



GROUP PROTECTION

GROUP LIFE ASSURANCE AND DEPENDANTS' PENSIONS.

Registered schemes and excepted group life policies.

Helping you understand our policy.

This is an important document which we suggest you keep in a safe place.

LAB 07/2017

TECHNICAL GUIDE

USING THIS DOCUMENT.

WHAT IS A TECHNICAL GUIDE?

The Financial Conduct Authority is a financial services regulator. It requires us, Legal & General, to give you important information to help you to decide whether our Group Life Assurance and Dependants' Pension is right for you. You should read this document carefully so that you understand what you are buying, and then keep it safe for future reference.

If there's anything you need to ask about once you've read it, you can ask us or your financial adviser.

BEFORE YOU START READING

We've used plain language to help make the technical guide easier to understand. You'll find explanations of any technical terms we use in the glossary on page 28 of this document. Where terms covered in the glossary appear in the main text, we've highlighted them in bold, **like this**.

We use words like 'normally' and 'usually' in this guide. This is because some of our terms will depend on the information you give us for the quote and the choices you make about the cover you want. We'll give you the exact terms and chosen options in our quote and we'll fix these at the start of the **policy**. You'll only be able to change these if we agree.

Where we've referred to 'you' or 'employer', this should be read as **'trustees'** if the **policy** is held by separate **trustees** on behalf of the employer.

You can ask us, or your financial adviser, if you need more details about how the **policy** works.

OTHER DOCUMENTS

This technical guide is not part of our contract but if we've given you or your financial adviser a quote, you should read this guide alongside that quote to help you understand the **policy**.

Our quote, which is a part of the contract, may refer to some of the explanations we give in this guide.

Our full terms and conditions will be in our **policy**. We'll give this to you after we've agreed to provide cover. See question 2.1 to find out what we need to set up your **policy**. You can ask us, or your financial adviser, if you would like to see a copy of our standard **policy** terms and conditions.

ABOUT LEGAL & GENERAL

The Legal & General Group, established in 1836, is one of the UK's leading financial services companies. As at 31 December 2016, the total value of assets across the group was £894.2 billion, including derivative assets. We also had over nine million customers in the UK for our life assurance, pensions, investments and general insurance plans.

We're a leading provider of Group Protection cover in the UK with 85 years of expertise and knowledge. We looked after over 4,400 group protection **policies** and provided protection to almost two million employees at the end of 2016.

SOLVENCY AND FINANCIAL CONDITION REPORT (SFCR)

We are required to publish an annual Solvency and Financial Condition Report (SFCR) describing our Business and its Performance, our System of Governance, Risk Profile, Valuation for Solvency Purposes and Capital Management. Our latest SFCR is available at: www.legalandgeneralgroup.com/investors/library

CONTENTS.

AIMS, COMMITMENTS AND RISKS	4	2.0 How do we set up a policy and when do we need to give you medical evidence?	12	7.0 Can you cover an employee who is not based in the UK?	25
Its aims	4	2.1 What do you need to set up the policy?	12	8.0 What tax rules apply?	26
Your commitment	4	2.2 What medical evidence will you need before you'll cover the members?	14	9.0 Can members continue their cover if they leave my employment?	26
Risks	4	2.3 If you have medically underwritten an employee, when will they next need to give you medical evidence?	14	FURTHER INFORMATION	27
HOW THE POLICY WORKS	5	2.4 What are your terms if we're switching the insurance to you from another insurer?	16	GLOSSARY	28
YOUR QUESTIONS ANSWERED	7	2.5 What are your actively at work requirements?	18	CONTACT DETAILS	30
1.0 What should we consider when deciding what benefits to provide?	7	2.6 What medical evidence do you need for employees who want cover before or after they are first eligible?	19		
1.1 Who can the policy cover?	8	2.7 What happens if we need to make a claim before you've finished your medical assessment?	21		
1.2 When can we include employees after the policy starts?	8	3.0 What premiums will you charge for the cover?	21		
1.3 Can you cover a member who is temporarily absent?	9	3.1 How will you work out the premiums?	21		
1.4 When can cover for a member change?	9	3.2 Will there be any unexpected extra premiums?	22		
1.5 When will cover end?	10	3.3 How much commission will you pay our adviser?	22		
1.6 What is the maximum benefit you will cover?	10	3.4 Is there a discount for a good claims history?	22		
1.7 What types of cover are available?	11	4.0 How does the accounting work?	23		
1.8 When will you pay the dependants' pension?	11	4.1 What information do you need for accounting?	23		
1.9 How long will dependants' pensions be paid for?	11	4.2 How do you adjust premiums for employees who join, leave or have benefit increases during the policy year?	24		
1.10 Can benefits being paid be protected from inflation?	12	4.3 If you or we cancel the policy mid year, will we lose any premiums we have paid in advance?	24		
		5.0 How do we make a claim?	25		
		6.0 What don't you cover?	25		

AIMS, COMMITMENTS AND RISKS.

ITS AIMS

Our Group Life Assurance and Dependants' Pensions **policies** aim to:

- Provide a lump sum, or a dependants' pension, or both, when an insured **member** dies.

Offer a choice of cover for these benefits.

- Pay lump sum benefits to a **scheme** that is **registered** with HM Revenue & Customs (HMRC) or from an **excepted group life policy**.

We'll give you separate **policies** when you take out cover for any of the following combinations:

- **Registered** Group Life Assurance benefit and Dependants' Pension cover.
- A combination of Group Life Assurance for a **registered scheme** and as an **excepted group life policy**.
- Each benefit formula insured as an **excepted group life policy**.

Group Life Assurance and Dependants' Pensions are also known as death in service benefits.

YOUR COMMITMENT

You need to make some very specific commitments for the **policy** to work properly:

- Give us all the information we ask for when you apply for a **policy** and at **annual renewal dates**. We can change or cancel the **policy** if you don't give us this information. [Please see question 4.1 for more details.](#)
- Tell us about any new entrants, discretionary entrants, early entrants, late entrants you would like us to cover and leavers. We will need more information about early, discretionary and late entrants before we consider cover for them. [Please see question 2.6 for more details.](#)
- Tell us of a claim within the time limits set out in section 5 and give us all the information we ask for to support the claims. Without this information, we won't be able to pay the claim. [Please see question 5 for more details.](#)

- Pay the premiums by the dates we ask for them.
- Keep to all the conditions set out in the **policy**.
- If you choose **registered** group life assurance cover, inform **members** that if they were to die and benefit is paid out, this amount could be considered as part of their **lifetime allowance**. As the **lifetime allowance** captures benefit paid from all their **registered** pension schemes, any amount above this level, which is £1 million for the tax year 2017/18, will be taxed by HMRC using a rate of 55%.

RISKS

There are some risks you need to understand about the **policy**.

- If we've told you in our quote that we need employees to be **actively at work**, we won't start or increase their cover until they meet our **actively at work** requirements. [Please see question 2.5 for more details.](#)
- The premiums may go up or down depending on changes in the amount of **benefit** we cover. We'll usually guarantee the **unit rate** until the second **annual renewal date**. We'll then review it and usually guarantee the new **unit rate** for the next two years.
- The premiums and the **unit rate** may go up or down if, at an **annual renewal date**, there is a change of more than 25% in the membership or the **total benefit** we've used to work out the **unit rate**. [Please see question 3.1 for more details.](#)
- If we include an **event limit**, we'll restrict the total amount of benefit we pay for claims if caused by a catastrophe. [Please see question 6 for more details.](#)
- We will stop all cover if you stop paying premiums. We'll tell you in writing 14 days before we do this.
- You may need to pay an additional premium depending on the type of accounting we use. [Please see question 4.2 for more details.](#)
- Where relevant, we can cancel a **policy** if **registration** is withdrawn by HMRC.
- If you choose not to protect dependants' pension benefit payments against the effect of inflation, the value, but not the amount of benefit we pay, could reduce over time. [Please see question 1.10 for more details.](#)

HOW THE POLICY WORKS.

- You can insure the benefits under a **scheme** that is **registered** with HMRC, as an **excepted group life policy** or split them between both types of **scheme**.

Please see 'Registered Schemes' and 'Excepted Group Life Policies' on page 6 for more details.

- We will need a minimum of ten **members** to start a **policy**. There isn't a maximum number of **members** we can insure.
 - An online quote and **policy** is available for between ten and 250 **members**. It is only available for **registered** Group Life Assurance benefit. Our online quote and **policy** can't be used if you want an **excepted group life policy** or a Dependants' Pension **policy**.
 - We can cancel or change the terms of the **policy** if membership falls to less than five **members**. If you insure more than one group life assurance or dependants' pension **policy** with us, we'll only cancel or change the terms if the combined membership of these **policies** falls below five **members**. If we do this, we'll write to you at least 30 days before we cancel or make changes to the **policy**.
 - You pay the cost of the cover.
 - We'll give you the specific terms and conditions in the quote. We'll guarantee the quote for three months unless we tell you otherwise.
 - There are **policy** options you can choose which affect how much you pay. We'll fix your chosen options, including the eligibility, cover and terms at the start of the **policy**. You'll need to tell us if you want to change these as we need to assess if we can agree the change. We may also need to set new terms and change the **unit rate** and the premium we charge you.
 - You must include all eligible employees for cover under the **policy** as soon as they are eligible.
 - We won't pay a claim if the employee was not eligible for cover.
- Please see question 1.0 for more details about eligibility.
- You must give us all the information we need when you make a claim.
 - If you make a valid claim for Group Life Assurance, we'll pay the lump sum benefit to the **trustees** of the **scheme**.

The **trustees** will be responsible for distributing the benefit in line with the **trust** and rules of the **scheme**, while considering any wishes the **member** has made.

- If you make a valid claim for a Dependants' Pension, we'll pay the Dependants' Pension to the **trustees** of the **scheme**. The **trustees** will be responsible for paying the pension in line with the **trust** and rules of the **scheme**.

If you prefer, we can act as an agent of the **trustees** and pay the pension direct to the dependants. Whoever pays the dependant must first deduct any income tax that is due.

If you or we cancel the **policy**, we'll continue to pay any Dependants' Pensions that we started paying before the **policy** was cancelled.

- We'll need up-to-date information from you at each **annual renewal date** so we can calculate the premium and give you accurate accounts.

If you insure two or more **excepted group life policies**, wherever possible we'll group them together for accounting purposes and provide a single invoice.

Please see question 4.1 for more details.

- We can change the **free limit** from time to time, for example, if the number of **members** significantly changes. We can change other **policy** terms at the end of any **unit rate** guarantee period. It's important you quickly send us the up-to-date membership list at the end of a guarantee period because any changes to the premium rates, the accounting method and the **event limit** will always take effect from the start of the next guarantee period.

For all other **policy terms** changes, we'll write to you at least 30 days before we change the terms.

- The **policy** will continue indefinitely as long as you meet its conditions, including paying premiums when we ask for them.
- We can change or cancel the **policy** if there are changes to legislation or regulation which affect Group Life Assurance or Dependants' Pension policies. We'll give you more details of these in the **policy**.
- We'll give you full details of our cancellation rights in the **policy**.
- There are significant tax disadvantages for you and the **members** of the **scheme** if your **policy** doesn't cover the benefits of a **registered scheme**, or you didn't set it up as an **excepted group life policy**.

REGISTERED SCHEMES

If your benefits are paid to a **scheme** that has been **registered** with HMRC then the following will also apply:

- You will be the **scheme administrator** unless you appoint someone else.
The **scheme administrator** will need to register the **scheme** with HMRC if it's not already **registered**. They'll need to do this at least five working days before you need cover to start. We'll also need you to tell us the **registration** number. You can find details of how to register a **scheme** at www.hmrc.gov.uk.
- If you don't register the **scheme**, you won't be able to get tax relief on your premiums and income tax will need to be paid on the benefits.
- In some circumstances, the **scheme administrator** must give HMRC certain information about a **member** at the date of their death.

If you choose to use our **Mastertrust**:

- We will be the **scheme administrator**.
- We will pay claims to the **trustees** of the **Mastertrust**, who will distribute the benefit in line with the **Mastertrust** rules while considering the **member's** wishes and circumstances when they die.
- If necessary, we will give certain information to HMRC about a **member** at the date of their death.
- Our **mastertrust** can only include eligible employees employed by a United Kingdom based employer. It will not include people employed by any of your associated businesses set up outside the United Kingdom.

Please see question 7 for further details about overseas employees.

EXCEPTED GROUP LIFE POLICIES

Our **excepted group life policy** is available if you'd like to provide benefits under a **non-registered scheme**.

There are a number of conditions a **policy** must meet to qualify as an **excepted group life policy**:

- All **members** must have the same benefit formula.
- You can only insure a lump sum.
- You can only pay benefit to an individual or charity.
- You cannot pay benefit to another insured **member** unless they are a relation or dependant.
- You must not take out the **policy** to avoid paying tax.

If you need to insure more than one benefit formula, we can set up additional separate **excepted group life policies**. However to keep premium accounting simple, wherever possible we will group **excepted group life policies** together for accounting purposes and provide a single invoice. We cannot group the accounts together using our **exact cost** accounting method.

YOUR QUESTIONS ANSWERED.

In this section we've answered some commonly asked questions to give you a bit more information about how our **policy** will work.

1.0 WHAT SHOULD WE CONSIDER WHEN DECIDING WHAT BENEFITS TO PROVIDE?

DIFFERENT BENEFIT CATEGORIES	HOW MUCH TO INSURE	CHECK OUR QUOTE
<p>We suggest you keep the benefit as simple as possible, ideally having the same basis for all members.</p> <p>You can group the members into separate categories and can have different amounts of cover between categories. All members in the same category must have the same benefit basis. As this is a group policy, it must cover all your eligible employees.</p> <p>If the benefits are to be provided under an excepted group life policy, we'll separate all the different benefit bases into separate policies. We'll do this so the policies can meet the excepted group life policy conditions.</p> <p>Please see 'Excepted Group Life Policies' section under 'How the policy works' on page 6, for details of these conditions.</p> <p>You should also consider any laws on discrimination or unfair treatment. For example, those about age, equal treatment of men and women, and the treatment of part-time, fixed-term and disabled employees.</p> <p>It's important we know which members are in which category. We must therefore agree the eligibility conditions for each category at the start of the policy. Examples of a category eligibility could be 'all directors' or 'all employees'.</p> <p>We'll tell you the agreed eligibility conditions in our quote.</p>	<p>You can choose to take out an insurance policy to insure all, or part, of the benefit you want to pay to the members.</p> <p>If you only insure part of the benefit you may have to pay the difference yourself.</p> <p>For example, if your scheme promises to pay a benefit of £500,000 but you only insure £300,000, you would have to pay the remaining £200,000 yourself.</p> <p>If your policy insures the benefits of a registered scheme, you should consider the HMRC allowances that apply.</p> <p>Please see question 1.5 for more details.</p>	<p>Please check that our quote matches what you'd like us to insure.</p> <p>If you'd like us to change the options we've used, please tell us so we can change the quote. We'll tell you how any changes will affect our terms, unit rate and premium.</p>

1.1 WHO CAN THE POLICY COVER?

The **policy** can cover employees and non-employees who become **members** of the **scheme**.

Examples of non-employees are **members** of a Limited Liability Partnership (an LLP) and equity partners. LLP members and equity partners are individuals who have an equity share in the firm and whose income from the firm is taxed as trading profit. You can only include non-employees in a **scheme** if it also includes cover for employees.

We will only start cover for each **member**, or non-employee, when they meet:

- the eligibility conditions;
[We'll tell you the agreed eligibility conditions in the quote.](#)
- our **actively at work** requirements, which we'll confirm in the quote;
[Please see question 2.5 for more details of actively at work.](#)
- our medical evidence requirements; and
[Please see question 2.2 for more details of medical evidence.](#)
- our switch terms, if you're switching the insurance from another provider.
[Please see question 2.4 for more details of switch terms.](#)

An employee must be included for cover under the **policy** on the date they first meet the eligibility conditions. We include information on when we can cover employees before or after they are first eligible in question 2.6. If you wish to include an employee at any other time we must be told in advance and all cover will be subject to our agreement and any terms we may apply.

You will also need to fix the date on which cover stops (we call this the **benefit termination date**). This can be the later of the **member** reaching age 65, or the age they could receive a United Kingdom state pension (we call this **state pension age**). Alternatively you can choose an age up to 75. The **benefit termination date** must be the same for all **members** in a particular category.

1.2 WHEN CAN WE INCLUDE EMPLOYEES AFTER THE POLICY STARTS?

All employees must meet the **policy's** eligibility conditions. Once they do, we'll start covering them from the entry date. Our quote and **policy** will show the entry date.

The entry date can be:

YEARLY	We'll only include new employees once a year at the annual renewal date .
MONTHLY	Cover for new employees starts at a specified date each month. Unless we tell you otherwise, this will be the same day of the month the annual renewal date falls on.
DAILY	We include new employees on the first day they meet the eligibility conditions.

We may be able to cover employees before they complete a qualifying service or reach the first entry date, as early entrants, if they meet the other eligibility conditions. If the eligibility is linked to membership of your pension **scheme**, we may also be able to cover employees who join the pension **scheme** after their first opportunity as late entrants.

[Please see question 2.6 for more details of our requirements for employees who want cover before or after they are eligible.](#)

If a **member** becomes eligible to change to a different category, we'll cover them in that category immediately as long as any other requirements we've set are met.

1.3 CAN YOU COVER A MEMBER WHO IS TEMPORARILY ABSENT?

TEMPORARY ABSENCE

Normally we'll allow cover to continue while a **member** is temporarily off work. Unless we tell you otherwise, we'll provide temporary absence cover up to:

- the **benefit termination date** if a **member** is off work because of an illness or injury; and
- for three years if they are absent for any other reason.

If you'd like us to consider a different period of temporary absence cover, please let us know.

We'll only provide temporary absence cover if they remain a **member** of the **scheme** and you pay the premiums when they are due.

If cover for an employee stops during temporary absence, we'll restart their cover on their return to active employment if they meet the eligibility conditions.

INCREASES DURING TEMPORARY ABSENCE

If we base a **member's** cover on their **scheme earnings**, and these reduce during their absence, we'll keep their cover the same as it was before the reduction.

Alternatively, we can agree to increase their cover during their absence. We can do this either so the increase is in line with the company's average pay rises or at a fixed rate of up to 6% each year. If we've agreed to do this, we'll increase the cover at each **annual renewal date**. We'll show you the rate of increase and the date it applies from each year, in our quote.

1.4 WHEN CAN COVER FOR A MEMBER CHANGE?

Our quote and **policy** will show the benefit increase date.

A 'benefit increase' is when we'll start covering increases or decreases to a **member's** cover, for example, after a pay review.

If we work out the benefit for a **member** using a multiple of **scheme earnings**, benefit changes can be:

YEARLY	We only change a member's cover once a year at the annual renewal date . This means, if you make a claim, we'll use the member's earnings at the last annual renewal date to work out their benefit, even if their earnings have changed since.
MONTHLY	We'll start covering changes for members at a specified date each month. Unless we tell you otherwise, this will be the same day of the month the annual renewal date falls on.
DAILY	We change the cover for members on the first day their scheme earnings change.

If the benefit is a fixed sum, for example £100,000, you'll need to tell us when you'd like to increase the amount. Before we agree, we'll check if our terms, **unit rate** and premium need to change.

Sometimes a **member** might become eligible to change to a different benefit level, for example, because of a promotion. If this happens, we'll cover them for the new benefit level immediately as long as any other requirements we've set are met. If the new benefit calculation allows for daily increases, we'll also consider any increase in the **member's** earnings at the same time. If it doesn't allow for daily increases, we won't cover the increase until the next date the benefit calculation allows for earnings increases.

1.5 WHEN WILL COVER END?

a) Under normal circumstances

We will stop covering a **member** when they:

- leave your employment, no longer meet the eligibility conditions or retire early;
- reach the **benefit termination date** set out in the **policy**. This can be the greater of the **member** reaching age 65 or the age they could receive a United Kingdom state pension (**state pension age**). Alternatively it can be any age up to 75; or
- reach the end of a period of temporary absence cover without returning to work.

If you ask, we can consider continuing to provide cover if the **member** retires early. Our quote and **policy** will tell you if we've included this option.

b) If you, or we, cancel the cover

All cover will end when you, or we, cancel the **policy**.

- We'll continue your cover as long as you meet the conditions we show in the **policy** document.
- You can cancel the **policy** by giving us notice in writing.

We'll give you 14 days' notice in writing if we have to cancel the **policy** because you haven't met its conditions. We'll give you full details of our cancellation terms in the **policy** document.

1.6 WHAT IS THE MAXIMUM BENEFIT YOU WILL COVER?

The maximum benefit we can insure for a **member** is £10 million. This is a combined maximum for Group Life Assurance and the equivalent lump sum value of Dependants' Pensions.

If you choose to insure a multiple of **scheme earnings**, we'll usually base this on the basic annual salary of the **member**. However, we can consider alternatives, for example, we can include other income such as bonuses or commission. Our quote will show the definition of **scheme earnings** we've agreed to insure.

When you think about the type and amount of benefit you'd like us to cover, you should consider the HMRC allowances if the benefits are under a **scheme** that's **registered**:

LUMP SUM BENEFIT – REGISTERED SCHEMES

The Finance Act 2004 introduced a **lifetime allowance** that restricts the tax-free lump sum benefits that you can pay from a **scheme** that is **registered**. The Treasury sets the **lifetime allowance** and it is £1 million for the tax year 2017/18.

You'll need to pay a tax charge on any lump sum benefits you pay over the **lifetime allowance** unless the **scheme** allows you to buy a Dependants' Pension.

When you work out if there's a tax charge on the benefit, you also need to consider payments from other **registered** schemes the **member** may have joined. For example, there could be a return of funds under a money purchase pension scheme.

If you have **members** with lump sum benefits above the **lifetime allowance** or who have enhanced protection, fixed protection, fixed protection 2014, or fixed protection 2016, you can consider providing their benefits under an **excepted group life policy**.

Enhanced protection was available to anyone with pension rights at 5 April 2006. To qualify for enhanced protection, an employee would have had to apply to HMRC before 6 April 2009.

Fixed protection was available to anyone who applied to HMRC before 6 April 2012 to keep a personal **lifetime allowance** of £1.8 million.

Fixed protection 2014 was available to anyone who applied to HMRC before 6 April 2014 to keep a personal **lifetime allowance** of £1.5 million.

Fixed protection 2016 is available for individuals to apply to HMRC to keep a personal **lifetime allowance** of £1.25 million.

You can also choose to limit earnings to a notional earnings cap or to your own maximum. Putting a limit on the earnings used to calculate benefits may reduce the premiums you pay. Before 6 April 2006 there was a mandatory earnings cap set by the Treasury. You don't need to apply this after 6 April 2006. You will need to tell us if you want to apply a notional earnings cap or any other maximum.

DEPENDANTS' PENSIONS

There's no current HMRC limit on the amount of Dependants' Pension you can pay from a **scheme**.

1.7 WHAT TYPES OF COVER ARE AVAILABLE?

We can provide cover for either or both of the following:

GROUP LIFE ASSURANCE

After a **member's** death, we'll pay a lump sum to the **trustees**. We can cover the lump as either a multiple of **scheme earnings** or as a fixed amount. You can vary the amount we cover between membership categories. You can also limit a multiple of earnings to a specified maximum, for example, to the **lifetime allowance**.

DEPENDANTS' PENSIONS

After a **member's** death, we can:

- pay a pension for the **member's** spouse or registered civil partner. When the spouse or register civil partner die, the pension can continue to their children;
- pay a pension for the **member's** spouse or registered civil partner or, if there's no spouse or registered civil partner, to any other financial dependant. When the spouse, registered civil partner or financial dependant die, the pension can continue to their children; or
- pay an additional separate pension for the **member's** children.

Financial dependant

A financial dependant means a person, other than the **member's** spouse, registered civil partner or child, who must be financially dependent on the **member** or be dependent because of disability. A **member's** unmarried partner may also qualify if they're financially dependent on the **member**.

Young dependants

We will not reduce the Dependants' Pension we pay because a spouse, registered civil partner, or a financial dependant is younger than the **member**. However, if for your **scheme**, the Dependants' Pension for young dependants reduces and you ask us, we can consider including a young dependant's reduction in the **policy**.

1.8 WHEN WILL YOU PAY THE DEPENDANTS' PENSION?

We'll pay the Dependants' Pension to the **trustees** every month. Payment will start from the date of the **member's** death and we'll pay it in advance for the month ahead. If you prefer, we can act as an agent of the **trustees** and pay the pension direct to the **member's** dependants.

1.9 HOW LONG WILL DEPENDANTS' PENSIONS BE PAID FOR?

We'll pay pensions to the **member's** adult dependants until they die.

We'll stop paying a pension to the **member's** child when the youngest child reaches age 23. However if the child is dependent on the **member** due to disability, the pension would be payable for the lifetime of that child.

You can ask us to insure a reduced period for which pension is paid for a child. We'll confirm the agreed options in the quote.

1.10 CAN BENEFITS BEING PAID BE PROTECTED FROM INFLATION?

Yes, you can choose to help protect against the value of the Dependants' Pension benefits payments reducing over time due to the impact of inflation. We have different options you can choose from.

We can provide Dependants' Pension that increases:

- in line with the Limited Price Indexation (LPI);
- by a fixed yearly rate of up to 8.5%; or
- in line with the yearly change in the Retail Price Index (RPI), up to a specified maximum not more than 8.5%.

We'll also consider other increases.

When you're deciding what cover to provide, you should think about the legal requirements for pension increases, for example LPI. If a **scheme** has different increase rates on different portions of the pension, we can provide cover on the same basis.

We'll increase benefit each year on the anniversary date of the **member's** death, unless you'd like to set a particular date.

2.0 HOW DO WE SET UP A POLICY AND WHEN DO WE NEED TO GIVE YOU MEDICAL EVIDENCE?

2.1 WHAT DO YOU NEED TO SET UP THE POLICY?

For an online quote

If our quote meets your needs, you'll need to set up your new **policy** online.

We'll ask you to:

- Confirm the employer or employers you want us to cover.
- Confirm the **scheme** name.

- Confirm the Pension Scheme Tax Reference (PSTR) if you want the **policy** to pay benefit to a **scheme** you've set up and **registered**.
- Give us your signed deed of participation before the **policy** starts if you want to use our **mastertrust**.
- Set up a direct debit if you're paying monthly premiums.

We'll give you the **policy** document and your first account when you confirm these details. The **policy** is the contractual document that tells you the terms and conditions and what we will and will not cover.

If you're paying yearly premiums, we'll ask you to pay the first premium by bankers' automated clearing system (BACS). You'll need to pay this within 14 days of the **policy** start date.

You'll need to check if any **members** need to give us medical evidence, and send us any other information we ask for.

For all other quotes

If the quote meets your needs, we'll let you know what information we'll need. You'll need to fill in a proposal form for each **scheme** you are asking us to insure, pay the first premium and tell us the PSTR number for the **scheme** within 14 days of the date we agree to provide cover. We won't need the PSTR number if you're using our **Mastertrust**.

You'll also need to:

- Give us a membership list correct at the **policy** start date so we can give you an accurate account.

[Please see questions 4 and 4.1 for more details.](#)

- Give us your signed deed of participation before the **policy** starts if you want to use our **mastertrust**.

- Check if any **members** need to give us medical evidence.

[Please see question 2.2 for more details about medical evidence.](#)

- Check if all the **members** are **actively at work**.

[We give more information about actively at work in question 2.5.](#)

We'll send you the **policy** document when we have confirmed and finalised all the details. The **policy** is the contractual document that tells you the terms and conditions and what we will and will not cover.

To protect you and us from financial crime, we may need to confirm your identity. We may do this by using reference agencies to search sources of information about you (an identity search). This will not affect your credit rating. If this identity search fails, we may ask you for documents to confirm your identity.

Setting up a new scheme with a trust

It's important that your **policy** pays benefit to a **scheme** set up under a suitable **trust** to maximise tax advantages. You can set up your own **scheme** or choose to join our **mastertrust**.

a) Legal & General Group Life Mastertrust

If you're setting up a Group Life Assurance **policy**, you can choose to join our **mastertrust**. If you do this, all insured employees become **members** of this **scheme**, which is **registered** with HMRC. You and your employees will benefit from the tax advantages associated with a **scheme** that is **registered** with HMRC.

Please see 'Registered Schemes' and 'Excepted Group Life Policies' on page 6 for more details.

You will still have your own **policy**, pricing and terms and conditions, but the **mastertrust trustees** will handle all associated management, including keeping up to date with legislation and the payment of claims.

To help the **trustees** of the **mastertrust** decide who to pay benefit to, you'll need to ask **members** to fill in and give you an expression of wish form. You'll need to keep these in a safe place. We'll ask you for the expression of wish form along with a completed death claim form if the **member** dies.

Mastertrust isn't available for Dependants' Pension benefits or employees without a United Kingdom based employer.

b) Setting up your own trust

Alternatively, you can set up your **scheme** using a suitable **trust** document. This can be for a **scheme** which is **registered** with HMRC or an **excepted group life policy**.

For new **schemes** we'll give you a specimen **trust**. We'll also give you specimen **scheme** rules you can adopt. These will explain who is covered, what the benefits are and who the **trustees** can choose to pay benefit to. We've designed these documents to be set up in the UK in line with English law. You don't have to use our specimen documents; you can change them or use your own versions. Before you set up your **scheme** we recommend you talk to your legal adviser to make sure your needs are met.

If you set up your own **scheme**, you'll need to appoint a **trustee** of the **scheme**. If you **register** your **scheme** with HMRC, you'll need to appoint a **scheme administrator** too. It is normal for an employer to take on these roles, although you can appoint someone else instead.

We suggest the **trustees** set up a separate bank account to receive claim payments. This will help separate the benefit payments from the normal business account. It's a legal requirement to do this if the benefit is under a pension scheme **trust**.

HMRC usually class a **non-registered scheme** that doesn't meet the criteria of an **excepted group life policy** as an Employer-Financed Retirement Benefits Scheme (EFRBS). This has significant tax disadvantages for you and the **members** of the **scheme**. Therefore, it's important you **register** the **scheme** or set up an appropriate **trust** for an **excepted group life policy** before starting cover with us.

2.2 WHAT MEDICAL EVIDENCE WILL YOU NEED BEFORE YOU'LL COVER THE MEMBERS?

a) Cover up to the free limit

We'll usually set a **free limit** when we quote. The **free limit** is the maximum amount of cover we can give without a **member** needing to give us medical evidence. Medical evidence is information about their health and pastimes. Our **free limit** will depend on the number of **members** and their amount of cover.

We'll tell you the **free limit** in the quote.

b) Cover above the free limit

If a **member** wants cover above the **free limit**, they will need to fill in a member's declaration form to give us medical evidence. We call our assessment of this evidence, **medical underwriting**.

As an alternative, we offer a tele-interview service allowing employees to provide these details over the phone.

If they prefer to fill in the form themselves, you can find the member's declaration form in the literature section on our website

www.legalandgeneral.com/workplacebenefits.

Alternatively, you can ask us for a copy.

Depending on the information a **member** gives us in the member's declaration form or over the phone, we sometimes need to ask for more evidence. This could include a medical examination and blood or other tests. The **member** may have the choice of carrying these out at home or at work by a nurse. We'll pay for the cost of the medical examination and tests if we ask for more evidence.

We'll assess all the medical evidence to decide if we can offer cover and if any **special terms** are appropriate. If we do apply **special terms**, these will apply straight away.

We'll write to you to explain any **special terms**. If this includes an **extra premium loading** and you decide you don't want to pay this, you can cancel the cover the loading is for by telling us in writing within 30 days.

A **member's** status in an **excepted group life policy** will not be affected, if their cover is restricted because of **medical underwriting**.

Unless we tell you otherwise, the **special terms** will not affect the cover below the **free limit** or any cover we've previously accepted.

If you insure more than one group life assurance or dependants' pension **policy** with us, unless we tell you otherwise, any **special terms** will continue to apply to the **member's** total cover under all the **policies**.

2.3 IF YOU HAVE MEDICALLY UNDERWRITTEN AN EMPLOYEE, WHEN WILL THEY NEXT NEED TO GIVE YOU MEDICAL EVIDENCE?

We have two types of **medical underwriting**, forward underwriting and ONEderwriting. The one we will use depends on the number of **members** we cover under the **policy**. We'll give you full details of our **policy** requirements for medical evidence when we start cover. A summary of when we next need medical evidence follows:

FORWARD UNDERWRITING

Fewer than 50 members

This means, once we **medically underwrite** a **member** they won't normally need to give us more medical evidence for increases in benefit for another five years.

The medical evidence we need will depend on the amount of the increase and any existing **special terms**. However, unless we tell you otherwise, our standard approach will be:

If we **medically underwrite** a **member**, and agree cover on any of the following terms:

- ordinary rates;
- an **extra premium loading** of 50% or less that you are paying;
- an exclusion for hazardous pursuits;



they won't normally need to give us more medical evidence for an increase until the earliest of:

- It's been five years since we last **medically underwrote** them.
- The **member's** benefit increases by more than 15% above their benefit within any 12-month period starting on or after the day we finished their **medical underwriting**.
- The total of all increases after **medical underwriting** is more than £300,000.
- If our terms for a change to the **policy** ask for medical evidence; it will be the date you ask us to make the change from.

Where we allow for future increases after we've **medically underwritten** a **member**, we'll apply the last **medical underwriting** terms to each increase. If you're paying an **extra premium loading**, you must tell us before the date of the increase and the amount of all increases as we'll need to add the **extra premium loading** to each increase. If you change your mind and you don't want us to cover the increase, you can tell us within 30 days after the date of the increase that you no longer need it. If you do, we will stop using forward underwriting for that **member**.

If we **medically underwrite** a **member** and apply any other terms to the requested cover, we'll need medical evidence before we'll consider any further increase in their cover.

ONEDERWRITING 50 members or more

ONEderwriting is our way of keeping our **medical underwriting** as simple as possible. It means we'll **medically underwrite** a **member** once and usually, we won't need any more medical evidence for increases in their benefit.

Unless we tell you otherwise, our standard approach for ONEderwriting will be:

If we **medically underwrite** a **member**, and agree cover on any of the following terms:

- at ordinary rates;
- an **extra premium loading** that you are paying;

- an exclusion for hazardous pursuits; or
- an exclusion for a medical condition;

as long as their benefit is below £5 million and they are **actively at work**, they won't normally need to give us more medical evidence for:

- normal increases in benefit resulting from **scheme earnings** increases; and
- an increase affecting at least five **members** resulting from an agreed future change to the insured basis.
- a one unit increase in flex benefit because of a lifestyle event. Our quote and **policy** will tell you if you have flex benefit and how it works.

If we accept £5 million cover or more for a **member**:

- at ordinary rates; or
- with an **extra premium loading** of 50% or less that you are paying;

we'll next need medical evidence when benefit increases:

- by another £300,000; and
- for each further £300,000 increase.

If we accept £5 million cover or more for a **member** on any other terms, we'll need medical evidence for all increases.

Where we allow for future increases after we've **medically underwritten** a **member**, we'll apply the last **medical underwriting** terms to each increase. If you're paying an **extra premium loading**, you must tell us before the date of the increase and the amount of all increases as we'll need to add the **extra premium loading** to each increase. If you change your mind and you don't want us to cover the increase, you can tell us within 30 days after the date of the increase that you no longer need it. If you do, we will stop using ONEderwriting for that **member**.

We will need medical evidence for the next increase in cover where the result or our decision for benefit previously subject to medical evidence was any of the following:

- restricted;
- declined;
- postponed;
- not proceeded with;
- is subject to other terms;
- restricted or declined because the **member** didn't provide medical evidence; or
- you chose not to pay an **extra premium loading**;

or, if there is a:

- flex benefit increase of more than one unit; or
- flex benefit increase that isn't because of a lifestyle event.

Our quote and **policy** will tell you if you have flex benefit and how it works.

If a **member** isn't **actively at work** for a ONEderwriting increase, we'll need medical evidence before we can consider the increase.

[We give more information about actively at work in question 2.5.](#)

2.4 WHAT ARE YOUR TERMS IF WE'RE SWITCHING THE INSURANCE TO YOU FROM ANOTHER INSURER?

We'll normally accept a high-level of cover without needing medical evidence, as long as **members** meet our switch terms. This is even if the previous insurer charged a premium loading.

TERMS FOR EMPLOYEES WHO ARE ELIGIBLE FOR COVER FOR THE FIRST TIME AT THE SWITCH DATE

We'll need medical evidence for the portion of their benefit that is above our **free limit**.

SWITCH TERMS FOR EXISTING MEMBERS PREVIOUSLY INSURED

We'll normally accept existing cover for a **member** who meets all the conditions under a), and one of the conditions in b) below:

a) Cover with the previous insurer was:

- for their full **benefit entitlement**; and
- not over £5 million.

b) Cover with the previous insurer was:

- never subject to medical evidence;
- **medically underwritten** in the last five years and not subject to any special terms; or
- **medically underwritten** in the last five years and subject to an additional premium loading of 300% or less that you are paying.

We'll accept cover for these **members** at the same level and on the same terms (but not necessarily at the same cost) as the previous insurer.

We'll need you to give us a copy of the previous insurer's latest letter of acceptance or fill in a [Declaration – switch terms form](#). You'll need to give this to us when the **policy** starts or we won't be able to pay a claim for these **members**.

If a **member** meeting our switch terms was accepted by the previous insurer on a ONEderwriting (or equivalent) approach, as long as their cover doesn't go over £5 million, we'll use our ONEderwriting terms for benefit increases:

If a **member** meeting our switch terms was accepted on a forward underwriting approach on any of the following terms:

- ordinary rates;
- an additional premium loading of 50% or less that you are paying;
- an exclusion for hazardous pursuits;

they won't normally need to give us medical evidence for an increase until the earlier of:

- It's been five years since the **member** was last **medically underwritten**.
- The **member's** benefit increases by more than 15% above their benefit within any 12 month period starting on or after the day we finished their **medical underwriting**.
- The total of all increases after **medical underwriting** is more than £300,000.
- If our terms for a change to the **policy** ask for medical evidence; the date you ask us to make the change from.

For all other **members** meeting our switch terms;

- If their existing cover with the previous insurer is more than our **free limit**, we'll need medical evidence on the next increase in cover. This could be at the switch date if cover is increased at that date.
- If their existing cover with the previous insurer is less than our **free limit**, we'll need medical evidence when their benefit first goes above our **free limit**.

TERMS FOR ANY MEMBERS WHO DO NOT MEET OUR SWITCH TERMS

We're happy to consider and negotiate terms to insure any **members** who don't meet our switch terms, even if they had some benefit declined by the previous insurer. If you give us their full details, we'll consider if we can cover them. We can then set terms that you'll need to accept in writing before we will start their cover. To avoid a break in cover, you'll need to give us these details before the switch date.

2.5 WHAT ARE YOUR ACTIVELY AT WORK REQUIREMENTS?

Sometimes we need employees to be **actively at work** before we can start their cover or start covering any increases in their cover. We'll tell you in our quote if we do.

ACTIVELY AT WORK

<p>What does this mean?</p>	<p>This means the employee must be in full active employment, physically and mentally able to perform all the duties associated with their normal job on the day the cover is going to start or there's an increase to their cover.</p>
<p>How it works</p>	<p>New policies</p> <p>We'll need employees to be actively at work on the day we start cover for:</p> <ul style="list-style-type: none"> • a new scheme including less than 100 employees; and • an existing scheme you are insuring for the first time. <p>Usually we will not need members to be actively at work if a new scheme includes 100 or more employees.</p> <p>If you're switching the insurance of an existing scheme to us</p> <p>Usually we will not need employees to be actively at work unless you make a change to the insured basis on the day of the switch. If you make a change, we'll need employees to be actively at work for cover up to our free limit because of:</p> <ul style="list-style-type: none"> • a change to the eligibility conditions; or • a change to the benefits provided. <p>Please also see question 2.4 for our other terms for switching insurance.</p> <p>After the policy start date</p> <p>We won't need employees to be actively at work unless we tell you otherwise in our quotation. Normally this will only be in certain circumstances, such as for new entrants to an exact cost scheme (see question 3.1) with daily entry or late entrants (see question 2.6) or benefit increases for members who have been ONEderwritten (see question 2.2).</p> <p>Cover for employees who are not actively at work</p> <p>If an employee isn't actively at work, we won't cover them or increase their cover until they are next actively at work.</p>

2.6 WHAT MEDICAL EVIDENCE DO YOU NEED FOR EMPLOYEES WHO WANT COVER BEFORE OR AFTER THEY ARE FIRST ELIGIBLE?

	EARLY ENTRANTS	LATE ENTRANTS
What does this mean?	An early entrant is an employee you want us to cover before they complete the qualifying service or reach the first entry date. See question 1.2 for more details.	Where all, or extra, benefit is limited to employees who join your pension scheme, a late entrant is an employee who joins your pension scheme after they are first eligible to join.
When can an employee's cover start?	If you want to include an employee as an early entrant within three months after their employment starting, we'll agree cover for them up to the free limit .	<p>Joining up to six months late If you want to include an employee who joins your pension scheme within six months after the date they were first eligible to join, we'll cover them up to the free limit.</p> <p>Joining late at an auto enrolment event An auto enrolment event is the day you start pension scheme auto enrolment. It's also the day every three years when you automatically re-enrol the employees to the pension scheme who had previously decided to opt-out.</p> <ul style="list-style-type: none"> • If you want to include an employee at an auto enrolment event that is within six months after the date they were first eligible to join, we'll cover them up to the free limit. • If your policy insures 100 or more employees at the auto enrolment event, we'll also cover all other late entrants on that day up to the free limit. • If your policy insures fewer than 100 employees at the auto enrolment event, as long as they are actively at work, we'll cover all other late entrants on that day up to the free limit. <p>For the above, the 100 employees includes those who have joined because of the auto enrolment event.</p> <p>Joining late at any other time For all other employees you want to include as a late entrant, as long as they are actively at work we'll agree cover for them up to the lower of:</p> <ul style="list-style-type: none"> • the free limit; and • £250,000 benefit. <p>If we cover dependants' pension, you'll need to add the lump sum value of the dependants' pension benefit to any lump sum life assurance benefit before you check it against the £250,000 limit. We'll give you details of how to do this when the policy starts.</p>
CONTENTS	MEDICAL UNDERWRITING	HOW TO MAKE A CLAIM
		GLOSSARY
		CONTACT US

What if an early or late entrant doesn't meet the above requirements for cover?

We'll need the employee to fill in and send us a '[discretionary entrants' application for cover form](#)'. This will allow us to assess if we can provide cover, if we need medical evidence, and if we need to give them **special terms** or ask for **extra premium loadings**.

We'll need medical evidence before we can consider cover over the **free limit**. [See question 2.2 for more details](#).

We'll give temporary or accident cover for up to 90 days while we assess medical evidence. [See question 2.7 for more details](#).

We still can consider cover for an employee who:

- doesn't meet all the eligibility conditions;
- isn't an early entrant; and
- isn't a late entrant.

You'll need to tell us about that employee before we can confirm if we'll be able to cover them and any terms that will apply.

2.7 WHAT HAPPENS IF WE NEED TO MAKE A CLAIM BEFORE YOU'VE FINISHED YOUR MEDICAL ASSESSMENT?

We'll give employees temporary cover, starting from the date we know they need to provide medical evidence. However, there are some limits:

- We will not pay benefit for an employee if they die from any medical condition they were diagnosed with, or displaying symptoms of, within the five years before temporary cover starts.
- We won't give temporary cover to any employee whose cover has been refused, restricted or already has **special terms** attached.
- We won't give temporary cover to any employee who has refused to give medical evidence, either now or in the past.

When we can't provide temporary cover, we'll provide accident cover. This will end at the earliest of the date we finish our assessment or the end of 90 days. We won't pay claims for accidental death caused by:

- alcohol abuse;
- the influence of drugs;
- medical or surgical treatment (except treatment that is needed because of the accident);
- suicide; or
- intentional self-injury.

Our temporary cover or accident cover will end at the earliest of the date we finish our assessment or the end of 90 days from the start.

Temporary and accident cover will be restricted by the lower of the cover being requested and not more than £2 million over the free limit subject to a maximum of £3million.

3.0 WHAT PREMIUMS WILL YOU CHARGE FOR THE COVER?

The premiums we charge depend on many things, including the:

- amount of cover;
- age and gender of the **members**;
- type of work;
- work locations;
- the rate at which the Dependants' Pensions increase while they are being paid; and
- claims history, if the **policy** was previously insured or self-insured.

[Please see question 3.4 for more details about claims history.](#)

We don't charge a minimum premium.

3.1 HOW WILL YOU WORK OUT THE PREMIUMS?

We'll use either a **unit rate** or an **exact cost** basis to work out the premiums. We'll tell you which one we'll use in our quote.

Unit rate – For policies with ten or more members

We'll work out the cost for each £100 of **total benefit** or **total scheme earnings**. We call this cost the **unit rate**. We'll multiply the **unit rate** with the **policy's total benefit** or **total scheme earnings** at the start of each **policy** year to work out that year's premium.

If the membership falls below ten, we'll change the way we work out premiums to **exact cost**. We'll tell you if we do this.

If you set up two or more **excepted group life policies**, wherever possible we'll group them together for accounting purposes and provide a single invoice.

[Please read question 4.0 for more details.](#)

Exact cost – For policies with nine or less members

We'll work out a premium for each **member** from age related premium rates. We'll multiply the amount of cover to these rates at the beginning of each **policy** year.

If the membership increases to ten or more, we'll change the way we work out premiums to **unit rate**. We'll tell you if we do this.

Please read question 4.0 for more details.

3.2 WILL THERE BE ANY UNEXPECTED EXTRA PREMIUMS?

We'll usually fix the **unit rate** or the age related premium rates until the end of the second **policy** year. We will then review them, following which we will usually fix the **unit rate** or the age related premium rates for another two years.

However we can change the **unit rate** from any **annual renewal date** if the:

- membership;
- **total benefit**; or
- **total scheme earnings**

has changed by more than 25% from the total we used to work out the **unit rate**. This means the premiums and the **unit rate** may go up or down.

If a **member** has given us medical evidence, you may need to pay us an extra premium because of their health or dangerous pastimes. Although the extra premium applies immediately, we won't ask you to pay it straight away. Instead we'll wait and add it to your next account. If you tell us in writing within 30 days that you don't want this cover we will not charge the extra premium.

The premiums may also change at the start of the **policy** when we work out accurate premiums.

Please see question 4 for more details.

If eligibility for some, or all, cover is dependent on pension membership, we'll adjust our account when you start auto enrolment or re-enrolment if:

- the **policy** uses no change accounting (see question 4.2 for more details); and
- the number of **members** or the **total benefit** increases by more than 25% because of auto enrolment or re-enrolment.

You'll need to tell us if this happens. We'll charge an extra premium based on the **unit rate**, the extra cover and the number of days to the next **annual renewal date**.

3.3 HOW MUCH COMMISSION WILL YOU PAY OUR ADVISER?

We'll pay commission to your adviser as a percentage of each premium you pay. The standard rate is 4%. We can pay different levels of commission although this will affect the premium we charge. Our quote will show the commission we've allowed for.

3.4 IS THERE A DISCOUNT FOR A GOOD CLAIMS HISTORY?

Yes, we consider the past claims history of our **policy**, and any previous policies, when working out the **unit rate**. We'll adjust the premiums for a good or bad claims history. A good claims history usually means the premiums will be lower than for a bad history.

4.0 HOW DOES THE ACCOUNTING WORK?

We'll work out the accounts at the start of the **policy** and then every year at a date we call the **annual renewal date**.

You'll need to pay us premiums in advance, either yearly or monthly. Yearly premiums are approximately 2% lower than the total of 12 monthly premiums.

You can pay yearly premiums by cheque or bankers' automated clearing system (BACS). You can only pay monthly premiums by direct debit.

When you apply for a **policy** online we'll work out your first year's premium using the membership list you gave us for the quote. We won't ask for a membership list at the **policy** start date, because the online quote is based on a recent membership list.

When other **policies** start we'll work out and ask you to pay estimated premiums based on the membership list you gave us for the quote. If the membership list has changed, we'll ask you for an updated list that's accurate on the day the **policy** starts. We'll use the new list to work out the accurate premium and identify who we're covering. You will then have to pay, or we will refund, any difference between the estimated and accurate premiums.

For all **policies**, at each **annual renewal date**, we'll ask you to pay an estimated premium, based on the previous year's **member** data, until you give us the up-to-date membership list. We'll then work out the accurate premiums.

4.1 WHAT INFORMATION DO YOU NEED FOR ACCOUNTING?

For all **policies** you must tell us about anyone who needs to give us medical evidence before we can consider their full cover. This will include:

- When an employee's cover goes over the **free limit** for the first time.
- Anyone who needs cover before or after they are first eligible and our terms say medical evidence is needed.
- If our terms say we need medical evidence for cover.

We suggest you regularly check if medical evidence is needed and not leave it to the **annual renewal date**. Regular checks will help you make sure you have the cover you need.

FOR UNIT RATE POLICIES

At the start of the **policy**, and at each **annual renewal date**, you will need to give us a membership list showing each current **member's**:

- name;
- gender;
- date of birth;
- benefit;
- **scheme earnings** (if applicable);
- eligibility category (if there's more than one); and
- if it applies, the level of Dependants' Pension (split into portions if different increase rates apply to different parts of the pension).

If the **policy** is set up on sweep-up accounting we'll also need to know the **total benefit** or **total scheme earnings** at the day before each **annual renewal date**. We use this to work out the end-of-year adjustment.

[Please read question 4.2 for more details about the sweep up accounting adjustment.](#)

It's important we get this renewal information quickly so we can work out the accurate premium and give you accurate accounts. If the information is not received within three months of an **annual renewal date** we can cancel the **policy** or change the terms and conditions of the **policy**.

It's also important that we know exactly who's covered under the **policy**. If you don't include an employee who you should have included on the membership list at the start of the **policy** or the **annual renewal date**, we won't pay a claim for them.

FOR EXACT COST POLICIES

At the start of the **policy** and at each **annual renewal date** you will need to give us a membership list showing each **member's**:

- name;
- gender;
- date of birth;
- benefit;
- **scheme earnings**;
- eligibility category (if there's more than one);
- if it applies, the level of Dependants' Pension (split into portions if different increase rates apply to different parts of the pension);
- date of joining for employees whose cover started between **annual renewal dates**;
- date of leaving for employees whose cover ended between **annual renewal dates**; and
- if the **policy** allows, the amount and date of any changes to benefit since the last **annual renewal date**.

It's important we get this renewal information quickly so we can work out the accurate premium and give you accurate accounts. If the information is not received within three months of an **annual renewal date** we can cancel the **policy** or change the terms and conditions of the **policy**.

It's also important that we know exactly who's covered under the **policy**. If you don't include an employee who you should have included on the membership list at the start of the **policy** or the **annual renewal date**, we won't pay a claim for them.

4.2 HOW DO YOU ADJUST PREMIUMS FOR EMPLOYEES WHO JOIN, LEAVE OR HAVE BENEFIT INCREASES DURING THE POLICY YEAR?

We'll normally use exact-cost accounting for **policies** with nine or fewer **members**, and for all others either sweep-up or no change accounting. We'll tell you in our quote which accounting method we'll use.

SWEEP-UP ACCOUNTING

We'll adjust premiums at the end of each **policy** year for changes that are in line with the agreed eligibility conditions and benefit basis. Our adjustment assumes all changes in membership and cover took place midway through the year. We'll charge an extra premium or pay you a refund at the beginning of the next **policy** year.

For **excepted group life policies** grouped together for accounting purposes, we'll work out a single adjustment for all these **policies**.

NO-CHANGE ACCOUNTING

Our **unit rate** will allow for changes in membership and cover during the **policy** year. This means we don't need to adjust the premiums at the end of the **policy** year for changes that are in line with the agreed eligibility conditions and benefit basis.

EXACT-COST ACCOUNTING (ALSO KNOWN AS SINGLE PREMIUM OR CURRENT COST BASIS)

Exact cost means we'll adjust the premiums at the end of each **policy** year for the exact time and amount of cover we provide for each **member**. We'll charge an extra premium or pay you a refund at the beginning of the next **policy** year.

4.3 IF YOU OR WE CANCEL THE POLICY MID YEAR, WILL WE LOSE ANY PREMIUMS WE HAVE PAID IN ADVANCE?

No. We'll work out a final account for the cover we've provided up to the **policy's** cancellation date. We will either send you a refund or you will immediately have to pay us any premiums you owe.

If you cancel an **excepted group life policy** but other **policies** sharing the same account continue, we'll confirm how we'll adjust your ongoing account as part of the terms for the cancellation.

5.0 HOW DO WE MAKE A CLAIM?

You'll just need to fill in a claim form and send it back to us within two years of the **member's** death. If we receive the claim form more than two years after the death, we have the right not to pay the claim.

Occasionally we may need you to send us additional information to confirm the death or the cover at the time of death.

We'll also need payment instructions and tax details if we are to act as your agent by paying the Dependants' Pensions direct.

If you wish, and if the rules of the **scheme** you've **registered** with HMRC allows it, you can convert the Dependants' Pension to an equivalent lump sum. The lump sum will count towards the **lifetime allowance** of the **member**.

6.0 WHAT DON'T YOU COVER?

For employees who give us medical evidence, we may set terms to exclude specific medical conditions. We'll tell you if we restrict cover in this way.

We may also restrict cover if we've agreed to cover employees based in certain overseas locations. We'll tell you if we've done this in the quote.

Our quotation may include an **event limit**. This means we'll restrict the total amount of benefit we pay for claims caused by a catastrophe. We describe a catastrophe as an accident or event, or a series of accidents or events, which happen within 72 consecutive hours and causes four or more claims within six months. For dependants' pension benefits:

- We will check a lump sum equivalent value of the dependants' pensions against the **event limit**. To work out the lump sum equivalent value, we'll multiply the dependants' pensions by an **event limit conversion factor**, which is currently 50.
- If the **event limit** is exceeded, the dependants' pension for a **member** whose death results from the **catastrophe** will be proportionately reduced.

If the **event limit** restricts both lump life assurance benefits and dependants' pension benefits, the lump sum payments will take precedence over dependants' pension payments.

We won't pay a claim if the employee is not eligible for cover.

7.0 CAN YOU COVER AN EMPLOYEE WHO IS NOT BASED IN THE UK?

We'll cover employees who live and are employed in the United Kingdom while they are travelling overseas on company business.

We'll usually cover employees based overseas as long as they don't form the majority of the **members**. We'll need their full details, as we may need to give you special terms for their cover. We won't start covering them until we've told you our terms.

In addition to any special terms, we'll also apply the following additional terms to a **member** while they are based outside the United Kingdom:

- You must pay all premiums, and we'll pay all benefit, in the UK in sterling.
- We'll fix any currency conversion rates at each **annual renewal date**.
- If you choose to use our **mastertrust**, we will only cover eligible employees if they have an employment contract with a United Kingdom employer. We will automatically exclude employees from cover if they are employed by businesses set up outside the United Kingdom.

8.0 WHAT TAX RULES APPLY?

REGISTERED SCHEMES

Our understanding of the current tax rules for **registered schemes** are as follows:

- The premiums you pay for the **policy** to insure the **scheme** benefits are tax-deductible and can be offset against your profits for tax purposes.
- Your premiums are not treated as a 'benefit in kind' for employees.
- Lump-sum benefit up to the **lifetime allowance** is free of income tax and, if it's paid under a discretionary **trust**, won't normally be liable for inheritance tax.
- A tax charge of 55% will be due on any lump-sum benefit above the **lifetime allowance**. This charge will not apply if you use this amount to buy a Dependants' Pension.
- Income tax is due from Dependants' Pensions and should be deducted before the pension is paid.

EXCEPTED GROUP LIFE POLICIES

Our understanding of the current tax rules for **excepted group life policies** that pay benefit under a discretionary trust are as follows:

- The premiums you pay to insure the **scheme** benefits may qualify for tax relief as a business expense if your local tax inspector agrees that they are wholly and exclusively for business purposes.
- Your premiums will not be treated as a 'benefit in kind' for your employees.
- Lump-sum claim payments are paid free of income tax and do not count towards the **member's lifetime allowance**.

- The **policy** is exempt from the chargeable event provisions of the Income Tax (Trading and Other Income) Act 2005. Therefore, a chargeable gain and income tax charge will not be charged on lump sums paid on second and subsequent deaths.
- Lump-sum benefits are subject to the normal inheritance tax rules for discretionary **trusts**. This means exit and periodic charges may apply at a maximum of 6% in each case.

You may want to get your own tax advice about the **policy** or the HMRC rules.

9.0 CAN MEMBERS CONTINUE THEIR COVER IF THEY LEAVE MY EMPLOYMENT?

No, a **member** cannot continue cover at their own expense if they stop working for you.

FURTHER INFORMATION.

PROVIDING INSURANCE

This Group Life Assurance and Dependants' Pension **policy** is provided by Legal & General Assurance Society Limited. Our principal office for the purpose of the **policy** is at:



Brunel House
2 Fitzalan Road
Cardiff
CF24 0EB



0345 072 0751

We may record and monitor calls. Call charges will vary.

QUESTIONS AND COMPLAINTS

If you have any questions or complaints, please speak to your adviser who arranged this **policy** for you.

If you then need to speak to us, you can call us or send the details of your question or complaint to the Managing Director, Group Protection. You can find our contact details at the back of this technical guide.

If we can't settle the complaint you may be able to refer it to the Financial Ombudsman Service. You can find their contact details at the back of this technical guide.

Making a complaint won't affect your right to take legal action.

COMPENSATION

You may be entitled to compensation from the Financial Services Compensation Scheme (FSCS) if we cannot meet our liabilities. You can find out more about the amounts and eligibility from the FSCS. You can find their contact details at the back of this technical guide.

LAW

The **policy** is governed by English law.

Under our **policy**, **members** do not have any rights under the Contracts (Rights of Third Parties Act) 1999. This means they do not have to be involved in decisions about the insurance provided by the **policy**.

References in this guide to the tax treatment of premiums and benefits are based on our current understanding of law and HMRC practice, which may change.

LANGUAGE

All communications from us, including our terms and conditions, will only be available in English.

INSURANCE ACT 2015

In the event that you breach your "duty of fair presentation", we may at our discretion, agree to pay a claim in full if you agree to pay an additional premium.

This is conditional on the breach not being "deliberate" or "reckless", and occurring in a situation where we can show that we would have charged a higher or additional premium had full disclosure occurred.

INDUSTRY REGULATION

We're authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority (FCA) and the Prudential Regulation Authority. Our Financial Services Register number is 117659. You can check this on the Financial Services Register by visiting the FCA's website



www.fca.org.uk/register

or by contacting the FCA on



0800 111 6768

This technical guide is for commercial customers as defined in the Financial Conduct Authority's Insurance: Conduct of Business sourcebook (ICOBS).

GLOSSARY.

Our terms explained.

Actively at work	This means the employee must be in full active employment, physically and mentally able to perform all the duties associated with their normal job as an employee on the day the cover is due to start or there's an increase to their cover.	Extra premium loading	If medical underwriting shows an employee doesn't meet our standard criteria we may increase the premium for them. We call this increase an extra premium loading.
Annual renewal date	The anniversary date of when your policy starts or another yearly date that we've agreed with you.	Free limit	The maximum amount of cover we will provide to a member without the need for medical evidence or details of their hobbies. We'll tell you the free limit in our quote as a level of benefit or scheme earnings .
Benefit entitlement	This is the amount of benefit a member is covered for under the policy . Sometimes this can be restricted. For example, if a portion of benefit is declined after medical underwriting . Their full benefit entitlement would therefore be the amount of benefit before any portions are restricted or declined.	Lifetime allowance	The maximum amount of tax advantaged benefit a person can take from all the registered pension schemes they've joined.
Benefit termination date	The last day to which we'll cover a member	Mastertrust	The Legal & General Group Life Mastertrust scheme we set up and registered with HMRC to distribute lump sum Group Life Assurance benefits.
Event limit	A restriction we may apply to the total amount of benefits we pay which result from a catastrophe. See question 6.0 'What don't you cover'.	Medical underwriting	The process we use to assess the health and pastimes of an employee. At the end of the process we may apply special terms .
Event limit conversion factor	All dependants' pension benefits will be multiplied by the event limit conversion factor to work out its lump sum equivalent value that's tested against the event limit . The current event limit conversion factor is 50.	Member	Employees included in the scheme in accordance with the eligibility terms.
Exact cost	This is how we work out the cost of a policy with nine or less members . We'll work out the cost for each member using their age, gender and amount of cover. This is also known as single premium or current cost.	Non-registered scheme	A scheme that hasn't been registered with HMRC. Our excepted group life policy is an example of a non-registered scheme.
Excepted group life policy	A type of policy introduced by the Finance Act (2003). For details, please refer to 'How the policy works' on page 5.	Policy	The legal contract between you and us. You choose how much of the benefits you've promised to the members that you want to insure under the policy.
		Registered/Registration	Group life assurance schemes can be registered with HMRC as an occupational pension scheme under the Finance Act 2004.
		Scheme	The scheme you have set up to pay the benefits promised under the scheme to your employees.

Scheme administrator	A person that takes responsibility for the day to day running of the scheme including registering the scheme with HMRC.
Scheme earnings	The earnings we use to work out a member's benefit.
Special terms	Terms for cover that we cannot accept at ordinary rates. This will include extra premium loadings , exclusions, restrictions, postponements or where cover has been declined.
State pension age	The later of reaching age 65 years, and the age at which an eligible employee begins to receive their state pension from the Government.
Total benefit	The total benefit for all members .
Total scheme earnings	The total scheme earnings for all members .
Trust	A document the trustees use to pass on the benefits paid by the policy .
Trustee	This is a person, firm or group, appointed to carry out what the trust must do. For example, make a claim under the policy and pass on the benefits. They must follow the laws that apply to trusts .
Unit rate	This is how we work out the cost of a policy . We'll work out the cost for each £100 of cover and multiply this with the total benefit or total scheme earnings for the policy . We'll tell you the unit rate in our quote.

CONTACT DETAILS.

GROUP PROTECTION PRINCIPAL OFFICE QUESTIONS AND COMPLAINTS	FINANCIAL OMBUDSMAN SERVICE	FINANCIAL SERVICES COMPENSATION SCHEME
<p>Managing Director, Group Protection Legal & General Assurance Society Limited Brunel House 2 Fitzalan Road Cardiff CF24 0EB</p>	<p>If we can't resolve a complaint you may be able to refer it to: Financial Ombudsman Service Exchange Tower London E14 9SR</p>	<p>PO Box 300, Mitcheldean, GL17 1DY</p>
<p>0345 072 0751 We may record and monitor calls. Call charges will vary. Lines are open from 8.30am to 5.30pm Monday to Friday.</p>	<p>0800 023 4567 or 0300 1239 123 (free for mobile phone user paying a monthly charge for calling phone numbers beginning with 01 or 02).</p>	<p>020 7741 4100 or 0800 678 1100</p>
<p>group.protection@landg.com www.legalandgeneral.com/workplacebenefits</p>	<p>complaint.info@financial-ombudsman.org.uk www.financial-ombudsman.org.uk</p>	<p>enquiries@fscs.org.uk www.fscs.org.uk</p>

Legal & General Assurance Society Limited
Registered in England and Wales No. 166055
Registered office: One Coleman Street, London EC2R 5AA

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

W8849 07/17

Terms vintage 07/2017