\$8,000	0	Nil	\$1.83	\$0.61	\$1.83	\$1.31	\$0.44	\$1.31	\$1.11	\$0.37	\$1.11
69	\$2,000*	4	\$8,000	0	Nil	\$1.83	\$0.61	\$1.83	\$1.31	\$0.44	\$1.31	\$1.11	\$0.37	\$1.11
70	\$2,000*	4	\$8,000	0	Nil	\$1.83	\$0.61	\$1.83	\$1.31	\$0.44	\$1.31	\$1.11	\$0.37	\$1.11

\* Age Next Birthday at last 1 July. Rounding may cause variations to premium calculations

\*\* Death cover only



**Table 11: Premium rates for Fixed Death and TPD cover**

This table shows the annual premium rates per \$1,000 of Death (including Terminal Illness) and TPD cover (depending on your age, gender and Occupational Classification). Use these rates to calculate the cost of insurance if you choose to apply for Fixed Death Only or Fixed Death and TPD cover, including additional Fixed cover. Insurance premium loadings may also apply.

ANB*	Standard				White Collar				Professional			
	Death only		TPD		Death only		TPD		Death only		TPD	
	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
16	\$0.38	\$0.85	\$0.02	\$0.05	\$0.27	\$0.58	\$0.01	\$0.03	\$0.23	\$0.50	\$0.01	\$0.03
17	\$0.43	\$1.01	\$0.05	\$0.06	\$0.30	\$0.70	\$0.03	\$0.04	\$0.25	\$0.59	\$0.03	\$0.04
18	\$0.46	\$1.14	\$0.06	\$0.09	\$0.32	\$0.78	\$0.04	\$0.06	\$0.27	\$0.67	\$0.04	\$0.05
19	\$0.46	\$1.15	\$0.08	\$0.12	\$0.32	\$0.80	\$0.05	\$0.08	\$0.27	\$0.68	\$0.05	\$0.07
20	\$0.45	\$1.09	\$0.06	\$0.15	\$0.31	\$0.75	\$0.04	\$0.11	\$0.26	\$0.64	\$0.04	\$0.09
21	\$0.40	\$1.01	\$0.09	\$0.18	\$0.28	\$0.70	\$0.06	\$0.13	\$0.23	\$0.59	\$0.05	\$0.11
22	\$0.38	\$0.97	\$0.08	\$0.15	\$0.27	\$0.67	\$0.05	\$0.11	\$0.23	\$0.57	\$0.05	\$0.09
23	\$0.34	\$0.91	\$0.09	\$0.18	\$0.23	\$0.63	\$0.06	\$0.13	\$0.20	\$0.53	\$0.05	\$0.11
24	\$0.34	\$0.85	\$0.09	\$0.18	\$0.23	\$0.58	\$0.06	\$0.13	\$0.20	\$0.50	\$0.05	\$0.11
25	\$0.32	\$0.81	\$0.08	\$0.18	\$0.22	\$0.56	\$0.05	\$0.13	\$0.19	\$0.48	\$0.05	\$0.11
26	\$0.31	\$0.75	\$0.08	\$0.20	\$0.21	\$0.52	\$0.05	\$0.14	\$0.18	\$0.44	\$0.05	\$0.12
27	\$0.31	\$0.71	\$0.08	\$0.22	\$0.21	\$0.49	\$0.05	\$0.15	\$0.18	\$0.41	\$0.05	\$0.13
28	\$0.31	\$0.69	\$0.12	\$0.25	\$0.21	\$0.48	\$0.08	\$0.17	\$0.18	\$0.41	\$0.07	\$0.14
29	\$0.31	\$0.69	\$0.14	\$0.25	\$0.21	\$0.48	\$0.10	\$0.17	\$0.18	\$0.41	\$0.08	\$0.14
30	\$0.32	\$0.66	\$0.14	\$0.26	\$0.22	\$0.46	\$0.10	\$0.18	\$0.19	\$0.39	\$0.08	\$0.15
31	\$0.32	\$0.66	\$0.18	\$0.28	\$0.22	\$0.46	\$0.13	\$0.19	\$0.19	\$0.39	\$0.11	\$0.16
32	\$0.34	\$0.65	\$0.22	\$0.29	\$0.23	\$0.45	\$0.15	\$0.20	\$0.20	\$0.38	\$0.13	\$0.17
33	\$0.38	\$0.66	\$0.25	\$0.32	\$0.27	\$0.46	\$0.17	\$0.22	\$0.23	\$0.39	\$0.14	\$0.19
34	\$0.40	\$0.69	\$0.29	\$0.34	\$0.28	\$0.48	\$0.20	\$0.23	\$0.23	\$0.41	\$0.17	\$0.20
35	\$0.45	\$0.71	\$0.34	\$0.35	\$0.31	\$0.49	\$0.23	\$0.24	\$0.26	\$0.41	\$0.20	\$0.21
36	\$0.49	\$0.72	\$0.40	\$0.40	\$0.34	\$0.50	\$0.28	\$0.28	\$0.29	\$0.42	\$0.23	\$0.23
37	\$0.52	\$0.75	\$0.46	\$0.46	\$0.36	\$0.52	\$0.32	\$0.32	\$0.31	\$0.44	\$0.27	\$0.27
38	\$0.58	\$0.81	\$0.54	\$0.49	\$0.40	\$0.56	\$0.37	\$0.34	\$0.34	\$0.48	\$0.32	\$0.29
39	\$0.65	\$0.85	\$0.60	\$0.58	\$0.45	\$0.58	\$0.41	\$0.40	\$0.38	\$0.50	\$0.35	\$0.34
40	\$0.71	\$0.91	\$0.72	\$0.66	\$0.49	\$0.63	\$0.50	\$0.46	\$0.41	\$0.53	\$0.42	\$0.39
41	\$0.77	\$1.00	\$0.85	\$0.72	\$0.53	\$0.69	\$0.58	\$0.50	\$0.45	\$0.59	\$0.50	\$0.42
42	\$0.85	\$1.06	\$0.95	\$0.86	\$0.58	\$0.73	\$0.66	\$0.59	\$0.50	\$0.62	\$0.56	\$0.50
43	\$0.89	\$1.17	\$1.08	\$1.00	\$0.61	\$0.81	\$0.74	\$0.69	\$0.52	\$0.68	\$0.63	\$0.59
44	\$0.94	\$1.28	\$1.21	\$1.14	\$0.65	\$0.88	\$0.84	\$0.78	\$0.55	\$0.75	\$0.71	\$0.67
45	\$0.97	\$1.41	\$1.34	\$1.32	\$0.67	\$0.98	\$0.92	\$0.91	\$0.57	\$0.83	\$0.78	\$0.77
46	\$1.01	\$1.54	\$1.52	\$1.52	\$0.70	\$1.06	\$1.05	\$1.05	\$0.59	\$0.90	\$0.89	\$0.89
47	\$1.06	\$1.66	\$1.74	\$1.77	\$0.73	\$1.14	\$1.20	\$1.22	\$0.62	\$0.97	\$1.02	\$1.04
48	\$1.15	\$1.83	\$1.98	\$2.00	\$0.80	\$1.26	\$1.37	\$1.38	\$0.68	\$1.07	\$1.16	\$1.17
49	\$1.26	\$2.00	\$2.31	\$2.31	\$0.87	\$1.38	\$1.59	\$1.59	\$0.74	\$1.17	\$1.35	\$1.35
50	\$1.38	\$2.21	\$2.71	\$2.64	\$0.95	\$1.53	\$1.87	\$1.82	\$0.81	\$1.30	\$1.59	\$1.55
51	\$1.54	\$2.38	\$3.07	\$3.04	\$1.06	\$1.64	\$2.12	\$2.10	\$0.90	\$1.40	\$1.80	\$1.78
52	\$1.71	\$2.60	\$3.54	\$3.47	\$1.18	\$1.79	\$2.44	\$2.40	\$1.00	\$1.52	\$2.07	\$2.04
53	\$1.86	\$2.81	\$4.00	\$3.95	\$1.28	\$1.94	\$2.76	\$2.72	\$1.09	\$1.65	\$2.34	\$2.32
54	\$2.04	\$3.04	\$4.47	\$4.50	\$1.41	\$2.10	\$3.08	\$3.11	\$1.20	\$1.78	\$2.62	\$2.64
55	\$2.24	\$3.32	\$4.92	\$4.98	\$1.55	\$2.29	\$3.39	\$3.43	\$1.32	\$1.95	\$2.88	\$2.92
56	\$2.47	\$3.61	\$5.38	\$5.53	\$1.71	\$2.49	\$3.71	\$3.82	\$1.45	\$2.12	\$3.15	\$3.24
57	\$2.69	\$3.93	\$5.87	\$6.21	\$1.86	\$2.71	\$4.05	\$4.28	\$1.58	\$2.31	\$3.44	\$3.64
58	\$2.94	\$4.29	\$6.38	\$6.99	\$2.02	\$2.96	\$4.40	\$4.82	\$1.72	\$2.51	\$3.74	\$4.10
59	\$3.17	\$4.72	\$6.93	\$7.88	\$2.18	\$3.25	\$4.78	\$5.44	\$1.86	\$2.77	\$4.06	\$4.62
60	\$3.44	\$5.16	\$7.52	\$8.90	\$2.37	\$3.56	\$5.18	\$6.14	\$2.02	\$3.03	\$4.41	\$5.22
61	\$3.75	\$5.67	\$8.19	\$10.04	\$2.59	\$3.91	\$5.65	\$6.92	\$2.20	\$3.32	\$4.80	\$5.88
62	\$4.13	\$6.21	\$9.05	\$11.27	\$2.85	\$4.28	\$6.24	\$7.77	\$2.42	\$3.64	\$5.31	\$6.60
63	\$4.63	\$6.75	\$10.11	\$12.62	\$3.19	\$4.65	\$6.97	\$8.70	\$2.71	\$3.96	\$5.93	\$7.40
64	\$5.16	\$7.32	\$11.36	\$14.09	\$3.56	\$5.05	\$7.83	\$9.72	\$3.03	\$4.29	\$6.66	\$8.26
65	\$5.83	\$7.93	\$12.71	\$15.75	\$4.02	\$5.47	\$8.77	\$10.87	\$3.41	\$4.65	\$7.45	\$9.24
66	\$6.32	\$8.79	\$14.74	\$18.14	\$4.36	\$6.06	\$10.17	\$12.51	\$3.70	\$5.15	\$8.64	\$10.63
67	\$6.87	\$9.74	\$17.09	\$20.86	\$4.74	\$6.72	\$11.79	\$14.38	\$4.03	\$5.71	\$10.02	\$12.23
68	\$7.52	\$10.81	\$19.74	\$24.04	\$5.18	\$7.45	\$13.61	\$16.58	\$4.41	\$6.33	\$11.57	\$14.09
69	\$8.16	\$11.99	\$22.84	\$27.64	\$5.63	\$8.27	\$15.75	\$19.06	\$4.78	\$7.03	\$13.39	\$16.20
70	\$8.87	\$13.28	\$26.44	\$31.83	\$6.12	\$9.16	\$18.23	\$21.95	\$5.20	\$7.78	\$15.50	\$18.66

\* Age Next Birthday at last 1 July. Rounding may cause variations to premium calculations

# 5. Income Protection cover

Income Protection (IP) cover protects you by providing regular monthly income payments if you are temporarily unable to work due to sickness or injury, that can help you cover living expenses as you recover and return to work.

IP cover provides you with a monthly payment following a specified waiting period (Default 90, 30 or 60 days) for a Benefit Period applicable to the IP cover you obtain (Default maximum of 5 years or to age 65). The benefit is generally payable if sickness or injury leaves you unable to work in your usual occupation, while you are an insured member. If you are not working in any occupation for gain or reward prior to becoming unable to work, you will not be entitled to the payment of IP benefits.

**Table 12: GuildSuper IP options**

Insurance type	Waiting period (days)	Maximum Benefit period	How is it obtained?
Default IP cover	90	5 years*	Automatic upon joining GuildSuper, subject to meeting eligibility criteria
Non-Default Unitised IP cover	30, 60, 90	5 years*	On application
Non-Default IP cover to age 65	30, 60, 90	To age 65	On application

\* All IP benefits cease on turning age 65.

## Default IP cover

Provided you are eligible for Default Death and TPD cover, you will receive Default IP cover without the need to provide health information. Refer to page 7 for information about the eligibility criteria and when Default IP cover commences.

The amount of cover you receive depends on your age. The number of Default IP units, the value of each unit and levels of cover that eligible members receive are detailed in the table below:

**Table 13: Default IP cover**

Age next birthday (at last 1 July)	Number of units	Cover per month for each unit	Total Default IP cover per month
16 – 24	2	\$550	\$1,100
25 – 30	3	\$550	\$1,650
31 – 65	4	\$550	\$2,200

Default IP cover ceases in certain circumstances, see section 6.

## What is the cost of Default IP cover?

The cost of Default IP cover (insurance premiums) will depend on your age and your Occupational Classification. Refer to **Table 16: Default IP cover and premiums** on page 26 for the premiums that will apply.



### Example: Jessica joins GuildSuper and is eligible for Default IP cover

**Jessica is 29 years old when her cover commences in GuildSuper. Jessica's Occupational Classification is Standard.**

When cover commences, her age next birthday (at last 1 July) will be 30 years and her:

- Default IP cover will be 3 units or \$1,650 per month
- Cost of Default IP cover will be \$0.82 per week.

## IP waiting period

The waiting period is a continuous period of either 30, 60 or 90 days, commencing from the date a medical practitioner examines and certifies you are Disabled (refer to page 34 for the definition) for the purposes of claiming a Disability or Partial Disability benefit.

You must be Disabled for at least seven out of the first 12 working days of the waiting period to qualify for an IP benefit payment. However, if you return to work at full capacity during the waiting period, the period starts again unless you have returned to work only once for no more than five consecutive days, in which case the number of days worked will be added to the waiting period.

The waiting period begins from the date when you are first examined and certified as suffering a Disability, provided that this date is after your insurance cover starts. Refer to 'Payment of IP Benefits' section on page 23 for further explanation of how the waiting period works when a disability recurs.

## Benefit Period

The Benefit Period is the maximum period of time for which IP benefits will be payable for any one, or related, illness or injury. IP Benefits will only be paid to an insured member for one Disability, Partial Disability (or related Disability) at a time, for the maximum Benefit Period (either 5 years or to age 65).

## Tailoring your IP cover

With GuildSuper, you can tailor IP cover to suit your needs. You can at any time apply to:

- increase the amount of your cover
- change the waiting period
- change the Benefit Period, or
- reduce or cancel your cover.

### Increase your IP cover with Insurance Boost

With Insurance Boost, eligible members can apply for up to double the number of Default IP units of cover they receive to boost their level of cover by answering some limited health questions (i.e. not the full health evidence process). Insurance Boost is only available if you haven't previously reduced Default cover, and the application for Insurance Boost is received and accepted by our Insurer within six months of Default IP cover commencing.

To take advantage of the Insurance Boost offer, complete the *Insurance Boost* form available on our website. If accepted, the cost of insurance will be adjusted for the higher levels of cover. Refer to **Table 17: Premium rates if you vary your IP cover** on page 27 for the cost each additional unit of IP cover you obtain.

### Increase your IP cover at certain Life Events

Your commitments and responsibilities may change as you go through different stages in your life – mortgage, marriage and children to name a few. With Life Events Top-Up, specific changes in your life allow you to request one additional unit of IP cover to increase your level of cover without having to provide health information.

The Life Events are:

- You get married
- You get divorced
- Birth or adoption of your child, or
- You take out a mortgage on a new home (or land to build a home) that will be your primary residence.

Life Events Top-Up for IP cover is subject to a maximum increase of one unit of IP cover in any 12 month period with a maximum increase of four units of IP cover over the lifetime of a member. To be eligible for a Life Events Top-Up for IP cover on the date of applying, members must:

- be under age 55
- have cover on standard terms with no exclusions
- have not been declined for cover by the current Insurer or previous insurer of the Fund

- not have made a claim or be aware of any condition which would make you eligible to claim under the policy or be eligible to make a claim with any insurer (including our Insurer), and
- provide relevant documentary proof of the event within 60 days of the event occurring or within 30 days of the issue of the first periodic statement to you after the event, whichever is later.

If you are not in Active Employment on the day our Insurer receives your application to increase cover, then New Events Cover will apply to the amount of the increase in cover until you return to Active Employment for 30 consecutive days. Full Cover only applies to the increase in cover when you have returned to Active Employment for 30 consecutive days.

To apply for a Life Events Top-Up, complete the *Life Events Top-Up* form available on our website. The top-up is effective from the date our Insurer accepts your application. If accepted, the cost of insurance will be adjusted for the higher levels of cover. Refer to **Table 17: Premium rates if you vary your IP cover** on page 27 for the cost each additional unit of cover you obtain.

## Additional IP cover

If your Default IP cover is not sufficient for your circumstances or you aren't eligible for an Insurance Boost, Life Events Top-Up or Default IP cover, you may apply at any time for:

- non-default Unitised IP cover, including varying the number of units of IP cover you already have with a maximum Benefit Period of 5 years, or
- IP cover with a maximum Benefit Period to age 65.

The amount of cover provided for each additional unit is set out in **Table 17: Premium rates if you vary your IP cover** on page 27. The maximum amount of Unitised IP cover or IP cover to age 65 available is the lower of \$30,000 per month or 85% of your income. You must also provide health information as part of your application. To obtain non-default IP cover, complete the *Application for Insurance* on our website.

If you have Default IP cover and apply for additional units of IP cover, the Default IP cover will continue. If you have existing cover and have been accepted for additional units of cover, then any special conditions (e.g. restrictions or exclusions) applied by our Insurer will only apply to the additional units of cover. Additional IP benefits are payable in the same circumstances as Default IP benefits. That is, the benefits are payable if permitted by the insurance policy, the relevant law and the Trust Deed. See the definition of Disability and related definitions in section 7 of this Guide.

# 5. Income Protection cover

## continued

### How much will additional IP cover cost?

Any additional IP cover will be subject to the payment of additional premiums depending on your age, Occupational Classification, the waiting period and, in the case of IP cover to age 65, your gender.

To calculate the cost of additional IP cover, refer to **Table 17: Premium rates if you vary your IP cover** on page 27 in the case of Unitised IP cover or **Table 18: Premium rates for IP cover to age 65** on page 28 in the case of IP cover to age 65. Our Insurer may impose premium loadings and you will be advised accordingly.

### Who is eligible for additional IP cover?

IP cover is available on application to a member aged between 15 and 65 who is employed (for at least 15 hours per week) as a full-time, part-time or casual employee or contractor, and who is an Australian resident.

### When will additional IP cover begin?

Where you have applied for additional IP cover, it starts only when accepted by our Insurer. Depending on your medical history, occupation, employment status or hazardous pursuits, your application for IP cover may be accepted, rejected, deferred or have special conditions and rates applied. You may be required to supply further information and/or undertake some medical tests.

Provided the balance in your superannuation account can cover the cost of cover, your additional cover starts on the date that our Insurer accepts your application, unless our Insurer requires your written acceptance of the proposed terms of the cover, in which case cover starts on the date our Insurer issues confirmation of your written acceptance of the proposed terms. We will notify you in writing of the outcome of your application.

IP cover ceases in certain circumstances, see section 6.

### Change the IP waiting period

The Default waiting period is 90 days. However at any time, you can apply to reduce the waiting period to either 30 or 60 days by completing the *Application for Insurance* on our website.

Generally, the shorter the waiting period, the higher the cost of IP cover will be. Refer to **Table 17: Premium rates if you vary your IP cover** on page 27 for the premiums if you are varying the waiting period in relation to IP cover with a maximum Benefit Period of 5 years. Refer to **Table 18: Premium rates for IP cover to age 65** on page 28 if you are varying the waiting period in relation to IP cover to age 65.

If you apply to reduce the waiting period, then you will be required to provide health information and be accepted by our Insurer. Insurance premium loadings may apply and you will be advised accordingly.

### Change the Benefit Period

The Default maximum Benefit Period for IP cover is 5 Years. You can apply any time to change the maximum Benefit Period from 5 years to age 65 (and thereby have IP cover to age 65) provided that, on the date you apply, you are:

- aged between 15 and 65, and
- employed as a full-time, part-time or casual employee, or as a contractor, for at least 15 hours per week.

To change the maximum Benefit Period to age 65, complete the *Application for Insurance* on our website. You will be required to provide health information and be assessed by our Insurer. If your application is accepted, your level of IP cover will be fixed, however the cost of IP cover will be based on your age.

Refer to **Table 18: Premium rates for IP cover to age 65** on page 28 to calculate the cost of IP cover to age 65. Our Insurer may impose premium loadings, which are in addition to the premium rates shown in Table 18. You will be advised of any premium loadings.

## Additional information requirements

When applying for additional IP cover, regardless of the amount of cover, you must complete an *Application for Insurance* on our website.

Further information may also be required depending on the amount of cover you have applied for and our Insurer's assessment of your application. The cost of any tests will be paid by our Insurer.

## Payment of IP benefits

IP benefits are only paid where the waiting period has expired and you meet the policy requirements, including the definition of Disability or Partial Disability. They are paid up to the maximum Benefit Period, unless the payment of benefits cannot continue for some other reason, as outlined below. The Trustee must also be satisfied that the payment of IP benefits is consistent with the requirements of the Trust Deed and relevant law.

An IP death benefit under the IP policy, equal to three times your monthly IP benefit, may also be payable to you if you die while entitled to receive an IP benefit. This is in addition to any Death benefit payable in accordance with section 4 of this Guide.

Refer to section 7 of this Guide for some key definitions relevant to IP cover.

If benefits are payable, they will be paid monthly in arrears from the end of the waiting period. Payments will then continue until one of the following occurs:

- you are no longer Disabled or Partially Disabled, or
- your death, or
- the date of your 65th birthday, or
- you reach the end of the maximum Benefit Period (i.e. 5 years or age 65 whichever applies to you), or
- you are outside Australia for more than 12 months from the end of the waiting period.

If you are not working in any occupation for gain or reward prior to when you became Disabled or Partially Disabled you will not be entitled to the payment of an IP benefit.

If, after being paid an IP benefit, you return to employment with your employer for a period of less than 6 months from the last date you were Disabled or Partially Disabled and during this 6 month period you become Disabled or Partially Disabled from the same or related illness or injury, a further waiting period will not apply and any IP benefits will be treated as a continuation of your original claim for benefits. However, the maximum Benefit Period will be adjusted to take into account the previous period for which IP benefits were received.

If your condition recurs six months or more after you have returned to work, a new waiting period and Benefit Period will apply to any new claim or a claim from the same or a related cause to a previous claim.

## How do we define your income?

Your income is relevant to the calculation of your level of IP benefit.

In summary, if you are permanently employed (this includes when you are on Employer Approved Leave for less than 24 months), your income will be the salary you get from your employer for your usual occupation, including salary sacrifice amounts but excluding overtime, commission, bonuses, profit distributions, director's fees and any other non-regular payments.

If you do not fall into the above category, your income is the average of your salary as per above over the previous 12 months or the actual period if less, subject to a minimum averaged period of six months.



For more information about what constitutes income, please contact GuildSuper.

## How to calculate the cost of your IP cover

### Unitised IP cover with a maximum 5 year Benefit Period

The cost of IP cover will be determined by:

- the number of units of cover you have or select
- your age next birthday (at last 1 July)
- the waiting period applicable to your cover or that you select, and
- your Occupational Classification (please refer to page 8).

Refer to **Table 16: Default IP cover and premiums** on page 26 for the Default IP cover levels (with a 90 day waiting period) and premiums. Refer to **Table 17: Premium rates if you vary your IP cover** on page 27 for additional IP cover levels (with a 30, 60 or 90 day waiting period) and premiums.

When health information is required with your application for insurance cover (e.g. if you apply for additional IP cover), our Insurer may apply insurance premium loadings, depending on its assessment of your circumstances. You will be advised of any premium loadings.



# 5. Income Protection cover

## continued



**Example:**  
Jessica wants to change the waiting period and increase the amount of her IP cover

**Jessica was 29 years old when Default IP cover commences for her in GuildSuper. Her Occupational Classification is Standard.**

Her age next birthday (at last 1 July) was 30 years when Default IP cover commenced and her:

- Default IP cover was 3 units or \$1,650 per month
- cost of Default IP cover was \$0.82 per week, and
- waiting period was 90 days with a maximum 5 year Benefit Period.

Jessica wants to increase her level of IP cover, reduce the waiting period to 30 days but keep the maximum 5 year Benefit Period (that is, she wants non-default Unitised IP cover). In this instance, **Table 17: Premium rates if you vary your IP cover** on page 27 sets out the applicable insurance costs. She uses the worksheet below to calculate the cost of making these changes (assuming she is not subject to any insurance premium loadings).

**Table 14: Worksheet to calculate cost of IP cover with a maximum 5 year Benefit Period**

	Jessica	Your details
A. Age next birthday (at last 1 July)	30	
B. Occupational Classification	Standard	
C. IP waiting period	30 days	
D. IP Benefit period	5 years	5 years
E. Salary per month	\$2,600	
F. Percentage of monthly salary to insure <sup>1</sup>	85%	
G. Multiply monthly salary by percentage (E x F)	$\$2,600 \times 85\% = \$2,210$ per month	
H. Default number of units of IP cover (refer Table 13)	3 units	
I. Total Default IP cover (refer Table 13)	\$1,650 per month	
J. Additional IP cover required (G - I)	$\$2,210 - \$1,650 = \$560$ per month	
K. Cover provided by one unit of IP cover per month	\$550	\$550
L. Additional units of IP cover required, rounded to the nearest unit (J ÷ K)	$\$560 \div \$550 = 1$ unit	
M. Total units of IP cover (H + L)	$3 + 1 = 4$ units	
N. Cost of 1 unit of IP cover for your chosen waiting period in C (refer Table 17)	\$0.62 per week	
O. TOTAL COST OF IP COVER (M X N)	$4 \times \$0.62 = \$2.48$ per week	

<sup>1</sup> You can choose to insure any amount up to 85% of your income. Any amount over 75% will be credited to your superannuation account as a concessional contribution. Rounding may cause variations to premium calculations.

To make any changes to your IP cover, complete the *Application for Insurance* on our website.

### Cost of IP cover to age 65

The cost of IP cover to age 65 is calculated as a weekly rate per \$100 of your monthly benefit. The cost will depend on:

- your age next birthday (at last 1 July)
- your gender
- the applicable waiting period
- the amount of cover you select

- your Occupational Classification (please refer to page 8), and
- an assessment based on your health condition and lifestyle (e.g. hazardous pursuits).

To be able to apply for IP cover to age 65, you will have to be employed for at least 15 hours per week, be under age 65 and an Australian resident, at the time you apply.

Refer to **Table 18: Premium rates for IP cover to age 65** on page 28 for the insurance costs applicable to IP cover to age 65. Insurance premium loadings may apply, depending on our Insurer's assessment of your circumstances. You will be advised of any premium loadings.



### Example: Jessica wants to work out the cost of IP cover to age 65

Jessica wants to increase her maximum Benefit Period to age 65 but keep the 30 day waiting period. She uses this worksheet to calculate the cost of IP cover to age 65.

Table 15: Worksheet to calculate cost of IP cover to age 65

	Jessica	Your details
A. Age next birthday (at last 1 July)	30	
B. Occupational Classification	Standard	
C. IP waiting period	30 days	
D. IP Benefit period	To age 65	To age 65
E. Salary per month	\$2,600	
F. Percentage of monthly salary to insure <sup>1</sup>	85%	
G. Multiply monthly salary by percentage (E x F)	\$2,600 x 85% = \$2,210 per month	
H. Monthly IP cover (in \$100s)	\$2,210 ÷ \$100 = 22.1	
I. Weekly premium rate (refer Table 18)	\$0.61	
J. COST OF IP COVER TO AGE 65 (H X I)	22.1 x \$0.61 = \$13.48 per week	

<sup>1</sup> You can choose to insure any amount up to 85% of your income. Any amount over 75% will be credited to your superannuation account as a concessional contribution. Rounding may cause variations to premium calculations.

To apply for IP cover to age 65, complete the *Application for Insurance* on our website.

The examples shown in this Guide are purely for illustrative purposes. Before making a decision on your insurance, you should consider the appropriateness of any cover having regard to your objectives, financial situation and needs. Rounding may cause variations to premium calculations.

# 5. Income Protection cover

## continued

**Table 16: Default IP cover and premiums**

This table shows how much Default IP cover per month eligible new members will receive and how much it will cost per week. The cost of cover shown is based on a maximum Benefit Period of 5 years and the Default 90 day waiting period. The cost of cover will depend on your age and Occupational Classification, and is inclusive of stamp duty. Default IP cover is subject to a maximum of 85% of your income.

ANB*	Unit of IP cover per month	Default IP units	Default IP cover per month	Cost of IP cover per week		
				Standard	White Collar	Professional
16	\$550	2	\$1,100	\$0.44	\$0.35	\$0.31
17	\$550	2	\$1,100	\$0.44	\$0.35	\$0.31
18	\$550	2	\$1,100	\$0.44	\$0.35	\$0.31
19	\$550	2	\$1,100	\$0.44	\$0.35	\$0.31
20	\$550	2	\$1,100	\$0.44	\$0.35	\$0.31
21	\$550	2	\$1,100	\$0.44	\$0.35	\$0.31
22	\$550	2	\$1,100	\$0.44	\$0.35	\$0.31
23	\$550	2	\$1,100	\$0.44	\$0.35	\$0.31
24	\$550	2	\$1,100	\$0.44	\$0.35	\$0.31
25	\$550	3	\$1,650	\$0.66	\$0.52	\$0.47
26	\$550	3	\$1,650	\$0.66	\$0.52	\$0.47
27	\$550	3	\$1,650	\$0.71	\$0.56	\$0.50
28	\$550	3	\$1,650	\$0.75	\$0.59	\$0.53
29	\$550	3	\$1,650	\$0.79	\$0.62	\$0.56
30	\$550	3	\$1,650	\$0.82	\$0.65	\$0.58
31	\$550	4	\$2,200	\$1.14	\$0.90	\$0.81
32	\$550	4	\$2,200	\$1.18	\$0.93	\$0.84
33	\$550	4	\$2,200	\$1.23	\$0.97	\$0.87
34	\$550	4	\$2,200	\$1.29	\$1.02	\$0.92
35	\$550	4	\$2,200	\$1.36	\$1.07	\$0.96
36	\$550	4	\$2,200	\$1.45	\$1.14	\$1.03
37	\$550	4	\$2,200	\$1.55	\$1.22	\$1.10
38	\$550	4	\$2,200	\$1.67	\$1.32	\$1.19
39	\$550	4	\$2,200	\$1.82	\$1.43	\$1.29
40	\$550	4	\$2,200	\$1.99	\$1.57	\$1.41
41	\$550	4	\$2,200	\$2.19	\$1.72	\$1.55
42	\$550	4	\$2,200	\$2.42	\$1.91	\$1.72
43	\$550	4	\$2,200	\$2.68	\$2.11	\$1.90
44	\$550	4	\$2,200	\$2.97	\$2.34	\$2.11
45	\$550	4	\$2,200	\$3.31	\$2.61	\$2.35
46	\$550	4	\$2,200	\$3.68	\$2.90	\$2.61
47	\$550	4	\$2,200	\$4.09	\$3.22	\$2.90
48	\$550	4	\$2,200	\$4.55	\$3.58	\$3.22
49	\$550	4	\$2,200	\$5.05	\$3.97	\$3.58
50	\$550	4	\$2,200	\$5.59	\$4.40	\$3.96
51	\$550	4	\$2,200	\$6.17	\$4.86	\$4.38
52	\$550	4	\$2,200	\$6.81	\$5.36	\$4.82
53	\$550	4	\$2,200	\$7.48	\$5.89	\$5.30
54	\$550	4	\$2,200	\$8.21	\$6.46	\$5.82
55	\$550	4	\$2,200	\$8.98	\$7.07	\$6.36
56	\$550	4	\$2,200	\$9.79	\$7.71	\$6.94
57	\$550	4	\$2,200	\$10.64	\$8.38	\$7.54
58	\$550	4	\$2,200	\$11.54	\$9.09	\$8.18
59	\$550	4	\$2,200	\$12.47	\$9.82	\$8.84
60	\$550	4	\$2,200	\$13.44	\$10.58	\$9.53
61	\$550	4	\$2,200	\$16.82	\$13.25	\$11.92
62	\$550	4	\$2,200	\$15.24	\$12.00	\$10.80
63	\$550	4	\$2,200	\$12.95	\$10.20	\$9.18
64	\$550	4	\$2,200	\$9.57	\$7.54	\$6.78
65	\$550	4	\$2,200	\$4.55	\$3.58	\$3.22

\* Age Next Birthday at last 1 July. Rounding may cause variations to premium calculations.

**Table 17: Premium rates if you vary your IP cover**

This table shows the weekly cost per unit of Unitised IP cover with a maximum Benefit Period of 5 years depending on a 30, 60 or 90 day waiting period and your Occupational Classification. These rates are inclusive of stamp duty. IP cover is subject to a maximum of 85% of your income. Insurance premium loadings may also apply.

ANB*	Unit of IP cover per month	Standard			White Collar			Professional		
		30 days	60 days	90 days	30 days	60 days	90 days	30 days	60 days	90 days
16	\$550	\$0.52	\$0.35	\$0.22	\$0.41	\$0.28	\$0.17	\$0.37	\$0.25	\$0.16
17	\$550	\$0.52	\$0.35	\$0.22	\$0.41	\$0.28	\$0.17	\$0.37	\$0.25	\$0.16
18	\$550	\$0.52	\$0.35	\$0.22	\$0.41	\$0.28	\$0.17	\$0.37	\$0.25	\$0.16
19	\$550	\$0.52	\$0.35	\$0.22	\$0.41	\$0.28	\$0.17	\$0.37	\$0.25	\$0.16
20	\$550	\$0.52	\$0.35	\$0.22	\$0.41	\$0.28	\$0.17	\$0.37	\$0.25	\$0.16
21	\$550	\$0.52	\$0.35	\$0.22	\$0.41	\$0.28	\$0.17	\$0.37	\$0.25	\$0.16
22	\$550	\$0.52	\$0.35	\$0.22	\$0.41	\$0.28	\$0.17	\$0.37	\$0.25	\$0.16
23	\$550	\$0.52	\$0.35	\$0.22	\$0.41	\$0.28	\$0.17	\$0.37	\$0.25	\$0.16
24	\$550	\$0.52	\$0.35	\$0.22	\$0.41	\$0.28	\$0.17	\$0.37	\$0.25	\$0.16
25	\$550	\$0.52	\$0.35	\$0.22	\$0.41	\$0.28	\$0.17	\$0.37	\$0.25	\$0.16
26	\$550	\$0.52	\$0.35	\$0.22	\$0.41	\$0.28	\$0.17	\$0.37	\$0.25	\$0.16
27	\$550	\$0.54	\$0.37	\$0.24	\$0.42	\$0.29	\$0.19	\$0.38	\$0.26	\$0.17
28	\$550	\$0.56	\$0.38	\$0.25	\$0.44	\$0.30	\$0.20	\$0.40	\$0.27	\$0.18
29	\$550	\$0.59	\$0.40	\$0.26	\$0.46	\$0.31	\$0.21	\$0.42	\$0.28	\$0.19
30	\$550	\$0.62	\$0.42	\$0.27	\$0.49	\$0.33	\$0.22	\$0.44	\$0.30	\$0.19
31	\$550	\$0.66	\$0.45	\$0.28	\$0.52	\$0.35	\$0.22	\$0.47	\$0.32	\$0.20
32	\$550	\$0.70	\$0.48	\$0.29	\$0.55	\$0.37	\$0.23	\$0.50	\$0.34	\$0.21
33	\$550	\$0.75	\$0.51	\$0.31	\$0.59	\$0.40	\$0.24	\$0.53	\$0.36	\$0.22
34	\$550	\$0.80	\$0.54	\$0.32	\$0.63	\$0.43	\$0.25	\$0.57	\$0.38	\$0.23
35	\$550	\$0.86	\$0.58	\$0.34	\$0.67	\$0.46	\$0.27	\$0.61	\$0.41	\$0.24
36	\$550	\$0.92	\$0.62	\$0.36	\$0.72	\$0.49	\$0.28	\$0.65	\$0.44	\$0.26
37	\$550	\$0.99	\$0.67	\$0.39	\$0.78	\$0.53	\$0.30	\$0.70	\$0.47	\$0.27
38	\$550	\$1.06	\$0.72	\$0.42	\$0.83	\$0.56	\$0.33	\$0.75	\$0.51	\$0.30
39	\$550	\$1.13	\$0.77	\$0.45	\$0.89	\$0.60	\$0.36	\$0.80	\$0.54	\$0.32
40	\$550	\$1.21	\$0.82	\$0.50	\$0.96	\$0.65	\$0.39	\$0.86	\$0.58	\$0.35
41	\$550	\$1.30	\$0.88	\$0.55	\$1.02	\$0.70	\$0.43	\$0.92	\$0.63	\$0.39
42	\$550	\$1.39	\$0.94	\$0.61	\$1.10	\$0.74	\$0.48	\$0.99	\$0.67	\$0.43
43	\$550	\$1.49	\$1.01	\$0.67	\$1.17	\$0.79	\$0.53	\$1.06	\$0.72	\$0.47
44	\$550	\$1.59	\$1.08	\$0.74	\$1.25	\$0.85	\$0.59	\$1.13	\$0.77	\$0.53
45	\$550	\$1.70	\$1.15	\$0.83	\$1.34	\$0.91	\$0.65	\$1.20	\$0.82	\$0.59
46	\$550	\$1.82	\$1.23	\$0.92	\$1.43	\$0.97	\$0.73	\$1.29	\$0.87	\$0.65
47	\$550	\$1.94	\$1.32	\$1.02	\$1.53	\$1.04	\$0.80	\$1.37	\$0.93	\$0.72
48	\$550	\$2.07	\$1.41	\$1.14	\$1.63	\$1.11	\$0.90	\$1.47	\$1.00	\$0.81
49	\$550	\$2.21	\$1.50	\$1.26	\$1.74	\$1.18	\$0.99	\$1.57	\$1.06	\$0.89
50	\$550	\$2.36	\$1.60	\$1.40	\$1.86	\$1.26	\$1.10	\$1.67	\$1.14	\$0.99
51	\$550	\$2.52	\$1.72	\$1.54	\$1.98	\$1.35	\$1.22	\$1.79	\$1.22	\$1.09
52	\$550	\$2.69	\$1.83	\$1.70	\$2.12	\$1.44	\$1.34	\$1.91	\$1.30	\$1.21
53	\$550	\$2.88	\$1.96	\$1.87	\$2.27	\$1.54	\$1.47	\$2.04	\$1.39	\$1.33
54	\$550	\$3.08	\$2.10	\$2.05	\$2.43	\$1.65	\$1.62	\$2.18	\$1.49	\$1.45
55	\$550	\$3.30	\$2.25	\$2.24	\$2.60	\$1.77	\$1.77	\$2.34	\$1.60	\$1.59
56	\$550	\$3.54	\$2.42	\$2.45	\$2.79	\$1.90	\$1.93	\$2.51	\$1.71	\$1.73
57	\$550	\$3.80	\$2.60	\$2.66	\$2.99	\$2.04	\$2.09	\$2.69	\$1.84	\$1.88
58	\$550	\$4.09	\$2.79	\$2.88	\$3.22	\$2.20	\$2.27	\$2.89	\$1.98	\$2.04
59	\$550	\$4.40	\$3.01	\$3.12	\$3.46	\$2.37	\$2.46	\$3.12	\$2.13	\$2.21
60	\$550	\$4.75	\$3.25	\$3.36	\$3.74	\$2.56	\$2.65	\$3.37	\$2.30	\$2.38
61	\$550	\$5.30	\$3.64	\$4.21	\$4.18	\$2.86	\$3.31	\$3.76	\$2.58	\$2.98
62	\$550	\$4.96	\$3.40	\$3.81	\$3.90	\$2.68	\$3.00	\$3.51	\$2.41	\$2.70
63	\$550	\$4.40	\$3.02	\$3.24	\$3.46	\$2.38	\$2.55	\$3.12	\$2.14	\$2.29
64	\$550	\$3.72	\$2.56	\$2.39	\$2.93	\$2.01	\$1.88	\$2.64	\$1.81	\$1.70
65	\$550	\$1.90	\$1.31	\$1.14	\$1.50	\$1.03	\$0.90	\$1.35	\$0.93	\$0.81

\* Age Next Birthday at last 1 July. Rounding may cause variations to premium calculations.

# 5. Income Protection cover

## continued

**Table 18: Premium rates for IP cover to age 65**

This table shows the weekly cost per \$100 of monthly benefit payable with a maximum Benefit Period to age 65 depending on the waiting period (30, 60 or 90 days), your gender and Occupational Classification. These rates are inclusive of stamp duty. IP cover is subject to a maximum of 85% of your income. Insurance premium loadings may also apply.

ANB*	Female									Male								
	Standard			White Collar			Professional			Standard			White Collar			Professional		
	30 days	60 days	90 days	30 days	60 days	90 days	30 days	60 days	90 days	30 days	60 days	90 days	30 days	60 days	90 days	30 days	60 days	90 days
16	\$0.39	\$0.16	\$0.11	\$0.22	\$0.09	\$0.06	\$0.20	\$0.08	\$0.05	\$0.21	\$0.08	\$0.06	\$0.12	\$0.05	\$0.04	\$0.10	\$0.04	\$0.03
17	\$0.39	\$0.16	\$0.11	\$0.22	\$0.09	\$0.06	\$0.20	\$0.08	\$0.05	\$0.21	\$0.08	\$0.06	\$0.12	\$0.05	\$0.04	\$0.10	\$0.04	\$0.03
18	\$0.39	\$0.16	\$0.11	\$0.22	\$0.09	\$0.06	\$0.20	\$0.08	\$0.05	\$0.21	\$0.08	\$0.06	\$0.12	\$0.05	\$0.04	\$0.10	\$0.04	\$0.03
19	\$0.39	\$0.16	\$0.11	\$0.22	\$0.09	\$0.06	\$0.20	\$0.08	\$0.05	\$0.21	\$0.08	\$0.06	\$0.12	\$0.05	\$0.04	\$0.10	\$0.04	\$0.03
20	\$0.39	\$0.16	\$0.11	\$0.22	\$0.09	\$0.06	\$0.20	\$0.08	\$0.05	\$0.21	\$0.08	\$0.06	\$0.12	\$0.05	\$0.04	\$0.10	\$0.04	\$0.03
21	\$0.39	\$0.16	\$0.11	\$0.22	\$0.09	\$0.06	\$0.20	\$0.08	\$0.05	\$0.21	\$0.08	\$0.06	\$0.12	\$0.05	\$0.04	\$0.10	\$0.04	\$0.03
22	\$0.41	\$0.16	\$0.11	\$0.23	\$0.09	\$0.06	\$0.20	\$0.08	\$0.05	\$0.21	\$0.08	\$0.06	\$0.12	\$0.05	\$0.03	\$0.11	\$0.04	\$0.03
23	\$0.43	\$0.17	\$0.11	\$0.24	\$0.09	\$0.06	\$0.21	\$0.09	\$0.06	\$0.21	\$0.09	\$0.06	\$0.12	\$0.05	\$0.03	\$0.11	\$0.04	\$0.03
24	\$0.44	\$0.18	\$0.12	\$0.25	\$0.10	\$0.07	\$0.22	\$0.09	\$0.06	\$0.22	\$0.09	\$0.06	\$0.12	\$0.05	\$0.03	\$0.11	\$0.04	\$0.03
25	\$0.46	\$0.18	\$0.12	\$0.26	\$0.10	\$0.07	\$0.23	\$0.09	\$0.06	\$0.22	\$0.09	\$0.06	\$0.12	\$0.05	\$0.03	\$0.11	\$0.04	\$0.03
26	\$0.48	\$0.19	\$0.13	\$0.27	\$0.11	\$0.07	\$0.24	\$0.10	\$0.06	\$0.22	\$0.09	\$0.06	\$0.12	\$0.05	\$0.03	\$0.11	\$0.04	\$0.03
27	\$0.51	\$0.20	\$0.14	\$0.28	\$0.11	\$0.08	\$0.25	\$0.10	\$0.07	\$0.23	\$0.09	\$0.06	\$0.13	\$0.05	\$0.03	\$0.12	\$0.05	\$0.03
28	\$0.54	\$0.21	\$0.15	\$0.30	\$0.12	\$0.08	\$0.27	\$0.11	\$0.07	\$0.24	\$0.10	\$0.06	\$0.13	\$0.05	\$0.03	\$0.12	\$0.05	\$0.03
29	\$0.57	\$0.23	\$0.16	\$0.32	\$0.13	\$0.09	\$0.29	\$0.11	\$0.08	\$0.25	\$0.10	\$0.06	\$0.14	\$0.06	\$0.03	\$0.13	\$0.05	\$0.03
30	\$0.61	\$0.24	\$0.17	\$0.34	\$0.14	\$0.09	\$0.31	\$0.12	\$0.08	\$0.27	\$0.11	\$0.06	\$0.15	\$0.06	\$0.03	\$0.13	\$0.05	\$0.03
31	\$0.65	\$0.26	\$0.18	\$0.36	\$0.15	\$0.10	\$0.33	\$0.13	\$0.09	\$0.28	\$0.11	\$0.06	\$0.16	\$0.06	\$0.04	\$0.14	\$0.06	\$0.03
32	\$0.70	\$0.28	\$0.18	\$0.39	\$0.16	\$0.10	\$0.35	\$0.14	\$0.09	\$0.30	\$0.12	\$0.07	\$0.17	\$0.07	\$0.04	\$0.15	\$0.06	\$0.03
33	\$0.75	\$0.30	\$0.19	\$0.42	\$0.17	\$0.11	\$0.38	\$0.15	\$0.10	\$0.32	\$0.13	\$0.07	\$0.18	\$0.07	\$0.04	\$0.16	\$0.06	\$0.04
34	\$0.81	\$0.32	\$0.20	\$0.45	\$0.18	\$0.11	\$0.41	\$0.16	\$0.10	\$0.34	\$0.14	\$0.08	\$0.19	\$0.08	\$0.04	\$0.17	\$0.07	\$0.04
35	\$0.87	\$0.35	\$0.21	\$0.48	\$0.19	\$0.12	\$0.44	\$0.17	\$0.11	\$0.37	\$0.15	\$0.08	\$0.20	\$0.08	\$0.04	\$0.18	\$0.07	\$0.04
36	\$0.93	\$0.37	\$0.23	\$0.52	\$0.21	\$0.13	\$0.47	\$0.19	\$0.11	\$0.39	\$0.16	\$0.09	\$0.22	\$0.09	\$0.05	\$0.20	\$0.08	\$0.04
37	\$1.00	\$0.40	\$0.24	\$0.56	\$0.22	\$0.13	\$0.50	\$0.20	\$0.12	\$0.42	\$0.17	\$0.09	\$0.23	\$0.09	\$0.05	\$0.21	\$0.08	\$0.05
38	\$1.07	\$0.43	\$0.26	\$0.59	\$0.24	\$0.15	\$0.53	\$0.21	\$0.13	\$0.45	\$0.18	\$0.10	\$0.25	\$0.10	\$0.06	\$0.22	\$0.09	\$0.05
39	\$1.14	\$0.46	\$0.28	\$0.63	\$0.25	\$0.16	\$0.57	\$0.23	\$0.14	\$0.48	\$0.19	\$0.11	\$0.27	\$0.11	\$0.06	\$0.24	\$0.10	\$0.05
40	\$1.22	\$0.49	\$0.31	\$0.68	\$0.27	\$0.17	\$0.61	\$0.24	\$0.15	\$0.51	\$0.21	\$0.12	\$0.29	\$0.11	\$0.07	\$0.26	\$0.10	\$0.06
41	\$1.29	\$0.52	\$0.33	\$0.72	\$0.29	\$0.19	\$0.65	\$0.26	\$0.17	\$0.55	\$0.22	\$0.13	\$0.31	\$0.12	\$0.07	\$0.28	\$0.11	\$0.06
42	\$1.37	\$0.55	\$0.36	\$0.76	\$0.30	\$0.20	\$0.69	\$0.27	\$0.18	\$0.59	\$0.24	\$0.14	\$0.33	\$0.13	\$0.08	\$0.29	\$0.12	\$0.07
43	\$1.45	\$0.58	\$0.40	\$0.81	\$0.32	\$0.22	\$0.73	\$0.29	\$0.20	\$0.63	\$0.25	\$0.16	\$0.35	\$0.14	\$0.09	\$0.31	\$0.13	\$0.08
44	\$1.53	\$0.61	\$0.44	\$0.85	\$0.34	\$0.24	\$0.77	\$0.31	\$0.22	\$0.67	\$0.27	\$0.17	\$0.37	\$0.15	\$0.09	\$0.33	\$0.13	\$0.09
45	\$1.61	\$0.64	\$0.48	\$0.89	\$0.36	\$0.26	\$0.81	\$0.32	\$0.24	\$0.71	\$0.29	\$0.19	\$0.40	\$0.16	\$0.10	\$0.36	\$0.14	\$0.09
46	\$1.69	\$0.68	\$0.52	\$0.94	\$0.38	\$0.29	\$0.85	\$0.34	\$0.26	\$0.76	\$0.30	\$0.21	\$0.42	\$0.17	\$0.12	\$0.38	\$0.15	\$0.10
47	\$1.77	\$0.71	\$0.56	\$0.98	\$0.39	\$0.31	\$0.89	\$0.35	\$0.28	\$0.81	\$0.32	\$0.23	\$0.45	\$0.18	\$0.13	\$0.40	\$0.16	\$0.11
48	\$1.85	\$0.74	\$0.61	\$1.03	\$0.41	\$0.34	\$0.92	\$0.37	\$0.31	\$0.86	\$0.34	\$0.25	\$0.48	\$0.19	\$0.14	\$0.43	\$0.17	\$0.13
49	\$1.93	\$0.77	\$0.66	\$1.07	\$0.43	\$0.37	\$0.96	\$0.39	\$0.33	\$0.91	\$0.36	\$0.28	\$0.51	\$0.20	\$0.16	\$0.46	\$0.18	\$0.14
50	\$2.00	\$0.80	\$0.71	\$1.11	\$0.44	\$0.39	\$1.00	\$0.40	\$0.35	\$0.96	\$0.39	\$0.31	\$0.54	\$0.21	\$0.17	\$0.48	\$0.19	\$0.15
51	\$2.07	\$0.83	\$0.76	\$1.15	\$0.46	\$0.42	\$1.04	\$0.41	\$0.38	\$1.02	\$0.41	\$0.34	\$0.57	\$0.23	\$0.19	\$0.51	\$0.20	\$0.17
52	\$2.14	\$0.86	\$0.80	\$1.19	\$0.48	\$0.45	\$1.07	\$0.43	\$0.40	\$1.08	\$0.43	\$0.37	\$0.60	\$0.24	\$0.21	\$0.54	\$0.22	\$0.19
53	\$2.21	\$0.88	\$0.85	\$1.23	\$0.49	\$0.47	\$1.10	\$0.44	\$0.42	\$1.14	\$0.46	\$0.41	\$0.63	\$0.25	\$0.23	\$0.57	\$0.23	\$0.20
54	\$2.27	\$0.91	\$0.89	\$1.26	\$0.50	\$0.50	\$1.13	\$0.45	\$0.45	\$1.20	\$0.48	\$0.44	\$0.67	\$0.27	\$0.25	\$0.60	\$0.24	\$0.22
55	\$2.32	\$0.93	\$0.93	\$1.29	\$0.52	\$0.52	\$1.16	\$0.46	\$0.46	\$1.26	\$0.50	\$0.48	\$0.70	\$0.28	\$0.27	\$0.63	\$0.25	\$0.24
56	\$2.37	\$0.95	\$0.96	\$1.32	\$0.53	\$0.53	\$1.18	\$0.47	\$0.48	\$1.33	\$0.53	\$0.52	\$0.74	\$0.29	\$0.29	\$0.66	\$0.27	\$0.26
57	\$2.40	\$0.96	\$0.98	\$1.33	\$0.53	\$0.55	\$1.20	\$0.48	\$0.49	\$1.38	\$0.55	\$0.56	\$0.77	\$0.31	\$0.31	\$0.69	\$0.28	\$0.28
58	\$2.41	\$0.96	\$0.99	\$1.34	\$0.54	\$0.55	\$1.21	\$0.48	\$0.49	\$1.43	\$0.57	\$0.60	\$0.80	\$0.32	\$0.33	\$0.72	\$0.29	\$0.30
59	\$2.40	\$0.96	\$0.98	\$1.33	\$0.53	\$0.54	\$1.20	\$0.48	\$0.49	\$1.47	\$0.59	\$0.63	\$0.82	\$0.33	\$0.35	\$0.73	\$0.29	\$0.31
60	\$2.35	\$0.94	\$0.95	\$1.30	\$0.52	\$0.53	\$1.17	\$0.47	\$0.48	\$1.48	\$0.59	\$0.64	\$0.82	\$0.33	\$0.36	\$0.74	\$0.30	\$0.32
61	\$2.25	\$0.90	\$0.90	\$1.25	\$0.50	\$0.50	\$1.13	\$0.45	\$0.45	\$1.46	\$0.59	\$0.64	\$0.81	\$0.33	\$0.35	\$0.73	\$0.29	\$0.32
62	\$2.09	\$0.84	\$0.81	\$1.16	\$0.46	\$0.45	\$1.04	\$0.42	\$0.40	\$1.39	\$0.56	\$0.61	\$0.77	\$0.31	\$0.34	\$0.70	\$0.28	\$0.30
63	\$1.83	\$0.73	\$0.67	\$1.02	\$0.41	\$0.37	\$0.91	\$0.37	\$0.34	\$1.25	\$0.50	\$0.53	\$0.69	\$0.28	\$0.30	\$0.62	\$0.25	\$0.27
64	\$1.41	\$0.56	\$0.47	\$0.78	\$0.31	\$0.26	\$0.70	\$0.28	\$0.24	\$0.96	\$0.39	\$0.39	\$0.54	\$0.21	\$0.22	\$0.48	\$0.19	\$0.19
65	\$0.66	\$0.26	\$0.14	\$0.37	\$0.15	\$0.08	\$0.33	\$0.13	\$0.07	\$0.45	\$0.18	\$0.12	\$0.25	\$0.10	\$0.07	\$0.22	\$0.09	\$0.06

\* Age Next Birthday at last 1 July. Rounding may cause variations to premium calculations.



# 6. Other important insurance information

## What is my Occupational Classification?

The cost of Death, TPD and IP cover depends on your Occupational Classification and age (and gender for IP cover with a Benefit Period to age 65). Your Occupational Classification is determined by our Insurer. If you are a Pharmacy Assistant, you will be classified as 'White Collar', while if you are a Pharmacist, you will be classified as 'Professional'. However, you must notify us of your occupation.

If you (or your employer) do not provide us with your occupation, or your occupation does not fall within the 'White Collar' or 'Professional' classifications, you will be placed in the 'Standard' Occupational Classification.

### Eligibility for White Collar classification

You may be eligible for this classification provided the duties of your occupation are limited to professional, managerial, administrative, clerical, secretarial or similar 'White Collar' tasks which do not involve manual work and are undertaken entirely (or at least 80%) within an office environment, excluding travel time from one office environment to another.

### Eligibility for Professional classification

You may be eligible for this classification provided you:

- satisfy the eligibility criteria for the 'White Collar' classification, and
- earn in excess of \$100,000 per annum, and
- hold a tertiary qualification and are a member of a professional institute or registered by a government body or are a member of your company's executive leadership team with more than 10 years' experience in your industry.

It is in your best interests to make sure that we have your occupation correctly recorded. Your occupation will directly impact how much you pay for cover. In some circumstances it may also impact whether an insured benefit is payable, or the amount of the benefit. In the event that your occupation has been misclassified, our Insurer reserves the right to review the Occupational Classification and adjust the level of cover and/or the cost of cover, as applicable.

To check your Occupational Classification you can contact GuildSuper. To update your occupation, complete the *Update Your Occupational Classification* form available on our website.

### What if my occupation is not provided?

If, on or after the date you join GuildSuper, we are not notified of your occupation, your Occupational Classification will be set as 'Standard'. Informing us of your occupation will ensure you pay the right amount for your cover and that benefits are correctly calculated.

## Am I covered while my application for Fixed cover, additional cover and non-Default IP cover is being processed?

If you apply for additional Death Only or additional Death and TPD cover you will be provided with Death and TPD (if applicable) Interim Accident Cover from the date our Insurer receives your fully completed *Application for Insurance*.

The Death and TPD by Interim Accident Cover is for the lesser of the amount of cover you are applying for and \$1.5 million. This cover will cease on the earlier of 90 days from the date your *Application for Insurance* is received by our Insurer or when your application is withdrawn, rejected or accepted.

Death and/or TPD by Accident means death and/or total and permanent disablement due to an injury where the death or disablement occurs within 365 days of the injury occurring. No Death and/or TPD by Accident benefit is payable if death or total and permanent disablement is directly or indirectly caused by any intentional self-inflicted injury or any attempt to commit suicide, whether or not you were sane at the time and where the injury is directly or indirectly caused by war outside Australia.

If you apply for any non-Default IP cover you will be provided with Interim Accident Cover from the date our Insurer receives your completed *Application for Insurance*. The Interim Accident Cover benefit is the lesser of the insured percentage of your monthly income, the amount of cover you are applying for and \$15,000 per month.

This cover will cease on the earlier of 90 days from the date your *Application for Insurance* is received by our Insurer, if and when you withdraw your application or when your application is rejected or accepted.

You may be eligible to make a claim under the Death and TPD by Interim Accident Cover if you become disabled or partially disabled as a result of an accident causing an injury that is independent of any other cause.

## When will my Death, TPD and IP cover cease?

Death, TPD and IP cover ceases as soon as one of the following occurs:

- you write to us requesting cancellation of your cover (refer to the information about cancellation of cover on page 9 for more details), or
- there is insufficient money in your GuildSuper account to pay the next premium, or
- in the case of Death and TPD cover, when a benefit has been paid to you (or your beneficiary), or
- in the case of IP cover, you die (however an IP death benefit may still be payable under the IP policy), or

## 6. Other important insurance information continued

- you cease to be a member of GuildSuper, or
- you attain the maximum insurable age (i.e. age 70 for Death cover, Unitised TPD cover that is not Default cover and Fixed TPD cover, age 60 for Default TPD cover, age 65 for IP cover), or
- you commence military service (other than the Australian Armed Forces Reserve and are not on active duty outside Australia) of any country, or
- the policy between the Trustee and our Insurer is cancelled or terminated for any reason, or
- three months after we notify you that your account balance is below \$2,000 and no contributions or other amounts have been paid into your account for a 12-month period. Cessation of cover will be three months from the notification, unless within the three month period, you make a contribution or rollover into your account, or notify the Trustee in writing that you wish your cover to continue.

IP cover does not cease simply because you cease employment. However, it may cease in the other circumstances stated above. However, the cessation of employment can impact your ability to claim IP benefits. For example, if you become Disabled or Partially Disabled whilst you are not working in any occupation for gain or reward, you will not be entitled to the payment of IP benefits.

To ensure that your cover is calculated correctly, you must advise GuildSuper of any changes to your employment status. Complete the *Update Your Occupational Classification* form available on our website so that the amount and cost of your cover can be adjusted accordingly.

### Reinstatement of cover

If your cover ceases because there is insufficient money in your GuildSuper account to pay the next premium or your account balance falls below \$2,000, and no rollovers have been received or contributions have been made into your account for the previous 12-months, then you can reinstate cover under certain circumstances, including:

#### 1. Reinstate cover within 6 months of cover ceasing:

- you must be a member of GuildSuper at reinstatement date
- cover is reinstated provided contributions or rollover/s covering all outstanding premiums are received within 6 months of the cover ending
- you must be in Active Employment on the reinstatement date, otherwise New Events cover will apply until you return to active employment for 30 consecutive days or you successfully apply to our Insurer for Full Cover

#### 2. Reinstate cover after 6 months of cover ceasing

- you must be a member of GuildSuper at reinstatement date
- Default cover only will be reinstated from the date contributions or rollover/s are received to cover the next premium deduction

- if you had applied and been accepted for additional cover, then you will have to re-apply and be accepted by our Insurer for the additional amount.
- you must be in Active Employment on the reinstatement date, otherwise New Events cover will apply until you apply and are accepted by our Insurer for Full Cover.
- you will not be covered for claims arising from suicide or self-inflicted injury within 12 months of the cover's reinstatement date.

If your cover ceases because you commence military service, then your cover can be reinstated without undergoing full assessment and acceptance by our Insurer provided your active duty outside Australia was for a period less than 12 consecutive months.

Contact GuildSuper to find out if reinstatement of cover is possible and on what terms.

### Insurance cover limits – Death and TPD

You may select a level of insurance cover subject to the following:

- the maximum amount of cover available is \$5 million for Death cover (including Terminal Illness) and \$3 million for TPD cover, and
- the amount of TPD cover must be equal to or less than the amount of Death cover.

Death and TPD exclusions may also apply. See below.

### Insurance cover limits – IP

The maximum amount of cover available is the lower of:

- 85% of income (of which 75% will be paid as a monthly IP benefit and 10% will be credited to your superannuation account as a concessional contribution – referred to as a Superannuation Contribution Benefit), and
- \$30,000 per month.

IP cover exclusions and other restrictions may also apply. See below.

### Death and TPD cover exclusions

A Death or TPD benefit is not payable where death (including terminal illness) or TPD is caused directly or indirectly as a result of:

- war outside Australia, or
- in the case of any amount of cover that is not Default cover, any intentional self-inflicted injury or any attempt to commit suicide, whether or not you were sane at the time, within 13 calendar months from the date that any increased or additional Death or TPD cover commences for you.

If you hold New Events Cover, no benefit is payable where:

- death or TPD is directly or indirectly caused by any intentional self-inflicted injury or any attempt to commit suicide, whether or not you were sane at the time, or
- terminal illness has been diagnosed as at the date New Events Cover commenced.

New Events Cover only covers you for an illness or injury that becomes apparent or first occurs after the cover commences.

## IP cover exclusions

IP benefit payments will not be made if the event giving rise to the claim is caused directly or indirectly by any of the following:

- any intentional self-inflicted injury or any attempt to commit suicide, or
- war, or
- normal or uncomplicated pregnancy, caesarean birth, threatened miscarriage, participation in in-vitro fertilisation techniques or other medically assisted fertilisation techniques and normal discomforts of pregnancy including (but not limited to) morning sickness, back ache, varicose veins, ankle swelling and bladder problems, unless you are disabled for more than 3 months after the end of the pregnancy, in which case the waiting period is deemed to start on the later of the date Disability begins and the end of the pregnancy.

No benefit will be paid if it contravenes any provision of the *Health Insurance Act 1973 (Cth)* or the *National Health Act 1953 (Cth)* or any other related Australian legislation as amended or replaced or any preceding health insurance legislation.

No benefit will be paid if you are not working in any occupation for gain or reward when you become Disabled or Partially Disabled.

## Reduction of IP benefit payments

If a Disability, Partial Disability benefit or Disability by Accident benefit is payable, then the insured monthly benefit will be reduced by the following if other payments are received by you including:

- the amount of any income (other than benefits received under our Insurer's IP policy) and the commutation of income paid or payable to you as a result of Disability, Partial Disability or Disability by Accident, or
- any amounts payable under legislation such as workers' compensation or motor accident, or
- any benefits payable under any other disability, illness or injury insurance policy (except for lump sum benefits received for total and permanent disablement under such an insurance policy), or
- paid sick leave.

Any income described above that you may receive in the form of a lump sum, or is exchanged for a lump sum has a monthly income equivalent of 1/60th of the lump sum (i.e. the lump sum is amortised over a period of 60 months).

Our Insurer will only pay the benefits for one Disability, Partial Disability (or related Disability) at a time for the maximum Benefit Period.

Our Insurer will reduce the Superannuation Contribution Benefit (that is, the amount of IP benefit over 75% of an insured member's income that is credited to your superannuation account) by:

- the amount of any employer Superannuation Contributions paid to the insured member's superannuation account; and
- the amount of any benefits payable under any other IP policy, but only to the extent that the benefit payable under any other IP policy is designed to replace in whole, or in part the compulsory employer superannuation entitlements the insured member would have benefited from had he or she not been Disabled.

If an insured member is Disabled while on Employer Approved Leave, Disability Benefits will commence on the later of his or her Employer's written notification of expected return date or the expiry of the waiting period. If no written notification is available, it will be deemed to be a period of 24 months.

## Ongoing cover

Once cover has started, your cover will continue as long as:

- you remain eligible for insurance cover
- there is enough in your GuildSuper account to meet the cost of your insurance cover each month, and
- none of the events referred to in 'When will my Death, TPD and IP cover cease?' on page 29 occurs.

## Benefit payments

Any benefit payment, to which you or your dependants may be entitled, will depend upon you remaining eligible for insurance cover when the claimable event happens. The payment of a benefit is dependent on our Insurer accepting your claim and subsequently paying the benefit, and on you fulfilling the requirements of the Trust Deed and relevant law.

## Increasing IP benefit

An annual increase to the amount of the IP benefit applies, if the IP benefit has been paid continuously for more than 12 months. The increase will be the lesser of the Consumer Price Index (CPI) or 5% per annum, subject to the maximum IP benefits payable under the IP policy.

# 6. Other important insurance information

## continued

### How to make a claim?

You must advise GuildSuper of any claim, or potential claim, as soon as it is reasonably possible for you to do so. GuildSuper will send you claim forms. If you do not notify GuildSuper in accordance with this provision, our Insurer may reduce insurance payments to the extent that their assessment of your claim has been prejudiced by the delay. Our Insurer also reserves the right to conduct surveillance in the assessment of your claim. All correspondence about claims should be directed to:

**GuildSuper Member Services**  
GPO Box 1088, Melbourne VIC 3001

### Worldwide cover

Subject to the terms of our Insurer's insurance policies (in particular, your ongoing eligibility for insurance cover), our Insurer provides worldwide cover. However the payment of IP benefits will cease if you are outside Australia for more than 12 months from the end of the waiting period.

In the event of a claim that arises whilst you are overseas, our Insurer may require you to return to Australia at your own expense for assessment (for a TPD or IP claim) and examination during the claims assessment process. No benefit will be paid if your illness or injury is directly or indirectly caused by war outside of Australia.

### Will my cover and/or the cost of the cover change over time?

Your cover and/or the cost of the cover will be reviewed annually on 1 July and will be adjusted to take into account your age on your next birthday (at the 1 July review date). Our Insurer can also change the insurance arrangements applicable to members of the Fund (including increase premiums or alter insured benefit calculations) in certain circumstances. You will be notified of any changes to the insurance arrangement including premium rates.

## NOTICE OF THE DUTY OF DISCLOSURE FROM OUR LIFE INSURER TO YOU

### Duty of disclosure

The following section applies to members who are applying for cover including any application to vary or increase cover.

A person who enters into a life insurance contract in respect of your life has a duty, before entering into the contract, to tell our Insurer anything that he or she knows, or could reasonably be expected to know, that may affect our Insurer's decision to provide the insurance and on what terms.

The person entering into the contract has this duty until our Insurer agrees to provide the insurance.

The person entering into the contract has the same duty before he or she extends, varies or reinstates the contract.

The person entering into the contract does not need to tell our Insurer anything that:

- reduces the risk our Insurer insures you for; or
- is common knowledge; or
- our Insurer knows or should know as an insurer; or
- our Insurer waives your duty to tell it about.

If you do not tell our Insurer something that you know, or could reasonably be expected to know, this may affect our Insurer's decision to provide the insurance and on what terms, this may be treated as a failure by the person entering into the contract to tell our Insurer something that he or she must tell our Insurer.

### If the person entering the contract does not tell our Insurer something

In exercising the following rights, our Insurer may consider whether different types of cover can constitute separate contracts of life insurance. If they do, our Insurer may apply the following rights separately to each type of cover.

If the person entering into the contract does not tell our Insurer anything he or she is required to, and our Insurer would not have provided the insurance if he or she had told our Insurer, our Insurer may avoid the contract within 3 years of entering into it.

If our Insurer chooses not to avoid the contract, our Insurer may, at any time, reduce the amount of insurance provided. This would be worked out using a formula that takes into account the premium that would have been payable if he or she had told our Insurer everything he or she should have.

However, if the contract provides cover on death, we may only exercise this right within 3 years of entering into the contract.

If our Insurer chooses not to avoid the contract or reduce the amount of insurance provided, our Insurer may, at any time vary the contract in a way that places it in the same position it would have been in if you had told our Insurer everything you should have. However, this right does not apply if the contract has a surrender value or provides cover on death.

If the failure to tell our Insurer is fraudulent, our Insurer may refuse to pay a claim and treat the contract as if it never existed.

### Group insurance policies

This *Insurance Guide* summarises significant terms and conditions contained in the policy documents issued by our Insurer to the Trustee. It does not set out all terms and conditions, including definitions. Any insurance cover you have with GuildSuper is subject to all the terms and conditions in the policy documents. A copy of the policy documents is available from GuildSuper.

# 7. Key definitions

## Death and TPD cover definitions

### Activities of Daily Living

means:

- Bathing – to wash in the bath or shower (including getting into and out of the bath or shower) or wash satisfactorily by other means
- Dressing – to put on, take off all garments and if needed any braces, artificial limbs or other medical apparatus
- Feeding – the ability to feed him or herself when food has been prepared and made available
- Mobility – to get out of a bed and into an upright chair or a wheelchair and back again
- Maintain Personal Hygiene – the ability to maintain a satisfactory level of personal hygiene by using the toilet or otherwise managing bladder and bowel function.

### Covered Person

means a person who has met the eligibility conditions and is accepted for cover under our Insurer's policy. The term 'Covered Person' is used in this section 7 of the Guide and refers to a person who is an insured member in GuildSuper.

### Date of Disablement

means the later of:

- a) the date a Medical Practitioner examines the Covered Person and confirms that they suffer from an Illness or an Injury which is the principal cause of the TPD for which a claim is made;
- b) the date the Covered Person as a result of Illness or Injury:
  - (i) ceases all work; or
  - (ii) being unemployed, ceases to be able to perform his or her usual occupation; or
  - (iii) ceases to be able to perform his or her domestic duties Full-time.

### Gainfully Working

means a person is:

- a) engaged in Permanent Employment;
- b) engaged in Permanent Employment and on paid or unpaid Employer Approved Leave for a period up to 24 consecutive months; or
- c) self-employed with identifiable duties in any occupation or work for reward or financial benefit, or the hope of reward of financial benefit Full-time or Part-time.

### Injury

means bodily injury which is caused solely and directly by external, violent and accidental means and is independent of any other cause.

### Minimum Hours

means 15 hours each week over either of the following periods:

- a) where the person is not absent from work on the date immediately prior to the Date of Disablement, the six consecutive months immediately prior to the Date of Disablement; or
- b) where the person is on paid or unpaid Employer Approved Leave on the date immediately prior to the Date of Disablement for less than 24 consecutive months, the six consecutive months immediately prior to the start date of the paid or unpaid Employer Approved Leave.

### Reasonable Retraining

means any further education, training or rehabilitation, which in our Insurer's opinion based on medical and other evidence satisfactory to our Insurer, the person:

- has capacity to reasonably undertake at any time since the Date of Disablement; or
- has undertaken at any time since the Date of Disablement;

based on the skills and knowledge the Covered Person has acquired from their education, training or experience.

### Regular And Ongoing Care

means the Covered Person:

- a) is under the regular and ongoing care of a Medical Practitioner who specialises in the Illness or Injury who:
  - (i) reasonably expects the Injury or Illness will continue throughout the life of the Covered Person (including after the expiry of cover and the commencement of retirement) without any prospect of an improvement which would lead to a return to work (whether or not for reward);
  - (ii) has given a clear prognosis for the Injury or Illness.
- b) is complying with reasonable medical advice and all treatment options; and
- c) has, in our Insurer's opinion, reached maximal medical improvement possible for that Covered Person despite reasonable treatment options based on their Illness or Injury.



# 7. Key definitions continued

## TPD definition

“Totally and Permanently Disabled”, “TPD” or “Total and Permanent Disability” means the Covered Person meets the definition which applies to them as set out below:

- (1) either *TPD Definition A* or *TPD Definition B* if the Covered Person:
- was aged less than 65 years on the date immediately prior to the Date of Disablement; and
  - was Gainfully Working on the date immediately prior to the Date of Disablement for at least the Minimum Hours.

OR

- (2) *TPD Definition B* applies if the Covered Person:
- was aged 65 years or more on the date immediately prior to the Date of Disablement;
  - is not Gainfully Working on the date immediately prior to the Date of Disablement; or
  - has not worked at least the Minimum Hours.

*TPD Definition A* means our Insurer determines that solely due to Illness or Injury the Covered Person:

- has been unable to work (whether or not for reward) for the Waiting Period;
- has been continuously absent from all work (whether or not for reward) since the Date of Disablement;
- is under Regular And Ongoing Care; and
- is, as at the Date of Disablement and continuously until the Assessment Date, unlikely ever to work in any occupation, whether or not for reward, for which he or she is or may become reasonably suited by education, training or experience and our Insurer will consider the possible effect that any Reasonable Retraining could have on the Covered Person when our Insurer makes the determination according to this paragraph (d).

*TPD Definition B* means that our Insurer determines that solely due to Illness or Injury the Covered Person:

- has become permanently unable to perform at least two of the Activities of Daily Living:
  - without the assistance of another adult person; and
  - with or without the use of suitable aids or equipment.

for the Waiting Period;

(b) is under Regular And Ongoing Care; and

(c) is, as at the Date of Disablement and continuously until the Assessment Date, unlikely ever to work in any occupation, whether or not for reward, for which he or she is or may become reasonably suited by education, training or experience and in making this determination, the Insurer will consider the possible effect that any Reasonable Retraining could have on the Covered Person when our Insurer makes the determination according to this paragraph (c).

In addition to the TPD definition above, a number of additional definitions are relevant to members that hold TPD insurance cover. These are set out in the insurance policy which you can obtain by calling GuildSuper.

## Waiting Period

means 3 consecutive months immediately following the Date of Disablement.

## IP cover definitions

### Disabled or Disability means

solely as a result of Illness or Injury while you have cover, you are:

- unable to perform at least one income producing duty of your occupation, and
- not working in any occupation, whether or not for reward, and
- under the regular care and following the advice of a Medical Practitioner.

### Partially Disabled or Partial Disability means you:

- have been Disabled for at least seven days out of the first 12 working days of the waiting period
- are unable to work in your occupation at full capacity as a result of the Illness or Injury resulting in Disability
- are working in your occupation or any other occupation but only in a limited capacity
- are earning a monthly Disability Income less than your Monthly Income, and
- are under the regular care and following the advice of a Medical Practitioner.

# 8. Benefits of GuildSuper

At GuildSuper, we're proud of our long history of delivering quality superannuation services to our members throughout Australia, especially members working in the pharmacy, veterinary and allied health industries. It is our mission to help you get the most from your super, keeping things simple, and helping you achieve the best possible lifestyle when you finish working. GuildSuper has a particular focus on the financial wellbeing of women and their families.

Your super is your money. It's there to provide you with an income in retirement, so make it work hard for you. At GuildSuper, we're here to help you do just that.

## Peace of mind

We are committed to helping you build your super so that you can afford the best possible lifestyle when you finish working. As a GuildSuper member, you can:

- access tools and information to help you maximise and build your super savings, and
- be assured that we will manage your super according to the Fund's investment strategy which is set to suit the Fund's membership profile.

Our aim is to grow and protect your super savings over the long term.

## Flexible

### Invest according to your needs

You can choose how your super is invested. GuildSuper offers two solutions when it comes to your super investments – the MySuper Lifecycle Investment Strategy and eight investment options in the MyMix Solution. Each is specifically designed by taking into account the Fund's membership profile. So whether you prefer to leave the decision making to someone with more experience and expertise, or you prefer to make your own investment choices, we've got an option to suit you. Refer to important information in the *Investment Guide*.

## SUPERSUPER™

SUPERSUPER helps members grow their super balance each time they shop at participating retailers using the rewards program.

With SUPERSUPER members don't pay any more for their shopping.

SUPERSUPER will be launched in spring 2018 and members will be advised when it is launched.

## Helpful

We provide access to and assistance with your account in a way that suits you and your needs, including:

- regular account updates – provide us with your email and/or mobile details so that each quarter we can tell you how much has been paid into your account over the period. This way you can see how your super is tracking. You can keep an eye on

other transactions by logging into your account via Member Online – GuildSuper's secure website.

- Member Online gives you 24/7 account access – you can check your GuildSuper account balance and update your account details, investments and insurance cover, whenever and wherever you want.
- general and personal advice about your GuildSuper account at no extra cost to you, and comprehensive personal advice\* provided by our trusted advice partner.
- easy to understand tips and tools on our website, including on our website learning modules, to help you boost your super and improve your financial situation in retirement, and
- extended Helpline hours, 8am to 7pm AEST.

In addition, our Superannuation Consultants can hold workplace education seminars and answer your general queries. Refer to the *Member education and advice* section for further information.

### Combine other super accounts into GuildSuper

Combining other super funds into your GuildSuper account can reduce the number of fees you pay. A Superannuation Consultant can help make this easy, by personally taking you through the process and helping you find any lost super – it's all part of our service. Of course, you should always consider whether combining your super funds into one account is appropriate for you and if you wish, seek personal financial advice. Refer to the *Member education and advice* section below for further information about how you can access personal financial advice.

### Member education and advice

Our member education program teaches you simple ways to maximise your super at no extra cost. We also provide you with access to professional financial advisers if you need personal advice about your GuildSuper account. Professional financial advice is provided by our trusted advice partner Mercer Financial Advice (Australia) Pty Ltd under their Australian Financial Services Licence (AFSL).

Adviser fees apply and will vary depending upon the type of advice you receive. You will be told the fee before you receive the advice. Any fee for personal advice will be payable directly by you to the adviser.

# 8. Benefits of GuildSuper

## continued

### Member Services Team

The Member Services Team is available from 8am to 7pm (AEST) Monday to Friday. Call GuildSuper on **1300 361 477** and the Member Services Team will guide you through the maze that superannuation sometimes appears to be. They can also update your contact details, check your account balance and contribution history, and give you general advice about GuildSuper's investment options, insurance and retirement income products.

### Personal advice about your GuildSuper account

If you require more specific personal advice about your GuildSuper account that takes into account your personal circumstances, you have access to a team of superannuation specialists\* who can help you with:

- determining a suitable amount of insurance cover
- choosing an appropriate investment option
- making salary sacrifice or additional voluntary contributions, and
- accessing retirement income products.

A Statement of Advice relevant to your personal situation will be provided to you by the financial adviser you deal with.

**There is no additional charge to members for this service.**

### More comprehensive personal advice

If you require broader financial advice, which isn't limited to your GuildSuper account, taking into consideration your desired lifestyle now and into the future as well as your financial circumstances, objectives and needs, then you have access to a team of specialist financial advisers\* for more comprehensive personal advice.

You can receive advice on topics such as:

- Retirement planning, income streams and consolidating your super accounts
- Self-managed super funds
- Managing redundancy payments
- Estate planning
- Determining appropriate investments, insurance and superannuation
- Maximising government pension eligibility, and
- Lending and mortgages.

Comprehensive personal advice requires in-depth consultation(s) with the financial adviser. It can be completed over the phone, however is usually undertaken face-to-face. A Statement of Advice relevant to your personal situation will be provided to you by the financial adviser.

The first consultation is at no cost to you, and adviser fees apply and will vary depending upon the type of advice you receive. You will be

told the fee before you receive the advice. Any fee for personal advice will be payable directly by you to the adviser.

*\* Mercer Financial Advice (Australia) Pty Ltd under their AFSL. Adviser fees apply and will vary depending upon the type of advice you receive. You will be told the fee before you receive the advice. Any fee for comprehensive personal advice may be payable directly by you to the adviser.*

## Protection

### Insurance cover relevant to your lifestage

When you join GuildSuper, if you are eligible, you may automatically receive Default Death, Total and Permanent Disablement, and Income Protection insurance cover – without filling in a form or providing full health information.

If you want higher levels of cover, within six months of receiving Default cover, you may be eligible to apply for Insurance Boost and double the amount of any Default insurance units you receive. Complete the *Insurance Boost* form available on our website and answer some limited health questions (there is no need to provide full health information).

Provided you are eligible, you can also apply to transfer any similar insurance you currently have with another super fund into GuildSuper.

If you are accepted for the higher levels of cover, additional insurance premiums apply. Terms and conditions apply. You'll find more information about the insurance options available to you in this *Insurance Guide*.

## Trust and Security

GuildSuper is a trusted community partner. Built and set up for the pharmacy, veterinary and allied health industries, you can use GuildSuper no matter where you work and throughout your life.

### We're with you for life...

It's easy to stay with GuildSuper when you change jobs. It's as simple as giving your future employer a *Choice of Superannuation Fund* form to tell them you're already a GuildSuper member. The form is available on our website or from GuildSuper.

### ...even in retirement

GuildSuper provides access to retirement income products, including a Transition to Retirement pension. You should consider the *GuildPension Product Disclosure Statement*, available on our website or on request, before deciding whether to acquire a retirement income product.

## We're helping to make super simple

What sets GuildSuper apart from other super funds is the personal service you can receive. A Superannuation Consultant can hold workplace education seminars and answer your general queries – it's all part of our service.

If you need help, then visit [guildsuper.com.au](http://guildsuper.com.au) or call **1300 361 477**.

# Application for Insurance



## What you need to do

**Online:** Submit your application on line at [guildsuper.com.au/options/insurance](http://guildsuper.com.au/options/insurance)

**Paper:** Complete this form and return to **GuildSuper, GPO Box 1088 Melbourne VIC 3001**

### Complete this Application if you want to apply:

1. for new or additional Death Only or Death and Total and Permanent Disablement (TPD) cover
2. for new or to vary your Income Protection (IP) cover
3. to convert your Unitised cover to Fixed cover, and/or
4. to convert your Fixed cover to Unitised cover.

## About the Application

- This application needs to be completed by the person to be insured.
- Any changes made to this application are to be initialled by the person to be insured.
- Please answer all questions as accurately as possible and provide additional information wherever requested.
- As part of your application, you may be required to undergo additional medical tests.
- As part of the overall assessment process our Insurer may contact you on your preferred phone number if further information is required.
- Send the completed application to **GuildSuper, GPO Box 1088, Melbourne VIC 3001**

GuildSuper's insurance is provided by MetLife Insurance Limited, ABN 75 004 274 882 AFS Licence No. 238096 ('our Insurer').

### Your guide to completing this application

You must complete Section A. And if you wish to apply for cover as a White Collar or Professional worker, then you must also complete Section B.

What would you like to do?	Sections to complete
Apply for new or additional Death Only or Death and TPD cover	A, B, C, G, H, I, J, K
Apply for new or vary your IP cover	A, B, D, G, H, I, J, K
Apply to convert your Unitised cover to Fixed cover	A, B, E, K
Apply for convert your Fixed cover to Unitised cover	A, B, F, K

## Privacy – Use and Disclosure of personal information

The personal information you provide in this form is necessary for us to provide you with the products and services you have requested from us, and to manage your claims. You do not have to provide us with your personal information, but if you do not do so we may not be able to provide you with our products or services.

GuildSuper collects your personal information for purposes as detailed in its Privacy Statement and Privacy Policy which you can access at [guildsuper.com.au/privacy](http://guildsuper.com.au/privacy)

MetLife Insurance Limited complies with the *Privacy Act 1988* and the principles laid out in its privacy policy which details information about how you may access or seek correction of your personal information, how it manages that information and its complaints process. MetLife's Privacy Policy is readily available and can be viewed at [www.metlife.com.au/privacy](http://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, then MetLife may avoid or vary your cover. This means you may not be able to claim your benefit or the amount you will receive will be reduced. Before answering the questions contained in this application form, it is important that you carefully read the Duty of Disclosure section at the end of this form which explains what you must disclose and the effect if you don't comply with your duty of disclosure.

Please tick the following box to acknowledge that you have read and understood the duty of disclosure and therefore what is required of you.



## Section A – Personal details (please complete all sections in block letters)

GuildSuper Member no.																													
Title	Dr	<input type="checkbox"/>	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Other																		
Surname																													
Given name(s)																													
Preferred name										Date of birth			/			/													
Phone no. (home)	(			)															Mobile phone no.										
Phone no. (work)	(			)																									
Email																													
<b>Residential address</b>																													
Street no.					Street name																								
Suburb					State				Postcode																				
<b>Postal address (if different to Residential address)</b>																													
Street no. / PO Box					Street name																								
Suburb					State				Postcode																				
Are you currently employed (i.e. engaged by an employer under a contract of employment) or self-employed?											<input type="checkbox"/>	Yes	<input type="checkbox"/>	No															
Your occupation																													
Employer name (if applicable)																													
What is your current gross annual salary?		\$																											
Are you a permanent resident of Australia?											<input type="checkbox"/>	Yes	<input type="checkbox"/>	No															

## Section B – White Collar and Profession Occupational Classification

**Complete this section if you want your application for insurance assessed under either the White Collar or Professional Occupational Classification.**

- Are the duties of your occupation limited to professional, managerial, administrative, clerical, secretarial or similar 'White Collar' nature tasks which do not involve manual work; and do you spend a minimum of 80% of your working hours in an office environment (excluding travel time from one office environment to another)?  Yes  No
- Are you earning in excess of \$100,000 p.a. from your profession?  Yes  No
- Are you tertiary qualified and a member of a professional institute registered with a government body or an executive with more than 10 years industry experience?  Yes  No

To qualify for 'White Collar' Occupational Classification you must be able to answer 'Yes' to question 1.

To qualify for 'Professional' Occupational Classification you must be able to answer 'Yes' to questions 1 to 3.

If you do not have a White Collar or Professional Occupational classification, then you will have a Standard classification.

- Eligibility for White Collar or Professional cover is subject to acceptance by our Insurer.
- If accepted, all cover you hold with GuildSuper will be subject to the appropriate premium rates – White Collar or Professional.
- If our Insurer rejects your application for the White Collar or Professional Occupational Classification, you will be advised of the premium rates which apply to your cover with GuildSuper.





## Section C – Complete this section to apply for new or additional Death and TPD cover

**Completing this form might not be the most effective way for you to apply for additional cover. For example, if you have had insurance with GuildSuper for less than 6 months or if you have had a recent 'Life Event' (such as marriage or divorce) a simpler process may be available to you. Refer to the information about Insurance Boost and Life Events Top-Up in the *Insurance Guide*.**

Death and TPD insurance can be purchased in units of cover, with the value of the unit decreasing as you get older. Alternatively you can fix your cover at a set amount and the cost of cover will increase with age.

Please indicate which insurance option and the type and level of cover you require. You may choose either Unitised or Fixed cover. Note that the amount of TPD cover cannot be higher than the amount of Death cover (which includes Terminal Illness cover). If the amount of your TPD cover exceeds Death cover, your TPD cover will be capped at the Death cover amount.

### Option 1 – Unitised cover

Please indicate the number of units you require in total including any existing cover:

Death cover:  Units      TPD cover:  Units

### Option 2 – Fixed cover

Please indicate the total level of cover you require including any existing cover:

Death cover: \$  .00      TPD cover: \$  .00

- Maximum Death cover is \$5 million.
- Maximum TPD cover is \$3 million.
- Any cover or increase in cover is subject to your application being accepted by our insurer and may be subject to limits or exclusions determined by our insurer.
- If our Insurer does not accept your application you will retain your current level of cover.
- No Death or TPD benefit will be paid if the cause of your claim is related to any intentional self-inflicted injury or any attempt to commit suicide, whether or not you were sane at the time, within 13 calendar months from the date that any new or additional Death or TPD cover commences. Other benefit exclusions apply.
- Fixed TPD cover reduces under TPD tapering arrangements described in the *Insurance Guide*.

## Section D – Complete this section to apply for or to vary your IP cover

**Complete this section if you want to apply for IP cover or apply for additional IP cover, or to alter the waiting period or Benefit Period.**

Are you employed for 15 hours or more per week?  Yes  No

If you have answered 'No' then you are not eligible for IP cover.

IP cover can be purchased in units of cover. Unitised IP cover has a maximum Benefit Period of 5 years and you can elect either a 30, 60 or 90 day waiting period. Alternatively, you can apply for IP cover to age 65 with a maximum Benefit Period to age 65 and choose from either a 30, 60 or 90 day waiting period.

### Unitised IP cover

I would like to apply for or vary my Unitised IP cover.

Please indicate the number of units you require in total including any existing cover:

What Waiting Period would you like?      30 Days       60 Days       90 Days

Your maximum Benefit Period is 5 years.

**OR**

Continued over



## Section D – Complete this section to apply for or to vary your IP cover (continued)

### IP cover to age 65

I would like to apply for or vary my IP cover to age 65.

Please indicate the total amount of cover you would like, including any existing cover:

Amount of IP cover \$  .00

What Waiting Period would you like? 30 Days  60 Days  90 Days

Your maximum Benefit Period is to age 65.

- Maximum IP cover is the lower of \$30,000 per month or 85% of your income. If your IP benefit is 85% of your income, 75% will be paid to you and 10% will be credited to your superannuation account as a concessional contribution.
- Any cover or increase in cover is subject to your application being accepted by our Insurer and may be subject to limits or exclusions determined by our Insurer.
- If our Insurer does not accept your application, you will retain any existing cover.
- If you currently have IP cover with a maximum Benefit Period of 5 years, it is Unitised cover. Converting to IP cover with a maximum Benefit Period to age 65 means your IP cover amount will be fixed. The reverse also applies.
- If you convert Unitised IP cover to IP cover to age 65, you will lose your ability to access Insurance Boost.

## Section E – Complete this section to convert your Unitised Death Only or Death and TPD cover to Fixed cover

**You may convert your units of Death Only or Death and TPD cover to a fixed dollar amount of Death Only or Death and TPD cover. Answer these questions to see if you can convert Unitised cover to Fixed cover:**

1. Are you at the date of this application, due to injury, accident or illness, off work or restricted from being capable of actively performing all of the duties and work hours (for at least 30 hours per week) of your usual occupation, even though your actual employment can be on a full-time, part-time or casual basis?  Yes  No
2. Have you been diagnosed with an illness that reduces your life expectancy to less than 24 months?  Yes  No
3. Have you ever made, or are you entitled to make a claim for an injury or illness (lasting more than four weeks) through workers' compensation, sickness benefit, invalid pension or any insurance policy providing total and permanent disablement cover, accident or sickness cover?  Yes  No

If you have answered 'Yes' to any of the above questions, then you cannot convert your Unitised cover to Fixed cover. Otherwise, insert number of units you currently hold that you would like to convert (in either 1 or 2 below):

### 1. Death Only cover (complete this section if you currently have Death Only cover)

units of Death Only cover

### 2. Death and TPD cover (complete this section if you currently have Death and TPD cover)

units of Death cover, and

units of TPD cover.

I want the current dollar value of the insurance units I hold to be converted to a fixed dollar amount.

By fixing my cover I understand that:

- the amount of my cover will remain the same from year to year and my insurance charges will increase each year
- TPD tapering arrangements apply as described in the *Insurance Guide*
- no Death or TPD benefit will be paid if the cause of my claim is related to any intentional self-inflicted injury or any attempt to commit suicide, whether or not I was sane at the time, within 13 calendar months from the date that any increased or additional Death or TPD cover commences, and that other benefit exclusions apply, and
- full cover will only apply if I am in Active Employment on the date this application is made. If I am not in Active Employment on the date my application for increase is received by our Insurer, I am covered for New Events Cover only for the increased or additional amount until I return to Active Employment for 30 consecutive days.

 **Proceed to Section K – Duty of Disclosure**



## Section F – Complete this section to convert your Fixed Death Only or Death and TPD cover to Unitised cover

You may convert your Fixed Death Only or Fixed Death and TPD cover to Unitised Death Only or Unitised Death and TPD cover.

Insert the Fixed amounts of cover you currently hold that you want to convert in either 1 or 2 below:

**1. Death Only cover (complete this section if you currently have Death Only cover)**

\$  .00

**2. Death and TPD cover (complete this section if you currently have Death and TPD cover)**

Death cover \$  .00 TPD cover \$  .00

By choosing to change my Fixed cover to Unitised cover, I understand that:

- my dollar amount of Fixed cover will be converted to units and rounded down to the next whole number of units of the Insured Benefit scale applicable to my age at the date of this application
- TPD tapering will no longer apply
- Unitised TPD cover will cease at age 70, and
- no Death or TPD benefit will be paid if the cause of my claim is related to any intentional self-inflicted injury or any attempt to commit suicide, whether or not I was sane at the time, within 13 calendar months from the date that any increased or additional Death or TPD cover commences, and that other benefit exclusions apply.

**> Proceed to Section K – Duty of Disclosure**

## Section G – About Your Insurance History

1. Has an application for Life, Trauma, TPD or Disability Insurance on your life ever been declined, deferred or accepted with a loading or exclusion or any other special condition or terms?  Yes  No
2. 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
3. Do you currently have or are you applying for Death, TPD and/or IP cover with MetLife (in addition to this application) or any other insurance company or superannuation fund?  Yes  No

If you have answered 'Yes' to question 3 above, then please give details in the table below:

Product Type	Total amount of cover	Do you want cover under this application to be in addition to the cover you currently have or are applying for with MetLife, other insurer or superannuation fund?
Death cover	\$ <input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total & Permanent Disablement cover	\$ <input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Income Protection cover	\$ <input type="text"/> per month	<input type="checkbox"/> Yes <input type="checkbox"/> No





**Section H – About Your Health**

4. What is your height?  cm    What is your weight?  kg
5. Have you smoked in the last 12 months?  Yes  No
6. In the last 3 years have you suffered from, been diagnosed with or sought medical advice or treatment for any of the following? Please tick all boxes that apply.
- Headache or Migraine (e.g. tension or cluster headaches or migraines)
  - Lung or Breathing Conditions (e.g. asthma, sleep apnoea)
  - Infectious Diseases (excl. cold & flu)
  - Ear or Hearing Conditions (e.g. hearing loss, tinnitus or swimmer's ear)
  - Muscle, Tendon or Ligament Problems
  - Trapped Nerves (e.g. carpal tunnel syndrome, pinched nerve, tennis elbow)
  - Eyesight Conditions (does not incl. contact lenses or glasses for near or far sightedness)
  - Gout
  - None of these conditions

If you have selected any of the above conditions in question 6, please give details in the table below. If there is insufficient space below, then please include the requisite details on a separate sheet of paper and attach it to this application.

Condition	Details (incl. dates, symptoms, treatment)

7. In the last 5 years have you suffered from, been diagnosed with or sought medical advice or treatment for any of the following? Please tick all boxes that apply.
- High Blood Pressure
  - High Cholesterol
  - Chronic Fatigue / Fibromyalgia
  - None of these conditions

If you have selected any of the above conditions in question 7, please give details in the table below. If there is insufficient space below, please include the requisite details on a separate sheet of paper and attach it to this application.

Condition	Details (incl. dates, symptoms, treatment)

Continued over







**Section J – About Your Lifestyle**

**12.** Do you have firm plans to travel or reside in another country other than New Zealand, United States of America, Canada, the United Kingdom or the European Union?  Yes  No

If 'Yes', please give details in the table below:

Country	Length of stay and purpose

**13.** Do you regularly engage in or intend to engage in any of the following hazardous activities? Please tick all boxes that apply.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Water Sports<br>(e.g. underwater diving, rock fishing)                   | <input type="checkbox"/> Motor Sports<br>(e.g. motorcycle, auto, motor boat)              | <input type="checkbox"/> Sky Sports (e.g. skydiving, hang gliding, parachuting, ballooning)                            |
| <input type="checkbox"/> Aviation (other than as a fare paying passenger on a commercial airline) | <input type="checkbox"/> Horse Sports (e.g. polo, horse riding, rodeo, dressage, jumping) | <input type="checkbox"/> Combat Sports or Martial Arts (e.g. martial arts, boxing, fencing)                            |
| <input type="checkbox"/> Field Sports (eg. hockey or football including touch or tag and soccer)  | <input type="checkbox"/> Hunting (of any kind)  | <input type="checkbox"/> Any other hazardous activity not mentioned (e.g. Base jumping, caving, outdoor rock climbing) |
| <input type="checkbox"/> None of the above or other hazardous activities                          |   |  |

Please provide details for any activities you have selected above:

Activity	Details

**14.** Have you within the last 5 years used any drugs that were not prescribed to you (other than over the counter drugs) or have you exceeded the recommended dosage of **any** medication?  Yes  No

If 'Yes', please give details in the table below:

Drug/Medicine	Reason for use and duration of

**15.** On average, how many standard alcoholic drinks do you consume each week (a standard drink is equivalent to either a 125ml glass of wine, a schooner of light beer, a middy/pot of full strength beer or a 30ml shot of spirits)?  /week

**16.** Have you ever been advised by a health professional to reduce your alcohol consumption?  Yes  No

**17.** Are you infected with Human Immunodeficiency Virus (HIV), the virus which can cause/lead to AIDS (Acquired Immune Deficiency Syndrome)?  Yes  No  
 If 'No', have you been referred for or waiting on an HIV test result and/or are taking preventative medication?  Yes  No

**18.** Other than already disclosed in this application, do you presently suffer from any condition, injury or illness, which you suspect may require medical advice or treatment in the future?  Yes  No  
 If 'Yes', please provide details below:

Condition	Details



## Section K – Duty of Disclosure

### NOTICE OF THE DUTY OF DISCLOSURE FROM OUR LIFE INSURER TO YOU

#### Duty of disclosure

The following section applies to members who are applying for cover including any application to vary or increase cover.

A person who enters into a life insurance contract in respect of your life has a duty, before entering into the contract, to tell our Insurer anything that he or she knows, or could reasonably be expected to know, that may affect our Insurer's decision to provide the insurance and on what terms.

The person entering into the contract has this duty until our Insurer agrees to provide the insurance.

The person entering into the contract has the same duty before he or she extends, varies or reinstates the contract.

The person entering into the contract does not need to tell our Insurer anything that:

- reduces the risk our Insurer insures you for; or
- is common knowledge; or
- our Insurer knows or should know as an insurer; or
- our Insurer waives your duty to tell it about.

If you do not tell our Insurer something that you know, or could reasonably be expected to know, this may affect our Insurer's decision to provide the insurance and on what terms, this may be treated as a failure by the person entering into the contract to tell our Insurer something that he or she must tell our Insurer.

#### If the person entering the contract does not tell our Insurer something

In exercising the following rights, our Insurer may consider whether different types of cover can constitute separate contracts of life insurance. If they do, our Insurer may apply the following rights separately to each type of cover.

If the person entering into the contract does not tell our Insurer anything he or she is required to, and our Insurer would not have provided the insurance if he or she had told our Insurer, our Insurer may avoid the contract within 3 years of entering into it.

If our Insurer chooses not to avoid the contract, our Insurer may, at any time, reduce the amount of insurance provided. This would be worked out using a formula that takes into account the premium that would have been payable if he or she had told our Insurer everything he or she should have.

However, if the contract provides cover on death, we may only exercise this right within 3 years of entering into the contract.

If our Insurer chooses not to avoid the contract or reduce the amount of insurance provided, our Insurer may, at any time vary the contract in a way that places it in the same position it would have been in if you had told our Insurer everything you should have. However, this right does not apply if the contract has a surrender value or provides cover on death.

If the failure to tell our Insurer is fraudulent, our Insurer may refuse to pay a claim and treat the contract as if it never existed.

#### Declaration

I declare the following:

- I have read and carefully considered the questions in this application and all answers provided are true and correct.
- I have told our Insurer everything I know that could affect its decision to accept my application.
- I have read the duty of disclosure and understand my disclosure obligations.

Furthermore, I acknowledge that:

- I have read and understood the GuildSuper Privacy Policy from [guildsuper.com.au/privacy](http://guildsuper.com.au/privacy) and the Privacy Disclosure Statement contained in the "Privacy – Use and Disclosure of personal information" section of this form. I consent to my personal information being collected and used in accordance with the Privacy Disclosure Statement and MetLife's Privacy Policy as well as for the purpose of the administration and maintenance of insurance under GuildSuper's insurance policies.
- I understand that our Insurer, the Fund Administrator and the Trustee will not process my application or administer my insurance under the Fund's insurance policies without this consent.
- If I do not complete this application correctly, or I do not sign and date this form, my application will be invalid.
- I authorise any hospital, doctor or other person who has treated or examined me to give to our Insurer or any organisation duly appointed by them, any information on my illness or injury, medical history, consultation, prescription and/or treatment or copies of all hospital or medical reports. A photocopy of this authorisation is as valid as the original. I agree to provide further medical authorities if requested.
- I understand that cover under a policy does not begin until acceptance by our Insurer (subject to exceptions set out in the *Insurance Guide*) and I will be notified when cover commences.
- I have read and understood the insurance section of the current *Product Disclosure Statement (PDS)* and the *Insurance Guide*.
- I understand that cover and the payment of any claim is subject to the detailed terms and conditions in the insurance policies which apply in addition to the summary of the insurance in the *Insurance Guide*.

Signature



Date

/  /

## Next steps

Please return this completed form and any relevant evidence to: **GuildSuper, GPO Box 1088 Melbourne, Vic 3001**

## Need help?

Please call GuildSuper on **1300 361 477** from 8am to 7pm (AEST) Monday to Friday.



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# Update Your Occupational Classification



**Complete and return this form if you want to apply to have your Occupational Classification for Death, Total and Permanent Disablement (TPD) and Income Protection (IP) insurance cover changed or advise GuildSuper of a change to your employment status.**

It is important that we have your correct Occupational Classification on record, so you pay the right amount for your insurance cover. If you (or your employer) have not provided us with details of your occupation, you may have been classified as Standard and you may have been paying more for your insurance cover. A change in your employment status may also affect your entitlement to an IP benefit.

To check the Occupational Classification we have on record, you can contact GuildSuper. If you are not correctly classified, GuildSuper's Insurer reserves the right to adjust the level of cover and/or the cost of cover.

## Duty of Disclosure – Important information before you begin this application

You have a duty of disclosure when completing this form. If you do not comply with your duty of disclosure, then MetLife may avoid or vary your cover. This means you may not be able to claim your benefit or the amount you will receive will be reduced. Before answering the questions contained in this form, it is important that you carefully read the Duty of Disclosure section at the end of this form which explains what you must disclose and the effect if you don't comply with your duty of disclosure.

Please tick the following box to acknowledge that you have read and understood the duty of disclosure and therefore what is required of you.

## What you need to do

Complete this form and return it to **GuildSuper, GPO Box 1088 Melbourne VIC 3001.**

### 1. Personal details (please complete all sections in block letters)

GuildSuper Member no.	<input type="text"/>					
Title	Dr <input type="checkbox"/>	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="text"/>
Surname	<input type="text"/>					
Given name(s)	<input type="text"/>					
Preferred name	<input type="text"/>				Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>
Phone no. (home)	( <input type="text"/> <input type="text"/> <input type="text"/> )	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Mobile phone no. <input type="text"/>
Phone no. (work)	( <input type="text"/> <input type="text"/> <input type="text"/> )	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>					
<b>Residential address</b>						
Street no.	<input type="text"/>	Street name	<input type="text"/>			
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>	
<b>Postal address (if different to Residential address)</b>						
Street no. / PO Box	<input type="text"/>	Street name	<input type="text"/>			
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>	
Your occupation	<input type="text"/>					
Tick this box if you work in the Pharmacy industry	<input type="checkbox"/>					

### 2. Update your Occupational Classification

Answer these questions about your current occupation. Your answers must reflect your new position if you have recently changed your employment status.

- Are the duties of your occupation limited to professional, managerial, administrative, clerical, secretarial or similar 'White Collar' nature tasks which do not involve manual work; and do you spend a minimum of 80% of your working hours in an office environment (excluding travel time from one office environment to another)?  Yes  No
- Are you earning in excess of \$100,000 p.a. from your profession?  Yes  No
- Are you tertiary qualified and a member of a professional institute registered with a government body or an executive with more than 10 years industry experience?  Yes  No

To qualify for 'White Collar' Occupational Classification requires a 'Yes' answer to question 1.

To qualify for 'Professional' Occupational Classification requires a 'Yes' answer to questions 1, 2 and 3.

If you answer 'No' to question 1, then you will have a 'Standard' Occupational Classification.

If you are not in Active Employment for 30 consecutive days on the date you join the Fund, you may have New Events Cover until you return to Active Employment for 30 consecutive days.



### 3. Notice of the Duty of Disclosure from the Insurer to you

#### NOTICE OF THE DUTY OF DISCLOSURE FROM OUR LIFE INSURER TO YOU

##### Duty of disclosure

The following section applies to members who are applying for cover including any application to vary or increase cover.

A person who enters into a life insurance contract in respect of your life has a duty, before entering into the contract, to tell our Insurer anything that he or she knows, or could reasonably be expected to know, that may affect our Insurer's decision to provide the insurance and on what terms.

The person entering into the contract has this duty until our Insurer agrees to provide the insurance.

The person entering into the contract has the same duty before he or she extends, varies or reinstates the contract.

The person entering into the contract does not need to tell our Insurer anything that:

- reduces the risk our Insurer insures you for; or
- is common knowledge; or
- our Insurer knows or should know as an insurer; or
- our Insurer waives your duty to tell it about.

If you do not tell our Insurer something that you know, or could reasonably be expected to know, this may affect our Insurer's decision to provide the insurance and on what terms, this may be treated as a failure by the person entering into the contract to tell our Insurer something that he or she must tell our Insurer.

#### If the person entering the contract does not tell our Insurer something

In exercising the following rights, our Insurer may consider whether different types of cover can constitute separate contracts of life insurance. If they do, our Insurer may apply the following rights separately to each type of cover.

If the person entering into the contract does not tell our Insurer anything he or she is required to, and our Insurer would not have provided the insurance if he or she had told our Insurer, our Insurer may avoid the contract within 3 years of entering into it.

If our Insurer chooses not to avoid the contract, our Insurer may, at any time, reduce the amount of insurance provided. This would be worked out using a formula that takes into account the premium that would have been payable if he or she had told our Insurer everything he or she should have.

However, if the contract provides cover on death, we may only exercise this right within 3 years of entering into the contract.

If our Insurer chooses not to avoid the contract or reduce the amount of insurance provided, our Insurer may, at any time vary the contract in a way that places it in the same position it would have been in if you had told our Insurer everything you should have. However, this right does not apply if the contract has a surrender value or provides cover on death.

If the failure to tell our Insurer is fraudulent, our Insurer may refuse to pay a claim and treat the contract as if it never existed.

### 4. Declaration

- I hereby declare that to the best of my knowledge all information provided on this form is true and correct and no information has been withheld.
- I understand that my requested change(s) are subject to acceptance by the Insurer (MetLife Insurance Limited ABN 75 004 274 882 AFS Licence No. 238096 (MetLife)) and that MetLife reserves the right to adjust the level of cover and/or the cost of cover, as applicable.
- I have read and acknowledged the statements as to my duty of disclosure in accordance with the *Insurance Contracts Act 1984* in the *Insurance Guide* (which is part of the *GuildSuper Product Disclosure Statement (PDS)*) and understand that my duty to disclose continues after I have completed this form.
- I agree to be bound by the insurance policies between MetLife and the Trustee, which govern the terms of the insurance.
- I have read and understood the *PDS* and the *Insurance Guide*.
- I understand that my Occupational Classification affects the amount of the premium for my cover (as detailed in the *Insurance Guide*).

Signature



Date

/  /

### Next steps

Send completed form to: **GuildSuper, GPO Box 1088, Melbourne, VIC 3001**

### Need help?

Please call GuildSuper on **1300 361 477** from 8am to 7pm (AEST) Monday to Friday.



# Insurance Transfer



Complete this form to transfer existing Death, Total and Permanent Disablement (TPD) and Income Protection (IP) insurance cover you have with another superannuation fund or insurer (other provider) to GuildSuper.

## What you need to do

Complete this form and return it to **GuildSuper, GPO Box 1088 Melbourne VIC 3001.**

### 1. Personal details (please complete all sections in block letters)

Member no. (if available)																				
Title	Dr	<input type="checkbox"/>	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Other	<input type="text"/>								
Surname	<input type="text"/>																			
Given name(s)	<input type="text"/>																			
Preferred name	<input type="text"/>								Date of birth	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>						
Phone no. (home)	(	<input type="text"/>	<input type="text"/>	)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Mobile phone no.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone no. (work)	(	<input type="text"/>	<input type="text"/>	)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>								
Email	<input type="text"/>																			
<b>Residential address</b>																				
Street no.	<input type="text"/>	Street name	<input type="text"/>																	
Suburb	<input type="text"/>								State	<input type="text"/>	Postcode	<input type="text"/>								
<b>Postal address (if different to Residential address)</b>																				
Street no. / PO Box	<input type="text"/>	Street name	<input type="text"/>																	
Suburb	<input type="text"/>								State	<input type="text"/>	Postcode	<input type="text"/>								

### 2. Personal statement

Are you restricted, due to injury or sickness, 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

Have you been paid, or are you eligible to be paid, or have you lodged a claim for TPD with GuildSuper, another superannuation fund or another insurer under a life insurance policy?  Yes  No

Have you been diagnosed with an injury or sickness that reduces your life expectancy to less than 24 months from the date you sign this form?  Yes  No

**If you have answered 'Yes' to any of the above questions, you will not qualify to transfer your existing cover from your other provider to GuildSuper. You may be able to obtain insurance cover in GuildSuper either under Default Cover (subject to meeting eligibility conditions) or only after being subject to underwriting acceptance by our Insurer. You are not required to complete the remainder of this form.**





### 3. Existing cover details held with the other provider that you wish to transfer to GuildSuper

Name of other provider

Member/Policy no. with your other provider

**1) Please confirm, by ticking the box, that all of the following statements are true and correct:**

- a) I will cancel the existing cover with my other provider on acceptance of cover from GuildSuper.
- b) I will not be transferring the existing cover with my other provider to any other division/section of the provider or to any other fund or insurer other than GuildSuper.
- c) I will not effect a continuation option in relation to, or subsequently reinstate, the existing cover with or through the other provider.
- d) I have never had an application for Death, TPD or IP insurance declined by an insurer (including any other fund's insurer).

**I confirm that all four statements are true and correct and agree to abide by these requirements**

Yes  No

If 'No' GuildSuper will not be able to accept the transfer of your existing cover.

**2) I confirm that my current level and type of cover with the other provider is:**

Death cover  (maximum total cover in GuildSuper as a result of the transfer is \$1 million)

TPD cover  (maximum total cover in GuildSuper as a result of the transfer is \$1 million)

Monthly IP cover  (maximum total cover in GuildSuper as a result of the transfer is \$10,000 a month)

After the transfer, you can apply to increase your cover amount to a maximum of \$5 million for Death cover, \$3 million for TPD cover and \$30,000 a month for IP cover, subject to providing health information.

IP waiting period  30 days or  60 days or  90 days  other (see important notes below)

IP Benefit Period  5 years or  to age 65  other (see important notes below)

If you are applying to transfer your existing IP cover, what is your annual gross income (salary)? \$

**Death and TPD cover**

If you have Unitised cover in GuildSuper and if this application is accepted, then the amount of Death Only or Death and TPD cover transferred to GuildSuper will be rounded down to the nearest whole number of units of cover applicable to your age in GuildSuper at the date of application. The maximum amount of cover inclusive of the transferred amount is \$1 million.

**IP cover**

If you have Unitised cover in GuildSuper and if this application is accepted, the amount of IP cover transferred to GuildSuper will be rounded down to the nearest whole number of units of cover applicable to your age in GuildSuper at the date of application, subject to the maximum total insured benefit of \$10,000 per month.

If the waiting period you had with your other provider is not available with GuildSuper, then you will be allocated the next longest waiting period available under GuildSuper. For example, if your waiting period with your other provider was 45 days, then you will be allocated a 60 day waiting period with GuildSuper. Further, if the waiting period you had with your other provider is greater than 90 days, then transfer of IP cover will be subject to you choosing a 30, 60 or 90 day waiting period and subject to approval by our Insurer following the provision of health information and/or undergoing medical testing and/or examination.

If the IP Benefit Period you had with your other provider is not available with GuildSuper, then you will be allocated the next shorter Benefit Period available under GuildSuper. For example, if your Benefit Period with your other provider was 10 years, then you will be allocated a 5 year Benefit Period with GuildSuper. If the Benefit Period you had with your other provider cannot be matched with GuildSuper (because the Benefit Period you had with your other provider is less than 5 years), transfer of IP cover will be provided with the 5 year Benefit Period but subject to approval by our Insurer following the provision of health information and/or undergoing medical testing and/or examination.

Where the waiting period and/or Benefit Period relating to your IP cover with the other provider cannot be matched within GuildSuper, and your transferred IP cover replaces your current GuildSuper IP cover, our Insurer will confirm the terms applicable to your IP cover in writing before your application to transfer is approved.

**3) I confirm that this transfer of cover is (tick one box only):**

in addition to my current GuildSuper cover (if any), or

to replace my current GuildSuper cover of the same type (if you tick this box, any additional terms relating to your existing cover with your other provider (under question 4) will be applied by our Insurer to the insurance cover of the same type you currently hold in GuildSuper.)



### 3. Existing cover details held with the other provider that you wish to transfer to GuildSuper (continued)

#### 4) Is your cover with the other provider subject to any premium loading, exclusions or restrictions in relation to any medical condition or other conditions (additional terms)?

Yes  No

If 'Yes' please provide full details of the premium loadings, restrictions and/or exclusions in the table below (including a copy of the advice you received from the other provider advising you of the acceptance of your cover subject to these additional terms).


**If you have answered 'Yes' to question 4, our Insurer will impose the same additional terms in relation to the transferred amount and will confirm these terms in writing to you if your application to transfer is approved. If your transferred amount replaces your current GuildSuper cover, the additional terms will apply to the replacement cover.**

### 4. Documentary evidence of existing cover to be transferred

I have attached documentary evidence of the above cover. For example a copy of the most recent benefit statement or letter from the other provider confirming the level and type of cover.

Yes  No

**If 'No' GuildSuper will be unable to transfer your existing level of cover.**

### 5. Acknowledgements

Furthermore, I acknowledge that:

- If I do not fully complete, sign and date this *Insurance Transfer* form, I will not be able to transfer my existing cover with the other provider to GuildSuper
- If our Insurer accepts this application for transfer, my existing amount of Death, TPD and/or IP cover (as applicable) with the other provider as at the transfer date will be added to or replace my GuildSuper cover (by way of additional units rounded down to the nearest whole unit(s) applicable to my age where GuildSuper cover is Unitised) but subject to my cover in GuildSuper as a result of the transfer not exceeding \$1 million for Death, \$1 million for TPD or \$10,000 per month for IP cover
- The transfer of cover will not commence in GuildSuper until the later of: i) our Insurer accepting my application; and ii) cancellation of my existing insurance cover with my other provider
- It is my responsibility to answer this form correctly (including whether any premium loadings, restrictions and exclusions applied with my other provider) but GuildSuper and our Insurer may undertake appropriate enquiry and investigation to verify the answers I have provided
- I agree to provide GuildSuper or our Insurer access to the health and/or financial evidence I provided to my other provider in an application for the cover. Any non-disclosure to another provider may be acted on by GuildSuper or our Insurer
- If it becomes apparent to GuildSuper or our Insurer that I have not responded truthfully or satisfied the requirements as set out in this form, then any insured benefit that may be payable to me, my beneficiaries or my estate under GuildSuper may be reduced by the insured amount paid or payable from my former fund, any division or section of the former fund, or any other fund, or any insurer under a policy, including a policy issued under any continuation option that I exercised. This reduction in benefit will, however, be limited to the extent that my benefit from GuildSuper is no less than I would have been eligible to receive under the terms of the policy between GuildSuper and our Insurer had I not applied for a transfer of existing cover
- If our Insurer accepts this application, the terms and conditions as outlined in our Insurer's policy documents will apply, and the terms and conditions of my other provider (except additional terms applicable to my existing cover, retained by our Insurer) will cease to apply
- I declare that the information contained in this *Insurance Transfer* form (whether written in my hand or not) is true and correct and that no information material to this application for transfer has been withheld
- I have read the *Product Disclosure Statement (PDS)* and *Insurance Guide*, including the 'Duty of Disclosure' section and understand its contents and what is meant by my duty to disclose. I also understand that my duty to disclose continues after I have completed this application for transfer until the Insurer has accepted the risk
- I understand that our Insurer may not accept this application and I should therefore not cancel my existing cover with my other provider before being notified that our Insurer has accepted this transfer application.

Continued over



## 5. Acknowledgements (continued)

### NOTICE OF THE DUTY OF DISCLOSURE FROM OUR LIFE INSURER TO YOU

#### Duty of disclosure

The following section applies to members who are applying for cover including any application to vary or increase cover.

A person who enters into a life insurance contract in respect of your life has a duty, before entering into the contract, to tell our Insurer anything that he or she knows, or could reasonably be expected to know, that may affect our Insurer's decision to provide the insurance and on what terms.

The person entering into the contract has this duty until our Insurer agrees to provide the insurance.

The person entering into the contract has the same duty before he or she extends, varies or reinstates the contract.

The person entering into the contract does not need to tell our Insurer anything that:

- reduces the risk our Insurer insures you for; or
- is common knowledge; or
- our Insurer knows or should know as an insurer; or
- our Insurer waives your duty to tell it about.

If you do not tell our Insurer something that you know, or could reasonably be expected to know, this may affect our Insurer's decision to provide the insurance and on what terms, this may be treated as a failure by the person entering into the contract to tell our Insurer something that he or she must tell our Insurer.

### If the person entering the contract does not tell our Insurer something

In exercising the following rights, our Insurer may consider whether different types of cover can constitute separate contracts of life insurance. If they do, our Insurer may apply the following rights separately to each type of cover.

If the person entering into the contract does not tell our Insurer anything he or she is required to, and our Insurer would not have provided the insurance if he or she had told our Insurer, our Insurer may avoid the contract within 3 years of entering into it.

If our Insurer chooses not to avoid the contract, our Insurer may, at any time, reduce the amount of insurance provided. This would be worked out using a formula that takes into account the premium that would have been payable if he or she had told our Insurer everything he or she should have.

However, if the contract provides cover on death, we may only exercise this right within 3 years of entering into the contract.

If our Insurer chooses not to avoid the contract or reduce the amount of insurance provided, our Insurer may, at any time vary the contract in a way that places it in the same position it would have been in if you had told our Insurer everything you should have. However, this right does not apply if the contract has a surrender value or provides cover on death.

If the failure to tell our Insurer is fraudulent, our Insurer may refuse to pay a claim and treat the contract as if it never existed.

Signature



Date

 /  / 

## Next steps

Send completed form to: **GuildSuper, GPO Box 1088, Melbourne, VIC 3001**

## Need help?

Please call GuildSuper on **1300 361 477** from 8am to 7pm (AEST) Monday to Friday.



## What you need to do

Complete this form and return it to **GuildSuper, GPO Box 1088 Melbourne VIC 3001**, within six months of your Default Death, Total and Permanent Disablement (TPD) and Income Protection (IP) cover commencing.

### 1. Personal details (please complete all sections in block letters)

GuildSuper Member no.		<input type="text"/>																		
Title	Dr	<input type="checkbox"/>	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Other	<input type="text"/>								
Surname		<input type="text"/>																		
Given name(s)		<input type="text"/>																		
Preferred name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Date of birth	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
Phone no. (home)	(	<input type="text"/>	<input type="text"/>	)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Mobile phone no.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone no. (work)	(	<input type="text"/>	<input type="text"/>	)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						
Email		<input type="text"/>																		
<b>Residential address</b>																				
Street no.	<input type="text"/>				Street name	<input type="text"/>														
Suburb	<input type="text"/>				State	<input type="text"/>	Postcode	<input type="text"/>												
<b>Postal address (if different to Residential address)</b>																				
Street no. / PO Box	<input type="text"/>				Street name	<input type="text"/>														
Suburb	<input type="text"/>				State	<input type="text"/>	Postcode	<input type="text"/>												

### 2. Do you qualify for Insurance Boost?

**To apply for additional insurance cover (not related in any way to Insurance Boost) complete the *Application for Insurance* on our website. You will be asked to provide detailed health information.**

Insurance Boost enables you to increase your Death, TPD and/or IP cover. Check that you qualify for Insurance Boost by answering three limited health questions:

#### Insurance Boost limited health questions

- Are you at the date of this application, due to injury, accident or illness, off work or restricted from being capable of actively performing all of the duties and work hours (for at least 30 hours per week) of your usual occupation, even though your actual employment can be on a full-time, part-time or casual basis?  Yes  No
- Have you been diagnosed with a sickness that reduces your life expectancy to less than 24 months?  Yes  No
- Have you ever made, or are you entitled to make a claim for an injury or sickness (lasting more than four weeks) through workers' compensation, sickness benefit, invalid pension or any insurance policy providing total and permanent disablement cover, accident or sickness cover?  Yes  No

If you have answered 'Yes' to any of the above limited health questions, then you will not qualify for Insurance Boost. You will also not qualify for Insurance Boost if:

- your Default cover commenced more than six months ago, or
- your cover is not Default cover, or
- you have reduced the Default cover that you now wish to increase with Insurance Boost.

If you qualify for Insurance Boost, then complete section 3.



### 3. Nominate your Insurance Boost units for Death, TPD and/or IP cover

If you qualify, then you can apply for up to double the number of default units for Death, TPD and/or IP cover.

#### Your choice

1. Tick the applicable box/es to apply for double the number of default units you have for each type of cover,  
**OR**
2. Choose the number of extra units for each type of Default cover you want to apply for. The number of units cannot be greater than double the number currently held.

Death	TPD*	IP
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*If the amount of TPD cover exceeds Death cover, then your TPD cover will be capped at the Death cover amount.

Contact GuildSuper if you want to know the number of units you currently have.

### 4. Is your Occupational Classification up to date?

Occupational Classifications – Standard, White Collar and Professional – will determine how much you pay for cover. It is essential we have your correct Occupational Classification on record so you pay the right amount.

Contact GuildSuper to find out the Occupational Classification we have on record for you. To update your Occupational Classification, complete the *Update Your Occupational Classification* form found on our website.

### 5. Declaration

- I hereby declare that to the best of my knowledge all information provided in this form is true and correct and no information has been withheld.
- I understand that this application is subject to acceptance by the Insurer (MetLife Insurance Limited ABN 75 004 274 882 AFS Licence No. 238096 (MetLife)) and that insurance cover commences on acceptance.
- I also understand that no Death, TPD or IP benefit will be payable in respect of the increase in cover where an exclusion applies in relation to the increased amount, or my cover generally.
- I have read and acknowledged the statements as to my duty of disclosure in accordance with the *Insurance Contracts Act 1984* in the *Insurance Guide* (which is part of the GuildSuper *Product Disclosure Statement (PDS)*) and understand that my duty to disclose continues after I have completed this form.
- I agree to be bound by the insurance policies between MetLife and the Trustee, which govern the terms of the insurance.
- I understand that additional premiums will be deducted from my GuildSuper account for additional insurance cover obtained through Insurance Boost.
- I have read and understood the *PDS* and the *Insurance Guide*.

Signature

X

Date

/  /

### Next steps

Send completed form to: **GuildSuper, GPO Box 1088, Melbourne, VIC 3001**

### Need help?

Please call GuildSuper on **1300 361 477** from 8am to 7pm (AEST) Monday to Friday.







### 3. Life Events Top-Up application

I would like to apply for one additional unit of cover (please tick below) without having to provide health information:

- Death cover, and/or  
 Total and Permanent Disablement (TPD) cover (number of TPD units cannot exceed number of Death units), and/or  
 Income Protection (IP) cover.

If you have Fixed Cover, your application for Life Events Top-Up will be an application for an additional amount of cover equivalent to the value of one unit applicable to your age at the date of this application.

The following Life Event/s has/have occurred (tick all that apply):

Death & TPD	IP	Life Event	Supporting documentation required
<input type="checkbox"/>	<input type="checkbox"/>	My marriage	Certified copy of your marriage certificate recognised as valid under the <i>Marriage Act 1961 (Cth)</i> .
<input type="checkbox"/>	<input type="checkbox"/>	My divorce	Certified copy of your divorce certificate.
<input type="checkbox"/>	<input type="checkbox"/>	Birth or adoption of my child.	Certified copy of the birth certificate or certificate of adoption of your child
<input type="checkbox"/>	<input type="checkbox"/>	Effecting a mortgage for a purchase of a new home in which I will live or land on which to build my principal place of residence	A certified copy of all of the following: <ul style="list-style-type: none"> <li>• statement of loan, and</li> <li>• stamped front page of the contract of sale, and</li> <li>• statutory declaration confirming the purchased property will be the primary place of residence.</li> </ul>
<input type="checkbox"/>	N/A	My child turning 12	Certified copy of your child's birth certificate.
<input type="checkbox"/>	N/A	Enrolment of my child in private education	Certified copy of a letter from the school which confirms the enrolment of your child as a student. The school must be recognised as a private education institution by the Department of Education, Employment, Training and Youth Affairs (DEETYA).

### 4. Is your Occupational Classification up to date?

Occupational Classifications – Standard, White Collar and Professional – will determine how much you pay for cover. It is essential we have your correct Occupational Classification on record so you pay the right amount.

Contact GuildSuper to find out the Occupational Classification we have on record for you. To update your Occupational Classification, complete the *Update Your Occupational Classification* form available on our website.

### 5. Declaration

- I hereby declare that I am eligible for Life Events-Top-Up cover (as described in section 2) and I have had a Life Event (as described in section 3).
- I also declare to the best of my knowledge that all information provided in this form is true and correct and no information has been withheld.
- I understand that if I am not in Active Employment on the date the Insurer receives this application, I will have New Events Cover only for the increased amount in the circumstances described in this form.
- I also understand that no Death, TPD or IP benefit will be payable in respect of the increase in cover where an exclusion applies in relation to the increased amount, or my cover generally.
- I understand that this application is subject to acceptance by the Insurer (MetLife Insurance Limited ABN 75 004 274 882 AFS Licence No. 238096 (MetLife)) and that the insurance cover commences on acceptance.
- I have read and acknowledged the statements as to my duty of disclosure in accordance with the *Insurance Contracts Act 1984* in the *Insurance Guide* (which is part of the GuildSuper *Product Disclosure Statement (PDS)*) and understand that my duty to disclose continues after I have completed this form.
- I agree to be bound by the insurance policies between MetLife and the Trustee, which govern the terms of the insurance.
- I understand that additional premiums will be deducted from my GuildSuper account for additional insurance cover obtained through Life Events Top-Up.
- I have read and understood the *PDS* and the *Insurance Guide*.

Signature 

Date  /  /

### Next steps

Send completed form to: **GuildSuper, GPO Box 1088, Melbourne, VIC 3001**

### Need help?

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We collect your personal information for purposes as detailed in the Privacy Statement and Privacy Policy which you can access at [guildsuper.com.au/privacy](http://guildsuper.com.au/privacy). Call GuildSuper on **1300 361 477** to access or update the personal information we hold about you.

GLD3774 GS Life Events Top-Up Form 09/18



# Reduce or Cancel Your Insurance Cover



GuildSuper will reduce or cancel your Death, Total and Permanent Disablement (TPD) and/or Income Protection (IP) cover in accordance with your request in this form.

Before reducing or cancelling your GuildSuper cover and replacing it with cover from another insurer, you should wait until your other cover has been accepted.

Once your cover is reduced or cancelled, it cannot be reinstated without GuildSuper's Insurer's acceptance. You will be required to provide information about your health and lifestyle, and may be required to undergo medical tests and examinations.

## What you need to do

Complete this form and return it to **GuildSuper, GPO Box 1088 Melbourne VIC 3001**.

### 1. Personal details (please complete all sections in block letters)

GuildSuper Member no.	<input type="text"/>												
Title	Dr	<input type="checkbox"/>	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Other	<input type="text"/>	
Surname	<input type="text"/>												
Given name(s)	<input type="text"/>												
Preferred name	<input type="text"/>							Date of birth	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
Phone no. (home)	(	<input type="text"/>	<input type="text"/>	)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Phone no. (work)	(	<input type="text"/>	<input type="text"/>	)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email	<input type="text"/>												
<b>Residential address</b>													
Street no.	<input type="text"/>				Street name	<input type="text"/>							
Suburb	<input type="text"/>					State	<input type="text"/>	Postcode	<input type="text"/>				
<b>Postal address (if different to Residential address)</b>													
Street no. / PO Box	<input type="text"/>				Street name	<input type="text"/>							
Suburb	<input type="text"/>					State	<input type="text"/>	Postcode	<input type="text"/>				

### 2. Is your Occupational Classification up to date?

Occupational Classifications – Standard, White Collar and Professional – will determine how much you pay for cover. It is essential we have your correct Occupational Classification on record so you pay the right amount.

Contact GuildSuper to find out the Occupational Classification we have on record for you. To update your Occupational Classification, complete the *Update Your Occupational Classification* form available on our website.



### 3. Reduce your Death, TPD or IP cover

Before reducing your cover, you need to know whether you have Unitised cover or Fixed cover and, for changes to IP cover, whether it has a maximum Benefit Period of 5 years or to age 65. You can find this out by checking your last statement, viewing your insurance online or by calling GuildSuper.

**Choose which of the following two options applies to you (A or B). Tick the cover type you want to reduce, then insert either the dollar value or the number of units of cover you wish to retain.**

**A. I have Unitised cover and want to reduce my:**

- Death (including Terminal Illness) cover to \$  (rounded down to the nearest whole unit) **OR**  units
- TPD cover\* to \$  (rounded down to the nearest whole unit) **OR**  units
- IP cover for a maximum of 5 years to  units

**OR**

**B. I have Fixed cover and want to reduce my**

- Death (including Terminal Illness) cover to \$
- TPD cover\* to \$
- IP cover payable up to age 65 to  units

\* If the amount of your TPD cover exceeds Death cover, then your TPD cover will be capped at the Death cover amount.

### 4. Cancel your Death, TPD or IP cover

**I want to cancel my:**

- Death cover (cancelling death will also cancel your Terminal Illness and TPD cover)
- TPD cover
- IP cover

If we receive your request to cancel cover within 60 days of your cover commencing, then:

- we will cancel the cover, backdated to the date your cover commenced
- we will refund the insurance costs (including premiums) to your GuildSuper account, and
- you will not be entitled to make a claim under the cancelled cover (including for the 60 days).

**Important note: This applies to Default cover, and any cover obtained by you on application to the Insurer. A cancellation request received within 60 days of cover commencing will always have backdated effect.**

### 5. Declaration

- I hereby declare that to the best of my knowledge all information provided in this form is true and correct and no information has been withheld.
- I understand that if I later apply for Death, TPD or IP cover, that cover will be subject to the conditions of the policies and underwriting and acceptance by MetLife. It will involve me answering questions about my health and lifestyle, and may require me to undergo medical tests and examinations.
- I understand that reducing or cancelling any Default cover means that I will not be entitled to Insurance Boost for that type of cover.
- From the date that Guild Super's Insurer accepts this fully completed form (or from the date cover commenced, if my request is received by the Trustee within 60 days of cover commencing), I will no longer be covered for any insurance that I have chosen to cancel or for the amount of cover I have chosen to be reduced.
- I agree to be bound by the insurance policies between MetLife and the Trustee, which govern the terms of the insurance.
- I have read and understood the *Product Disclosure Statement (PDS)* including the *Insurance Guide*.

Signature

Date  /  /

### Next steps

Send completed form to: **GuildSuper, GPO Box 1088, Melbourne, VIC 3001**

### Need help?

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GLD3768 GS Reduce or Cancel Insurance Cover Form 09/18





## Contact us for more information...

If you would like help understanding any of the information in this *Insurance Guide* and the options you have, then please contact GuildSuper.



1300 361 477



[guildsuper.com.au](http://guildsuper.com.au)



GPO Box 1088,  
Melbourne VIC 3001

### Important information

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