

# Metropolitan Group Protection Plan

*Protect your employees with  
life, disability and funeral  
cover made just for them.*

Together we can 

[www.metropolitan.co.za](http://www.metropolitan.co.za)



# Contents

Who is Metropolitan? .....	3
Why should I consider employee cover? .....	3
How do I sign up? .....	3
How does the product work? .....	4
Life Cover .....	4
Funeral Cover .....	4
Occupational Disability Cover .....	4
Which employees are eligible to join? .....	4
Compulsory cover? .....	5
Guaranteed cover .....	5
Exclusions .....	5
Waiting period .....	6
How do the benefits and premiums change? .....	6
What happens when a new employee joins or someone leaves? .....	6
What are the payroll and tax implications? .....	6
What happens when there is a claim? .....	7
Contact .....	7

## Who is Metropolitan?

With a legacy of 125 years in the financial services industry, who better to partner with than an industry leader like Metropolitan who understands that your employees are an important part of your business. By helping them achieve their financial life goals, you will help ensure their peace of mind.

We offer you the opportunity to tailor-make life, disability and funeral cover combinations to meet your needs. You can structure it in a way that works for you and your business, and at a price that your business can afford.

## Cover for your employees

The people who work in your business are an important part of your daily life. They are often family breadwinners. If tragedy strikes, their dependents may be left destitute. As their employer, you may feel a moral responsibility towards their families.

Chances are many of your employees do not have life cover (or where they do, it is insufficient). Metropolitan Group Protection Plan cover for your employees is typically much cheaper than the cover they might have taken out for themselves. So, if you can get them insured at a lower cost, they might be able to make substantial savings, even where you pass the cost on to them.

Also, some of your employees may not be able to get cover for themselves due to existing health issues. With cover for your employees, depending on the size of your business and other factors, your employees may be guaranteed cover regardless of their current state of health.

## How do I sign up?

Your Metropolitan SME adviser will guide you throughout the digital process.

Before getting a formal quote, you can get an idea of what it would cost with a quick quote on our website. With an estimate of gender split and average salary, you will get an idea of pricing for your business. For a full quote, you will only need to provide the gender, gross monthly income, age (or date of birth) and first name of all your employees. You can upload this from a spreadsheet or add one employee at a time.

You can then choose any combination of life, disability and funeral cover; as well as the cover amounts you want to provide. The premium will change in real time as you adjust your selections.

Once you are happy with your selection and want to proceed and take out the cover, all you need to do is provide the remaining employee details: surname, cellphone number, employment start date, date of birth, ID number and email address (email is optional).

Next you will be asked to provide your business details, such as your business name, registration number and contact details.

That is it. Your employees are covered! We will contact them directly to collect any outstanding information we may need.

If you have any questions as you go through the process, you can contact one of our SME advisers who will be glad to guide you through the process or draw up a quote for you to review.



## How does the product work?

### LIFE COVER

This benefit pays a cash lump sum to your employee's family when they die. The lump sum is paid to whoever is nominated as the beneficiary. They can use the cash to settle any debts and pay for things your employee's monthly income used to cover, such as rent, school fees and food.

You can select the same amount of cover for everyone (anywhere between R50 000 and R2.5m), or you can set the cover as a multiple of each employee's annual salary (anywhere between 1x and 5x annual salary).

Beneficiaries will also receive an additional R3 000 (R500 cash per month for six months) after your employee's death to help cover the cost of groceries.

### FUNERAL COVER

Funeral Cover is a form of life insurance, primarily aimed at covering the costs of the funeral, where life insurance might pay out too late.

It pays out a cash lump sum within 24 hours of all required information being received (where the claim is valid). You can choose to cover your employees only or you can choose to take the family funeral option which covers your employee, their spouse and all their children under the age of 21.

You can select the amount of funeral cover anywhere between R5 000 and R50 000. It will need to be the same for all employees. Note the benefit is less for children aged under 14. The cover does not terminate on the death of the employee's spouse or children. Only family members who live in South Africa can be covered under the family funeral plan, and children are only covered until they turn 21.

## Occupational Disability Cover

Occupational Disability Cover pays out a lump sum to your employee if they become totally and permanently unable to perform the duties of their current job or another suitable job, due to illness, injury or surgery.

Determining what other job they might be suited for will take into account their education, training and experience, and could be with another business.

As with the Life Cover benefit, you can select the same amount of cover for everyone (between R50 000 and R2.5m), or you can set the cover as a multiple of each employee's annual salary (between 1x and 5x annual salary).

The lump sum can be used to cover medical expenses or to compensate them for the loss of income due to their inability to work.

**Please note**, due to the hazardous nature of the industries listed below, this policy does not offer Occupational Disability Cover to employees in these high-risk industries. This applies to employees whose employer at any time operates primarily in any of these industries.

- Aviation
- Fishing
- Diving
- Performance arts
- Professional sports
- Mining
- Explosives
- Oil and gas
- Security

## Which employees are eligible to join?

You can cover anyone who is:

- Between 18 and 65-years-old
- Permanently employed or on a 6+ month contract
- Legally employed in South Africa
- Actively working 20+ hours a week, in South Africa.

## Compulsory cover

All eligible employees will be covered under the policy (existing and new joiners). This has certain benefits over voluntary cover, such as better rates and lower requirements for guaranteed cover and waiting periods.

## Guaranteed cover

The Metropolitan Group Protection Plan will guarantee a certain amount of full cover to each employee no matter their state of health. Full cover here means that the benefit is paid even if the cause of death is a pre-existing illness. The rules around the level of guaranteed cover depends on the number of employees you are covering.

You may offer more than this guaranteed amount of cover, but we will need to ask each employee three simple medical questions for them to qualify for the extra cover. Employees can answer these medical questions themselves, or we will phone them to ask the questions. If these questions identify an existing health condition that prevents us from offering full cover for the amount above the guaranteed amount, the extra cover will be limited to accidental causes only.

The level of guaranteed cover will depend on the size of the group as per the table below:

Employee	Guaranteed cover per employee
5 - 49	Up to R500 000 Life Cover, up to R500 000 Disability Cover, up to R50 000 Funeral Cover
50 - 99	Up to R1m Life Cover, up to R1m Disability Cover, up to R50 000 Funeral Cover
100 - 199	Up to R1.5m Life Cover, up to R1.5m Disability Cover, up to R50 000 Funeral Cover
200 +	Up to R2m Life Cover, up to R2m Disability Cover, up to R50 000 Funeral Cover

## Exclusions

Unfortunately, no benefit can be paid if the death or injury is caused by one of the following:

- Participation in any terrorist activity, riot, civil commotion, rebellion or war. Radioactivity or nuclear explosion.
- For Life Cover: suicide or deliberate self-injury within two years of starting the policy. For Funeral Cover: suicide or deliberate self-injury within one year of starting the policy. For Disability Cover: attempted suicide or deliberate self-injury at any time.
- Refusal of treatment recommended by a registered medical practitioner.
- An illegal act by the employee, including drinking too much alcohol (any amount above the legal limit to drive a motor car is too much alcohol) or having taken drugs.
- Taking any medicine that was not prescribed by a doctor who is currently registered with the Health Professions Council of South Africa.
- Taking more than the prescribed dosage of medicine.
- Some employees may not be able to claim disability benefits where the disability is as a result of an existing condition. These exclusions will be highlighted in their policy schedule.

## Waiting period

This is the 6-month period directly after you have taken out the policy.

There is no waiting period for Life or Funeral benefits. The waiting period only applies to the Disability benefit. So, if your employee is disabled due to natural causes during the waiting period, the claim will not be paid. After that your employees will enjoy full cover.

Waiting periods may be waived or reduced for employees who are already covered under an existing employee policy.

## How do the benefits and premiums change?

The cover level for each employee is fixed in rand terms at the start of the policy. Cover will not automatically increase in line with your employees' salary, even if you initially chose the cover level as a multiple of their salary.

You can choose to adjust the cover for your employees at any time, subject to product and underwriting limits.

If changes in cover are purely as a result of changes in employee salaries, then the additional cover will not be limited in any way. However, if you choose to increase benefits (for example increase the multiple of salary offered), your employees may have to answer simple health questions to qualify and a new waiting period may apply to the additional cover, subject to the same rules that apply to the initial cover.

Likewise, premiums are fixed in rand terms, and will not change for at least one year, unless you choose to change the benefits as above. On 1 June each year, premiums will be revised to reflect the current age of the employees and potentially other factors. For the voluntary version of the product, the participation rate will be reviewed at this time, and this may impact the terms that are offered to new joiners. You will be provided at least 60 days' notice of the changes to your policy and you will have the opportunity to revise the benefits or cancel the policy at this time.

Note that no change will be applied where the first increase date falls within the first year of the start of your policy. Your premiums are fixed for at least the first year, and possibly for almost the first two years of your policy (assuming no change in employees or in benefits).

## What happens when a new employee joins or someone leaves?

Adding employees who have joined your business is easy. Contact your SME adviser and give us their details. We will confirm the price for them and contact them to complete the process. All new employees must be added to the policy.

Likewise, if someone leaves the business, you can contact your SME adviser to remove them and your premium will be adjusted immediately. From the premium we charge for each person, you are able to determine what your overall cost will be.

## What are the payroll and tax implications?

- **Premiums**  
If the employee pays all or part of the premium, then the cost comes out of after-tax pay. If the employer pays all or part of the premium, this is seen as an expense for the business and is therefore tax deductible. In this case the value of the premium must be added to the employee's income as a fringe benefit and taxed accordingly.
- **Death benefits**  
On death, the total benefit is tax-free.

## What happens when there is a claim?

We need to be notified within 90 days of the incident that has caused death or disability.

Make sure your employees and their loved ones know that you have taken out this policy and tell them how to contact us if a claim needs to be submitted. You can find the necessary documents on the [website www.groupprotect.co.za/claim](http://www.groupprotect.co.za/claim).

This information will also be available in your policy document and our claims team can give more detail where needed.

We are in this business to pay benefits to those in need and are standing by to help: [email](mailto:claims@groupprotect.co.za) us at [claims@groupprotect.co.za](mailto:claims@groupprotect.co.za) or call (010) 045 4628.

## Contact us

### Telephone:

- Sales: 0861 426 837
- Claims and Administration: (010) 045 4628

### Email:

- Administration: [admin@groupprotect.co.za](mailto:admin@groupprotect.co.za)
- Claims: [claims@groupprotect.co.za](mailto:claims@groupprotect.co.za)

### Website:

- [www.groupprotect.co.za](http://www.groupprotect.co.za)
- How to claim: [www.groupprotect.co.za/claim](http://www.groupprotect.co.za/claim)

Together we can 

[www.metropolitan.co.za](http://www.metropolitan.co.za)

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