

Global Protection Plans

Actively at Work Certificate

Please sign **Declaration A)** if all your employees were actively at work at the start date of the plan. Please sign **Declaration B)** if any of your employees were absent from work at the start date of your plan due to illness or injury.

Please complete this form in **BLOCK CAPITALS** using black ink, and return it to us by email or post. You can find our contact details at the end of this form.

Company details

Company name:

Plan number: Plan start date:

Form completed by: Position in company:

Declaration A - all employees actively at work on the start date

Complete this declaration if all your employees were actively at work on your plan's start date.

We hereby declare that all employees for whom cover is required were actively at work at the start date of the above number plan.

Signed: Date:

Position in company:

Declaration B - employees who were not actively at work on the start date

Complete this declaration if any employee was not actively at work on your plan's start date.

Please state the name of any employee NOT actively at work on the start date of the above numbered plan.

Name of employee	Date of birth	Annual salary	Date last worked	Reason for absence

Signed: Date:

Position in company:

Actively at work definition

Actively at work means that the employee is:

1. Consistently working his/her contracted number of hours
2. Undertaking his/her usual duties
3. Not working contrary to medical advice

If an eligible person is not actively at work on the start date of this plan, or upon the date he/she becomes eligible for cover if later, he/she will not be eligible for coverage until he/she has returned to work in his/her usual occupation, working his/her contracted number of hours and undertaking his/her usual duties for a period of two consecutive months. During this period he/she must not be working against medical advice.

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