



Group Personal Accident and Sickness Master Policy Wording and Product Disclosure Statement (PDS)

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Group Personal Accident and Sickness Master Policy Wording and Product Disclosure Statement (PDS)

Thank you for considering this Group Personal Accident and Sickness Master Policy available through Arch Underwriting at Lloyd's (Australia) Pty Ltd ABN 27 139 250 605 AFSL 426746 ("ARCH").

About this Group Personal Accident and Sickness Product Disclosure Statement

This Product Disclosure Statement (PDS) which incorporates the policy wording is an important document that contains details of the **POLICY**. This document is prepared by ARCH for and with the assistance and consent of the **INSURERS** who are responsible for it.

This PDS contains important information required under the *Corporations Act 2001 (Cth)*.

It seeks to help **YOU** to:

- decide whether the insurance cover will meet **YOUR** needs; and
- compare it with other products **YOU** may be considering.

YOU should read the PDS carefully before making a decision to purchase an insurance product. **YOU** will also need to read the policy wording for the relevant product **YOU** are considering to ensure **YOU** have a full understanding of the terms and conditions (including the limits and exclusions) of the policy wording.

Please note that any recommendation or opinion in this document is of a general nature only and does not take into account **YOUR** objectives, financial situation or needs.

The effective date of the PDS is 15 November 2024.

About the Insurers

The **INSURERS** of this product are certain underwriters at Lloyd's, of whose definitive numbers and the proportions underwritten by them, will be supplied on application. In consideration of the premium specified in the **SCHEDULE**, the said underwriters are hereby bound, severally and not jointly, each for his own part and not one for another, their executors and administrators, to insure in accordance with the terms and conditions contained in the policy wording or any endorsement.

About Arch Underwriting at Lloyd's (Australia) Pty Ltd

ARCH is an Australian Financial Services Licensee authorised to deal in and provide general advice on general insurance products. ARCH has been authorised by the **INSURERS** to act on their behalf to deal in and provide general advice and handle and settle claims in relation to this insurance.

ARCH has a binding authority which means it can enter into, vary or cancel this insurance and handle and settle claims without reference to the **INSURERS** provided it acts within the binding authority. When providing these services, ARCH acts for the **INSURERS** and does not act on **YOUR** behalf.

ARCH can be contacted as follows:

Arch Underwriting at Lloyd's (Australia) Pty Ltd,
Level 10, 155 Clarence Street
Sydney, NSW, 2000

or telephoning **US** at (02) 8284 8400

Some Words Have Special Meaning

Certain words used in the **POLICY** have special meanings. The 'Definitions' section of this document contains such terms. In some cases, certain words may be given a special meaning in a particular section of the **POLICY** when used or in the other documents making up the **POLICY**.

Headings are provided for reference only and do not form part of the **POLICY** for interpretation purposes.

Summary of Insurance

This insurance is designed to provide the **COVERED PERSON** or the **COVERED PERSON'S** executors or administrators with:

- lump sum payments; and/or
- loss of income **BENEFITS**; and
- other additional **BENEFITS**,

if the **COVERED PERSON** suffers a defined:

- **BODILY INJURY**; or
- **SICKNESS**,

during the **COVERED PERSON'S OPERATIVE PERIOD OF COVER** and within the **GEOGRAPHIC LIMITS** and this results in a specified **COVERED EVENT** within 12 months of the date on which the **BODILY INJURY** first occurs or **SICKNESS** first manifests itself.

Please note that **WE** will not provide cover or pay for a loss which would result in **US** contravening the *Health Insurance Act 1973 (Cth)*, the *Private Health Insurance Act 2007 (Cth)* or the *National Health Act 1953 (Cth)* or any applicable legislation (whether in Australia or otherwise).

WE will provide cover for those Sections and **COVERED EVENTS** of the **POLICY** for which a **SUM INSURED** is specified in the **SCHEDULE** or for those **BENEFITS** contained within the **POLICY** that are automatically covered for the **INSURANCE PERIOD**.

WE will not pay more than the **POLICY AGGREGATE LIMIT OF LIABILITY** for all claims per **COVERED PERSON** under this insurance.

No benefit is payable for and during the **EXCESS PERIOD** in relation to **BENEFITS** under Section 2.

WE do not cover any **PRE-EXISTING CONDITIONS** unless specifically agreed to by **US**.

Please note that this is a limited summary of some aspects of the insurance only and does not form part of the terms of the insurance. The cover noted is subject to terms and conditions (including limits and exclusions) that are not listed in the summary.

How benefits are provided under this insurance

The benefit of the cover under this insurance is extended to persons who meet the specified eligibility criteria (see the definition of the '**COVERED PERSON**' in the "Definitions" section).

A **COVERED PERSON** has the right to make a claim under this **POLICY** solely by the operation of Section 48 of the *Insurance Contracts Act 1984 (Cth)* even though they are not a party to the **POLICY**.

COVERED PERSONS are not obliged to accept any of the benefits of this insurance, but if they wish to make a claim under the **POLICY** then they will have the same obligations to **US** as the **COVERED PERSONS** would have if they were the **POLICY HOLDER**. **WE** will have the same rights against the **COVERED PERSONS** as **WE** would have against the **POLICY HOLDER**.

COVERED PERSONS have no right to cancel or vary the **POLICY** or its cover - only the **POLICY HOLDER** (as the contracting insured) and **WE** can do this. If **WE** cancel or vary the **POLICY** or its cover, **WE** do not need to obtain a **COVERED PERSON'S** consent to do so.

WE also do not provide any notices in relation to this insurance to **COVERED PERSONS** as they are not a contracting party to the **POLICY**. **WE** only send notices to the **POLICY HOLDER** which is the only party **WE** have contractual obligations to under the **POLICY**.

The insurance cover is subject to the terms and conditions (including limits and exclusions) set out in this **POLICY**.

The **COVERED PERSONS** should read this document carefully and keep it in a safe place. **COVERED PERSONS** should seek confirmation from the **POLICY HOLDER** that they are covered under the **POLICY**. Please keep detailed particulars and proof of any loss the **COVERED PERSON** suffers and proof of the **COVERED PERSON'S** eligibility for this insurance.

Neither **WE** nor the **POLICY HOLDER** hold anything on trust for, or for the benefit or on behalf of **COVERED PERSONS** under this insurance arrangement. The **POLICY HOLDER** does not:

- act on **OUR** behalf or a **COVERED PERSON** in relation to the insurance;
- have any authorisation to provide any financial product advice, recommendations or opinions about the insurance; and
- receive any remuneration or benefits from **US**.

Any person who may be eligible should consider obtaining advice as to whether the benefits are appropriate or useful for their personal needs from a person who is licensed to give such advice. No advice is provided by **US** or the **POLICY HOLDER** that the benefits are appropriate or useful for any person's needs. Nothing prevents such persons from entering into other arrangements regarding insurance.

At the time of issuing this **POLICY** and during the **INSURANCE PERIOD**, **WE** do not know the identity of a **COVERED PERSON** and their **OPERATIVE PERIOD OF COVER**. The **POLICY HOLDER'S** broker will confirm to persons in writing that they are a **COVERED PERSON** and their **EFFECTIVE DATE OF COVER**.

When does a **COVERED PERSON'S** cover under the **POLICY** begin and end?

A **COVERED PERSON** may only make a claim for benefits for which cover is available in accordance with the **POLICY** terms and conditions, limitations and exclusions.

1. A **COVERED PERSON'S OPERATIVE PERIOD OF COVER** begins at the **EFFECTIVE DATE OF COVER**.
2. A **COVERED PERSON'S OPERATIVE PERIOD OF COVER** ends on the earlier of:
 - the time they cease to be a **COVERED PERSON**;
 - the date and at the time shown on the **SCHEDULE** as the end of the **INSURANCE PERIOD**;
 - the time the **POLICY HOLDER** requests that such **COVERED PERSON** is no longer a **COVERED PERSON**;
 - the date that the **COVERED PERSON** reaches an age which places them outside of the minimum or maximum age limits of the **POLICY**, as specified in the **SCHEDULE**, unless otherwise agreed to by **US** in writing;
 - the date the **POLICY** is cancelled by the **POLICY HOLDER** or **US**; or
 - the 3rd (third) business day after the day on which **WE** advised the **POLICY HOLDER** in writing that the **COVERED PERSON** is no longer covered under the **POLICY** or such later time as **WE** may specify in the notice.

WE are not obliged to notify a **COVERED PERSON** of termination of the **POLICY**.

Our Agreement with the Policy Holder

Where **WE** agree to enter into a **POLICY** with **YOU** it is a contract of insurance between **US** and **YOU** (see the definition of "YOU" for details of who is covered by this term). The contract is based upon the information **YOU** gave **US** when **YOU** applied for the insurance, and any subsequent information which **YOU** have supplied.

WE will provide cover for **COVERED EVENTS** for which a **SUM INSURED** is specified in the **SCHEDULE** or for those **BENEFITS** contained within the **POLICY** that are automatically provided to the **COVERED PERSONS** for the relevant **INSURANCE PERIOD**.

YOU must collect premium instalment payments from **COVERED PERSONS** and pay the premium, including government taxes and charges, for the relevant **INSURANCE PERIOD** and comply with all the **POLICY** terms and conditions.

Where **WE** agree to issue a **POLICY**, the **POLICY** will consist of:

1. This document which sets out information on the insurance and the standard terms and conditions (including any limits and exclusions) that apply.

WE may need to update this document from time to time if certain changes occur where required and permitted by law. **WE** will issue **YOU** with a new PDS or a Supplementary PDS or other compliant document to update the relevant information except in limited cases.

Where the information is not something that would be materially adverse from the point of view of a reasonable person considering whether to buy this insurance, **WE** may issue **YOU** with notice of this information in other forms or keep an internal record of such changes. **YOU** can get a paper copy free of charge by contacting **US** at:

*Arch Underwriting at Lloyd's (Australia) Pty Ltd
Level 10, 155 Clarence Street
Sydney, NSW, 2000
or telephoning **US** at (02) 8284 8400*

2. **YOUR SCHEDULE** issued by **US**.

The **SCHEDULE** is a separate document **WE** issue when the **POLICY** is entered into, which shows the insurance details relevant to **YOU**. It may include additional terms and conditions (including any limits and exclusions) relevant to **YOU** that amend the standard terms of this document.

WE will provide cover for **COVERED EVENTS** for which a **SUM INSURED** is specified on the **SCHEDULE**, or for those **BENEFITS** contained within the **POLICY** that are automatically provided for **COVERED PERSONS**.

When **YOUR POLICY** is changed or renewed, **WE** will give **YOU** a new **SCHEDULE**.

3. Any other change to the terms of **YOUR POLICY** otherwise advised by **US** in writing (such as an endorsement or Supplementary PDS).

These written changes may vary or modify the above documents.

These are all important documents and should be carefully read together and kept in a safe place for future reference.

When **YOU** enter into the **POLICY**, **YOU** confirm that **YOU** have read or will read the **POLICY** documents provided to **YOU** before the end of the cooling off period.

When Does the Policy Begin and End?

The **POLICY**:

- is entered into with the **POLICY HOLDER** and begins on the date and at the time shown on the **SCHEDULE** as the commencement of the **INSURANCE PERIOD**, subject to payment of applicable premium; and
- continues for the **INSURANCE PERIOD** or until the **POLICY** ends according with the **POLICY** terms or law (whichever occurs first).

Cooling off and Cancellation Rights

YOU can exercise **YOUR** cooling off rights and cancel the **POLICY** by contacting **US** on (02) 8284 8400 or by writing to **US** at Level 10, 155 Clarence Street, Sydney, NSW, 2000 within fourteen (14) days of the date **YOU** purchased the **POLICY** and receive a refund of the premium paid, provided **YOU** have not exercised any right or power under the **POLICY** (e.g. made any claim) and these rights and powers have not ended.

WE may deduct any reasonable administrative and transaction costs incurred by **US** that are reasonably related to the acquisition and termination of the **POLICY** and any government taxes or duties **WE** cannot recover, from **YOUR** refund amount.

After the cooling off period has ended, **YOU** still have cancellation rights, however **WE** may deduct a pro rata proportion of the premium for time on risk, plus any reasonable administrative costs and any government taxes or duties **WE** cannot recover (refer to "General Conditions" for full details).

The Obligation to Comply with the Policy Terms and Conditions

The **POLICY HOLDER** and the **COVERED PERSONS** are required to comply with the terms and conditions of the **POLICY**. Please remember that if they do not comply with any term or condition, **WE** may (to the extent permitted by law) decline or reduce any claim payment and/or cancel **YOUR POLICY**.

If more than one person is insured under the **POLICY**, a failure or wrongful action by one of those persons may adversely affect the rights of any other person insured under the **POLICY**.

How We Calculate Your Premium

The amount of **YOUR** premium is determined by taking a number of different matters into account. **YOU** can seek a quote at any time.

It is important for **YOU** and **COVERED PERSONS** to know in particular that the premium varies depending on the information **WE** receive from **YOU** about the risk to be covered by **US**. The higher the risk is (e.g. high claims experience), the higher the premium will be. Based on **OUR** experience and expertise as an insurer, **WE** decide what factors increase **OUR** risk and how they should impact on the premium.

WE calculate **YOUR** premium on the basis of information that **WE** receive from **YOU** when **YOU** apply for insurance.

Some factors impacting premiums include:

- **YOUR** nominated **POLICY AGGREGATE LIMIT OF LIABILITY** and **SUMS INSURED**;
- the nature of **YOUR** business;
- **YOUR** prior claims experience;
- number of **COVERED PERSONS**; and
- the benefits requested by **YOU**.

YOUR premium also includes amounts that take into account **OUR** obligations concerning any relevant compulsory government charges, taxes or levies (e.g. Stamp Duty, GST, Emergency and Fire Services Levy) in relation to **YOUR POLICY**. These amounts will be set out separately in **YOUR SCHEDULE** as part of the total premium payable.

In some cases, **WE** are required to pay an estimated amount based on criteria set by the Government. The amount applied by **US** for this in the premium may result in **US** over or under recovering in any particular year but **WE** will not adjust **YOUR** premium because of this. **YOU** can ask **US** for more details if **YOU** wish.

When **YOU** apply for this insurance, **YOU** will be advised by **US** or **YOUR** intermediary of the total premium amount payable, when it needs to be paid and how it can be paid. This amount will be set out in the **SCHEDULE**, which will be sent to **YOU** after the entry into the **POLICY**. If **YOU** fail to pay **WE** may refuse or reduce any claim payment by the amount of premium owing and/or cancel the **POLICY**.

Renewal Procedure

Before **YOUR POLICY** expires **WE** will advise **YOU** via **YOUR** intermediary whether **WE** intend to offer renewal and if so on what terms.

This document also applies for any offer of renewal **WE** may make, unless **WE** tell **YOU** otherwise.

It is important that **YOU** check the terms of any renewal offer before renewing to satisfy **YOURSELF** that the details are correct. In particular, check the **POLICY AGGREGATE LIMIT OF LIABILITY**, **SUM INSURED** amounts and **EXCESS PERIOD(s)** applicable and to ensure the levels of cover are appropriate for **YOU**.

Please note that **YOU** need to comply with the duty of disclosure before each renewal (see below).

Duty of Disclosure

Before **YOU** enter into this contract of insurance **YOU** have a duty under the *Insurance Contracts Act 1984*.

The duty applies until (as applicable) **WE** first agree to insure **YOU**, or **WE** agree to the variation, extension, reinstatement or renewal.

Answering our questions

In all cases, if **WE** ask **YOU** questions that are relevant to **OUR** decision to insure **YOU** and on what terms, **YOU** must tell **US** anything that **YOU** know and that a reasonable person in the circumstances would include in answering the questions.

It is important that **YOU** understand **YOU** are answering **OUR** questions in this way for **YOURSELF** and anyone else that **YOU** want to be covered by the contract.

Variations, extensions or reinstatements

For variations, extensions, reinstatements, **YOU** also have a broader duty to tell **US** anything that **YOU** know, or could reasonably be expected to know, may affect **OUR** decision to insure **YOU** and on what terms.

Renewal

WE will tell **YOU** what **YOUR** duty is on renewal before **WE** agree to any renewal.

What **YOU** do not need to tell **US**

YOU do not need to tell **US** anything that:

- reduces the risk **WE** insure **YOU** for; or
- is of common knowledge;
- **WE** know or should know as an insurer; or
- **WE** waive **YOUR** duty to tell **US** about.

If **YOU** do not tell **US** something

If **YOU** do not tell **US** anything **YOU** are required to tell **US**, **WE** may cancel the **POLICY** or reduce of the amount **WE** will pay **YOU** if **YOU** make a claim, or both. If **YOUR** failure to tell **US** is fraudulent, **WE** may refuse to pay a claim and treat the contract as if it never existed.

General Insurance Code of Practice

The Insurance Council of Australia Limited has developed the General Insurance Code of Practice (“the Code”), which is a voluntary self-regulatory code. The Code aims to raise the standards of practice and service in the insurance industry.

Lloyd’s has adopted the Code on terms agreed with the Insurance Council of Australia. For further information on the Code please visit www.codeofpractice.com.au.

The Code Governance Committee (CGC) is an independent body that monitors and enforces insurers’ compliance with the Code. For more information on the Code Governance Committee (CGC) go to www.insurancecode.org.au

Changes of Terms and Conditions

From time to time, and where permitted by law, **WE** may change parts of the PDS. **WE** will issue **YOU** with a new PDS or a Supplementary PDS or other compliant document to update the relevant information except in limited cases. Any updates which are not materially adverse to **YOU** from the view of a reasonable person deciding whether to buy this insurance, may be found within our document library at:

<https://insurance.archgroup.com/international/australia/offering/accident-health/>

YOU can obtain a paper copy of any updated information without charge by contacting **US**.

Complaints – Internal and External Complaints Procedure

If you have any concerns or wish to make a complaint in relation to this policy, our services or your insurance claim, please let us know and we will attempt to resolve your concerns in accordance with our Internal Dispute Resolution procedure. Please contact:

*The Complaints Manager,
Arch Underwriting at Lloyd's (Australia) Pty Ltd,
Level 10, 155 Clarence Street
Sydney, NSW, 2000*

*or telephoning **US** at (02) 8284 8400
or emailing **US** at complaints@archinsurance.com.au*

We will acknowledge receipt of your complaint and do our utmost to resolve the complaint to your satisfaction within 10 business days.

If we cannot resolve your complaint to your satisfaction, we will escalate your matter to Lloyd's Australia who will determine whether it will be reviewed by their office or the Lloyd's UK Complaints team. Lloyd's contact details are:

*Lloyd's Australia Limited
Email: ldraustralia@lloyds.com
Telephone: (02) 8298 0783
Post: Suite 1603 Level 16, 1 Macquarie Place, Sydney NSW 2000*

A final decision will be provided to you within 30 calendar days of the date on which you first made the complaint unless certain exceptions apply.

You may refer your complaint to the Australian Financial Complaints Authority (AFCA), if your complaint is not resolved to your satisfaction within 30 calendar days of the date on which you first made the complaint or at any time. AFCA can be contacted as follows:

*Telephone: 1800 931 678
Email: info@afca.org.au
Post: GPO Box 3 Melbourne VIC 3001
Website: www.afca.org.au*

Your complaint must be referred to AFCA within 2 years of the final decision, unless AFCA considers special circumstances apply. If your complaint is not eligible for consideration by AFCA, you may be referred to the Financial Ombudsman Service (UK) or you can seek independent legal advice. You can also access any other external dispute resolution or other options that may be available to you.

Agency Arrangements and Agent's Remuneration

If **YOUR POLICY** has been issued through **OUR** agent, or a broker who is acting under a binder agreement with **US**, then they are acting as **OUR** agent and not as **YOUR** agent.

If **YOUR POLICY** has been issued by a broker, other than a broker acting under an agency/binder arrangement with **US**, then the broker is acting as **YOUR** agent.

When the **POLICY** has been arranged through an agent or broker, remuneration (such as commission) is payable by **US** to them for arranging the insurance. **YOU** can ask them for more information.

Further Information and Confirmation of Transactions

If **YOU** require further information about this insurance or wish to confirm a transaction, please contact **US**.

Definitions

Certain words used in this PDS and when used or in the other documents making up the **POLICY** have special meanings that are indicated by bold font and all capital letters. This section defines such terms.

ACCIDENT(AL) means a sudden, external and identifiable event which happens to the **COVERED PERSON** during their **OPERATIVE PERIOD OF COVER** which is unforeseen or unintended by the **COVERED PERSON**, that results in **BODILY INJURY** to the **COVERED PERSON**.

ACCIDENTAL DEATH means death occurring as a result of a **BODILY INJURY**.

ACT OF TERRORISM means the planning, use, or threat of use of violence against persons or property for the purpose of advancing political, religious or ideological goals.

AIR OR ROAD RAGE INCIDENT means a violent physical act occurring whilst the **COVERED PERSON** is occupying an aircraft as a passenger, or any motor vehicle intended for use on public roadways.

The intentional violent physical act must be committed by a person who is not:

- (a) a **COVERED PERSON**; or
- (b) a **RELATIVE** of the **COVERED PERSON**.

AIR RAGE OR ROAD RAGE EXPENSES means the reasonable costs for any non-refundable expenses incurred by the **POLICY HOLDER** or **COVERED PERSON** in respect of a **COVERED PERSON'S** pre-scheduled travel arrangements, for:

- (a) additional accommodation or transportation to bring the **COVERED PERSON** to their intended destination if the **COVERED PERSON** missed the original departure due to an **AIR OR ROAD RAGE INCIDENT**;
- (b) additional accommodation or transportation to bring the **COVERED PERSON** to their return destination, or to travel from the place where the trip was interrupted to a place where the **COVERED PERSON** can resume the trip, if the trip is disrupted due to an **AIR OR ROAD RAGE INCIDENT**; and
- (c) the unused portion of forfeited travel or accommodation expenses paid in advance if a pre-scheduled trip is cancelled due to an **AIR OR ROAD RAGE INCIDENT**.

BENEFIT(S) means any benefit stated in the **SCHEDULE** with a corresponding **SUM INSURED** stating what a **COVERED PERSON** is entitled to claim under the **POLICY**.

BENEFIT PERIOD means the maximum period for which a loss of income **BENEFIT** payment may be paid to **YOU** or for the benefit of a **COVERED PERSON**.

BODILY INJURY means an identifiable physical injury to a **COVERED PERSON** resulting solely and directly from an **ACCIDENT** and independent of any other cause that occurs fortuitously during the **OPERATIVE PERIOD OF COVER** which results in any of the **COVERED EVENTS**. **BODILY INJURY** does not include:

- (a) **SICKNESS** as defined or a condition ordinarily described as being a **SICKNESS**;
- (b) any consequences of a **BODILY INJURY** which are ordinarily described as being a disease including but not limited to any congenital condition, heart condition, stroke or any form of cancer;
- (c) an aggravation of a condition which existed before the start of the **OPERATIVE PERIOD OF COVER**;
- (d) any other **PRE-EXISTING CONDITION**; and
- (e) any degenerative or congenital condition.

BODILY INJURY DATE means the earlier of:

- (a) the date the **COVERED PERSON'S DOCTOR** reasonably diagnoses as the most likely date of the **BODILY INJURY**;
- (b) the date **OUR DOCTOR** reasonably diagnoses as the most likely date of the **BODILY INJURY**;
- (c) the date the **COVERED PERSON** first became aware of the **BODILY INJURY** or a reasonable person in the

circumstances would have been aware of the **BODILY INJURY**;

- (d) the date the **COVERED PERSON** first received medical treatment for the **BODILY INJURY**; or
- (e) the date the **BODILY INJURY** is first diagnosed by a **DOCTOR**.

CANCER means the presence of one (1) or more malignant tumours characterised by uncontrolled growth and spread of malignant cells and invasion of tissue, resulting in a positive diagnosis by a **DOCTOR** and confirmed by a registered pathologist on the basis of the histopathologic or cytopathologic patterns of the lesion which correlate with the clinical and imaging findings.

- (a) **CANCER** includes leukaemia, lymphomas, Hodgkin's disease, bone marrow disorders and melanoma.
- (b) **CANCER** does not include:
 - (i) Carcinoma in-situ (unless it results in the removal of the entire breast, testicle or organ to arrest spread of malignancy and this procedure is the appropriate and necessary treatment as certified by an oncologist);
 - (ii) Kaposi's Sarcoma or any other AIDS related cancers and cancer in the presence of human immunodeficiency virus (HIV);
 - (iii) chronic lymphocytic leukaemia less than Rai stage 3;
 - (iv) prostate tumours with a Gleason score equal to or less than 6 or a TNM classification of T1 or equivalent staging;
 - (v) melanoma that are less than Clark Level 3, and less than 1.5mm in thickness as measured using the Breslow method and have no evidence of ulceration as determined by histological examination;
 - (vi) all hyperkeratoses or basal cell carcinomas of the skin;
 - (vii) all squamous cell carcinomas of the skin unless they have spread to other organs; and
 - (viii) all cancers which are confined to the thyroid gland and/or papillary thyroid carcinoma.

CARJACKING means the violent theft or attempted theft of a motor vehicle which is under the care and control of, occupied by, or immediately intended to be occupied by a **COVERED PERSON**.

CIVIL WAR means armed opposition, whether declared or not, between two or more parties belonging to the same country where the opposing parties are of different ethnic, religious or ideological groups. Included in the definition is armed rebellion, revolution, sedition, insurrection, overthrow of an elected government and the consequences of martial law.

COMPLETE FRACTURE means a break in the bone in which the bone is broken completely across and no connection remains between the parts.

COMPUTER SYSTEM means any computer, hardware, software, communications system, electronic device (including, but not limited to, smart phone, laptop, tablet, wearable device), server, cloud or microcontroller including any similar system or any configuration of the aforementioned and including any associated input, output, data storage device, networking equipment or back up facility, owned or operated by the **POLICY HOLDER** or any other party.

COUNTRY OF RESIDENCE means Australia or the country in which the **COVERED PERSON** is a full-time resident.

COVERED EVENT(S) means the event(s) described in each Table of Events as set out in Sections 1 and 2 and are defined by individual number.

COVERED PERSON means such person or persons who meet the eligibility criteria as set out on the **SCHEDULE** with respect to whom premium has been paid, or agreed to be paid by the **POLICY HOLDER**.

Access to benefits under this insurance is provided to **COVERED PERSONS** solely by reason of the statutory operation of section 48 of the *Insurance Contracts Act 1984 (Cth)*. **COVERED PERSONS** are not contracting insured's (e.g. they cannot cancel or vary the **POLICY** - only the **POLICY HOLDER** can do this) and do not enter into any agreement with **US**.

CYBER ACT means an unauthorised, malicious or criminal act or series of related unauthorised, malicious or criminal acts, regardless of time and place, or the threat or hoax thereof involving access to, processing of, use of or operation of any **COMPUTER SYSTEM**.

CYBER INCIDENT means:

- (a) any error or omission or series of related errors or omissions involving access to, processing of, use of or operation of any **COMPUTER SYSTEM**; or
- (b) any unavailability or failures to access, process, use or operate any **COMPUTER SYSTEM**.

DEPENDENT CHILD(REN) means any child of a **COVERED PERSON**:

- (a) under eighteen (18) years of age and dependent on the **COVERED PERSON**.
- (b) over 18 years of age and under twenty five (25) years of age:
 - (i) who is in full time tertiary education; and
 - (ii) dependent on the **COVERED PERSON**
- (c) of any age, who permanently lives with the **COVERED PERSON** and is physically or mentally incapable of living independently.

DOCTOR means a legally registered medical practitioner currently registered to practice who is not a **COVERED PERSON** or **THEIR RELATIVE**, or an **EMPLOYEE** or director of the **POLICY HOLDER** and is acting within the scope of their registration and pursuant to laws where the medical practitioner is registered.

DOMESTIC ASSISTANCE means any professional, non-medical and non-nursing assistance required to complete the normal domestic duties usually undertaken by the **COVERED PERSON** including but not limited to, caring and providing for **DEPENDENT CHILDREN**, cleaning, cooking, school pick-ups and drop-offs.

EFFECTIVE DATE OF COVER means the date the **EMPLOYEE** is added to the **POLICY** as a **COVERED PERSON**.

EMPLOYEE means any person in the **POLICY HOLDER'S** service including directors (executive and non-executive), consultants, contractors, sub-contractors and/or self-employed persons undertaking work on the **POLICY HOLDER'S** behalf or any other such person as declared to **US**.

EXCESS PERIOD is the period expressed as a number of days stated in the **SCHEDULE** during and for which no **BENEFITS** are payable for **TEMPORARY TOTAL DISABLEMENT** or **TEMPORARY PARTIAL DISABLEMENT**. The reference to days means consecutive days.

FOOT means the entire foot below the ankle.

FRACTURE means a break or crack of a bone.

FUNERAL EXPENSES mean the actual and reasonable costs incurred for the cremation or burial of the **COVERED PERSON** including any transportation and internment costs. **FUNERAL EXPENSES** include but are not limited to, services performed by an undertaker, the cost of the casket and or any crematorium or graveyard costs incurred.

FUNERAL EXPENSES do not include any costs associated with the wake, catering costs or discretionary purchases related to the funeral.

GEOGRAPHIC LIMITS means worldwide unless otherwise stated in the **SCHEDULE**.

HAIRLINE FRACTURE means a mere crack or cracks in the bone.

HAND means the entire hand below the wrist.

HOME TUTORIAL SERVICES means any *instruction, teaching and/or tutorial services* provided by a professionally qualified teacher or tutor who is not a **RELATIVE** nor any person permanently residing with the **COVERED PERSON**.

IDENTITY THEFT means the theft of personal data or documents relating to a **COVERED PERSON'S** identity which results in their fraudulent use to obtain money, goods or services.

IDENTITY THEFT EXPENSES means the following reasonable costs and expenses necessarily incurred by a **COVERED PERSON** in response to an incident of **IDENTITY THEFT**:

- (a) pursuing closure of bank accounts, credit facilities or other financial commitments;
- (b) resubmitting applications for loans, grants, other credit or debit instruments that are rejected solely as a result of the lender receiving incorrect information as the result of **IDENTITY THEFT**;
- (c) notarising affidavits or other similar documents, amending or rectifying records in regard to the **COVERED PERSON'S** true name or identity as the result of **IDENTITY THEFT**;
- (d) defending any suit brought against the insured person by creditor or collection agency or any other entity acting on behalf of a creditor for non-payment of goods or services or default on a loan as the result of **IDENTITY THEFT**;
- (e) removing any civil judgment wrongfully entered against the **COVERED PERSON** as a result of **IDENTITY THEFT**; or
- (f) income of lost by the **COVERED PERSON** as a result of the **COVERED PERSON** having to take time off work to complete (a) to (e) above.

INSURANCE PERIOD means the contract period stated in the **SCHEDULE** which the **POLICY** operates unless ending earlier in accordance with the **POLICY** or law. Each renewal results in a new contract and new insurance period.

INSURERS or **UNDERWRITERS** means the insurers of this **POLICY**, who are certain underwriters at Lloyd's.

LIMB means the entire limb between the shoulder and the wrist or between the hip and the ankle.

LOSS means loss of, by physical severance, or total and **PERMANENT** loss of the effective use of the part of the body referred to in any of the Table of Benefits.

MEDICAL MOBILITY EQUIPMENT means any out-of-hospital mobility and movement equipment to assist in patient transportation and recovery approved and certified as necessary by a **DOCTOR** as a direct result of the **BODILY INJURY**, including but not limited to A-frames, crutches, walkers, walking sticks, walking frames, non-motorised wheelchairs, non-motorised scooters, moon boots, knee-brace and neck, arm or leg supports.

NON-SCHEDULED FLIGHT means any flight that is not operating under a regular published flight schedule or timetable.

NON-SCHEDULED FLIGHT LIMIT OF LIABILITY means the amount stated in the **SCHEDULE**. The **NON-SCHEDULED FLIGHT LIMIT OF LIABILITY** forms part of and is not in addition to the **POLICY AGGREGATE LIMIT OF LIABILITY**.

OPERATIVE PERIOD OF COVER means the specified period for which a **COVERED PERSON** is covered under the **POLICY** as explained in the **SCHEDULE**.

For more information on when a **COVERED PERSON'S OPERATIVE PERIOD OF COVER** begins and ends, please refer to the "When does a COVERED PERSON'S cover under the POLICY begin and end?" part of the **POLICY**, located on page 5.

OTHER FRACTURE means any fracture/break of a bone other than a **COMPLETE FRACTURE**, **SIMPLE FRACTURE** or **HAIRLINE FRACTURE**.

OUT-OF-POCKET EXPENSES means unforeseeable costs and expenses which are not insured under this **POLICY** or any other indemnification available to the **COVERED PERSON**, for:

- (a) **MEDICAL MOBILITY EQUIPMENT**;
- (b) local transportation (other than ambulance transportation); and
- (c) replacement of personal effects damaged as a result of the **BODILY INJURY**.

PERMANENT means lasting at least twelve (12) consecutive months from the occurrence, and at the end of that time being beyond hope of improvement.

PERMANENT TOTAL DISABLEMENT means disablement which:

- (a) totally restricts a **COVERED PERSON** from performing his or her usual occupational or employment activities, or any other occupational or employment activities for which the **COVERED PERSON** has the experience, skills, education or training (or if the **COVERED PERSON** is not employed, it means disablement which prevents the **COVERED PERSON** from participating in any and every occupation for the remainder of his or her life); and
- (b) lasts at least 12 consecutive months from the occurrence; and
- (c) at the end of that time, in **OUR** reasonable opinion is beyond hope of improvement.

POLICY means **OUR** contract with the **POLICY HOLDER**, consisting of this document, the **SCHEDULE** and any other documents **WE** state form part of the terms and conditions of **OUR** contract with the **POLICY HOLDER** (such as additional endorsements or Supplementary PDS).

POLICY AGGREGATE LIMIT OF LIABILITY means the amount stated in the **SCHEDULE**.

POLICY HOLDER means the company or individual named as the insured on the **SCHEDULE**, with whom **WE** have entered into the contract of insurance. They are the contracting insured.

PRE-EXISTING CONDITION means:

- (a) any injury, sickness, illness, disease, condition (including any side-effects or symptoms) of which the **COVERED PERSON** was aware (whether diagnosed or not) or of which a reasonable person in the circumstances could be expected to have been aware, or for which the **COVERED PERSON** has sought treatment in the twelve (12) months immediately prior to the **COVERED PERSON'S EFFECTIVE DATE OF COVER** under the **POLICY**.
- (b) Solely in respect of **SICKNESS**, any condition caused by or arising out of anything referred to in paragraph (a) of this definition above.

PRE-EXISTING CONDITIONS specifically include congenital or degenerative conditions for which the **COVERED PERSON** has been diagnosed or was aware of or of which a reasonable person in the **COVERED PERSON'S** circumstances could be expected to have been aware of prior to the **COVERED PERSON'S OPERATIVE PERIOD OF COVER** regardless as to whether the **COVERED PERSON** was at that time, or subsequently, being treated for them.

PROFESSIONAL SPORT means any sport for which a **COVERED PERSON** receives a fee, monetary payment, sponsorship or financial reward as a result of a **COVERED PERSON'S** participation, which accounts for more than fifty percent (50%) of the **COVERED PERSON'S** annual income (including **SALARY**) from all sources.

RELATIVE means the **COVERED PERSON'S SPOUSE, PARTNER**, parent, parent-in-law, grandparent, step-parent, child, step-child, grandchild, brother, brother-in-law, sister, sister-in-law, daughter-in-law, son-in-law, fiancé, fiancée, half-brother or half-sister.

SALARY means in the case of an **EMPLOYEE**, their weekly pre-tax income or wage, excluding any commission, bonuses, overtime payments and allowances, averaged over the twelve (12) month period immediately preceding the commencement of the disablement or over any shorter period for which they have been employed.

SCHEDULE means the schedule **WE** issue or subsequently substituted schedule. The **SCHEDULE** forms part of the **POLICY**. A new schedule is issued on each renewal.

SICKNESS means an illness, sickness or disease which is not an injury which manifests itself solely, directly and independently of any other cause or condition (including but not limited to any **BODILY INJURY** or **PRE-EXISTING CONDITION**, disease, congenital or degenerative condition) which existed prior to the **COVERED PERSON'S OPERATIVE PERIOD OF COVER**.

The **SICKNESS** must continue for a period of not less than seven (7) days from the date the **SICKNESS** first manifested itself.

For the purposes of this definition and the **POLICY** a **SICKNESS** first manifests itself on the earlier of the date:

- (a) the **COVERED PERSON'S DOCTOR** reasonably diagnoses as the most likely date the **SICKNESS** or symptoms of the **SICKNESS**, first occurred or manifested, whichever is the earlier;
- (b) **OUR DOCTOR** reasonably diagnoses as the most likely date the **SICKNESS** or symptoms of the **SICKNESS**, first occurred or manifested, whichever is the earlier;
- (c) the **COVERED PERSON** first became aware of the **SICKNESS** or symptoms of the **SICKNESS**, whichever is the earlier;
- (d) a reasonable person in the circumstances would have been aware of the **SICKNESS** or symptoms of the **SICKNESS**, whichever is the earlier;
- (e) the **COVERED PERSON** first received medical treatment for the **SICKNESS** or symptoms of the **SICKNESS**, whichever is the earlier; and
- (f) the **SICKNESS** or symptoms of the **SICKNESS**, were first diagnosed by a **DOCTOR**, whichever is the earlier.

SIMPLE FRACTURE means a break of a bone which is a basic and uncomplicated break in the bone and which, in the opinion of a **DOCTOR**, requires minimal and uncomplicated medical treatment.

SPOUSE or **PARTNER** means the **COVERED PERSON'S** husband or wife living with the **COVERED PERSON** or any person of either sex living in a de facto marital relationship with the **COVERED PERSON**.

SUM(S) INSURED means an amount stated in the **SCHEDULE** against relevant **COVERED EVENT(S)** or **BENEFITS** offered under the **POLICY**.

TEMPORARY PARTIAL DISABLEMENT means the inability (but not **PERMANENT** inability) of the **COVERED PERSON** to participate in a substantial part of their usual occupation or employment activities while the **COVERED PERSON** is under the regular care of and acting in accordance with the treatment, instructions or advice of a **DOCTOR**.

TEMPORARY TOTAL DISABLEMENT means disablement (but not **PERMANENT** inability) which totally restricts the **COVERED PERSON** from performing his or her usual occupation or employment activities, or any other occupational or employment activities for which the **COVERED PERSON** has the experience, skills, education or training. The **COVERED PERSON** must be under the regular care of and acting in accordance with the treatment, instructions or advice of a **DOCTOR**.

TOOTH/TEETH means a sound and natural permanent tooth but does not include first or baby teeth, implants, prostheses or other dental restorations.

YOU/YOUR means the **POLICY HOLDER** named in the **SCHEDULE**.

WAR means armed opposition, whether declared or not between two countries.

WE/OUR/US means the **INSURERS** acting through its agent Arch Underwriting at Lloyd's (Australia) Pty Ltd.

Policy Coverage

WE will provide cover for those **COVERED EVENTS** for which a **SUM INSURED** is stated in the **SCHEDULE** or for those **BENEFITS** contained within the **POLICY** that are automatically provided for **COVERED PERSONS** for the relevant **INSURANCE PERIOD**.

WE will provide cover for **BODILY INJURY** or **SICKNESS** caused by or arising out of a **CYBER ACT** or a **CYBER INCIDENT** subject to the terms, conditions, limitations and exclusions of this **POLICY**.

Limit of Liability

1. **OUR** maximum liability for each and all **COVERED EVENTS**, claims and/or losses in the aggregate, directly, indirectly, or in any way attributable to an **ACCIDENT** which involves a **NON-SCHEDULED FLIGHT** will not exceed the **NON-SCHEDULED FLIGHT LIMIT OF LIABILITY** stated in the **SCHEDULE**.

In the event that any claims made under the **POLICY** exceed the **NON-SCHEDULED FLIGHT LIMIT OF LIABILITY**, **WE** shall proportionally reduce the amount(s) payable to each **COVERED PERSON** with respect to such claim(s).

2. **OUR** maximum liability for all **COVERED EVENTS**, claims and/or losses in the aggregate under all sections of the **POLICY** per **COVERED PERSON** during the **INSURANCE PERIOD** will not exceed the **POLICY AGGREGATE LIMIT OF LIABILITY** stated in the **SCHEDULE**.

Section 1 - Personal Accident Lump Sum Benefits

LUMP SUM BENEFITS

COVERED EVENT 1-26

Subject to the terms and conditions (including limits and exclusions) of the **POLICY**, in the event a **COVERED PERSON** sustains a **BODILY INJURY** which solely and directly results in any of the following numbered **COVERED EVENTS** outlined in Table of Benefits 1, **WE** will pay the corresponding percentage outlined in Table of Benefits 1, of the **SUM INSURED** for **COVERED EVENTS** 1 -26, providing that:

- (a) the **BODILY INJURY** occurs during the **COVERED PERSON'S OPERATIVE PERIOD OF COVER** and within the **GEOGRAPHIC LIMITS**; and
- (b) the resulting **COVERED EVENT** occurs within 12 months of the **BODILY INJURY DATE**; and
- (c) the **COVERED EVENT** is solely and directly attributable to the **BODILY INJURY** and not any other cause; and
- (d) a **SUM INSURED** is stated against the relevant **COVERED EVENTS** in the **SCHEDULE**.

Table of Benefits 1

COVERED EVENTS		Percentage of SUM INSURED as showing on the SCHEDULE
1	ACCIDENTAL DEATH	100%
2	PERMANENT TOTAL DISABLEMENT	100%
3	PERMANENT paraplegia, quadriplegia, or incurable paralysis of all LIMBS	100%
4	PERMANENT and total LOSS of use of one or both LIMBS	100%
5	PERMANENT and incurable insanity	100%
6	PERMANENT disablement not otherwise provided for in this table*	100%
7	PERMANENT and total LOSS of sight in one or both eyes	100%

8	PERMANENT and total LOSS of the lens of both eyes	100%
9	PERMANENT and total LOSS of the lens of one eye	60%
10	PERMANENT total LOSS of hearing in both ears	100%
11	PERMANENT total LOSS of hearing in one ear	30%
12	PERMANENT disfigurement from third degree burns equal to or greater than 20% of the surface of the entire external body	50%
13	PERMANENT disfigurement from second degree burns equal to or greater than 20% of the surface of the entire external body	25%
14	PERMANENT and total LOSS of use of four fingers and the thumb of either HAND	80%
15	PERMANENT total LOSS of use of four fingers of either HAND	50%
16	PERMANENT total LOSS of use of one thumb (both joints)	40%
17	PERMANENT total LOSS of use of one thumb (one joint)	20%
18	PERMANENT total LOSS of use of one finger all three joints	15%
19	PERMANENT total LOSS of use of one finger two joints	10%
20	PERMANENT total LOSS of use of one finger one joint	5%
21	any FRACTURE of the leg or patella with established non-union	10%
22	Shortening of the leg by at least 5cm	7.5%
23	PERMANENT total LOSS of use of all toes on either FOOT	15%
24	PERMANENT total LOSS of use of toes (per toe) both joints of the great toe	5%
25	PERMANENT total LOSS of use of toes (per toe) – one joint of the great toe	3%
26	PERMANENT total LOSS of use of toes (per toe) – all joints of any toe other than the great toe	1%

*The disablement covered under **COVERED EVENT** 6 must be certified by no less than three **DOCTORS**, one of whom will be the **COVERED PERSON'S DOCTOR** and the remaining two **DOCTORS** to be appointed by **US**, the maximum **BENEFIT** payable is proportional on the agreed percentage reduction in whole bodily function.

SURGICAL BENEFITS AS A RESULT OF BODILY INJURY OR SICKNESS

COVERED EVENTS 27-35

Subject to the terms and conditions (including limits and exclusions) of the **POLICY**, in the event a **COVERED PERSON** suffers a **BODILY INJURY** or **SICKNESS**, outside their **COUNTRY OF RESIDENCE** and a surgical procedure as outlined in the below Table of Benefits 2 or 3 below is carried out, **WE** will pay the corresponding percentage outlined in the Table of Benefits 2 or 3 of the **SUM INSURED** for **COVERED EVENTS** 27-35 providing that:

- the **BODILY INJURY** or **SICKNESS** occurred or first manifested itself during the **COVERED PERSON'S OPERATIVE PERIOD OF COVER** and within the **GEOGRAPHIC LIMITS**; and
- the surgery occurs within 12 months of the date of the **BODILY INJURY DATE** or the date the **SICKNESS** first manifested itself and the surgery is advised as medically necessary by a **DOCTOR**; and
- the surgery is solely and directly attributable to the **BODILY INJURY** or **SICKNESS** and not a degenerative condition; and
- the surgery is performed outside the **COVERED PERSON'S COUNTRY OF RESIDENCE**; and
- the surgery is undertaken outside of Australia; and
- the **COVERED PERSON** has not specifically travelled outside of their **COUNTRY OF RESIDENCE** to have the surgical procedure performed; and
- a **SUM INSURED** is stated against the relevant **COVERED EVENTS** in the **SCHEDULE**.

Table of Benefits 2

COVERED EVENTS - BODILY INJURY RESULTING IN SURGERY OUTSIDE OF AUSTRALIA

27	Craniotomy	100%
28	Amputation of LIMB	100%
29	COMPLETE FRACTURE or OTHER FRACTURE of LIMB requiring open reduction	50%
30	Dislocation requiring open reduction	25%
31	Any other surgical procedure carried out under a general anaesthetic	5%

Table of Benefits 3

COVERED EVENTS – SICKNESS RESULTING IN SURGERY OUTSIDE OF AUSTRALIA

32	Open heart surgical procedure	100%
33	Brain surgery	100%
34	Abdominal surgery carried out under general anaesthetic	50%
35	Any other surgical procedure carried out under general anaesthetic	15%

BODILY INJURY RESULTING IN FRACTURED BONES

COVERED EVENTS 36-42

Subject to the terms and conditions (including the limits and exclusions) of the **POLICY**, in the event a **COVERED PERSON** sustains a **BODILY INJURY** which directly and solely results in any of the following **COVERED EVENTS** in the Table of Benefits 4, **WE** will pay the corresponding percentage outlined in the Table of Benefits 4, of the **SUM INSURED** for **COVERED EVENTS** 36-42, providing that:

- (a) the **BODILY INJURY** occurs during the **COVERED PERSON'S OPERATIVE PERIOD OF COVER** and within the **GEOGRAPHIC LIMITS**; and
- (b) the resulting **COVERED EVENT** occurs within 12 months of the **BODILY INJURY DATE**; and
- (c) the **COVERED EVENT** is solely and directly attributable to the **BODILY INJURY** and not any other cause; and
- (d) a **SUM INSURED** is stated against the relevant **COVERED EVENTS** in the **SCHEDULE**.

Table of Benefits 4

COVERED EVENTS

36	COMPLETE FRACTURE of Neck, Skull or Spine	100%
37	COMPLETE FRACTURE or OTHER FRACTURE of Hip	75%
38	COMPLETE FRACTURE or OTHER FRACTURE of Jaw, Pelvis, Leg, Ankle or Knee	50%
39	(a) any FRACTURE of Cheekbone or Shoulder; (b) SIMPLE FRACTURE , HAIRLINE FRACTURE or OTHER FRACTURE of Neck, Skull or Spine; or (c) COMPLETE FRACTURE or OTHER FRACTURE of Arm, Elbow, Wrist or Ribs	30%
40	(a) any FRACTURE of Nose or Collar Bone; or (b) SIMPLE FRACTURE or HAIRLINE FRACTURE of Hip, Jaw, Pelvis, Leg, Ankle or Knee	20%
41	SIMPLE FRACTURE or HAIRLINE FRACTURE of Arm, Elbow, Wrist or Ribs	10%
42	any FRACTURE of Finger, Thumb, FOOT , HAND or Toe	7.5%

BODILY INJURY RESULTING IN LOSS OF TEETH OR DENTAL PROCEDURES

COVERED EVENTS 43-44

Subject to the terms and conditions (including limits and exclusions) of the **POLICY**, in the event a **COVERED PERSON** sustains a **BODILY INJURY** which results in any of the **COVERED EVENTS** in Table of Benefits 5 as a sole and direct result of a **BODILY INJURY**, **WE** will pay the corresponding percentage outlined in Table of Benefits 5, of the **SUM INSURED** showing against **COVERED EVENTS** 43 and 44, providing that:

- (a) the **BODILY INJURY** occurs during the **COVERED PERSON'S OPERATIVE PERIOD OF COVER** and within the **GEOGRAPHIC LIMITS**; and
- (b) the resulting **COVERED EVENT** occurs within twelve (12) months of the **BODILY INJURY DATE**; and
- (c) the **COVERED EVENT** is solely and directly attributable to the **BODILY INJURY** and not any other cause; and
- (d) a **SUM INSURED** is stated against the relevant **COVERED EVENTS** in the **SCHEDULE**.

Table of Benefits 5

COVERED EVENTS

43	LOSS of TEETH or full capping of TEETH	100%
44	Partial capping of TEETH	50%

Exposure

Subject to the terms and conditions (including limits and exclusions) of the **POLICY**, if as a result of an **ACCIDENT** a **COVERED PERSON** is exposed to the elements, and as a direct result of such exposure the **COVERED PERSON** suffers from any of the **COVERED EVENTS** under any section of the **POLICY**, within 12 months of the date of the **ACCIDENT**, it will be deemed that the **COVERED PERSON** has sustained a **BODILY INJURY** on the date of the **ACCIDENT** and **WE** will pay the corresponding **BENEFIT** for the relevant **COVERED EVENT**.

Disappearance

Subject to the terms and conditions (including the limits and exclusions) of the **POLICY**, if during the **COVERED PERSON'S OPERATIVE PERIOD OF COVER**, a **COVERED PERSON** disappears as the result of an **ACCIDENT** of any means, and the **COVERED PERSON'S** body or existence has not be found or verified within 12 months of the **ACCIDENT** date, it will be deemed that the **COVERED PERSON** has died as a result of the **ACCIDENT** at the time of their disappearance.

This **BENEFIT** will only be paid if a **SUM INSURED** is stated in the **SCHEDULE** against **COVERED EVENT 1 - ACCIDENTAL DEATH**. **WE** will only pay this **BENEFIT** to the legal representatives of the **COVERED PERSON'S** estate providing that any person or persons to whom such sum is paid provide a signed undertaking that any **BENEFIT** payable by **US** for the disappearance will be repaid to **US** should it be found that the **COVERED PERSON** is found to be living or did not die as a result of the **ACCIDENT**.

Section 2 - Loss of Income Benefits

TEMPORARY TOTAL DISABLEMENT as a Result of BODILY INJURY

COVERED EVENT 45

Subject to the terms and conditions (including limits and exclusions (such as the **EXCESS PERIOD**)) of the **POLICY**, in the event:

- (a) a **COVERED PERSON** sustains a **BODILY INJURY** during the **COVERED PERSON'S OPERATIVE PERIOD OF COVER** and within the **GEOGRAPHIC LIMITS**; and
- (b) as a direct and sole result of the **BODILY INJURY**, the **COVERED PERSON** suffers **TEMPORARY TOTAL DISABLEMENT** within 12 months of the **BODILY INJURY DATE** for a continuous period longer than the **EXCESS PERIOD**; and
- (c) a **SUM INSURED** is stated against the **COVERED EVENT** in the **SCHEDULE**,

WE will pay the lesser of:

- (i) the **SUM INSURED** stated in the **SCHEDULE** against this **COVERED EVENT**; and
- (ii) the **SALARY** of the **COVERED PERSON** (if no percentage is stated in the **SCHEDULE**); and
- (iii) the percentage (as stated in the **SCHEDULE**) of the **COVERED PERSON'S SALARY**,

for the period (only after any applicable **EXCESS PERIOD** has been served by the **COVERED PERSON**) which is the shorter of:

- the maximum **BENEFIT PERIOD** stated in the **SCHEDULE**; or
- the period which **TEMPORARY TOTAL DISABLEMENT** persists as evidenced by a **DOCTOR**.

TEMPORARY PARTIAL DISABLEMENT as a Result of BODILY INJURY

COVERED EVENT 46

Subject to the terms and conditions (including limits and exclusions (such as the **EXCESS PERIOD**)) of the **POLICY**, in the event:

- (a) a **COVERED PERSON** sustains a **BODILY INJURY** during the **COVERED PERSON'S OPERATIVE PERIOD OF COVER** within the **GEOGRAPHIC LIMITS**; and
- (b) as a direct result of the **BODILY INJURY**, the **COVERED PERSON** suffers **TEMPORARY PARTIAL DISABLEMENT** within 12 months of the **BODILY INJURY DATE** for a continuous period longer than the **EXCESS PERIOD**; and
- (c) a **SUM INSURED** is stated against the **COVERED EVENT** in the **SCHEDULE**,

WE will pay the lesser of:

- (i) the **SUM INSURED** stated in the **SCHEDULE** against this **COVERED EVENT**, less any amount of current earnings as a result of working in a reduced capacity with any the **INSURED** or any other employer; and
- (ii) the **SALARY** of the **COVERED PERSON** (if no percentage is stated in the **SCHEDULE**); and
- (iii) the percentage (as stated in the **SCHEDULE**) of the **COVERED PERSON'S SALARY**,

for the period (but only after any applicable **EXCESS PERIOD** has been served by the **COVERED PERSON**), which is the shorter of:

- the maximum **BENEFIT PERIOD** stated in the **SCHEDULE**; or
- the period the **TEMPORARY PARTIAL DISABLEMENT** persists as evidenced by a **DOCTOR**.

Should the **COVERED PERSON** be able to work in a reduced capacity with the **POLICY HOLDER**, yet elect not to do so the maximum **BENEFIT** payable for this **COVERED EVENT** will be 25% of the **SUM INSURED** stated in the **SCHEDULE**.

TEMPORARY TOTAL DISABLEMENT as a Result of SICKNESS

COVERED EVENT 47

Subject to the terms and conditions (including limits and exclusions (such as the **EXCESS PERIOD**)) of the **POLICY**, in the event:

- (a) a **COVERED PERSON** suffers a **SICKNESS** during the **COVERED PERSON'S OPERATIVE PERIOD OF COVER** within the **GEOGRAPHIC LIMITS**; and
- (b) as a sole and direct result of the **SICKNESS**, the **COVERED PERSON** suffers **TEMPORARY TOTAL DISABLEMENT** within 12 months of the date the **SICKNESS** first manifested itself for the continuous period that is longer than the **EXCESS PERIOD**; and
- (c) a **SUM INSURED** is stated against the **COVERED EVENT** in the **SCHEDULE**,

WE will pay the lesser of:

- (i) the **SUM INSURED** stated in the **SCHEDULE** against this **COVERED EVENT**; and
- (ii) the **SALARY** of the **COVERED PERSON** (if no percentage is stated in the **SCHEDULE**); and
- (iii) the percentage (as stated in the **SCHEDULE**) of the **COVERED PERSON'S SALARY**,

for the period (but only after any applicable **EXCESS PERIOD** has been served by the **COVERED PERSON**) which is the shorter of:

- the maximum **BENEFIT PERIOD** stated in the **SCHEDULE**; or
- the period the **TEMPORARY TOTAL DISABLEMENT** persists as evidenced by a **DOCTOR**.

TEMPORARY PARTIAL DISABLEMENT as a Result of SICKNESS

COVERED EVENT 48

Subject to the terms and conditions (including limits and exclusions (such as the **EXCESS PERIOD**)) of the **POLICY**, in the event:

- (a) a **COVERED PERSON** suffers a **SICKNESS** during the **COVERED PERSON'S OPERATIVE PERIOD OF COVER** within the **GEOGRAPHIC LIMITS**; and
- (b) as a sole and direct result of the **SICKNESS**, the **COVERED PERSON** suffers **TEMPORARY PARTIAL DISABLEMENT** within 12 months of the date the **SICKNESS** first manifested itself for a continuous period that is longer than the **EXCESS PERIOD**; and
- (c) a **SUM INSURED** is stated against the **COVERED EVENT** in the **SCHEDULE**,

WE will pay the lesser of:

- (i) the **SUM INSURED** stated in the **SCHEDULE** against this **COVERED EVENT** less any amount of current earnings as a result of working in a reduced capacity with any employer; and
- (ii) the **SALARY** of the **COVERED PERSON** (if no percentage is stated in the **SCHEDULE**); and
- (iii) the percentage (as stated in the **SCHEDULE**) of the **COVERED PERSON'S SALARY**, and

for the period (only after any applicable **EXCESS PERIOD** has been served by the **COVERED PERSON**) which is the shorter of:

- the maximum **BENEFIT PERIOD** stated in the **SCHEDULE**; or
- the period as the **COVERED PERSON'S TEMPORARY PARTIAL DISABLEMENT** persists as evidenced by a **DOCTOR**.

Should the **COVERED PERSON** be able to work in reduced capacity with any employer yet elect not to do so, the maximum **BENEFIT** payable for this **COVERED EVENT** will be 25% of the **SUM INSURED** stated in the **SCHEDULE**.

Escalation of Claim Benefit

Should a **COVERED PERSON** be paid **BENEFITS** under the **POLICY** for **COVERED EVENTS** 45,46,47 or 48 for a period longer than 12 continuous months, and again for any subsequent period longer than twelve months, during which a **BENEFIT** is paid, the **BENEFIT** will be increased by 5% compounded per annum.

Advance Payment

Should a **COVERED PERSON** have a valid claim under the **POLICY** for **COVERED EVENTS** 45 or 47, **WE** will immediately pay twelve (12) weeks **BENEFIT** provided that a **DOCTOR** provides written confirmation that the period of **TEMPORARY TOTAL DISABLEMENT** will last for a minimum duration of twenty-six (26) weeks.

The 12 weeks for which the **BENEFITS** were advanced count as part of the maximum **BENEFIT PERIOD** and **BENEFITS** for this period will not be paid again.

Section 3 – Additional Benefits

The following Additional Benefits will only apply if a **SUM INSURED** is specified against an Additional Benefit in the **SCHEDULE**. Coverage under Section 3 is subject to the terms, conditions and exclusions of this **POLICY**.

3.1 Accidental HIV Infection BENEFIT

If, during the **OPERATIVE PERIOD OF COVER**, a **COVERED PERSON** is infected with Human Immunodeficiency Virus (HIV) or Acquired Immune Deficiency Syndrome (AIDS) through **BODILY INJURY** or assault by a third party, **WE** will pay the **SUM INSURED** specified in the **SCHEDULE**, provided that:

- (a) the **COVERED PERSON** must seek medical treatment as soon as reasonably practicable after the **BODILY INJURY** or assault and a claim must be made within 180 days from the date of positive diagnosis of contracting HIV or AIDS;
- (b) the **COVERED PERSON** must be alive 30 days after the confirmed infection of HIV/AIDS for this **BENEFIT** to be payable; and
- (c) this **BENEFIT** is not payable for infection through sexual transmission, drug use, any illegal act or blood transfusion.

3.2 Air or Road Rage BENEFIT

If, during the **OPERATIVE PERIOD OF COVER**, a **COVERED PERSON** is the victim of an **AIR OR ROAD RAGE INCIDENT**, **WE** will reimburse the **POLICY HOLDER** or the **COVERED PERSON** for associated **AIR RAGE OR ROAD RAGE EXPENSES**, up to the **SUM INSURED** specified in the **SCHEDULE**.

WE shall not pay any **BENEFIT** for any loss, damage or expense in respect of an **AIR OR ROAD RAGE INCIDENT** if:

- (a) the incident is not reported to the police or the transport carrier so that a written report is not available at the time of a claim; and
- (b) the costs are recoverable from another source.

3.3 Bed Care BENEFIT

If, during the **OPERATIVE PERIOD OF COVER**, a **COVERED PERSON**:

- (a) sustains a **BODILY INJURY** within the **GEOGRAPHIC LIMITS**; and
- (b) is confined to bed (other than a hospital or other medical facility), for a period in excess of forty-eight (48) hours; and
- (c) provides **US** with the written opinion of a **DOCTOR** verifying that the **BODILY INJURY** is the cause of the **COVERED PERSON** being confined to bed,

WE will pay a weekly **BENEFIT** subject to the **SUM INSURED**, **BENEFIT PERIOD** and **EXCESS PERIOD** specified in the **SCHEDULE**.

3.4 Cancer BENEFIT

If during the **OPERATIVE PERIOD OF COVER**, a **COVERED PERSON** first suffers from **CANCER**, the symptoms of which first manifest after the first ninety (90) days of **OPERATIVE PERIOD OF COVER**, **WE** will pay the **SUM INSURED** specified in the **SCHEDULE**, provided that:

- (a) neither the diagnosis of **CANCER**, nor the manifestation of any symptoms or conditions which subsequently result in an investigation leading to the diagnosis of **CANCER**, occur within the first ninety (90) days of the **OPERATIVE PERIOD OF COVER**;
- (b) the **CANCER** is not directly or indirectly caused by any **PRE-EXISTING CONDITION**;
- (c) the **COVERED PERSON** survives for a period of at least thirty (30) days following the diagnosis of **CANCER**;
- (d) the **COVERED PERSON** has not previously qualified for a benefit amount under the **CANCER BENEFIT**; and
- (e) the **OPERATIVE PERIOD OF COVER** applicable to the **COVERED PERSON** operates on a 24/7 basis.

3.5 Carjacking Assault BENEFIT

If during **OPERATIVE PERIOD OF COVER**, a **COVERED PERSON** sustains a **BODILY INJURY** directly resulting from a **CARJACKING**, **WE** will pay the **SUM INSURED** specified in the **SCHEDULE**.

3.6 Carjacking Excess and Vehicle Hire BENEFIT

If during the **OPERATIVE PERIOD OF COVER**, a **COVERED PERSON** is the victim of a **CARJACKING** which results in the theft of and/or damage to their vehicle, **WE** will pay a **BENEFIT** for:

- (a) the excess applicable on the **COVERED PERSON'S** comprehensive insurance to have the vehicle repaired; and/or
- (b) the reasonable cost of a hire car or taxi for the **COVERED PERSON** to undertake an authorised and necessary journey if the **COVERED PERSON** is without their car due to theft or to undertake repairs, subject to the **SUM INSURED** specified in the **SCHEDULE**.

3.7 Chauffeur BENEFIT

In the event a **COVERED PERSON** suffers a **BODILY INJURY** which results in a valid claim for any **BENEFIT(S)** paid under **COVERED EVENTS** 45, 46, 47 or 48, **WE** will pay a weekly **BENEFIT** for reasonable transportation costs incurred for the hire of a taxi, car service, or suitable mode of conveyance to transport the **COVERED PERSON** from their home to their normal place of employment, subject to the **SUM INSURED** and **BENEFIT PERIOD** specified in the **SCHEDULE**, provided that:

- (a) this **BENEFIT** is not payable to a **RELATIVE** or anyone living with the **COVERED PERSON**; and
- (b) the requirement for a chauffeur must be evidenced by a **DOCTOR** for this **BENEFIT** to be payable.

3.8 Childcare BENEFIT

If during the **OPERATIVE PERIOD OF COVER**, the **COVERED PERSON** sustains a **BODILY INJURY** for which a **BENEFIT** is paid under **COVERED EVENTS** 2-8 or 10, **WE** will pay for the actual and reasonable expenses necessarily incurred by a **COVERED PERSON** for the services of a registered childcare provider, subject to the **SUM INSURED** specified in the **SCHEDULE**.

This **BENEFIT** does not include any childcare expenses that would have ordinarily been incurred by the **COVERED PERSON** in the absence of the **BODILY INJURY** referred to above.

3.9 Coma BENEFIT

If, during the **OPERATIVE PERIOD OF COVER**:

- (a) a **COVERED PERSON** sustains a **BODILY INJURY** within the **GEOGRAPHIC LIMITS**; and
- (b) the **BODILY INJURY** directly causes or results in the **COVERED PERSON** being in a state of continuous unconsciousness; and
- (c) the **COVERED PERSON** or their legal representative provide **US** with a **DOCTOR'S** certificate that verifies that the direct cause of the continuous unconsciousness was the **BODILY INJURY**,

WE will pay a weekly **BENEFIT** subject to the **SUM INSURED** and **BENEFIT PERIOD** specified in the **SCHEDULE**.

Where a **COVERED PERSON** is in a coma for less than seven (7) days, a daily rate of one-seventh (1/7th) of the specified **SUM INSURED** will be paid.

3.10 Corporate Image Protection BENEFIT

If, during the **INSURANCE PERIOD**, a **COVERED PERSON** sustains a **BODILY INJURY** during their **OPERATIVE PERIOD OF COVER** which results in **ACCIDENTAL DEATH** or **PERMANENT TOTAL DISABLEMENT**, **WE** will pay the **POLICY HOLDER** the actual and reasonable expenses necessarily incurred for the services of image/public relations consultants for the purpose of protecting the **POLICY HOLDER'S** corporate image.

The maximum amount **WE** will pay under this **BENEFIT** per **INSURANCE PERIOD**, is the **SUM INSURED** specified in the **SCHEDULE**.

3.11 Dependent Child Assistance BENEFIT

In the event:

- (a) there is a valid claim for **COVERED EVENT 1 – ACCIDENTAL DEATH** under this **POLICY**; or
- (b) a **COVERED PERSON**, whilst receiving **BENEFITS** under “Section 2 – Loss of Income Benefits”, dies from the **BODILY INJURY** which led to the claim; and
- (c) the **COVERED PERSON** leaves behind **DEPENDENT CHILDREN**,

WE will pay a **BENEFIT** per **DEPENDENT CHILD** to the estate or representative of the deceased **COVERED PERSON**, for the benefit of the **DEPENDENT CHILD(REN)**, subject to the **SUM(S) INSURED** specified in the **SCHEDULE**.

3.12 Domestic Assistance Expenses BENEFIT

In the event a **COVERED PERSON** suffers a **BODILY INJURY** which results in a valid claim for any **BENEFIT(S)** payable under Sections 1 or 2 of this **POLICY**, and as a direct result of such **BODILY INJURY**, the **COVERED PERSON** requires **DOMESTIC ASSISTANCE** as certified by his or her treating **DOCTOR**, **WE** will pay 80% of all actual and reasonable expenses for the services of a recognised and licensed provider of **DOMESTIC ASSISTANCE** as applicable to the **COVERED PERSON**, subject to the **SUM INSURED**, **BENEFIT PERIOD** and **EXCESS PERIOD** specified in the **SCHEDULE**.

3.13 Education Fund BENEFIT

If during the **OPERATIVE PERIOD OF COVER**, a **COVERED PERSON** suffers a **BODILY INJURY** resulting in **ACCIDENTAL DEATH**, **WE** will reimburse any subsequently incurred school or university fees in respect of the **COVERED PERSON'S DEPENDENT CHILD(REN)**, subject to the **SUM(S) INSURED** specified in the **SCHEDULE**.

3.14 Family Accommodation and Transport Expenses BENEFIT

If during the **OPERATIVE PERIOD OF COVER**:

- (a) a **COVERED PERSON** sustains a **BODILY INJURY** within the **GEOGRAPHIC LIMITS**; and
- (b) is admitted as an in-patient of a hospital, which is more than one hundred (100) kilometres from the **COVERED PERSON'S** normal place of residence,

WE will pay a **BENEFIT** for the actual and reasonable transport and/or accommodation expenses incurred by their **SPOUSE / PARTNER** and/or **DEPENDENT CHILD(REN)** to travel to or remain with the **COVERED PERSON**, subject to the **SUM INSURED** specified in the **SCHEDULE**.

3.15 Funeral Expenses BENEFIT

If during the **OPERATIVE PERIOD OF COVER**, a **COVERED PERSON** dies as a result of an **ACCIDENTAL DEATH**, **WE** will pay the **FUNERAL EXPENSES** of the **COVERED PERSON**, up to the **SUM INSURED** specified in the **SCHEDULE**.

3.16 Home and/or Motor Vehicle Modification BENEFIT

In the event a **COVERED PERSON** suffers a **BODILY INJURY** which results in a valid claim for any of **COVERED EVENTS 2-10**, **WE** will pay an additional **BENEFIT** for costs necessary to modify the **COVERED PERSON'S** home or vehicle, or work, provided that all modifications are certified necessary by the **COVERED PERSON'S** treating **DOCTOR** or rehabilitation provider.

The maximum amount payable under this additional **BENEFIT** per **COVERED PERSON**, is the **SUM INSURED** specified in the **SCHEDULE**.

3.17 Identity Theft BENEFIT

If during the **OPERATIVE PERIOD OF COVER**:

- (a) a **COVERED PERSON** sustains a **BODILY INJURY** during a violent robbery within the **GEOGRAPHIC LIMITS**; and
- (b) as a result of the violent robbery, the **COVERED PERSON** becomes a victim of **IDENTITY THEFT**,

WE will pay the actual **IDENTITY THEFT EXPENSES** incurred by the **COVERED PERSON**, up to the **SUM INSURED** specified in the **SCHEDULE**.

3.18 Independent Financial Advice BENEFIT

In the event that a **COVERED PERSON** has a valid claim for **COVERED EVENTS 1-8 or 10**, **WE** will at the request of the **COVERED PERSON**, their estate, or representative pay an additional **BENEFIT** for independent financial advice provided by a licensed financial advisor, who is:

- (a) not a **RELATIVE**; and
- (b) authorised and regulated by the Australian Securities and Investments Commission to provide such financial advice.

Coverage under this Additional Benefit is solely for advice in relation to the **BENEFIT** payable under this **POLICY** for **COVERED EVENTS 1-8 or 10**.

The maximum amount payable per under this additional **BENEFIT** is the **SUM INSURED** specified in the **SCHEDULE**.

3.19 Miscarriage or Premature Birth BENEFIT

If, during the **OPERATIVE PERIOD OF COVER**, a **COVERED PERSON** sustains a **BODILY INJURY** within the **GEOGRAPHIC LIMITS** which directly results in premature childbirth (prior to twenty-six (26) weeks gestation) or miscarriage, **WE** will pay the **SUM INSURED** specified in the **SCHEDULE**.

3.20 Orphaned BENEFIT

If during the **OPERATIVE PERIOD OF COVER**:

- (a) a **COVERED PERSON** and their **SPOUSE** or **PARTNER** both suffer **ACCIDENTAL DEATH** as a result of the same **ACCIDENT**; and
- (b) they are survived by a **DEPENDENT CHILD(REN)**,

WE will pay, in addition to Additional Benefit 3.11 “DEPENDENT CHILD ASSISTANCE BENEFIT”, a **BENEFIT** for each surviving **DEPENDENT CHILD**, subject to the **SUMS INSURED** specified in the **SCHEDULE**.

3.21 Out-of-Pocket Expenses BENEFIT

Where a **COVERED PERSON** is entitled to claim a **BENEFIT** for **COVERED EVENTS** 45 or 46, **WE** will pay the actual and reasonable **OUT-OF-POCKET EXPENSES** incurred by the **COVERED PERSON** as a direct result of their disablement, subject to the **SUM INSURED** and **BENEFIT PERIOD** specified in the **SCHEDULE**.

3.22 Partner or Spouse Retraining BENEFIT

In the event:

- (a) there is a valid claim under **COVERED EVENT 1 – ACCIDENTAL DEATH** under this **POLICY**; or
- (b) a **COVERED PERSON**, whilst receiving a **BENEFIT** under “Section 2 – Loss of Income Benefits”, dies from the **BODILY INJURY** which led to the claim; and
- (c) the **COVERED PERSON** leaves behind **DEPENDENT CHILDREN**,

WE will, subject to the **SUM INSURED** specified in the **SCHEDULE**, pay an additional **BENEFIT** to the **SPOUSE** or **PARTNER** of the **COVERED PERSON** for actual expenses incurred in the course of retraining for the purposes of:

- (i) finding gainful employment;
- (ii) to enable them to provide care for the **DEPENDENT CHILD**; or
- (iii) to improve the **SPOUSE** or **PARTNER’S** prospects of employment.

Training must be provided by a recognised institution qualified to provide such training, and all expenses must be incurred within twenty-four (24) months of the **COVERED PERSON’S** relevant **BODILY INJURY DATE**.

3.23 Reconstructive or Cosmetic Surgery BENEFIT

If during the **OPERATIVE PERIOD OF COVER**, a **COVERED PERSON** sustains a **BODILY INJURY** which results in:

- (a) a valid claim in respect of **COVERED EVENTS** 2-26; and
- (b) the requirement for reconstructive or cosmetic surgery, certified as medically necessary by a **DOCTOR**,

WE will pay an additional 10% of the **BENEFIT** amount payable under **COVERED EVENTS** 2-26 in respect of that **BODILY INJURY**, up to the **SUM INSURED** specified in the **SCHEDULE**.

This **BENEFIT** is payable only once in respect of any one (1) **ACCIDENT**, and will be reduced by any amount payable under **COVERED EVENTS** 27-31 in respect of the same **ACCIDENT**.

3.24 Rehabilitation BENEFIT

In the event that a **COVERED PERSON** has a valid claim under "Section 2 – Loss of Income Benefits" of the **POLICY** for:

- (a) **TEMPORARY PARTIAL DISABLEMENT**;
- (b) **TEMPORARY TOTAL DISABLEMENT**; or
- (c) **PERMANENT TOTAL DISABLEMENT**,

WE, at **OUR** discretion, may elect to assist the **COVERED PERSON** in arranging for rehabilitation training at a licensed vocational school, provided that such training is certified as medically necessary by a **DOCTOR** and an independent **DOCTOR** in the relevant field, as appointed by **US**.

This includes costs for counselling to help the **COVERED PERSON** and their family come to terms with any disability suffered by the **COVERED PERSON**.

The maximum amount payable under this additional **BENEFIT** is the **SUM INSURED** specified in the **SCHEDULE**.

3.25 Replacement Staff/Recruitment Costs BENEFIT

If during the **INSURANCE PERIOD** and during a **COVERED PERSON'S OPERATIVE PERIOD OF COVER**, a **COVERED PERSON** sustains a **BODILY INJURY**, which **WE** assess is likely to result in a valid claim under the **POLICY** for either:

- (a) **COVERED EVENT 1 - ACCIDENTAL DEATH**; or
- (b) **COVERED EVENT 2 - PERMANENT TOTAL DISABLEMENT**,

WE will pay the actual, reasonable costs incurred by the **POLICY HOLDER** in the recruitment of any **EMPLOYEE(S)** as a direct replacement for the **COVERED PERSON**, provided that:

- (i) Such costs must be incurred within sixty (60) days of the **BODILY INJURY** and be necessary for the continuation of the **POLICY HOLDER'S** business;
- (ii) The maximum amount payable under this additional **BENEFIT** per **COVERED PERSON**, is the **SUM INSURED** specified in the **SCHEDULE**; and
- (iii) the **POLICY HOLDER** provides to **US** a signed undertaking that any amount paid to under this additional **BENEFIT** will be repaid to **US**, if it is later found that a valid claim did not or will not eventuate.

3.26 Return To Work BENEFIT

In the event that a **COVERED PERSON** has a valid claim under "Section 2 – Loss of Income Benefits" of the **POLICY** for:

- (a) **TEMPORARY PARTIAL DISABLEMENT**; or
- (b) **TEMPORARY TOTAL DISABLEMENT**

WE, at **OUR** discretion, may elect to assist the **COVERED PERSON** in arranging for professional assistance (agreed to in advance by **US**, and not performed by a **RELATIVE** of the **COVERED PERSON**) certified as medically necessary by a **DOCTOR** and an independent **DOCTOR** in the relevant field as appointed by **US**, to aid the **COVERED PERSON** in improving their physical or emotional condition.

This includes modification to the **COVERED PERSON'S** normal place of residence or a place of employment. The maximum amount payable under this additional **BENEFIT** per **COVERED PERSON**, is the **SUM INSURED** specified in the **SCHEDULE**.

3.27 Student Tutorial BENEFIT

If during the **OPERATIVE PERIOD OF COVER**:

- (a) a **COVERED PERSON** sustains a **BODILY INJURY** within the **GEOGRAPHIC LIMITS**; and
- (b) at the **BODILY INJURY DATE**, the **COVERED PERSON** is a registered full-time student; and
- (c) a **DOCTOR** certifies that as a direct result of the **BODILY INJURY**, the **COVERED PERSON** is unable to attend or participate in scheduled classes,

WE will pay the actual and reasonable costs incurred for **HOME TUTORIAL SERVICES**, subject to the **SUM INSURED** and **BENEFIT PERIOD** specified in the **SCHEDULE**.

3.28 Surviving Partner / Spouse BENEFIT

In the event that:

- (a) there is a valid claim for **COVERED EVENT 1 – ACCIDENTAL DEATH** under this **POLICY**; or
- (b) a **COVERED PERSON**, whilst receiving a **BENEFIT** under “Section 2 – Loss of Income Benefits”, dies from the **BODILY INJURY** which led to the claim; and
- (c) the **COVERED PERSON** leaves behind a **SPOUSE** or **PARTNER**, who is not separated or divorced from the **COVERED PERSON**,

WE will pay the **SUM INSURED** specified in the **SCHEDULE** to the **SPOUSE** or **PARTNER** of the deceased.

3.29 Terrorism Injury BENEFIT

If, during the **OPERATIVE PERIOD OF COVER**:

- (a) a **COVERED PERSON** sustains a **BODILY INJURY** within the **GEOGRAPHIC LIMITS**;
- (b) the **BODILY INJURY** gives rise to a valid claim under **COVERED EVENTS 1-8** or **10** of the **POLICY**; and
- (c) the **BODILY INJURY** directly results from an **ACT OF TERRORISM**;

WE will pay the **SUM INSURED** specified in the **SCHEDULE**.

3.30 Tuition Or Advice Expenses BENEFIT

If during the **OPERATIVE PERIOD OF COVER**, a **COVERED PERSON** sustains a **BODILY INJURY** for which a **BENEFIT** is payable under **COVERED EVENTS 45, 46, 47** or **48**, **WE** will pay the actual, reasonable and necessary expenses incurred by the **POLICY HOLDER** or **COVERED PERSON** for tuition or advice provided to the **COVERED PERSON** by a licensed vocational school, provided that the tuition or advice is:

- (a) undertaken with **OUR** prior written consent; and
- (b) certified and evidenced by a **DOCTOR** as medically necessary, as a result of the **BODILY INJURY**.

The maximum amount payable under this additional **BENEFIT** per **COVERED PERSON**, is the **SUM INSURED** specified in the **SCHEDULE**.

3.31 Unexpired Membership BENEFIT

In the event a **COVERED PERSON** suffers a **BODILY INJURY** which results in a valid claim for:

- (a) any of **COVERED EVENTS 2-10**; or
- (b) **COVERED EVENT 45** for which the relevant **TEMPORARY TOTAL DISABLEMENT** is certified by a **DOCTOR** to last longer than twenty-six (26) weeks,

WE will reimburse the **COVERED PERSON** the pro-rata amount of the membership fees of any association, organisation or recreational activity, paid in advance for the current period, for which the **COVERED PERSON** will not be able to participate in or gain any benefit from.

The maximum amount payable under this **BENEFIT** for all memberships per **COVERED PERSON**, is the **SUM INSURED** specified in the **SCHEDULE**.

3.32 Work Experience **BENEFIT**

If a person is undertaking authorised work experience with the **POLICY HOLDER** and, whilst performing occupational duties on behalf of the **POLICY HOLDER**, sustains a **BODILY INJURY** which, had the person been a **COVERED PERSON**, would have resulted in a **BENEFIT** being paid under **COVERED EVENTS** 1-8 or 10 of this **POLICY**, **WE** will pay the **POLICY HOLDER** the **SUM INSURED** specified in the **SCHEDULE**.

3.33 Workplace Assault **BENEFIT**

If, during the **OPERATIVE PERIOD OF COVER**:

- (a) the **COVERED PERSON** sustains a **BODILY INJURY** as a result of an unprovoked assault at their usual place of work or whilst in the course of their duties on behalf of the **POLICY HOLDER**; and
 - (b) the unprovoked assault has been notified to, and recorded by the **POLICY HOLDER** and the Police,
- WE** will pay the **SUM INSURED** specified in the **SCHEDULE**.

Coverage under this **BENEFIT** is limited to one (1) claim per **COVERED PERSON**, per **INSURANCE PERIOD**.

3.34 Workplace Trauma **BENEFIT**

If, during the **OPERATIVE PERIOD OF COVER**:

- (a) a **COVERED PERSON** witnesses a violent criminal act at their usual place of work or whilst in the course of their duties on behalf of the **POLICY HOLDER**, but does not sustain a **BODILY INJURY** as a result; and
 - (b) the violent criminal act has been notified to and recorded by the **POLICY HOLDER** and the Police,
- WE** will pay the lump-sum **BENEFIT** specified in the **SCHEDULE**.

Coverage under this **BENEFIT** is limited to one (1) claim per **COVERED PERSON**, per **INSURANCE PERIOD**.

General Conditions

1. Age Limitations

Age limitations apply to this **POLICY**, as follows:

- (a) No cover is provided for **COVERED PERSONS** who are not aged between the minimum and maximum age limits of the **POLICY** at the time of an **ACCIDENT, BODILY INJURY** or **COVERED EVENT**;
- (b) The minimum and maximum age limits are specified in the **SCHEDULE**; and
- (c) Where applicable, specific age limits may also apply to certain **BENEFITS**. Please refer to each **BENEFIT** for full details.

2. Alteration To Risk

If the **POLICY HOLDER** becomes aware of any changes to the facts or circumstances which existed when this insurance commenced that change the nature of the risk (for example, the nature of the **POLICY HOLDER'S** business, or other circumstances) in a way that would increase the risk the **POLICY HOLDER** must notify **US** in writing.

If **WE** agree to the change, **WE** will do so in writing and the **POLICY HOLDER** must pay **US** any additional premium **WE** require.

3. Cancellation Rights

- (a) By the **POLICY HOLDER**

The **POLICY** may be terminated by the **POLICY HOLDER** at any time at the **POLICY HOLDER'S** request by giving written notice to **US**, in which case **WE** will retain a portion of the premium for the time that the **POLICY** has been in force (and taxes and duties **WE** cannot recover).

However, if a claim has been made under the **POLICY**:

- (i) **WE** will not refund the balance of the premium; or
- (ii) **WE** may deduct from any claim payment any premium already refunded to the **POLICY HOLDER** or recover any premium refunded.

The cancellation will take effect from the later of the date of the **POLICY HOLDER'S** written notice or at 4.01pm local time at the address of the **POLICY HOLDER** on the date **WE** receive the **POLICY HOLDER'S** written cancellation.

- (b) By **US**

WE may cancel the **POLICY** in any way permitted by section 60 of the *Insurance Contracts Act 1984 (Cth)*, including if the **POLICY HOLDER** or a **COVERED PERSON** (where relevant) has:

- (i) failed to comply with its duty of disclosure;
- (ii) made a misrepresentation to **US** before the **POLICY** was entered into;
- (iii) failed to comply with a provision of the **POLICY**, including failure to pay an insurance contribution;
- (iv) made a fraudulent claim under the **POLICY** or any other **POLICY**; or
- (v) failed to notify **US** of a specific act or omission as required by the **POLICY**.

If **WE** cancel the **POLICY**, **WE** will do so by giving the **POLICY HOLDER** written notice. **WE** will deduct from the insurance contribution an amount to cover the shortened period for which insurance applied (and administrative and transaction costs and taxes and duties **WE** cannot recover), and refund the balance to the **POLICY HOLDER**

4. Claims Conditions

- (a) **WE** shall not be liable under the **POLICY** for more than one **BODILY INJURY** for a **COVERED PERSON**, where the **COVERED PERSON** has already had a successful claim under the **POLICY** for one of **COVERED EVENTS 2-26**.
- (b) **BENEFITS** will not be payable for more than one of the **COVERED EVENTS 1-26** arising out of the same **BODILY INJURY**. In that event, the highest **BENEFIT** applicable will be payable.
- (c) Where:
 - i. **COVERED EVENTS 1-26** have a **SUM INSURED** which is linked to the **SALARY** (as a multiple of the **COVERED PERSON'S SALARY**); and
 - ii. the **COVERED PERSON** is not in receipt of a **SALARY**,
 the maximum **SUM INSURED** payable to the **COVERED PERSON**, in the event of a valid claim for **COVERED EVENTS 1 – 26**, will be 50% of the **SUM INSURED** as stated in the **SCHEDULE**.
- (d) No loss of income **BENEFITS** will be payable for **COVERED EVENTS 45, 46, 47 or 48** for greater than the **BENEFIT PERIOD** specified in the **SCHEDULE**, in total in respect of any one **BODILY INJURY** or **SICKNESS**.
- (e) A **COVERED PERSON** must seek and follow any medical advice prescribed by a **DOCTOR** as soon as reasonably practicable after a **BODILY INJURY** or manifestation of a **SICKNESS**.
- (f) No **BENEFITS** are payable for more than one (1) of the **COVERED EVENTS 45, 46, 47 and 48** that occur for the same time period.
- (g) **BENEFITS** will not be payable for more than one of the **COVERED EVENTS** described in Section 1 in respect of any one **BODILY INJURY** or **SICKNESS** for:
 - (i) Table of Benefits 2 for **COVERED EVENTS 27 to 31** inclusive;
 - (ii) Table of Benefits 3 for **COVERED EVENTS 32 to 35** inclusive; or
 - (iii) Table of Benefits 4 for **COVERED EVENTS 36 to 42** inclusive.
- (h) Unless otherwise stated in the **SCHEDULE**, the **BENEFIT** payable to **COVERED PERSONS** under eighteen (18) years of age, for **COVERED EVENT 1** will be 10 percent (10%) of the **BENEFIT** stated in the Table of Benefits 1.
- (i) **WE** will pay one-fifth (1/5th) of the loss of income **BENEFITS** under Section 2 for each day of disablement where disablement lasts for less than a week after expiry of the **EXCESS PERIOD** for **COVERED EVENTS 46 and 48**.
- (j) The loss of income **BENEFITS** payable for **COVERED EVENTS 45, 46, 47 or 48** will be reduced by the amount of any other benefit in relation to the loss of income for the same period the **COVERED PERSON** is entitled to receive under any statutory workers' compensation or transport accident compensation scheme or legislation or any insurance **POLICY** specifically covering the same risk. This means that the **BENEFIT** payable under the **POLICY** will be the amount by which the **BENEFIT** payable under the **POLICY** exceeds the other benefits to which the **COVERED PERSON** is entitled. If the **COVERED PERSON** receives the above payments from other parties after the claim with **US** is finalised, the **COVERED PERSON** must repay to **US** the amount which the **COVERED PERSON** was paid from **US** in excess of what the **COVERED PERSON** was entitled under the **POLICY**.
- (k) If:
 - (i) as a result of a **BODILY INJURY** or **SICKNESS**, there is a valid claim and **BENEFITS** become payable under Section 2; and
 - (ii) during the **COVERED PERSON'S OPERATIVE PERIOD OF COVER**, the **COVERED PERSON** suffers a recurrence of **COVERED EVENTS 45, 46, 47 or 48** from the same **BODILY INJURY** or **SICKNESS**,

the new period of disablement will be deemed to be a continuation of the prior period unless, between such periods, the **COVERED PERSON** has held full time work for at least six (6) consecutive months, in which case the new period of disablement will be deemed to have resulted from a new **BODILY INJURY** or **SICKNESS** and a new **EXCESS PERIOD** shall apply. The cover is subject to other terms and conditions, limitations and exclusions of the **POLICY**. For example, the covered disablement must occur within twelve (12) months of the original **BODILY INJURY DATE** or the date the **SICKNESS** first manifested.

- (l) All loss of income **BENEFITS** under Section 2 will be paid monthly in arrears, except where the twelve (12) weeks "Advance Payment" **BENEFIT** (see page 22) of this **POLICY** applies.

5. Claim Notification Procedure

- (a) As soon as the **POLICY HOLDER** or a **COVERED PERSON** becomes aware of anything happening which may result in a claim under this **POLICY**, the **POLICY HOLDER** and/or a **COVERED PERSON** must notify **US** as soon as possible, explaining about the potential claim.
- (b) In the event of a claim arising under this **POLICY**, please contact **US**.
- (c) As soon as is reasonably practicable after an **ACCIDENT, BODILY INJURY** or **SICKNESS** (or any further time which **WE** may allow in writing) deliver to **US** a written claim containing as detailed an account as is reasonably practicable of the circumstances, **ACCIDENT, BODILY INJURY** or **SICKNESS**. If **WE** request a Statutory Declaration, the **POLICY HOLDER** and/or the **COVERED PERSON** must provide same.
- (d) **WE** may require medical certification from a **COVERED PERSON'S DOCTOR** to assist us in the assessment of a claim. Upon request, the **COVERED PERSON** must provide **US** with such medical certification, at their own cost.
- (e) **WE** may also require the **COVERED PERSON** to undergo medical examinations, vocation and/or rehabilitation assessments. However, if any of these are required, **WE** will meet the costs of such examinations and/or assessments.

6. Construction and Interpretation

Unless the contrary intention appears in the **POLICY**:

- (a) words importing a gender include any other gender;
- (b) words in the singular include the plural and words in the plural include the singular; and
- (c) any references to legislation include any amendments to, regulations under, and re-enactments or consolidations of such legislation and any subsequent, replacement or similarly comparable legislation.

7. Cooperation and Other Information

Upon reasonable request, the **COVERED PERSON** and/or **POLICY HOLDER** must provide **US** with any information and assistance **WE** may reasonably require and provide such evidence to support the **COVERED PERSON'S** entitlement to a **BENEFIT**.

This evidence may include, but is not limited to the following:

- (a) written authorities allowing **US** to access medical, financial or other relevant information, which may include personal and sensitive information; and
- (b) evidence of the **COVERED PERSON'S** income, earnings or periodic payments the **COVERED PERSON** received from other sources. **WE** may require verification of this information by way of a financial audit; and
- (c) details of any other insurance covering the same, or similar, condition for which the **COVERED PERSON** is making the claim.

8. Currency and Payments

WE will pay all claims in Australian dollars unless **WE** otherwise agree. **WE** will pay the **POLICY HOLDER'S** insurance broker (or other authorised representative) unless **WE** are directed to pay someone else or specified otherwise.

9. Disputes (Service of Suit and Jurisdiction)

The **INSURERS** accepting this **POLICY** agree that:

- (a) if a dispute arises under this **POLICY**, this **POLICY** will be subject to Australian law and practice and the **INSURERS** will submit to the jurisdiction of any competent Court in the Commonwealth of Australia;

- (b) any summons notice or process to be served upon the **INSURERS** may be served upon:

*Lloyd's Underwriters' General Representative in Australia
Suite 1603, Level 16, 1 Macquarie Place
Sydney NSW 2000*

who has authority to accept service on the **INSURERS'** behalf;

- (c) if a suit is instituted against any of the **UNDERWRITERS**, all **UNDERWRITERS** participating in this **POLICY** will abide by the final decision of such Court or any competent Appellate Court.

In the event of a claim arising under this **POLICY**, immediate notice should be given to **US**.

10. Duty of Utmost Good Faith

When making a claim, the **POLICY HOLDER** and **COVERED PERSONS** are under a duty to act with utmost good faith. **WE** owe the same duty in assessing the claim. The **POLICY HOLDER** and **COVERED PERSONS** must therefore cooperate with **US** and comply with **OUR** reasonable requests in assessing the claim.

11. Fraud

Any fraud, mis-statement or concealment by the **POLICY HOLDER** or a **COVERED PERSON** in relation to any matter affecting this insurance or in connection with the making of any claim under it will give **US** the rights provided for in the *Insurance Contracts Act 1984 (Cth)*, including where appropriate, the right to reduce or refuse payment of any claim.

12. Governing Law

This **POLICY**, including its construction, application and validity, will be governed by the laws of the State or Territory of the Commonwealth of Australia in which this **POLICY** is issued.

13. Instalment Premium Payments

The premium may be payable by instalment if agreed to by **US**. If the **POLICY HOLDER** fails to make payment in the specified manner and the payment is fourteen (14) days overdue **WE** may refuse to pay any claim that first arises after the instalment became so overdue.

This condition applies as each and every insurance contribution becomes due and cannot be disregarded because **WE** may have previously accepted an instalment after 14 days.

WE may cancel:

- (a) a **COVERED PERSON'S** coverage under this **POLICY** upon providing written notice to the **POLICYHOLDER**, if a premium instalment is not received within fourteen (14) days of becoming overdue; and/or

- (b) the **POLICY** upon giving notice to the **POLICY HOLDER** if a premium instalment is not received within one (1) month of being due.

14. Subrogation

- (a) **WE** have the right to recover from any person against whom the **COVERED PERSON** may be able to claim any money paid by **US**.
- (b) Any amount(s) recovered will be applied first to reducing the amount by which the **COVERED PERSON'S** loss exceeds the payment made by **US**. Any balance remaining after the **COVERED PERSON** has been fully compensated for the **COVERED PERSON'S** loss, up to the amount **WE** have paid to settle the **COVERED PERSON'S** claim (including **OUR** legal fees for recovery), will be retained by **US**.
- (c) **WE** may take over and conduct, in the **COVERED PERSON'S** name, the defence or settlement of any claim and **WE** will conduct any proceedings in connection with the claim.
- (d) In relation to any claim under the **POLICY**, the **POLICY HOLDER** and/or the **COVERED PERSON** must not admit fault and must not offer or promise to pay any money or become involved in litigation without **OUR** approval.

15. Sanction Limitation Clause

WE shall not be deemed to provide cover and **WE** shall not be liable to pay any claim or provide any benefit under the **POLICY** to the extent that the provision of such cover, payment of such claim or provision of such benefit would expose **US** to any sanction, prohibition or restriction under United Nations resolutions or the trade or economic sanctions, laws or regulations of Australia, New Zealand, the European Union, United Kingdom or United States of America.

16. Tax Implications

Depending upon **YOUR** entitlement to claim Input Tax Credits under the **POLICY**, **WE** may reduce the payment of a claim by the amount of any Input Tax Credit.

A claim paid in respect of loss of income **BENEFITS**, for example under Section 2 in the **POLICY**, is subject to personal income tax and it is the **COVERED PERSON'S** responsibility to declare such **BENEFIT** when completing his or her usual tax return.

A **COVERED PERSON** should consult his or her tax accountant in relation to any questions about his or her particular circumstances.

General Exclusions

There is no cover under the **POLICY** for any claim and/or **BENEFIT** in any way arising out of, resulting from, consequent upon or contributed to by:

1. Aircraft

any air travel undertaken by a **COVERED PERSON**, except as a passenger in any registered and licensed aircraft that carries passengers, unless otherwise agreed in writing by **US**.

2. Contravention of Health Legislation

Notwithstanding anything to the contrary in the **POLICY**, **WE** will also not pay any **BENEFIT** or provide cover if the provision of payment, **BENEFIT** or cover would result in **US** contravening the *Health Insurance Act 1973 (Cth)*, the *Private Health Insurance Act 2007 (Cth)* or the *National Health Act 1953 (Cth)* or any applicable legislation (whether in Australia or not).

3. Criminal or Illegal Acts

any criminal or illegal act committed by a **COVERED PERSON**.

4. Driving Under the Influence of Alcohol or Drugs

a **COVERED PERSON** driving any vehicle whilst under the influence of alcohol equal to or above the prescribed legal limit or whilst under the effects of psychoactive, psycho pharmaceutical or psychotropic drug or substance.

5. Intentional Acts

a **COVERED PERSON'S** intentional, deliberate, self-inflicted acts or acts caused by a **COVERED PERSON**, including suicide or attempted suicide, whether sane, insane or under any mental distress.

6. Nuclear

nuclear reaction, nuclear radiation or radioactive contamination.

7. Pre-Existing Conditions

any **PRE-EXISTING CONDITION**, unless otherwise agreed in writing by **US**.

8. Professional Sport

a **COVERED PERSON** participating, training or taking part in **PROFESSIONAL SPORTS** of any kind, unless otherwise agreed in writing by **US**.

9. War

WAR, invasion or **CIVIL WAR**.

Privacy Statement

Unless the context otherwise provides, in this section:

- “WE”, “OUR” or “US” means the **INSURERS** and ARCH; and
- “YOU”, “YOUR” or “YOURS” means the **POLICY HOLDER** and **COVERED PERSONS**.

What is personal information?

Personal information is essentially any information or any opinion about an identified individual, or an individual who is reasonably identifiable. See the *Privacy Act 1988 (Cth)* as amended by the *Privacy Amendment (Notifiable Data Breaches) Act 2017 (Cth)* for full details of what constitutes personal information.

This privacy notice details how **WE** collect, disclose and handle personal information.

Why WE collect YOUR personal information

WE collect personal information (including sensitive information) so **WE** can:

- identify **YOU** and conduct necessary checks;
- determine what services or products **WE** can provide to **YOU** e.g. offer **OUR** insurance products;
- issue, manage and administer services and products provided to **YOU** or others, including claims investigation, handling and settlement; and
- improve **OUR** services and products, e.g., training and development of **OUR** representatives, product and service research, and data analysis and business strategy development.

What happens if YOU don't give US YOUR personal information?

If **YOU** choose not to provide **US** with the information **WE** have requested, **WE** may not be able to provide **YOU** with **OUR** services or products or properly manage and administer services and products provided to **YOU** or others.

How WE collect YOUR personal information

Collection can take place through websites (from data input directly or through cookies and other web analytic tools), email, by telephone or in writing.

WE collect it directly from **YOU** unless **YOU** have consented to collection from someone other than **YOU**, it is unreasonable or impracticable for **US** to do so or the law permits **US** to.

If **YOU** provide **US** with personal information about another person **YOU** must only do so with their consent and **YOU** agree to make them aware of this privacy notice.

Who WE disclose YOUR personal information to

We share **YOUR** personal information with third parties for the collection purposes noted above.

The third parties include: **OUR** related companies and **OUR** representatives who provide services for **US**, other insurers and reinsurers; **OUR** claim management partner(s); **YOUR** agents; **OUR** legal, accounting and other professional advisers; data warehouses and consultants; investigators, loss assessors and adjusters; other parties **WE** may be able to claim or recover against; anyone **WE** appoint to review and handle complaints or disputes; and any other parties where permitted or required by law.

WE may need to disclose information to persons that are located overseas and who will most likely be located in the United Kingdom. Who they are may change from time to time. **YOU** can contact **US** for details or refer to **OUR** Privacy Policy available at **OUR** website. In some cases **WE** may not be able to take reasonable steps to ensure they do not breach the *Privacy Act 1988 (Cth)* and they may not be subject to the same level of protection or obligations that are offered by the *Privacy Act*.

By proceeding to acquire **OUR** services and products **YOU** agree that **YOU** cannot seek redress under the Privacy Act or against **US** (to the extent permitted by law) and may not be able to seek redress overseas.

Accuracy of and access to **YOUR** personal information

WE will take reasonable steps to ensure that the personal information **YOU** provide is accurate, complete and up to date, whenever it is used, collected or disclosed. **YOU** are entitled to access **YOUR** personal information if **YOU** wish and request correction if required. **WE** may request reasonable costs from **YOU** to cover the expenses **WE** incur retrieving this information.

Notifiable Data Breach

If **WE** identify a breach or suspected breach of **YOUR** personal information, **WE** will make an assessment expeditiously and within 30 days to determine if a breach has occurred that is likely to cause **YOU** serious harm, known as an “eligible data breach”.

If an eligible data breach is identified **WE** will notify **YOU** and the Australian Information Commissioner of the breach as soon as practicable. **WE** will also provide **YOU** with recommendations of the steps **YOU** should take in response to the breach. When making contact with **YOU**, **WE** will use the usual method of communication. If **WE** cannot contact **YOU**, **WE** will place a notice on **OUR** website.

More information, access, correction or complaints

For more information about **OUR** privacy practices including how **WE** collect, use or disclose information, how to access or seek correction to **YOUR** information or how to complain in relation to a breach of the Australian Privacy Principles and how such a complaint will be handled, please refer to **OUR** Privacy Policy.

It is available at **OUR** website www.archinsurance.com.au or by contacting **US** on (02) 8284 8400 EST 9 a.m.-5 p.m., Monday-Friday.

YOUR Choices

By providing **US** with personal information, **YOU** and any person **YOU** provide personal information for, consent to this use and these disclosures unless **YOU** tell **US** otherwise.

If **YOU** wish to withdraw **YOUR** consent, including for things such as receiving information on products and offers by **US** or persons **WE** have an association with please contact **US**.