



**AVIVA LTD GROUP INSURANCE FACT-FIND FORM**  
**#01-01, 4 Shenton Way, SGX Centre 2, Singapore 068807**  
**Product underwritten by Aviva Ltd**

**Aviva Limited** is a registered insurer under the Insurance Act (Cap 142) and an exempt financial adviser under the Financial Advisers' Act (Cap110). As a registered insurer, Aviva provides and sells insurance products such as life policies and accident and health policies.

**Aviva Group Business Sales Representative's Declaration**

Your Aviva Group Business Sales Representative is authorized to provide financial advisory service in relation to and sell:

Group Life Insurance products provided by Aviva

Group Health & Accident Insurance products provided by Aviva

**Personal Data**

In this document, we may collect, use, disclose and/or process certain personal information or data about your employees. Such personal data will be collected, used, disclosed and/or processed by Aviva (or Aviva's group companies) for the purpose(s) of performing financial needs analysis and planning, including providing financial advice and product recommendations. We may also use the personal information to perform reviews of your financial plans from time to time. For more information on Aviva's data protection policy, please visit our website at <http://www.aviva.com.sg/pdpa.html>

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**KINDLY COMPLETE FULLY IN BLOCK LETTERS AND INK**

**PERIOD OF INSURANCE** from: \_\_\_\_\_ to \_\_\_\_\_  
(dd/mm/yyyy) (dd/mm/yyyy)

**REQUEST FOR QUOTATION** was submitted on \_\_\_\_\_  
(dd/mm/yyyy)

**REQUEST FROM:** \_\_\_\_\_  
(Name of Insurance Company)

**GENERAL INFORMATION**

Name of Business: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Presently insured? **Yes / No**

If **Yes**, name of current insurer: \_\_\_\_\_

Type of Policy: \_\_\_\_\_

Period of Insurance: From: \_\_\_\_\_ To \_\_\_\_\_  
(dd/mm/yyyy) (dd/mm/yyyy)

Total No. of Employees: \_\_\_\_\_ No. of Employees to be insured: \_\_\_\_\_

1. **Participation: Aviva Ltd will assume that participation of the group insurance program is on compulsory basis unless otherwise stated.** Please tick [√] accordingly to the choice of the insurance product that you like to have a quote from us.

Benefits	Insurance Coverage		Participation	
			Compulsory	Voluntary
Life Insurance	1	Group Term Life (GTL)		
		Group Personal Accident (GPA)		
		Group Critical Illness (GCI)		
	2	Group Disability Income (GDI)		
Medical	3	Group Hospital & Surgical (GHS)	Employee only	
			Dependant (Spouse and/or Children)	
	Group Major Medical (GMM)	Employee only		
		Dependant (Spouse and/or Children)		
Others	4	Group Outpatient	Employee only	
			Dependant (Spouse and/or Children)	
	Dental	Employee only		
		Dependant (Spouse and/or Children)		
	5	Maternity	Employee only	
			Dependant (Spouse)	

*Note: Participation is voluntary if employees or dependants are given the choice to opt for the cover(s), subject to a minimum participation level.*

2. Are there any members currently in hospital or requires frequent admission (e.g. hospital admission more than 2 times per year) to hospital? **Yes / No**

If **Yes**, kindly provide the following details:

S/N	# of members / Age	Reason of hospitalisation / Nature of illness	Total Sum Insured / Plan

*Note: The insurer will not reimburse the hospital claims for any member in hospital at the time of application.*

3. Has any member suffered or is suffering from any serious condition such as cancer, organ failure, heart disease, stroke, liver disorder, arthritis or any other disorder that causes progressive irreversible functional or physical disability? **Yes / No**

If **Yes**, kindly provide the following details:

S/N	# of members / Age	Reason of hospitalisation / Nature of illness	Total Sum Insured / Plan

*Note: The insurer will not reimburse the hospital claims for any member in hospital at the time of application.*

4. Is there any member based outside Singapore? **Yes / No**

If **Yes**, kindly provide the following details:

S/N	# of members / Age	Country based in	Total Sum Insured / Plan

*Note: The insurer will not reimburse the hospital claims for any member in hospital at the time of application.*

5. Are there any limitations or exclusions imposed on the coverage on any members? **Yes / No**

If **Yes**, kindly provide the following details:

S/N	# of members / Age	Limitations / Exclusions	Total Sum Insured / Plan

*Note: The insurer will not reimburse the hospital claims for any member in hospital at the time of application.*

6. Is there any member engaged in hazardous occupation? **Yes / No**  
(Hazardous occupation eg. welder, diver, sandblaster, offshore workers etc.)

If **Yes**, kindly provide the following details:

S/N	# of members /Age	Nature of work	Total Sum Insured / Plan

*Note: The insurer will not reimburse the hospital claims for any member in hospital at the time of application.*

7. To the best of your knowledge, is there any member engaged in hazardous sports? **Yes / No**  
(Hazardous sports eg. scuba diving, motor racing, bungee jumping etc.)

If **Yes**, kindly provide the following details:

S/N	# of members / Age	Type of sports	Total Sum Insured / Plan

*Note: The insurer will not reimburse the hospital claims for any member in hospital at the time of application.*

8. **BENEFIT: GROUP TERM LIFE / GROUP PERSONAL ACCIDENT / GROUP CRITICAL ILLNESS INSURANCE**

**Occupational Classifications**

Class 1	Clerical, administrative or other similar non-hazardous occupations
Class 2	Occupations where some degree of risk is involved, e.g. supervision of manual workers, totally administrative job in an industrial environment
Class 3	Occupations involving regular light to medium manual work but no substantial hazard which may increase the risk of sickness or accident
Class 4	High risk occupations involving heavy manual work including hot works

a) **Basis of Coverage**

		Category of Employees/Occupation (refer to the examples)	Basis of Coverage - Sum Insured (refer to the examples)	# of Employees
<b>GTL</b>	(i)			
	(ii)			
	(iii)			
	(iv)			

<b>GPA</b>	(i)			
	(ii)			
	(iii)			
	(iv)			

<b>GCI</b>	(i)			
	(ii)			
	(iii)			
	(iv)			

**Example 1**

**Category of Employees / Occupation**

- (i) Senior Management (Director, General Manager, Senior Manager)
- (ii) Manager & Executive
- (iii) All Others

**Basis of Coverage**

- 100,000
- 50,000
- 25,000

**Example 2**

**Category of Employees / Occupation**

- (i) All Employees

**Basis of Coverage**

24 X Basic Monthly Salary\*

\* Please provide salary information if the basis of coverage is in terms of basic monthly salary.

b) Please provide Current Non-Medical Limit (if applicable)

Group Term Life: S\$ \_\_\_\_\_ up to age \_\_\_\_\_

Group Critical Illness: S\$ \_\_\_\_\_ up to age \_\_\_\_\_

c) Group Critical Illness: Basis of Coverage

Is this benefit an advance of or an additional amount to the Term Life? \_\_\_\_\_

If it is an advance benefit, what percentage on the Term Life sum insured you want us to quote? Please circle as appropriate: 25% / 50% / 100%

Please provide a list of critical illnesses covered (if currently insured).

d) Details of Employees

Age Band (Age Next Birthday)	GTL				GCI			
	# of Employees		Total Sum Insured (S\$)		# of Employees		Total Sum Insured (S\$)	
	Male	Female	Male	Female	Male	Female	Male	Female
16-30								
31-35								
36-40								
41-45								
46-50								
51-55								
56-60								
61-65								
66-70								
<b>Total</b>								

e) Claims Experience for the past 3 years

**Paid Claims**

Period of Coverage From / To (mm/dd/yyyy)	# of Insured as at _____ (dd/mm/yyyy)	GTL		GPA		GCI	
		# of Claims	Amount (S\$)	# of Claims	Amount (S\$)	# of Claims	Amount (S\$)

*Note: The insurer reserves the right to request for more information.*

**Outstanding Claims**

Period of Coverage From / To (mm/dd/yyyy)	# of Insured as at _____ (dd/mm/yyyy)	GTL		GPA		GCI	
		# of Claims	Amount (\$)	# of Claims	Amount (\$)	# of Claims	Amount (\$)

*Note: The insurer reserves the right to request for more information.*

**9. BENEFIT: GROUP DISABILITY INCOME INSURANCE**

- a) If currently insured, please attach a copy of the definition of Disability.
- b) What is the waiting period required? Please circle as appropriate: 3 or 6 months or \_\_\_\_\_
- c) What the benefit duration required? \_\_\_\_\_  
(ie. 2 years, or 5 years, or up to retirement age 60 or 62, or 65)
- d) What is the escalation benefit required? Please circle as appropriate: 0% or 3% or 5% or \_\_\_\_\_
- e) Please provide Current Non-Medical Limit (if applicable): S\$ \_\_\_\_\_ up to age \_\_\_\_\_
- f) Any requirement for partial disability benefits? **Yes / No**
- g) Basis of Coverage

Category of Employees / Occupation	Monthly Salary (\$)		Basis of Coverage i.e. % (e.g. 50%) of monthly salary
	Highest*	Average*	
(i)			
(ii)			
(iii)			
(iv)			

*\* Applicable to the category of employees as stated. Monthly salary will be basic pay + fixed bonus if any. It excludes variable bonus, commissions, etc.*



h) Details of Employees

Age Band (Age Next Birthday)	# of Employees		Sum Insured (S\$)	
	Male	Female	Male	Female
16-30				
31-35				
36-40				
41-45				
46-50				
51-55				
56-60				
61-65				
<b>Total</b>				

i) Claims Experience for the past 3 years

Date of Disability _____ (dd/mm/yyyy)	Cause of Disability / Nature of Illness	Claims Amount (S\$)	
		Paid	Outstanding

*Note: The Insurer reserves the right to request for more information.*

**10. BENEFIT: GROUP HOSPITAL & SURGICAL INSURANCE / MAJOR MEDICAL INSURANCE**

Please check on the relevant boxes:

- i) I have provided a copy of the benefits schedule with the class of ward to the insurers.
- ii) I am currently not covered under any corporate insurance and I will indicate the required class of ward in table below:

a) Basis of Coverage

Category of Employees / Occupation	Room & Board Benefit Plan (S\$)	Class Ward	Currently with TMIS Yes / No	Proposal with TMIS Yes / No
(i)				
(ii)				
(iii)				
(iv)				

**Important Note:**

(1) Dependants can be covered under Group Hospital & Surgical Plan. Their cover should be the same as the employee's cover.

(2) Please provide the Deductible /Co-insurance for respective employee category or occupation, if applicable.

**Example 1**

Category of Employees / Occupation	R&B Benefit Plan (S\$)
(i) Senior Management (Director, General Manager, Senior Manager)	360
(ii) Manager & Executive	200
(iii) All Others	100

b) Age Profile of Employees

Age Band (Age Next Birthday)	# of Employees	
	Male	Female
16-30		
31-35		
36-40		
41-45		
46-50		
51-55		
56-60		
61-65		
66-70		
<b>Total</b>		

c) Details of Insured Members

**For GHS and GMM:**

	<b># of Employees (Singaporeans &amp; SPRs*)</b>			
	<b>Plan 1</b>	<b>Plan 2</b>	<b>Plan 3</b>	<b>Plan 4</b>
<b>Employee Only</b>				
<b>Employee &amp; Spouse</b>				
<b>Employee &amp; Child(ren)</b>				
<b>Employee &amp; Family</b>				
<i>* refers to Singapore Permanent Residents</i>				

	<b># of Employees (Foreigners* only)</b>			
	<b>Plan 1</b>	<b>Plan 2</b>	<b>Plan 3</b>	<b>Plan 4</b>
<b>Employee Only</b>				
<b>Employee &amp; Spouse</b>				
<b>Employee &amp; Child(ren)</b>				
<b>Employee &amp; Family</b>				
<i>* refers to all foreigners holding Employment Pass, S Pass and Work Permit, working in Singapore</i>				

**For GMM (if the basis of coverage differs from GHS):**

	<b># of Employees (Singaporeans &amp; SPRs*)</b>			
	<b>Plan 1</b>	<b>Plan 2</b>	<b>Plan 3</b>	<b>Plan 4</b>
<b>Employee Only</b>				
<b>Employee &amp; Spouse</b>				
<b>Employee &amp; Child(ren)</b>				
<b>Employee &amp; Family</b>				
<i>* refers to Singapore Permanent Residents</i>				

	<b># of Employees (Foreigners* only)</b>			
	<b>Plan 1</b>	<b>Plan 2</b>	<b>Plan 3</b>	<b>Plan 4</b>
<b>Employee Only</b>				
<b>Employee &amp; Spouse</b>				
<b>Employee &amp; Child(ren)</b>				
<b>Employee &amp; Family</b>				

\* refers to all foreigners holding Employment Pass, S Pass and Work Permit, working in Singapore

d) Claims Experience for the past 3 years

Period of Coverage From / To (dd/mm/yyyy)	# of Insured as at (dd/mm/yyyy)	Paid Claims		Outstanding Claims	
		# of Claims	Amount (S\$)	# of Claims	Amount (S\$)

*Note: The insurer reserves the right to request for more information.*

e) Kindly attach a copy of the Schedule of Benefits, if the benefits are on insured basis (i.e. currently insured).

**11. BENEFIT: GROUP OUTPATIENT INSURANCE**

a) Category of Employees to be insured (please tick as appropriate)

Category of Employees	Clinical GP	Specialist	Diag X-Ray/Lab Tests	Dental
(i)				
(ii)				
(iii)				
<b>Dependant (where applicable)</b>				
<b># of Headcount</b>				

b) Age Profile of Employees

Age Band (Age Next Birthday)	# of Employees	
	Male	Female
16-30		
31-35		
36-40		
41-45		
46-50		
51-55		
56-60		
61-65		
66-70		
<b>Total</b>		

c) Claims Experience for the past 3 years

**Paid Claims**

Period of Coverage From / To (dd/mm/yyyy)	# of Insured as at (dd/mm/yyyy)	Clinical*		Specialist *		Diagnostic X-Ray / Lab Tests*		Dental*	
		# of Visits	Amt (S\$)	# of Visits	Amt (S\$)	# of Visits	Amt (S\$)	# of Visits	Amt (S\$)

*\* inclusive of visits to non-panel clinics  
Note: The insurer reserves the right to request for more information.*

**Outstanding Claims**

Period of Coverage From / To (dd/mm/yyyy)	# of Insured as at (dd/mm/yyyy)	Clinical*		Specialist *		Diagnostic X-Ray / Lab Tests*		Dental*	
		# of Visits	Amt (S\$)	# of Visits	Amt (S\$)	# of Visits	Amt (S\$)	# of Visits	Amt (S\$)

*\* inclusive of visits to non-panel clinics  
Note: The insurer reserves the right to request for more information.*

d) Kindly attach a copy of the Schedule of Benefits if the benefits are on insured basis.

If currently self-insured, kindly provide the following details:

Please indicate "Unlimited" if there is no cap and "NA" if it is not applicable.

Benefits	Maximum Limit per Visit (S\$)		Maximum Limit per Policy Year (S\$)		Co-Payment (S\$) / Co-Insurance (%)	
	Clinic on Company's panel	Non-panel Clinic	Clinic on Company's panel	Non-panel Clinic	Clinic on Company's panel	Non-panel Clinic
Clinical GP						
Specialist						
Diagnostic X-Ray / Lab Tests						
Dental						
Others						

**12. BENEFIT: MATERNITY INSURANCE**

a) Basis of Coverage

Category of Employees (refer to the example)		# of Headcount
(i)		
(ii)		
(iii)		

**Example 1**

**Category of Employees/Occupation**

- (i) Senior Management (Director, General Manager, Senior Manager)
- (ii) Manager & Executive
- (iii) All Others

**Example 2**

- (i) All Employees

b) Claims Experience for past 3 years

Period of Coverage From / To _____ (dd/mm/yyyy)	# of Insured as at _____ (dd/mm/yyyy)	Paid Claims		Outstanding Claims	
		# of Claims	Amount (S\$)	# of Claims	Amount (S\$)

*Note: The insurer reserves the right to request for more information.*

c) Kindly attach a copy of the Schedule of Benefits if the benefits are on insured basis.

If currently self-insured, kindly provide the following details:

Please indicate "Unlimited" if there is no cap and "NA" if it is not applicable.

Benefits	Maximum Limit per Policy Year (S\$)		Deductible / Co-insurance (S\$)	
Normal Delivery				
Caesarian Delivery				
Others:				

**13. NEEDS ANALYSIS & PRODUCT RECOMMENDATION**

Please tick the appropriate box to indicate the priority of your company's needs:

<u>Company's Priorities</u>	<u>Low</u>	<u>Med</u>	<u>High</u>	<u>Advisor's Recommendation</u>
Cover for Outpatient medical expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cover for Hospital & Surgical expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cover for Dental expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cover for Major illnesses (e.g. cancer, kidney failure, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cover for Loss of Income due to sickness or accident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cover for long term medical treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Others :	_____			

**14. DECLARATION**

- I / We hereby declare that, to the best of my / our knowledge and belief, the information given here are true and complete, and any misstatement or non-disclosure of material facts may affect the validity of the policy
- I / We agree that if a contract of insurance is effected, all information submitted in connection with this application shall form the basis of such contract between the Company and Aviva Ltd
- We hereby declare that we have read, via <http://www.aviva.com.sg/pdpa.html>, and understood the Personal Data Protection Compliance Undertakings (For Corporate Prospect/Policyholder)\* and agree to be bound by it.

\_\_\_\_\_  
Signature of Authorised Officer  
Name:  
NRIC/ Fin No.  
Designation:  
Date:

Company Stamp (if applicable):

I/We acknowledge that I / we have reviewed this Group Business Insurance Fact-Find Form with the authorised officer of the Company, and that I / we have explained all the requirements of this Fact-Find form to him / her.

\_\_\_\_\_  
Signature of Insurance Representative  
Name  
NRIC/ Fin No.  
Designation:  
Date:

Company Stamp (if applicable):