

POLICY NO. 10

MEMBER BENEFITS TRUST

MEMBER PURCHASE OF OPTIONAL INSURANCE POLICY

(adopted September 14, 2006)
(reviewed February 3, 2009)

A. PURPOSE

This policy establishes the policy for the time period for which the MBT will allow a member who purchases optional Extended Health and Dental, and/or voluntary Life and AD&D coverage, to fund the premium payments for such coverage.

B. OBJECTIVES

The objective of the policy is to ensure timely payment by members who purchase optional insurance coverage through the MBT.

C. TIMELINES

Enrolment forms for optional coverage will be forwarded to all members prior to the commencement of the new MBT policy year. The deadline for the MBT's receipt of completed and signed enrolment forms is June 30 of each year.

Payment in full must be received no later than June 30 of each year, either by cash or by cheque. All Returned cheques will be charged an NSF fee of \$25, there will be no backdating of coverage resulting from NSF cheques. A member will be notified that his or her cheque has been returned NSF and such member will have one week from the date of that letter to provide payment in full. Such payment must be made by certified cheque or money order.

Payment by VISA/Mastercard is also permissible and must be processed no later than June 30 of each year.

A \$15 handling charge is payable for all purchases of optional coverage.

D. CONSEQUENCES OF NON-PAYMENT IN ACCORDANCE WITH TIMELINES

In the event that a member does not comply with the timelines established in C. of this policy, then such member will be notified that his or her optional insurance coverage will be cancelled within one week from the date of the letter unless the annual premium payment is paid in full prior to that date.

