

**GUIDELINES**

**Please help Old Mutual Group Assurance to assess the claim correctly, by using these guidelines:**

1. Complete the application form in detail as it gives us important information
2. Remember to attach a medical report from the treating Specialist, as well as diagnostic test results confirming the condition/illness
3. You are welcome to contact us at 021 509 3911 if you are unsure about any aspect of completing this form

**Submit the form electronically, by fax or post:**

Email [gapdisabilityassessments@oldmutual.com](mailto:gapdisabilityassessments@oldmutual.com) Fax 021 509 6855

Group Assurance: Disability Claims (6J)  
Old Mutual  
PO Box 1659  
Cape Town 8000

**PROTECTION OF PERSONAL INFORMATION DISCLOSURE**

The Old Mutual Group may use, share or obtain your personal information (including criminal and/or health information) for the following purposes:

- Underwriting
- Assessment and processing of claims
- Where applicable, credit reference searches or verification, credit scoring and assessment and credit management
- Verification of personal information (including your identity, address and banking details)
- Updating your personal information
- Claims checks (Industry Life and Claims Register(s))
- Tracing beneficiaries
- Tracing you where you are uncontactable
- Prevention and detection of fraud, crime, money laundering (including anti-money laundering screening) or other malpractice
- Market or customer satisfaction research or statistical analysis
- Audit and record keeping purposes
- Compliance with legal and regulatory requirements and in connection with legal proceedings
- Sharing information with service providers we engage to process such information on our behalf or who render services to us. These service providers may be abroad, but we will not share your information with them unless we are satisfied that they have adequate security measures in place to protect your personal information.

You agree that Old Mutual may view, search and update your information.

You agree that your medical information may be obtained from and shared with relevant third parties, including reinsurers.

You may access your personal information that we hold and may also, under certain circumstances, request us to correct any errors or to delete this information. In certain cases you have the right to object to the processing of your personal information.

You also have the right to complain to the Information Regulator, whose contact details are:

Website: [www.justice.gov.za/inforeg/index.html](http://www.justice.gov.za/inforeg/index.html)  
General enquiries: [enquiries@inforegulator.org.za](mailto:enquiries@inforegulator.org.za)  
Complaints: [popiacomplaints@inforegulator.org.za](mailto:popiacomplaints@inforegulator.org.za)

To view our full privacy notice and to exercise your preferences, please visit our website on [www.oldmutual.co.za/privacy-policy/](http://www.oldmutual.co.za/privacy-policy/)

**1. DECLARATION AND AUTHORISATION TO PAY BENEFIT**

Accepting that I am thereby curtailing my right to privacy, but to facilitate the assessment and review of my disability claim under a group policy, I authorise Old Mutual to:

- a) obtain from any medical practitioner, health professional, hospital, employer, insurer or other person who may be in possession of, or later acquire, any information concerning my health, occupation and earnings at their request, and
- b) share this information with other parties, i.e. health professionals, the employer, fund or insurers for the sole purpose of the assessment or review of my disability claim

I understand that Old Mutual needs this information to assess the validity of my disability claim.

Old Mutual will use your information or obtain information about you to verify your identity, for assessment of your disability claim, check claim/medical history on the Life and Claims Register, fraud prevention and detection, market research and statistical analysis, audit and record keeping purposes, and compliance with legal and regulatory requirements.

You may access the personal information that we hold and request us to correct any errors or to delete this information. To view our full privacy notice, please visit our website on [oldmutual.co.za](http://oldmutual.co.za).

Signature of claimant

Date

D	D	M	M	Y	Y	Y	Y
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Name of witness

Signature of witness

Date

D	D	M	M	Y	Y	Y	Y
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**Declaration by employer**

I hereby declare that the above information is true and correct, and that no information has been withheld or omitted.

First name(s)

Surname

Job title

**CONTACT DETAILS**

Telephone number  Fax number

Email address

Signature  Date

**2. EMPLOYER DETAILS**

**2.1 General**

Fund name

Employer name

Member's surname

Member's first name

Member's employee number

Date on which member commenced service at company

**2.2 Details of contact person at the company**

Surname

First name(s)

Job title

**Contact details**

Telephone number (Work)  Fax number

Cellphone number

Email address

**2.3 Benefit details**

Date Lifestyle cover commenced

Lifestyle cover amount at date condition/event was diagnosed/occurred

Has a claim for this kind of benefit (Lifestyle cover) been submitted in the past?

If "YES", give details (including the condition/event the claim relates to).

**3. CLAIMANT DETAILS**

**3.1 Personal details**

First name(s)  Gender

Surname

Date of birth  Identity number

Postal address   
 Postal code

**CONTACT DETAILS**

Telephone number (Home)

Cellphone number

Email address

### 3.2 Banking details

Name of payee

Bank name

Branch name  Branch code

Account number  Account type:  Cheque  Savings  Transmission

### 3.3 Claim event

a) What condition is being claimed for?

Cancer  Heart attack  Stroke  Paralysis  Loss of limbs  Loss of hearing  Loss of sight

b) When did it occur?

### 3.4 Please provide names(s) and address(es) of all the medical practitioner(s) and hospital(s) involved, and referral date(s).

Name	Address	Illness	Date	Duration

## 4. LIFESTYLE COVER MEDICAL QUESTIONNAIRE

To be completed by the treating medical specialist.

### 4.1 General

- To determine whether a claimant qualifies for a benefit, Old Mutual requires comprehensive, updated medical information
- The claimant's treating specialist should supply this information
- The report should be supported by the appropriate test results
- The claimant is responsible for the cost of this examination and report

### 4.2 Claimant details

First name(s)  Gender  M  F

Surname

Date of birth         Identity number

Employer name

### 4.3 Medical History

What is your diagnosis/es? Please provide the staging/classification of the medical condition.

Please list the special investigations that were done to confirm the diagnosis.  
Attach copies of reports that confirm the diagnosis, e.g. X-ray and/or special investigations.

Please state the date that the claimant was first diagnosed with the condition he/she is claiming for.

       

What are the current complaints and symptoms?

Please describe your clinical findings.

In the case of paralysis, loss of sight and loss of hearing, do you consider the claimant's condition total, permanent and irreversible?

Yes  no

If "Yes", please elaborate.

**4.4 Treatment**

Describe the current and past treatment prescribed to the claimant:

- All medication used, including dosages, duration and effectiveness
- All admissions to hospital, including reason, dates and duration
- Other health professional input, e.g. physiotherapy

**Past treatment**

**Present treatment**

What future health management is planned or considered ideal?

Other comments or information

**4.5 Reporting doctor**

First name(s)

Surname

Speciality

Practice number

Name of clinic/hospital

Telephone number

Fax number

Cellphone number

Email address

Signature of doctor

Date

Thank you for your assistance.  
We may need to contact you telephonically to discuss this specific case.

