



## Authority To Enquire/Operate Health Cover Policy

To assist in the maintenance of Apia health insurance policies, we offer customers the ability to nominate a 3rd party to carry out a limited range of policy activities. This can be helpful if you need a friend or relative to make enquiries, order statements or make payments on your behalf.

To protect you, and to ensure that we can meet our obligations to protect the privacy and security of your policy and claims information, this 3rd party authority does not extend to all types of policy maintenance. **Should you need someone to act on your behalf in this way, you may wish to consider obtaining a Power of Attorney for that person.**

Before providing this 3rd party authority, you should also consider whether it is necessary and, whether we have alternative methods of transacting that can assist you (such as over the phone claiming and direct debit of premiums).

Please read the information below carefully and provide all information. We suggest you keep a copy of your completed Authority with your records.

RETURN THIS COMPLETED FORM TO: **Apia Health Fund, Reply Paid 62208, Newcastle NSW 2300**

Note: Only the policyholder or a partner with partner authority can add a 3rd party authority to enquire/operate an Apia health insurance policy.

Customer number

Policyholder's name

**Please add 3rd Party Authority to my policy for the following individual, who is not covered under my policy:**

Name of nominated person

Residential address  
*(Postal address will not be accepted)*

Date of birth (dd/mm/yyyy)

Home phone number

Nominated person's signature   Date

Level of authority (select only one)

**Enquire Only**  Cannot make any changes to the policy. Can request information and statements regarding the policy and all policy holders. Cannot make cash claims on behalf of customers unless nominated as an Agent on the claim form.

**Authority to Operate**  Can make limited changes to the policy. Cannot change bank account details, cancel the policy or remove persons from the policy. Can lodge claims for processing for any person on the policy. Cannot make cash claims on behalf of policyholders unless nominated as an Agent on the claim form.

Note: All correspondence will be sent to the policyholder at the nominated postal address. We strongly recommend the use of Direct Credit to help ensure claims are paid to the account nominated by the policyholder.

Authority Start date (mandatory)  Authority End date (optional)

Policyholder's signature   Date