

## GROUP INCOME REPLACEMENT INSURANCE

### Information for Employers

#### Fact Sheet G4 ~ Keeping Your Plan Up To Date

To make sure that your *Plan* continues to meet the needs of your business and of your *Employees* it is important to keep us up to date with any changes in circumstances that may affect it. You should always try to do this promptly to avoid any problems at the time of a *Claim*.

#### Newly Eligible Employees.

You must notify us immediately about non plan members who begin to meet your *Eligibility Criteria*, *We* will need some basic details about that *Employee* so that we can start the application process, which will be broadly similar to that used when setting up your *Plan*, but we are unlikely to need more information about your business.

*Please also refer to Fact Sheet G3 ~ How to Apply.*

#### Leavers.

As soon as the contract between you and an *Employee* is terminated their membership of your *Plan* also ceases.

If an *Employee* ceases to be *Actively at Work* during a process to terminate their employment, it may affect their entitlement to *Claim*, and their eligibility to continue *Cover* personally after they leave. You should inform us of such circumstances if they arise.

Any leaver can continue to be a *Member* of the *Society* on a personal basis and continue their *Cover* without the need to go through another application process, subject to the following conditions: ~

1. A direct debit or alternatively acceptable method to pay *Contributions* must be put in place.
2. There is no more than 45 days break between the last employer *Contribution* and the first from the *Employee*.
3. The continuing *Cover* is not changed, other than as outlined below or in a way that reduces the *Society's* risk.
4. The amount of *Cover* is reviewed and adjusted in line with the *Maximum Cover Limit* applying to personal plans. This is necessary because personal plans are paid on a net basis directly to the individual and therefore a lower amount of *Cover* is required to pay the same amount of *Regular Benefit*.

Employees who leave employment whilst a *Claim* is in progress will still receive their *Regular Benefit*, but paid directly to them. They will continue to do so until the criteria for claim cessation are met, so long as *Contributions* are kept up to date, (for most plans *Contributions* are credited back during any period of *Claim* as a standard term). In these circumstances also, the amount of *Cover* will be reviewed and adjusted as outlined in 4 above.

#### Cover Amendments.

You may apply to increase or decrease the amount of *Regular Benefit* insured under your *Plan* at any time. You may wish to do this for example if you have awarded pay rises or have promoted an *Employee*. If you apply to increase the amount of *Cover* so that it will be above the *Free Cover Limit*, the process will include *Underwriting*.

*We* can, at our discretion and on your request, amend the type of *Cover* during any year. For this to be agreed there must be a change to circumstances that may affect an *Employee* or category of *Employees* where that change is likely to affect the validity of any *Claim* you may make. In all other circumstances we will only consider changes to the type of *Cover* or to your *Eligibility Criteria* at the time of *Plan Review*.

*This sheet continues overleaf*

An explanation of the terms in *italics* can be found in *Fact Sheet G10 "Glossary of Terms Used"*

## Fact Sheet G4 ~ Keeping Your Plan Up To Date ~ contd.

### Significant Changes to Your Needs.

The **Society** reserves the right to review and increase or decrease rates of **Contribution** and other **Plan Terms and Conditions** if;

1. the average numbers of **Employees** increases by greater than 20%,
2. there is a material change to the status of your business,
3. you wish to significantly change the **Cover** or **Eligibility Criteria**
4. there is a change to the levels or basis of social security, or taxation rules or legislation

### Suspending an Employee's Cover

An **Employee's Cover** can be suspended, for up to 24 months, during unpaid absences from work, such as study leave. In such circumstances a small monthly **Plan** maintenance **Contribution** will be payable, which will allow the **Employee** to return to his or her pre suspension **Cover** without another full application. However, **We** will require proof that that their **Cover** does not exceed the **Maximum Cover Limit** and that the **Employee is Actively at Work** when full **Cover** is reinstated.

**We** may consider longer periods of suspension for **Employees** seconded or working abroad if **We** are unable to provide **Cover** for them.

**No Claim for, or payment of Regular Benefit can be made whilst Cover is suspended**

**Please note:** ~ if you and an **Employee** elect to suspend **Cover** at the beginning of, or during maternity leave, you will not be able to **Claim** and **We** will not be able to pay any **Regular Benefit** if she suffers pregnancy complications for which **Regular Benefit** might have been payable had full **Cover** been maintained.

*Please also refer to Fact Sheet G8 "What is Not Covered".*

### Annual Review

Your **Plan** will be reviewed annually on the anniversary of its commencement. The purpose of this is to enable you and your adviser to make sure that the **Plan** is working as you want it to and that it correctly meets the needs of your business and **Employees**. It also provides an opportunity to make sure that the Society has up to date information and to correct any errors or omissions that were not dealt with during the year.

**We** will provide you with statements of contributions and claims made during the preceding year and, where required ask you to provide reconciling information from your payroll and personnel records. Your adviser will help you to complete this process.

**We** will also notify you of **Contributions** payable for the following year and agree any adjustments in respect of **Employees** with variable earnings and for whom you have chosen **Cover** on a "Retrospective Declaration Basis".

*Please also refer to Fact Sheet G3 ~ "How to Apply".*

Under your **Plan Terms & Conditions** **We** may revise **Contributions** at the time of your **Plan Review**. Should we need to do this we will give you a minimum of 13 weeks notice before applying the revision. At the **Plan Commencement Date** and at each **Plan Review** we have the option to guarantee your **Contributions** for up to 2 Years, this depends on our assessment of the risks associated with your **Plan** and our experience in providing it.

**Any guarantee given in respect of Contributions, will always be subject to there being no changes as described above under "Significant Changes to Your Needs".**

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