

NFVSP Group Life Plan

Application form

This Plan is underwritten by Aviva Life & Pensions Ireland DAC (Aviva).

The Plan benefits are provided by Aviva, and are governed by the policy document as agreed with the Plan Owner (Trustees of the NFVSP Pension & Life Assurance Scheme).

This Plan has been arranged by Cornmarket Group Financial Services Ltd. (Cornmarket) on behalf of the Plan Owner. Cornmarket also provides administrative services to members of the Plan.

Information provided by you on this form will be used by Aviva and Cornmarket separately.

References to 'the Plan' in this application form shall mean the NFVSP Group Life Plan.

1. Eligibility confirmation

Aviva and the Plan Owner require you to fulfil all of the eligibility criteria below to apply to join the Plan.

Please tick to confirm that you:

1. Are an employee of an organisation within the National Federation of Voluntary Service Providers (NFVSP)
2. Are a member of the NFVSP Pension Scheme
3. Are under age 65
4. Are actively at work today and understand the meaning of actively at work today as defined in Section 7(b).

Occupation:

Organisation:

Current gross annual salary: €

IMPORTANT

This application form is to be completed if you were unable to be automatically enrolled in the Plan by your employer.

If you cannot confirm that all the above criteria applies to you, then you are not eligible to apply to join this Plan and should not proceed any further with this application.

2. Data privacy notices

Before you provide your personal information please note it is important that you know how your personal data will be processed and what your data protection rights are.

Cornmarket

Cornmarket's Data Privacy Notice available at www.cornmarket.ie/data-privacy-notice, details how Cornmarket as a company processes your personal data and the legal bases Cornmarket relies on for processing your personal data. It also provides you with important information regarding your rights in relation to the personal data Cornmarket holds about you and with information on how you can exercise these rights. If you would like to receive a copy of this by post please contact Cornmarket at (01) 408 4000 to request this.

Aviva

Before you provide your personal information, please note that Aviva Life & Pensions Ireland DAC is the underwriter of this policy and therefore will need to collect and use personal information about you in order to underwrite your policy and to provide you with cover under the policy.

Aviva is a Data Controller and will use your personal information and share it within the Aviva Group, with its commercial partners and authorised agents/service providers to provide and administer financial products and services requested by you and to manage its operations effectively. Aviva may have a regulatory/legal obligation to provide certain personal information to regulatory authorities. Aviva also has a legitimate interest in processing data for management information purposes, and to detect and prevent fraud. Where your personal information is processed outside the European Economic Area, Aviva will always take steps to put safeguards in place. Personal information will only be kept for as long as it is reasonably needed and for the period necessary to manage Aviva's business and/or as required by law.

Aviva's Data Privacy Policy explains the most important aspects of how Aviva uses your information, how long Aviva holds your data and the legal basis it relies on for the processing of your personal data. It also provides you with important information regarding your rights in relation to your personal data and how you can exercise these rights. Aviva's Data Privacy Policy is available on its website at www.aviva.ie/about-and-support/privacy/ or you can ask Aviva for a copy by contacting Aviva's data protection team by emailing them at DPO@aviva.com, writing to the Data Protection Officer, Aviva, Building 12, Cherrywood Business Park, Loughlinstown, Co Dublin, D18 W2P5 or calling them on (01) 898 7000. If you have any questions about how Aviva uses personal information, manages personal information within its business or if you want to exercise your rights stated above, please contact Aviva's Data Protection Officer using the contact details outlined above.

3. Personal details

Title:	<input type="text"/>	Address:	<input type="text"/>
First name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth:	<input type="text" value="D D / M M / Y Y Y Y"/>	<input type="text"/>	<input type="text"/>
Tel. Home:	<input type="text"/>	Mobile:	<input type="text"/>
		Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Email:	<input type="text"/>		

4. Medical and other important information

Your personal health information:

In addition to Aviva's Data Privacy Notice, the following is more detail relating to your personal health information that Aviva collects and uses in connection with this contract.

Aviva needs your relevant personal information and personal health information for underwriting decisions. This will determine whether Aviva can offer cover and on what terms. Aviva also needs your relevant personal information and personal health information to assess and pay claims. If relevant, Aviva will share your personal health information with reinsurers for underwriting and claims decisions. Aviva uses your personal information and personal health information for any subsequent applications to Aviva.

In addition to the personal health information Aviva collects from you, Aviva will request and receive your relevant personal health information from GPs, consultants, hospitals or other health professionals, and share your relevant personal health information with GPs, consultants, hospitals or other health professionals, if needed.

Information to be provided by the life to be insured

You have a duty to answer all questions asked by Aviva fully, honestly, accurately and with reasonable care. Failure to disclose all relevant information requested by Aviva during the application and claims process could render your contract void or result in a claim being denied or reduced.

Please remember that **Aviva will** use the answers given to assess the terms and the extent of benefits Aviva can offer. If you are in any doubt as to whether information is relevant in your responses to Aviva's specific questions (for example the questions regarding your medical history, smoking history, details of occupation, travel, pastimes and previous serious illness and/or income protection claims made by you), you should tell Aviva anyway. Please note these are not exhaustive examples of questions which may be asked by Aviva.

Before your policy starts, you must tell Aviva immediately about any alterations or changes to the information you provided in response to these questions including changes to your circumstances (e.g. medical conditions).

Any alterations and/or changes must be sent to Aviva's registered office Aviva Life & Pensions Ireland DAC, Building 12, Cherrywood Business Park, Loughlinstown, Co Dublin D18 W2P5.

In accordance with the Disability Act 2005, you should not tell Aviva the results of any genetic tests which you have had.

5. Medical questions

Please read the questions below carefully and ensure that you fully understand each question before answering it.

If you answer 'Yes' to any of the questions, please provide details regarding the nature of the illness, duration & dates off work, name and address of doctor consulted and any restriction on daily activities.

Please note: In answering the questions below, you do not need to disclose details relating to the following ailments: Acne, Anal fissure (single episode only), Bronchitis (provided fully recovered), Candidiasis, Chickenpox, Colds, Food poisoning, Ganglion, Glandular fever (provided fully recovered), Haemorrhoids or piles, Hayfever (without Asthma), Influenza, Laryngitis, Measles, Mild allergies, Miscarriage (assuming no complications), Mumps, Nasal polyps, Pregnancy (assuming no complications), Sinus infection, Sore throat, Stomach bug (including Gastroenteritis once fully recovered), Sunstroke, Thrush, Tonsillitis, Verruca.

1. In the last 12 months have you:

Been absent from work due to illness or injury for more than 10 consecutive working days? Yes No

Details if yes:

2. Are you currently:

Taking any prescribed drugs or medication or receiving any treatment, or have you done so in the last 6 months? Yes No

Details if yes:

3. In the last 4 years have you:

Attended, or been advised to attend, any doctor, specialist, consultant, counsellor, hospital or clinic for any medical check-up, blood, saliva or urine test, treatment, investigation or operation? Yes No

Details if yes:

4. Have you ever had:

Any kind of medical attention or time off work for depression, stress, anxiety, chronic fatigue, M.E., extreme exhaustion or other mental or nervous disorder? Yes No

Details if yes:

5. In the last five years have you, because of a medical condition:

a) been refused or postponed insurance cover? Yes No

b) had insurance cover offered only if you paid an extra premium? Yes No

c) had insurance cover offered with one or more medical conditions excluded? Yes No

Details if yes:

Important: If there is any relevant information you have not been able to fully provide details of in the allocated space(s) above, please include them here:

6. Further medical information

Depending on the information you provide in your answers to the above questions in Section 5, Aviva may ask for further medical information from you and/or your GP.

Aviva may also ask you to have a medical examination with your doctor, an independent doctor or a nurse.

a) Do you have a GP in Ireland or abroad?

Yes No

If yes, please provide the name and address of your GP:

b) Have you visited any other GP (in Ireland or abroad) in the last 2 years?

Yes No

If yes, please provide the name and address of that GP:

c) If Aviva, or a third party on Aviva's behalf need to contact you, what time of day do you prefer to be contacted?

Morning Afternoon Evening

What happens next?

Aviva will assess the potential risk of insuring you and will then make a decision on your application. Your application may be:

- **Accepted** - If you are accepted as a member of the Plan your cover will begin from the date Aviva accepts your application and you will be sent a formal acceptance letter confirming that you are a member of the Plan.
- **Postponed** - This means due to your current medical circumstances, Aviva cannot make a decision on your application but will review a new application from you in a certain period of time e.g. 12 months.
- **Declined** - This means Aviva is refusing your application for membership of the Plan.

If your application is postponed or declined, you can ask Aviva to provide the reasons for this decision, which may in certain circumstances be provided to you through your GP.

IMPORTANT: Please read the declarations in Sections 7(a) & 7(b) below carefully and ensure that you fully understand them before signing them. If you cannot complete these declarations, please contact your local Cornmarket Consultant or call (01) 470 8054 for further information.

7. (a) Cornmarket declaration

I authorise for a member of Cornmarket staff to correct/amend my details entered into Section 3 in order to ensure my application is processed in a timely manner. A copy of any such amendment will be sent to me when my application is processed and I undertake to advise Cornmarket without delay should any such amendment be incorrect. I understand that fields or declarations left unanswered or answered incorrectly, will likely result in a delay with the processing of my application or potentially prevent the application from being processed altogether.

I confirm I have been informed about Cornmarket's Data Privacy Notice and where to find this.

I confirm I have read and understand the Medical and other important information section and I understand:

- The benefits available and the exclusions, restrictions and limitations associated with them
- The terms and conditions
- There is a 30 day cooling-off period, which begins when my membership is accepted by Aviva.

Applicant's signature:

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Date:

D	D	/	M	M	/	Y	Y	Y	Y
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7. (b) Aviva declaration

I, the life to be insured, declare that the information on this application form and all other information furnished by me and/or on my behalf (whether in my handwriting, any other hard copy form, by any electronic means or verbally) in relation to this application for insurance cover in respect of me is true, accurate and complete. I understand the consequences (as outlined in the Medical and other important information section of this form) for cover if this is not the case.

Before my cover starts, I will confirm in writing to Aviva Life and Pensions Ireland DAC, Building 12, Cherrywood Business Park, Loughlinstown, Co Dublin, D18 W2P5, if there are any changes to the information I have provided in this form and, if applicable, to any supplementary questions answered, up until the date I have received written confirmation that my benefits have been accepted by Aviva. For example if I have experienced any new health issues or symptoms, or where I am attending or being referred for any medical appointment or consultation or if I am receiving or if I am due to receive treatment or if there is any information I wish to update that I previously did not tell Aviva about. It is my responsibility to notify Aviva immediately of changes and/or alterations that occur to the information I provided previously in response to Aviva's specific questions. I acknowledge that any changes may affect the terms and the cover Aviva can offer, and that Aviva reserves the right to offer amended terms and/or decline cover.

Please note in accordance with the Disability Act 2005, you should not tell Aviva the results of any genetic tests which you have had.

With the exception of the results of genetic tests, I consent to Aviva seeking information relevant to the application for insurance cover in respect of me from and I authorise the giving of such information by:

- any doctor or other person who may be in possession of, or hereafter acquire, any information regarding my health.
- any insurance company to which an application has been made on my life for life, accident, specified illness, sickness, disability or income protection cover.

I agree that this consent/authority shall remain in force after my death as well as prior thereto.

I have read and understand the Aviva Data Privacy Policy, as noted in Section 2 above.

Where I am providing information about another person (e.g. family members), I confirm that I have:

- let them know what information I have shared with Aviva
- shared the relevant Data Privacy Policy with them and
- obtained their confirmation that they have read and understand the Data Privacy Policy. I understand that Aviva requires, for the purposes of the insurance cover in respect of me, that I have their confirmation as outlined here.

I understand that in the interests of customer service and to ensure the accuracy of records, telephone conversations between Aviva and me may be recorded.

I understand that references to "Aviva" apply to Aviva Life & Pensions Ireland DAC, the company in the Aviva Group that underwrites the insurance cover (for which an application is being made in respect of me).

I understand that Aviva may use my personal information when underwriting any subsequent applications for cover with Aviva.

I understand that in the event of my application not proceeding, information provided in connection with my application will be retained by Aviva for a period of up to six years to facilitate any future application by me to Aviva.

I confirm that I have completed and understand the Plan eligibility criteria. I confirm that all answers provided by me in this regard are answered honestly, accurately and with reasonable care and I understand that my cover is dependent upon continuing to satisfy the eligibility conditions of the Plan. I also confirm that I am actively at work today and that I understand the meaning of actively at work today* as defined below.

***Actively at work today - This means you:**

- **Are working your normal contracted number of hours**
- **Have not received medical advice to refrain from work**
- **Are not medically restricted from fully performing the normal duties associated with your occupation**
- **Are not currently absent from work due to experiencing COVID-19 symptoms i.e. continuous cough, a high temperature or breathing difficulties, testing positive for COVID-19, being advised to have a COVID-19 test or waiting on a COVID-19 test result.**

Those on paid or unpaid statutory maternity, adoptive, parent's or paternity leave are considered 'actively at work' as long as this period of leave is not in excess of 52 weeks in total.

Those on career break, taking carer's leave or other forms of unpaid leave are not considered 'actively at work'.

Those taking parental leave are not considered 'actively at work' unless they are working a reduced number of hours every week throughout their leave and otherwise meet the eligibility criteria of the Plan.

I confirm I have read and understand the Medical and other important information section and I understand:

- The benefits available and the exclusions, restrictions and limitations associated with them
- The terms and conditions
- There is a 30 day cooling-off period, which begins when my membership is accepted by Aviva.

I understand that it is a condition of membership that I accept that the Plan is a reviewable group plan and that at the next review date the terms of the Plan may be amended or terminated altogether. I also understand the Plan Owner's decisions in such matters, as agreed with Aviva, are binding on all members of the Plan.

Applicant's signature:

Date:

D	D	/	M	M	/	Y	Y	Y	Y
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Please submit completed forms to Cornmarket:

Email: **spsnewbusiness@cornmarket.ie**

Post: **Life Services Dept,
New Business,
Cornmarket Group Financial Services Ltd.,
Christchurch Square,
Dublin 8
Freepost F3976**

If you have any queries, please contact Cornmarket:

Call us on **(01) 470 8054**
or visit **cornmarket.ie**

Cornmarket Group Financial Services Ltd. is regulated by the Central Bank of Ireland.
The Plan is underwritten by Aviva Life & Pensions Ireland DAC.
Aviva Life & Pensions Ireland Designated Activity Company, a private company limited by shares,
trading as Aviva Life & Pensions Ireland and Friends First, is regulated by the Central Bank of Ireland.

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