

VOLUNTARY PLAN GUIDELINES.

Voluntary plans as part of a flexible benefits arrangement gives employees the choice of selecting their own level of protection cover.

WHAT IS A VOLUNTARY PLAN?

A voluntary plan lets employees choose the level of cover they want from a range of benefits.

The employer chooses the range of cover to offer their employees and can take out a policy with an insurer. The cost of the cover is met by the employee through salary sacrifice or salary deduction.

Being part of a group arrangement means that employees can take advantage of the discounted rates offered. These tend to be more attractive than seeking an individual policy.

WE OFFER A RANGE OF VOLUNTARY PLANS THAT CAN BE DESIGNED TO SUIT YOUR CLIENT'S SCHEME SET UP.

WHAT VOLUNTARY PLANS DO YOU OFFER?

Our range of voluntary plans include:

TYPES OF PLANS	MAXIMUM BENEFIT	
Group Life Assurance for employees	£250,000	
Group Life Assurance for employee's partners	£250,000	
	Member	Partner
Group Critical Illness Cover for employees and their partners	4x last years P60 earnings or £250,000, which ever is less.	Member's benefit or £150,000, which ever is less.

Please ask us for full details of the benefits and exclusions.

These days you don't necessarily need a complex administration platform in order to set up and manage flexible benefit arrangements. However, incorporating group protection products does require specialist support.

Every plan is different and we use our expertise to bespoke our products to suit, whether it's a simple solution for 100 employees or complex arrangements for organisations with thousands of employees.

HOW DO I SET UP POLICY?

The employer chooses the range of cover they want to offer their employees.

They'll also need to decide the eligibility conditions including who can join and when.

WILL INDIVIDUAL POLICIES BE ISSUED?

No, we'll issue a group policy to the employer.

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SWITCHING TO US

We'll normally provide cover on the same basis for existing members, which means we can match the previous insurer's benefit level and terms. The cost may not necessarily be the same and can go up.



Minimum number of members needed to first set up the policy

Existing plans 100 actual members.	New plans 2,500 potential members. Where the plan is linked to another Group Protection policy with a compulsory benefit, we'll require a minimum of 500 potential members to set up the plan.
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The quote

We'll need to know who'll be responsible for calculating the premiums (either the employer or a third party administrator).

- Unit size, for example £25,000 or £10,000 benefit.
- Maximum level of benefit.
- Size of the plan – number of members, or potential members.
- Lifestyle events for Critical Illness policies only.

We'll issue a quote as soon as possible. This will normally be guaranteed for three months and in this time we'll need confirmation of acceptance if your client wants to go ahead with the cover.

Starting cover

Once we have all the information we've asked for and the quote is accepted, starting cover is very straightforward.

You'll need to send us:

- A completed [proposal form](#) within 14 days from the date we agree to provide cover.
- For any members who have previously been medically underwritten, send us a copy of the insurer's 'letter of acceptance' or an intermediary [Declaration – switch terms](#) form.
- The first premium payment within 14 days from the date we agree to provide cover.

WHO ADMINISTERS THE SCHEME?

The employer is responsible for administering the scheme. We'll provide rates to them so that they can calculate the premium for the selected benefit.

An administration system will need to be in place in order to provide product and benefit information to employees.

This system must be able to calculate the premium amount so that these can be sent to us on a monthly basis, by cheque or by BACS, within 28 days of the monthly accounting date,

We'll not normally calculate and issue monthly accounts or invoices.

HOW WILL THE SCHEME BE ADMINISTERED?

	Group Life Assurance	Group Critical Illness Cover
When can employees join?	At any monthly accounting date following the satisfactory completion of an application form.	Within three months of first becoming eligible. After this date they may join at the annual renewal date of the policy, or just after a lifestyle event if included.
When can benefit levels be increased?	At any monthly accounting date following the satisfactory completion of an application form.	At the annual renewal date or just after a lifestyle event if included, within set limits.
Will medical evidence be needed?	We're normally able to accept cover for most people based on the information they give on the application form which includes five health questions. However, for a few, we'll need to ask more questions about their health and pastimes before we can consider cover.	Entry and increases in cover within the set limits are subject to a pre-existing and related conditions exclusion.
Are varying levels of benefit available?	Yes, but we may request medical underwriting for higher benefits levels.	

We'll need membership data to be sent to us on a monthly basis. This should show for each member, and where applicable, their spouse or partner:

- Name.
- Date of birth.
- Gender
- Date of joining the plan.
- The benefit.

Ideally the spreadsheet will also have calculated the premium per member using the rate table provided with the quote.

Premiums are paid monthly and should be paid by the employer within 28 days of their due date (the monthly accounting date).

Claims for benefit must be made by the employer.

WHAT YOU CAN EXPECT FROM US

- Flexibility on our quote guarantee period, giving you extra time to plan and prepare for a new plan to be introduced.
- Client implementation meeting.
- Minimal form filling and we can accept premiums by simple BACS payment.
- Specific rate tables.
- Attendance at employee roadshows wherever possible.
- Employee leaflets plus information for intranet sites.
- A free [Employee Assistance Programme](#) for policy members, plus supporting literature at no extra cost.

CONTACT US.

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