



## HOW TO CONVERT YOUR GROUP INSURANCE COVERAGE INTO INDIVIDUAL INSURANCE

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## WHAT IS CONVERSION PRIVILEGE?

One of the most important benefits of a group insurance plan is that it allows eligible insureds to obtain a certain level of coverage, regardless of their personal circumstances. Unlike individual insurance where a selection is made, group insurance generally includes coverage without the need to complete a declaration of insurability.

Now, what happens if you cease to be eligible for group benefits? Generally, all of your coverages will be terminated.

With Humania Insurance, however, you have the option of converting all or part of your Life, Long-Term Disability and Critical Illness insurance coverage. You can convert your group coverage to individual coverage without having to go through the usual selection process for individual coverage.

You can also convert the coverage held by your dependents, for the life insurance coverage.

## WHY CONVERT YOUR COVERAGE?

Disability and Critical Illness insurance provide financial security if an unexpected event occurs. Maintaining the coverage acquired for these benefits allows you to preserve this financial security.

By converting your Life insurance coverage, you are contributing to the financial security of your beneficiaries.

When purchasing individual insurance, a questionnaire is normally required, as well as medical tests, on occasion.

**These requirements do not apply to a conversion**, which makes the process much simpler.

## WHEN CAN YOU CONVERT YOUR COVERAGE?

You can exercise your conversion privilege when you cease to be eligible for your group insurance coverage, whether it is due to a change of employment or even retirement. Specific conditions apply to each benefit. For more information, please refer to your contract.

A conversion is also possible in the case of the complete cancellation of the group insurance plan, if no other contract is issued to replace the one underwritten by Humania Assurance.

## WHAT ARE THE DEADLINES TO BE MET?

The conversion application, including the completed and signed form and payment information, must be received at Humania Assurance's head office within 31 days of the end of the group insurance coverage.

## HOW MUCH CAN BE CONVERTED?

The amount of coverage that can be converted depends on the amount of coverage held under the group policy.

Generally, in Life and Critical Illness insurance, the amount converted cannot exceed the difference between the amount of coverage acquired under the group policy and the amount of insurance provided under the replacement policy, if applicable.

For Long-Term Disability insurance, the conversion privilege applies up to 50% of the group coverage.

Depending on the benefits and the replacement products selected, specific maximums may apply. Note that you can request a lower amount than that held under the group coverage.

## WHAT ARE THE CRITERIA TO BE MET?

### The maximum age

In Life insurance, conversion is available as long as the insured has not reached age 65. The products offered may vary according to age.

In Critical Illness insurance, conversion is available as long as the insured has not reached age 60.

In Long-Term Disability insurance, conversion is available as long as the insured has not reached age 63. The products offered may vary according to age.

## The minimum and maximum amount

A minimum and maximum coverage amount may apply depending on the coverage. A very easy-to-use [web tool](#) is available, allowing you to run simulations.

## The other conditions

Depending on the coverage and the context, other conditions may apply. These are specified in your group insurance policy. You can also refer to the eligibility requirements on the "[Group Insurance – Conversion Application](#)" form.

## WHAT ARE THE COSTS?

Costs vary depending on coverage (Life, Disability, Critical Illness), level of coverage chosen, age, gender, etc.

A [web tool](#) is available on our website to help you validate costs, depending on your situation.

## HOW DO YOU MAKE A CONVERSION REQUEST IN 3 SIMPLE STEPS?

Prerequisite: Validate with your Group Administrator the coverage amounts you currently hold. These will determine the maximum amounts you may be entitled to.

### Step #1

Using the [web tool](#) on our website, validate the amount of the coverages you wish to convert and the associated costs.

### Step #2

Complete the "[Group Insurance - Conversion Application](#)", form found on our [website](#).

### Step #3

Submit the form with the required documents using the contact information on the form.

## WHAT TO DO AFTER SUBMITTING THE CONVERSION APPLICATION?

You do not need to take any more action. Your application will be analyzed to confirm access to the amount of coverage requested as well as the costs, based on the information we have in your group insurance file.

If your eligibility is confirmed and your request is accepted, you will then receive your new individual policy.

## HOW DO YOU MAKE YOUR PAYMENTS?

Payments will be made by pre-authorized debit on a monthly or annual basis.

## WHO DO YOU CONTACT IF YOU HAVE ANY QUESTIONS?

If you have questions during any of the steps, our customer service department will be happy to assist you.

You can contact us at: **1 800 818-7236**.



**Humania Assurance Inc.**

1555 Girouard Street West, Saint-Hyacinthe, Quebec J2S 2Z6  
Telephone: 1 800 818-7236 • [www.humania.ca](http://www.humania.ca)