



fur baby's
Your health's
best friend



HIF Pet

Taking care of your furbabies.

Combined Product Disclosure Statement, Policy Terms and Conditions and Financial Services Guide.

Issue Date: 15/4/2021

What's included in this document?

- Welcome to HIF Pet 4**
- Frequently Asked Questions 6**
- Product Disclosure Statement13**
 - Protection for your pets.....13
 - Understanding the limits of the insurance..... 14
 - Your Duty of Disclosure 14
 - If you do not tell us something.....15
 - Calculating your premium.....15
 - Cooling off period15
 - Your Privacy 16
 - Code of practice (Code).....18
 - Goods and Services Tax (GST) 19
 - If you have any questions..... 19
 - If you have a complaint..... 19
 - Financial Claims Scheme and Compensation Arrangements 20
 - Authorised for issue..... 20
- Policy Terms & Conditions21**
 - The HIF Pet Insurance policy21
 - The basis on which we insure you.....21
 - Automatic Renewal of your Policy21
 - Delivery of your policy documents.....22
 - Some important things you should know22
- Section 1 – Definitions. 23**
- Section 2 – Your Cover 30**
 - Basic Cover..... 30
 - Middle Cover.....32
 - Top Cover35
- Section 3 – Additional Benefits 38**
 - Emergency Boarding 38
 - Essential Euthanasia..... 38
 - Pet Overseas Travel Insurance 39
- Section 4 – Optional benefit 40**
 - Routine Care40
 - Dental Illness Benefit..... 41

Section 5 – General Exclusions (what we do not cover)	42
Pre-existing Condition review	43
Section 6 – Premiums	44
Paying your premium.....	44
Paying on the due date.....	44
Section 7 – Cancellations	45
Cancellation by you	45
Cancellation during the cooling off period.....	45
Cancellation where no claims have been made	45
Cancellation after a claim has been made	46
Cancellation by us	46
Section 8 – Claims	46
Claim Pre-approval.....	46
How to make a claim	47
Important claim information.....	47
Processing of your claim	48
Examples of how we settle your claim.....	49
Our rights of recovery	49
Other insurance arrangements.....	49
Section 9 – Fraud	50
Section 10 – Direct debit request summary	51
Section 11 – Changing your level of Cover	51
Financial Services Guide (FSG)	52

HIF Pet is promoted by:

Health Insurance Fund of Australia Limited
trading as “HIF” ABN 84 607 276 950,
of 100 Stirling Street, Perth, WA, 6847.

HIF is an Authorised Representative of PetSure
(AR No. 1250504).

HIF Pet is arranged and administered through:

PetSure (Australia) Pty Ltd (PetSure)
ABN 95 075 949 923, AFSL 420183
of Level 1, 465 Victoria Avenue, Chatswood, NSW 2067.

HIF Pet is issued by:

The Hollard Insurance Company Pty Ltd (Hollard)
ABN 78 090 584 473, AFSL 241436
of Level 12, 465 Victoria Avenue, Chatswood, NSW 2067.

Welcome to HIF Pet

This policy booklet contains three parts, your:

- Product Disclosure Statement
- Policy Terms & Conditions
- Financial Services Guide

Product Disclosure Statement (PDS)

The PDS is designed to help you understand what you need to know about HIF Pet so that you can decide whether to proceed with this cover.

The PDS has been prepared by Hollard, who is the insurer and product issuer. Hollard has sole responsibility for the PDS, for each HIF Pet policy issued, and for the assessment and payment of claims.

The PDS describes the main features and benefits of the HIF Pet policy. Any information contained in the PDS is general information only and does not take into account your individual objectives, financial situation or needs. Before acting on this general information, you should consider the appropriateness of the general information having regard to your individual objectives, financial situation and needs.

Policy Terms and Conditions

The Policy Terms and Conditions of the HIF Pet policy have been written in plain language to help you understand the insurance cover offered, as well as an insured's rights and obligations under a HIF Pet policy.

You should carefully read the PDS and the Policy Terms and Conditions in this booklet before making any decision about whether to purchase a HIF Pet policy.

You also have a 21-day cooling off period (see page 15) and certain cancellation rights.

Financial Services Guide (FSG)

The FSG contains important information about the services provided by HIF Pet and other persons or organisations listed in the FSG in relation to HIF Pet, how they are remunerated in relation to the services offered, and their internal and external dispute resolution procedures. It is designed to assist you in deciding whether to use any of their services. HIF Pet and other persons or organisations providing the services are responsible for information relevant to them in the FSG.

Where words or expressions used in the PDS and Policy Terms and Conditions have a special meaning, we have used the same terms in both sections. Refer to **'Section 1 - Definitions'** on page 23 for a full explanation.

In addition, references to:

- **we, our, us, insurer** and **Hollard**, mean The Hollard Insurance Company Pty Ltd.
- **you**, and **your** mean the applicant for a HIF Pet policy and, if a policy is issued, the insured.

If you have any questions:

Call our friendly customer service team on:

1300 070 946

Monday to Friday (except public holidays)
8:30am to 8:00pm (AEST)

Write to us:

HIF Pet,
Locked Bag 9021,
Castle Hill, NSW 1765

Visit us: www.hif.com.au/pet

Email us: hif@petsure.com.au

Frequently Asked Questions

Information about insurance coverage in this section is a summary only. You should read the Combined PDS, Policy Terms & Conditions and FSG for full details of Terms and Conditions, Waiting Periods and exclusions.

What cover types are offered by HIF?

HIF Pet offers three different levels of Cover that you can choose from. Details of each level of cover is available in '**Section 2 – Your Cover**'. We have included a brief outline of our Cover:

- **Basic:** Cover for Specified Accidental Injury, ingesting foreign objects, poisoning, toxicity and treatment of paralysis tick and snake bites. See '**Section 2.1 – Basic Cover**' page 30 to see full details of this Cover.
- **Middle:** Cover includes all Conditions that are covered under **Basic** in addition to Cancer treatments, joint luxations/dysplasia's, intervertebral disc disease (IVDD) and some developmental problems. This product is designed to cover major Vet Expenses specified in '**Section 2.3.2 – What you are covered for**' on page 32, so you won't be covered for most smaller veterinary expenses. See '**Section 2.1 – Middle Cover**' page 32 to see full details of this Cover.
- **Top:** Our highest level of Cover for Specified Accidental Injuries and Illnesses with the optional extra of Dental Illness Cover. See '**Section 2.3 – Top Cover**' page 35 to see full details of this Cover.

All levels of cover have the option of electing Routine Care. More information for this level of cover can be found on '**Section 5 – Optional Cover**' on page 40.

More details about Waiting Periods, Exclusions and Conditions covered for each level of Cover is available in '**Section 2 – Your Cover**' on page 30.

What percentage of my Vet Expenses am I covered for?

We will reimburse you the Benefit Percentage selected by you which will be shown on your current Certificate of Insurance. Benefit Limits and Sub-limits may also apply.

For example: for a 60% Benefit Percentage we will reimburse you up to 60% of the eligible Vet Expenses.

To see examples of how you claim is calculated, see '**Section 8 – Claims**' on page 46.

What if my claim reaches my annual Benefit Limit or Sub-limit?

Your annual Benefit Limit and Sub-limits are the maximum benefits that can be paid to you in any one Policy Period. If you do make a large claim (or several claims) and reach your policy limits, your policy limits will reset on your renewal date.

See the '**Benefit Limits(s) and Sub-limit(s)**' definitions on page 23 for more information.

What Waiting Periods apply?

The Waiting Periods are specified for each level of Cover in '**Section 2 - Your Cover**' on pages 30–38.

Please note that Specified Accidental Injury Conditions have no Waiting Period and Cover will begin at 11.59pm on the Commencement Date of your First Policy Period.

What is a Pre-existing Condition?

If any Condition existed or occurred prior to the Commencement Date of the First Policy Period or within any applicable Waiting Period, and you or your Vet were aware of the Condition, or a reasonable person in your circumstances would have been aware of the Condition, then it may be considered to be a Pre-existing Condition and excluded from Cover. This is the case, irrespective of whether the underlying or causative Condition was diagnosed at the time.

Whether such a Condition is a Pre-existing Condition will depend on its nature and experience. If your Pet has a **Temporary Condition** that occurred or existed prior to the Commencement Date of the First Policy Period, or during any applicable Waiting Period, but that Condition has not existed, occurred or shown noticeable signs, symptoms or an abnormality in the 18-month period immediately prior to your claim Treatment date, it will no longer be excluded from Cover as a Pre-existing Condition.

Chronic Conditions and several other specified Conditions cannot fall within this category. Hereditary Conditions and Congenital Conditions will also not be considered a Pre-existing Condition if they have not shown noticeable signs, symptoms or an abnormality at any time before the Commencement Date of the First Policy Period or during any applicable Waiting Period.

Examples of Pre-existing Condition claims:

A pre-existing Temporary Condition that is covered	<ol style="list-style-type: none">1. Prior to the Commencement Date of the First Policy Period, your Pet has a case of gastroenteritis due to some dietary indiscretion. The Condition is treated and your Pet recovers. You then purchase a pet insurance policy. Two years later, your Pet has another unrelated case of gastroenteritis. Your claim would be eligible for benefits because:<ul style="list-style-type: none">• The first gastroenteritis episode was a Temporary Condition, given that it normally resolves with Treatment and is not on the list of excluded Conditions in that definition.• There was more than an 18-month gap between the Conditions.• The second episode of gastroenteritis was not a Related Condition.• The Condition was not specifically excluded in the PDS.
A pre-existing Temporary Condition that is covered	<ol style="list-style-type: none">2. Your Pet had a case of demodectic mange 18 months prior to the Commencement Date of the First Policy Period. The Condition is resolved after your Pet receives Treatment. Two years into the policy, your Pet contracts another case of demodectic mange. This claim would be eligible for benefits because:<ul style="list-style-type: none">• The first Condition was a Temporary Condition that is normally resolved with Treatment and is not on the list of excluded Conditions in that definition.• Your Pet did not have demodectic mange, or show any noticeable signs, symptoms or abnormality in relation to that Condition for more than an 18-month period.• The second episode of demodectic mange was not a Related Condition.• The Condition was not specifically excluded in the PDS.

Note: Some of the examples above may not always apply to your level of Cover. Please refer to your '**Section 2.1 - Basic**', '**Section 2.2 - Middle**' and '**Section 4 - General Exclusions**' for covered conditions and any general exclusions.

A pre-existing Chronic Condition that is not covered

3. Your Pet is limping and is diagnosed with a grade two luxating patella (dislocating kneecap) within the applicable Waiting Period of the policy. Your Vet prescribes anti-inflammatory medication. This claim is not covered, because you and your Vet became aware of the Condition within the 30-day Waiting Period for this Condition.

Two years later, your Pet requires surgery for the patella luxation. This Condition is excluded from Cover because:

- You and your Vet first became aware of the Condition in the applicable Waiting Period.
- The Condition (patella luxation) is not a Temporary Condition, as it is specifically excluded from that definition.
- As a result, it remains a Pre-existing Condition two years later.

A pre-existing Chronic Condition that is not covered

4. Your Pet has had recurring seasonal allergies every spring and summer since it was two months old. This recurs for a period greater than three months. You purchase a pet insurance policy and two years later make a claim for another round of allergy treatment.

Your claim would not be eligible for benefits because:

- The Condition is a Pre-existing Condition, given that you were aware of it prior to Commencement of your First Policy Period.
- Your Pet's seasonal allergy condition is not a Temporary Condition, as it is specifically excluded as a Chronic Condition. This is because it was long-lasting, recurring and affected your Pet for a period greater than three months.
- As a result, it remains a Pre-existing Condition two years later.

What is a Chronic Condition?

A Chronic Condition is long-lasting or recurring in its effects and affects (or is present in) a Pet over a period greater than three months in total. Chronic Conditions may also be intermittent or managed with medication and/or prescription diets with intervals of remission. If your Pet has a Chronic Condition that occurred or existed prior to the Commencement Date of the First Policy Period or during any applicable Waiting Period, it will always be excluded from your policy as a Pre-existing Condition.

For example: Your Pet first showed signs of diabetes and has been receiving ongoing Treatment for four months immediately prior to the Commencement Date of the First Policy Period. Diabetes is considered a:

- a Pre-existing Condition because it occurred before the Commencement Date of your First Policy Period ;and
- a Chronic Condition it lasted in total for more than three months.

Therefore, all expenses incurred for diabetes or related to diabetes will not be covered.

What is a Temporary Condition?

A Temporary Condition is a Condition, which normally resolves with Treatment and which is not on the list of excluded Conditions in that definition. If your Pet has a Temporary Condition that occurred or existed prior to the Commencement Date of the First Policy Period or during any applicable Waiting Period, but the Condition has not existed, occurred or shown noticeable signs, symptoms or an abnormality in the 18-month period prior to your claim Treatment, it will no longer be excluded from your policy as a Pre-existing Condition. Refer to the '**Temporary Condition**' definition in '**Section 1 – Definitions**' on page 28 for more information.

What is an example of a Bilateral Condition?

A Bilateral Condition is a Condition affecting body parts of which the Pet has at least two, one on each side of the body (for example, ears, eyes, knees and elbows). Bilateral Conditions will generally be covered if you have the appropriate level of Cover, and the Condition is not a Pre-existing Condition or subject to a general exclusion.

However, when applying a limit or exclusion, a Bilateral Condition will be considered a single Condition.

For example: if your Pet displays signs or symptoms of a Cruciate Ligament Condition in the left ear prior to the Commencement Date of the First Policy Period or during the applicable Waiting Period, a subsequent ear infection in the right ear will still be considered to be a Pre-existing Condition (refer to the '**Bilateral Condition**' definition in '**Section 1 – Definitions**' on page 23).

Will I have lifelong cover for my Pet?

Once your Pet is accepted and as long as you continue to renew your policy, your Pet will be covered for eligible Vet Expenses for life, with Cover subject to the applicable terms and conditions of the policy for each renewal period.

Is my Pet eligible for pet insurance?

You can apply for Cover as long as your Pet meets the eligibility criteria for the policy you are apply for. You can apply for:

- **Basic Cover** as long as your Pet is over eight weeks old, there is no upper age limit.
- **Middle Cover** and **Top Cover** as long as your Pet is over eight weeks old and younger than nine years.

What exclusions apply?

As with most insurance products, there are certain situations where you will not be covered. There are some general exclusions such as Pre-existing Conditions, dental procedures, fractured teeth, routine or preventative Treatments (unless Routine Care cover or Dental Illness Cover is purchased, which provides a contribution up to the specified Sub-limits), some Elective Treatments and procedures and breeding or obstetrics. There may also be specific exclusions which may apply to specific levels of Cover.

It is important that you read all of your policy documentation for full details (including '**Section 2 - Your Cover**' on page 30, '**Section 3 - Additional Benefits**' on page 38, '**Section 4 - Optional Benefit**' on page 40, your Certificate of Insurance and '**Section 5 - General Exclusions**' on page 42.

What kind of Vet Consultations can I claim under my policy?

You can claim for Consultations in relation to Conditions covered by your policy.

For example: If you have **Basic Cover** and **Middle Cover**, you can claim for Consultations in relation to the Conditions stated under '**Section 2.3.2: What you are covered for**' (for example in relation to a Cruciate Ligament Condition).

If you've selected the **Top** level of cover, you can claim for Consultation fees in relation to any eligible Specified Accidental Injury or Illness Condition.

Please note that routine health checks and vaccination visits are not coverable under your policy, unless you have selected the Routine Care option, as shown on your Certificate of Insurance.

A Sub-limit may apply to the Consultation fees that your Vet charges, and if so this limit will be stated on your Certificate of Insurance. When claiming for an eligible Condition, this limit only relates to the Consultation fee, and not any of the Treatments or medications your Pet may receive during the visit.

Are x-rays, blood tests and other diagnostic tests covered?

Yes. Similar to Consultation fees, you can claim for diagnostic expenses in relation to eligible Conditions covered by your policy (see '**Section 2 - Your Cover**' on page 30). This means that elective or routine tests are not covered, nor are any tests related to a Pre-existing Condition.

What are the claim requirements for adopted Pets?

For adopted Pets, if you can provide us with proof of adoption or transfer of ownership papers we will only request veterinary history from the date you took ownership onwards. Refer to '**Section 8 - Claims**' on page 46 for full details on how to submit a claim and required documents.

What if I've claimed more than the annual Benefit Limit or Sub-limit?

Your annual Benefit Limit and Sub-limits are the maximum benefits that can be paid to you in any one Policy Period. If you do make a large claim (or several claims) and reach your policy limits, your policy limits will reset on your renewal date.

See the '**Benefit Limits(s) and Sub-limit(s)**' definition on page 23 for more information.

Can I seek pre-approval of my Pet's upcoming Treatment?

Yes. If your Pet requires Treatment and you wish to seek pre-approval of those costs, you can provide us with the itemised estimate of costs from your Vet, along with the Treatment required and relevant clinical records and/or veterinary history, and we will respond to you in writing with the outcome.

Note: *Pre-approvals are not mandatory and not required in order to make a claim under your policy.*

For more information, see '**Section 8.1 - Claim Pre-approval**' on page 46 for more information.

Product Disclosure Statement

Hollard is solely responsible for the PDS and is the insurer under each HIF Pet policy issued. PetSure has been given a binding authority by Hollard which authorises it to enter into, vary and cancel HIF Pet policies on behalf of Hollard as if it were Hollard, subject to the limits of authority agreed with Hollard. PetSure does not act for you. HIF Pet is authorised to distribute and promote HIF Pet but does not issue policies and is not involved in the assessment or payment of claims.

This PDS contains important information about:

- significant features and benefits of HIF Pet;
- your Duty of Disclosure when applying for HIF Pet;
- our internal and external dispute resolution procedures; and
- your cooling off rights when purchasing HIF Pet.

Note: *While this PDS provides a summary of the significant features and benefits of HIF Pet, you must also read the Policy Terms and Conditions in this booklet to understand the insurance provided (including what terms, conditions, exclusions and limitations may apply to your Cover).*

Sometimes we need to change the wording of the policy before it is issued to you because your insurance varies depending on a number of factors. We do this by adding what is called an endorsement. You will find any endorsements that apply to your policy printed on your Certificate of Insurance.

We may need to update this PDS from time to time if certain changes occur and where required by law. If the change results in a material change from the PDS you hold, we will provide you with a new PDS or supplementary PDS.

Protection for your pets

Subject to the terms, conditions, exclusions and limitations that apply to your Cover (as set out in this document), HIF Pet provides:

- financial assistance for Vet Expenses in respect of the insured Pet occurring or showing signs or symptoms of a Condition within the Policy Period and after any applicable Waiting Period and subject to any excluded Pre-existing Conditions or general exclusions; and
- Cover for eligible Vet Expenses (as well as allowing You to use the services of any Vet in Australia and, in some cases, overseas). ‘**Vet Expenses**’ are defined in ‘**Section 1 – Definitions**’ on page 29 and may be subject to stated limits and applicable Waiting Periods.

If a Condition exists or occurs before the Commencement Date of the First Policy Period or within an applicable Waiting Period, and you or your Vet were aware of the Condition, or a reasonable person in your circumstances would have been

aware of the Condition, it may be excluded from Cover as a Pre-existing Condition. Whether that is the case will depend on the nature and experience of the Condition (please refer to the definition of '**Pre-existing Condition**').

If your Pet has a **Temporary Condition** that occurred or existed prior to the Commencement Date of the First Policy Period or during any applicable Waiting Period, but that Condition has not existed, occurred or shown noticeable signs, symptoms or an abnormality in the 18-month period immediately prior to your claim Treatment date, it will no longer be excluded from Cover as a Pre-existing Condition. **Chronic Conditions** and several other specified Conditions that occur prior to the Commencement Date of the First Policy Period or during any applicable Waiting Period cannot fall within this category and will always be excluded from Cover.

Understanding the limits of the insurance

HIF Pet transfers some of the financial risks Pet owners face for Vet Expenses from the insured to the insurer. However, HIF Pet does not cover every circumstances or expense and we have certain terms, conditions, exclusions and limitations like other forms of general insurance.

These include, but are not limited to, Conditions such as pregnancy, Elective Treatments and procedures, pet foods/diets and grooming. Medical Conditions that are present or that you were aware of (or that a reasonable person in your circumstances should have been aware of) prior to the Commencement Date of the First Policy Period or that arise during the applicable Waiting Period are considered Pre-existing Conditions and may be excluded from Cover. Pre-existing Conditions are assessed differently depending on whether they are Chronic Conditions or Temporary Conditions for your Pet. See the Pre-existing Condition definition on page 44 for more information.

Maximum monetary limits also apply to the benefits payable in any one Policy Period. These are called the 'Benefit Limits' and can vary depending on the relevant Cover. Sub-limits for particular Conditions may also apply. Full details are specified in the **Policy Terms and Conditions** (pages 21-52).

Your Duty of Disclosure

Before you enter into an insurance contract, you have a duty to tell us anything that you know, or could reasonably be expected to know, which may affect our decision to insure you and on what terms. You have this duty until we agree to insure you. You have the same duty before you renew, extend, vary or reinstate an insurance contract.

You do not need to tell us anything that:

- reduces the risk we insure you for;
- is common knowledge;
- we know or should know as an insurer; or
- we waive your duty to tell us about.

If you do not tell us something

If you do not tell us anything you are required to, we may cancel your contract or reduce the amount we will pay you if you make a claim, or both.

If your failure to tell us is fraudulent, we may refuse to pay a claim and cancel your contract.

Calculating your premium

Your premium is calculated when your HIF Pet policy begins, and at each policy anniversary (and if you vary or extend cover) and is printed on the relevant Certificate of Insurance.

The premium for new policies is calculated based on a number of factors. Some are pre-set and don't vary for each insured (e.g. amounts we take into account for certain internal costs and expenses). Others can affect the premium amount up or down depending upon whether we believe it increases or decreases the risk to us, such as the Cover you have chosen, the Benefit Percentage applicable to the Cover you have chosen, where you and your Pet permanently live, your age and the species, breed, gender of your Pet, the current age of your Pet, the age you first insured your Pet, and other factors related to our cost of doing business. These same factors may be used to calculate your premium when you amend your coverage.

Further information about renewal premiums, including how they are also calculated (and additional factors taken into account) can be found under '**Automatic Renewal of your Policy**' on page 15. The amount you pay includes allowances for government fees, taxes and charges (including stamp duty and GST). You can ask us for further information. Our contact details are on page 5.

Minimum premiums and discounts/entitlements may apply, subject to certain criteria. Discounts/entitlements/ premiums may be rounded up or down and only apply to the extent any minimum premium is not reached. They are also applied in a predetermined order (excluding amounts for government taxes and charges) as reduced by any prior applied discounts/entitlements. They are applied to the base premium calculated prior to any taxes being added.

Cooling off period

You have a full 21 days from the policy Commencement Date (or any renewal date) to make sure you are happy with every aspect of your HIF Pet policy. This is known as the "**cooling off**" period.

During this time, you may cancel the policy simply by contacting us. If we receive your request to cancel your policy within the 21 day period after the policy Commencement Date (or any renewal date), we will give you a refund of any monies received since the policy Commencement Date (or renewal date), less any reasonable administrative and other transaction costs incurred by us, which we are unable to recover and any taxes or duties that we are unable to refund.

You cannot return your HIF Pet policy if you have exercised any of your rights or powers under the policy (e.g. you have made a claim) within the 21 day cooling off period. After the cooling off period ends you continue to be able to cancel your policy and you have rights upon cancellation in certain circumstances under the policy. These rights are set out in '**Section 7 - Cancellations**' on page 45.

Your Privacy

Hollard, HIF Pet and PetSure (each a "**Recipient**" and referred to as "**we**", "**us**" or "**our**" in this Privacy section) are subject to the Australian Privacy Principles under the *Privacy Act 1988* (Cth).

In connection with each Recipient:

- Personal information is collected in various ways, including via telephone, our website, hard copy forms or email. Whenever you deal with us we will collect this information directly from you unless it is unreasonable or impracticable for us to do so. In some instances we may collect your information from someone else. This may include our authorised representatives, our distributors or referrers, agents or related entities, veterinary service providers, another party involved in a claim, family members, anyone you have authorised to deal with us on your behalf, and/or our legal or other advisers;
- Personal information is collected that is reasonably necessary in order for us to provide and offer you our products and services, or otherwise as permitted by law. Such purposes include responding to your enquiries, providing you with assistance you request of us, maintaining and administering our products and services (for example processing requests for quotes, applications for insurance, underwriting and pricing policies, issuing you with a policy, managing claims, processing payments); processing your survey or questionnaire responses; market research and the collection of general statistical information using common internet technologies such as cookies; providing you with marketing information regarding other products and services (of ours or a third party); quality assurance and training purposes; performing administrative operations (including accounting and risk management) and any other purpose identified at the time of collecting your information;
- If you do not consent to us collecting and using, or disclosing all or some of the personal information we request, we may not be able to provide you with our products or services, such as processing your application for insurance, your claim or any payment due to you. It may also prevent us from maintaining or administering your policy or the provision of information regarding our products or services or those of any third party;

- We may collect your personal information so that we or our related entities or other third parties with whom we have a relationship, can develop or offer you products and services which we believe may be of interest to you, but will not do so if you tell us not to by contacting us (our contact details are provided in this section);
- Where appropriate, we will disclose your information to our related entities and third parties who provide services to us or on our behalf, including our authorised representatives, distributors or referrers, mailing houses and marketing companies, insurance reference bureaus, reinsurers, credit providers, external IT service providers, other insurance providers and advisers. In the case of claims (or likely claims) it may be disclosed to persons involved in the claim, veterinary service providers, external claims data collectors and verifiers. Your personal information may also be disclosed to the Australian Financial Complaints Authority (AFCA) or other dispute resolution providers, government bodies, regulators, law enforcement agencies and any other parties where required by law;
- Your personal information may also be disclosed to some of our service who are located overseas, including (but not limited to) the Philippines, South Africa, New Zealand, United States of America and the United Kingdom. Details of who they are may change from time to time. You can contact us for details. In some cases, we may not be able to take reasonable steps to ensure they do not breach the Privacy Act and they may not be subject to the same level of protection or obligations that are offered by the Privacy Act. By proceeding to acquire our services and products you agree that you cannot seek redress under the Privacy Act or against us (to the extent permitted by law) and may not be able to seek redress overseas.

You consent to the use and disclosure of your personal information as set out in this section. Your consent applies whether you become or remain the insured unless you tell us otherwise by contacting us. You can read more about how we collect, use and disclose your personal information or how to make a complaint about a breach of the Australian Privacy Principles in our respective Privacy Policies which are available on our website or you can request a copy.

If you wish to gain access to your personal information (including correcting or updating it), have a complaint about how we manage your personal information or have any other query relating to privacy, please contact the Privacy Officer at:

Hollard

Telephone: (02) 9253 6600

Email: privacy@hollard.com.au

Mail:

Hollard Privacy Officer

The Hollard Insurance Company Pty Ltd

Locked Bag 2010, St Leonards, NSW 1590

Website: www.hollard.com.au

HIF

Telephone: 1300 070 946

Email: info@hif.com.au

Mail:

HIF Privacy Officer HIF Pet

Locked Bag 9021, Castle Hill, NSW 1765

Website: www.hif.com.au/pet-insurance

PetSure

Telephone: (02) 9842 4800

Email: privacy@petsure.com.au

Mail:

PetSure Privacy Officer

PetSure (Australia) Pty Ltd

Locked Bag 9021, Castle Hill, NSW 1765

Website: www.petsure.com.au

Code of practice (Code)

Hollard and PetSure are members of the Insurance Council of Australia and also signatories of the General Insurance Code of Practice. The objectives of the Code are:

- Commit insurers to high standards of service;
- Promote better, more informed relations between insurers and their customers;
- Maintain and promote trust and confidence in the general insurance industry;
- Provide fair and effective mechanisms for the resolution of complaints and disputes between insurers and their customers; and
- Promote continuous improvement of the general insurance industry through education and training.

The Code Governance Committee is an independent body that monitors and enforces compliance with the Code.

The Code Governance Committee is also responsible for imposing sanctions for breaches of the Code as well as improvement of the Code and assisting the general insurance industry understand and comply with the Code.

You can obtain a copy of the Code from the Code of Practice website: **www.codeofpractice.com.au**.

Goods and services tax (GST)

All monetary limits in your policy are inclusive of GST. In the event of a claim, if you are not registered for GST, we will reimburse you the GST component in addition to the amount we pay you.

If you are registered for GST, we will not pay you the GST component, you will need to claim the GST component from the Australian Taxation Office.

You must advise us of your correct input tax credit percentage where you are registered as a business and have an Australian Business Number. You are liable to us for any GST liability we incur arising from your incorrect advice or inaction.

If you have any questions

For more information about HIF Pet, to confirm policy transactions, or if you have any questions about the information contained in the PDS or Policy Terms and Conditions, please call us on 1300 070 946.

Our lines are open Monday to Friday (except public holidays) 8:30am to 8:00pm (AEST). Alternatively, you can write to:

HIF Pet
Locked Bag 9021
Castle Hill NSW 1765

If you have a complaint

We hope that you never have reason to complain, but if you do we will do our best to work with you to resolve it. Our complaints resolution process has three steps.

1. Immediate Response

Usually when you have a concern, we can resolve it immediately on the phone. If we can't immediately resolve your concern, we will treat it as a complaint and take steps to resolve your matter as soon as possible.

Please contact us using one of the following means:

Phone: 1300 070 946

(Weekdays between 8:30am and 8:00pm AEST — except public holidays)

Mail:

Customer Service Complaints
HIF Pet
Locked Bag 9021
Castle Hill NSW 1765

Please supply your policy number to enable the enquiry to be dealt with promptly. Your complaint or enquiry will be dealt with by someone with appropriate authority.

2. Internal Dispute Resolution

If we haven't resolved your matter to your satisfaction, at your request (refer to contact details provided for "**1 - Immediate Response**"), we will escalate your complaint for review by our Internal Disputes Resolution team.

All escalated matters will be acknowledged within two business days of being escalated. After full consideration of the matter a written final response will be provided that will outline the decision reached and the reasons for the decision.

3. External Dispute Resolution

In the event that your complaint is not resolved to your satisfaction, or a final response has not been provided within 45 days, you can refer your matter to the Australian Financial Complaints Authority (AFCA), providing your matter is within the scope of the AFCA Rules. AFCA is an independent dispute resolution service provided free of charge. You may contact AFCA at:

Australian Financial Complaints Authority

Mail: GPO Box 3, Melbourne VIC 3001

Phone: 1800 931 678

Website: www.afca.org.au

Email: info@afca.org.au

Financial Claims Scheme and Compensation Arrangements

Hollard is an insurance company authorised under the *Insurance Act 1973* (Cth) (Insurance Act) to carry on general insurance business in Australia by the Australian Prudential Regulation Authority (APRA) and is subject to the prudential requirements of the Insurance Act.

The Insurance Act contains standards designed to ensure that, under all reasonable circumstances, financial promises made by us are met within a stable, efficient and competitive financial system. Because of this we are exempted by the *Corporations Act 2001* (Cth) from the requirement to meet the compensation arrangements Australian Financial Services licensees must have in place to compensate retail clients for loss or damage suffered because of breaches by the licensee or its representatives of Chapter 7 of that Act. We have compensation arrangements in place that are in accordance with the Insurance Act.

If we were to fail and were unable to meet our obligations under your policy, a person entitled to claim under insurance cover under the policy may be entitled to payment under the Financial Claims Scheme (access to the Scheme is subject to eligibility criteria). Information about the Financial Claims Scheme can be obtained from the APRA website at www.fcs.gov.au.

Authorised for issue

This PDS including the Policy Terms and Conditions was prepared by Hollard. HIF and PetSure have given their consent to all statements by or about them in the form and context in which they are included and have not withdrawn as at the date of the PDS.

These statements appear throughout the PDS.

Policy Terms & Conditions

The HIF Pet Insurance policy

Upon acceptance of application for your Cover, you will be issued a Certificate of Insurance. We will issue a new Certificate of Insurance:

- On renewal of your policy each year; or
- If you or we change your Cover.

Your policy will continue for a period of 12 months from the policy Commencement Date unless cancelled by you under the cooling off period as explained on page 15 or cancellation provisions of the policy as explained in '**Section 7 - Cancellations**' on page 45. We also have certain cancellation rights by law. For your convenience and to ensure continuity of cover for your Pet, we will automatically renew your policy each year, (refer to the '**Automatic renewal of your policy**' section on page 21) unless you advise us otherwise.

Your policy comprises of the Certificate of Insurance, PDS, Policy Terms and Conditions, FSG and any endorsements issued by us from time to time.

The basis on which we insure you

Subject to the Terms and Conditions of the policy, we will reimburse the Vet Expenses incurred by you as a result of a Treatment to the insured Pet as per your selected Cover up to the specified Benefit Percentage, but subject to any applicable Benefit Limit or Sub-limit which may apply, provided that:

- you have paid or agreed to pay the premium to us for the Cover provided;
- the Condition(s) arose during the Policy Period and after any applicable Waiting Period; and
- the Treatment occurred during the Policy Period and after any applicable Waiting Period.

Where we agree to provide Cover under the policy we rely on the representations made by you during your application for insurance (**For example:** when your circumstances change).

Coverage under the policy will depend on the level of Cover you have chosen. Your Certificate of Insurance will state the plan and policy benefits applicable to your Pet.

Additional and optional benefit(s) may also be provided if specified on your Certificate of Insurance.

Automatic Renewal of your Policy

We will offer renewal of your policy every year for so long as we continue to provide this product. At least 14 days prior before your current policy expires we will send you a renewal notice confirming when your insurance will expire

and the premium and terms on which your insurance will automatically renew for a further period of insurance. It will also remind you that you can opt out of the automatic renewal process and to check the limits of cover provided under the policy to see if your level of insurance cover remains appropriate for you.

Your Cover will be automatically renewed on the terms contained in the renewal notice (unless you have opted out of automatic renewals or contact us to tell us that you do not want to renew on the terms of the renewal notice) and we will deduct/charge the renewal premium from your nominated account/credit card. If the account/credit card is not yours, you confirm you have the authority of the relevant person to use it and they have agreed to these terms.

Every year, we review the cost of everyone's insurance with regards to a combination of factors as well as claims inflation across all our insured pets. These factors include your Pet's age, breed, location, duration for which your Pet has been insured, claims history, as well as data relating to the health of Pets that are a similar age and breed. Your premium takes into account the average cost of care for Pets like yours. We may also change the terms and conditions of the policy upon renewal based on the risk associated with insuring Pets like yours.

Should you renew your policy, you must tell us if the information you have previously supplied is incorrect or incomplete in order to comply with your Duty of Disclosure. If you do not, we may reduce or refuse to pay a claim or cancel the policy.

Delivery of your policy documents

Unless you tell us otherwise or we tell you it is no longer suitable, we will send your policy documents and policy related communications electronically. This includes email and/or other methods of electronic communication. You will need to provide us with your current email address and your mobile phone number. Each electronic communication will be deemed to be received by you on the transmission date recorded in our systems. Where we deliver your policy documents and policy related communications by mail in printed form all such communications will be deemed to have been successfully delivered once mailed by us to your last notified postal address.

Some important things you should know

Benefits do not accumulate across Policy Periods. The policy benefits will expire at the end of each Policy Period.

Your rights and duties under the policy cannot be transferred without our prior written consent.

It is a condition of Cover that your Pet must regularly reside with you and be under your regular care and supervision at the physical address you provided to us.

Section 1 – Definitions

When interpreting these Policy Terms and Conditions:

- References to the singular include the plural and vice versa, and to the masculine include the feminine and vice versa; and
- Monetary references are in Australian dollars.
- A reference to any legislation contained in the policy includes any amendment, replacement, re-enactment or successor legislation.

Words that are bolded have the special meaning explained below:

Accident means:

- A single specific, unpredictable, unusual and unintended external event which occurs at a particular time and place, with no apparent or deliberate cause but with marked effects; and
- Is independent of any other cause including any Pre-existing Condition.

Benefit Limit(s) and **Sub-limit(s)** mean the applicable amount/s payable in any one Policy Period, in relation to the relevant Cover as specified on your Certificate of Insurance (determined as follows):

- If a Sub-limit for a particular Cover, item, Condition or Treatment on an individual or per claim basis is specified to apply on your Certificate of Insurance, we will not pay more than that amount (subject also to the overall annual Benefit Limit or other relevant Sub-limit not having been exceeded); and
- We will never pay more than the overall annual Benefit Limit specified on your Certificate of Insurance.

Note: *Benefit Limits and Sub-limits reset on renewal.*

Benefit Percentage means the stated percentage of each claim for eligible Vet Expenses for which we will reimburse you, subject to any applicable Benefit Limits.

Note: *The applicable Benefit Percentage will be shown on your Certificate of Insurance.*

For example: for a 60% Benefit Percentage we will reimburse you for 60% of the eligible Vet Expenses, subject to Benefit Limits payable. Refer to page 46 for an example of how claim payments are calculated.

Bilateral Condition means any Condition affecting body parts of which the Pet has at least two, one each side of the body (e.g. ears, eyes, knees and elbows).

Note: *When applying a Benefit Limit, Sub-limit or exclusion, a Bilateral Condition will be considered a single Condition.*

For example:

1. If your Pet has had elbow dysplasia in the left elbow prior to the Commencement Date of the First Policy period or during the applicable Waiting Period, which falls within the definition of Pre-existing Condition, subsequent elbow dysplasia in the right elbow will still be considered a Pre-existing Condition.
2. If your Pet suffers from a patella luxation in its left hind leg and arthritis in its right hind leg, this is not a Bilateral Condition, as patella luxation and arthritis are not the same Condition.

Certificate of Insurance means the relevant certificate we provide outlining the key details of the contract of insurance between you and us, and identifying the policy number, Cover, Commencement Date, End Date, insured Pet, and schedule of benefits including Benefit Limits and Sub-limits.

Chronic Condition means a Condition that is long-lasting or recurring in its effects and affects (or is present in) your Pet over a period that is greater than three months in total (the three month period need not be consecutive). Chronic Conditions may also be intermittent or managed with medication and/or prescription diets with intervals of remission.

Examples include but are not limited to: chronic or seasonal allergies, inflammatory bowel disease, diabetes, osteoarthritis, cancer and some autoimmune diseases.

This definition is relevant to determining whether a Condition is a Pre-existing Condition (please refer to the definitions of '**Pre-existing Condition**' and '**Temporary Condition**').

If a Chronic Condition is a Pre-existing Condition, it will be excluded from Cover.

For example:

1. Prior to the Commencement Date of your First Policy Period your Pet experienced symptoms of seasonal allergies for more than three months in total. The Condition would be a Chronic Condition, given that it is recurring in its effects. If the Condition otherwise falls within the definition of '**Pre-existing Condition**' it will be excluded from coverage.
2. Your Pet showed signs of diabetes for at least three months prior to the Commencement Date of your First Policy Period. This would also be a Chronic Condition, given its long-lasting and recurring effects. If the Condition otherwise falls within the definition of '**Pre-existing Condition**', it will be excluded from coverage and all expenses related to diabetes will be excluded.

Commencement Date means 11:59pm on the date when Cover for your Pet first started as shown on your Certificate of Insurance. Unless otherwise specified, this relates to the Commencement Date of your current Policy Period.

Condition means any Specified Accidental Injury, or any manifestation of an Illness.

Consultation and other derivations means an examination performed by or under the supervision of a Vet, including a physical consultation, inpatient examination, in-hospital examination, health certificate, consultation or recheck consultation/visit, referral/specialist consultation/visits, emergency and after hours consultations/visits.

Cover means:

- The Benefit Limits, Sub-limits, Benefit Percentage and any other options applicable to the policy you have selected; and
- Where relevant, the Cover applicable under any previous policies you have held with us where the same or a substantially similar or a higher level of Cover was provided in the current Policy Period.

Information about the Cover can be found in **Section 2** to **Section 5**.

Note: *The Cover applying to your Pet for your current Policy Period is shown on your Certificate of Insurance. The Cover includes the Additional Benefits explained in **Section 3** on page 38 and if selected, the Optional Benefit explained in **Section 4** on page 40.*

Cruciate Ligament Condition means partial or complete rupture of the cruciate ligament(s). This includes meniscal tears, any looseness of the cruciate ligaments along with any complications following Treatment for this Condition.

Note: *A Cruciate Ligament Condition is considered a single Condition irrespective of whether one or both legs are affected. Please refer to the '**Bilateral Condition**' and '**Benefit Limit(s) and Sub-limit(s)**' definitions on page 23.*

Dental Illness means the benefit payable for the following dental Treatments (up to the applicable Benefit Limit and Sub-limits as shown on your Certificate of Insurance):

- gingivitis;
- abscesses;
- removal of teeth where medically necessary due to:
 - dental disease arising from infection
 - retained deciduous teeth
 - cavities
 - fractured teeth

Refer to '**Section 5.2 - Dental Illness Benefit**' for more information about cover and general exclusions.

Elective Treatment means a treatment or surgery that is beneficial to your Pet but is not essential for your Pet's survival or does not form part of the Treatment for a Condition. Refer to '**Section 5 - General Exclusions**' on page 42.

End Date means 11:59pm on the date upon which your policy terminates and benefits cease. Unless otherwise specified, this relates to the End Date of your current Policy Period.

Note: *The End Date is shown on your Certificate of Insurance. If the policy is cancelled, then the date of cancellation will be deemed to be the End Date.*

First Policy Period means the time during which we first provided Cover to you.

GST means the Australian Goods and Services Tax at the officially published tax rate.

Illness means a sickness, disease or Specified Illness which:

- is not included under Specified Accidental Injury Cover;
- is independent of any Pre-existing Condition.

Pet means a dog or cat covered under the policy and named on your Certificate of Insurance.

Policy Period means the time during which we provide Cover as specified on your Certificate of Insurance.

Pre-existing Condition(s) means a Condition that existed or occurred prior to the Commencement Date of your First Policy Period or within any applicable Waiting Period, of which you or your Vet were aware or a reasonable person in your circumstances would have been aware, irrespective of whether the underlying or causative Condition has been diagnosed, subject to the following:

- A Temporary Condition which has not existed, occurred or shown noticeable signs, symptoms or an abnormality in the 18-month period immediately prior to your claim Treatment date will not be a Pre-existing Condition (please refer to the definitions of '**Temporary Condition**', '**Chronic Condition**' and '**Cruciate Ligament Condition**'); and
- A Temporary Condition which we have agreed in writing will not be a Pre-existing Condition, following a Pre-existing Condition Review, will not be a Pre-existing Condition (please refer to the terms of a Pre-existing Condition Review on page 43); and
- A Related Condition of a Pre-existing Condition will also be a Pre-existing Condition.

(Please also refer to the definition of '**Condition**', which includes a '**Bilateral Condition**' and '**Related Condition**')

For example: Six weeks prior to the Commencement Date of your First Policy Period, you notice your Pet has a Condition involving limping on its left back leg and you take it to the Vet. Your Vet prescribes anti-inflammatory medication. 12 weeks after purchasing a policy the limping is diagnosed as degenerative joint disease. The Condition would be a Pre-existing Condition and excluded from Cover, notwithstanding that the diagnosis was not provided until after the Commencement Date.

Related Condition means a Condition that results from the same disease process, arises as a consequence of or has the same diagnostic classification as another Condition, regardless of the number of areas of your Pet's body that are affected.

For example:

1. If your Pet suffers from arthritis in its legs, all future occurrences of arthritis (e.g. in the back or neck) will be considered to be Related Conditions.
2. If your Pet suffers from diabetes and then develops a cataract as a consequence of the diabetes, the cataract will then be considered a Related Condition.
3. If your Pet suffers from a skin hotspot, then later suffers from ringworm on its skin, these are not Related Conditions, as the ringworm is not as a consequence of the hotspot, nor do they follow the same disease process or diagnostic classification.

Routine Care means certain preventive healthcare Treatments for your Pet listed on your Certificate of Insurance. If you have this cover, the list of allowable Treatments and the Sub-limits applicable to these, are shown on your Certificate of Insurance.

Specified Accidental Injury means physical harm or injury arising from an Accident that is a consequence of or results in one of the following:

- A motor vehicle incident;
- A burn or electrocution;
- An allergic reaction to the following insect and arachnid bites:
 - ants;
 - bees;
 - flies;
 - mosquitoes;
 - scorpions;
 - spiders; and
 - wasps.
- A bone fracture;
- A snake bite toxicity;
- A traumatic ligament or tendon injury;
- A bite wound or fight wound abscesses; or
- Lacerations or abrasion of tissue, skin or mucous membrane due to external violence.

See '**Section 2 - Your Cover**' on page 30 for more information.

Specified Illness means a sickness or disease that is a consequence of or results in one of the following (based on your level of Cover):

Basic	Middle
<ul style="list-style-type: none"> • ingestion of foreign object; • poisoning; • gastric dilatation volvulus (GDV); • tick paralysis; • heat stroke; • Trauma induced respiratory impairment; • Traumatic spinal disc rupture; • embedded grass seed; • soft tissue injury; • eye Trauma. 	<ul style="list-style-type: none"> • Ingestion of foreign object; • poisoning; • Gastric dilatation volvulus (GDV); • Tick paralysis; • Heat stroke; • Trauma induced respiratory impairment • Traumatic spinal disc rupture; • Embedded grass seed; • Soft tissue injury; • eye Trauma; • cancer; • hip or elbow dysplasia; • patella luxation; • stenotic nares, soft palate resections, everted laryngeal sacculles; • entropion and ectropion surgery; • anaphylactic shock.

Surgical Repair means a medical procedure involving an incision with instruments, performed by a Vet to repair damage or arrest disease in a living body.

Temporary Condition means a Condition which normally resolves with Treatment, other than:

- Cruciate Ligament Conditions;
- intervertebral disc disease;
- hip dysplasia;
- elbow dysplasia
- patella luxation;
- endocrine diseases; and
- any other Chronic Condition.

This definition is relevant to determining whether a Condition is a Pre-existing Condition (please refer to the definition of '**Pre-existing Condition**').

For example: Your Pet has an eye Condition prior to the Commencement Date of your First Policy Period that is resolved with medication. Your Pet does not suffer any further instances of an eye Condition until three years later, when your Pet suffers another eye Condition.

This Condition would be a **Temporary Condition** which has not existed, occurred or shown noticeable signs, symptoms or an abnormality in the 18-month period immediately prior to the second eye Condition episode, so would not be a Pre-existing Condition and would be coverable subject to your policy terms and conditions.

Trauma means:

- physical harm or injury arising from a single specific, unpredictable, unusual and unintended external event which occurs at a particular time and place, with no apparent or deliberate cause but with marked effects; and
- is independent of any other cause including any Pre-existing Condition.

Treatment means reasonable and customary examinations, Consultations, hospitalisation, surgery (including but not limited to Surgical Repair), x-rays, medication, diagnostic tests, nursing and other care and procedures provided by a Vet to relieve or cure a disease, Illness or Specified Accidental Injury during the Policy Period.

Vet means any veterinarian, veterinary specialist, animal hospital, animal clinic, or animal surgery, other than yourself, who is currently registered in Australia (with the exception of additional benefits provided under '**Section 3 - Additional Benefits**' on page 38).

Vet Expenses means the reasonable, customary and essential expenses incurred and paid in respect of Treatment provided by a Vet during the Policy Period.

Waiting Period means a period starting from 11.59pm on the Commencement Date of your First Policy Period during which a Condition that exists or occurs, of which you or your Vet are aware or a reasonable person in your circumstances would be aware, will be considered a Pre-existing Condition, subject to the terms of the definition of 'Pre-existing Condition' and unless otherwise stated on Your Certificate of Insurance.

See '**Section 2 - Your Cover**' and '**Section 3 - Additional Benefits**' for Waiting Periods that apply.

Section 2 – Your Cover

You can choose from three levels of Cover.

2.1 Basic Cover

2.1.1 Eligibility Criteria

Basic Cover is applicable if:

- it is shown on your Certificate of Insurance; and
- your Pet was at least eight weeks of age at the Commencement Date.

The Cover applying to your Pet is shown on your Certificate of Insurance. The Cover applying to your Pet is shown on your Certificate of Insurance. The Cover includes the Additional Benefits explained in **Section 3** on page 38 and if selected the Routine Care benefit explained in **Section 4** on page 40.

2.1.2 What you are covered for:

We will pay you the Benefit Percentage for the Vet Expenses incurred by you for Treatment during the Policy Period up to the Benefit Limits and Sub-limits, as a result of your Pet suffering a Condition in one of the circumstances described below.

Your Benefit Limits as well as any Sub-limits that may apply, are shown on your Certificate of Insurance.

Specified Accidental Injury Cover

To qualify for Cover under this section of the policy, the Specified Accidental Injury or Cruciate Ligament condition must have:

- occurred in the Policy Period and after any applicable Waiting Period; and
- is a direct consequence of or results in one of the following:

Specified Accidental Injury	Waiting Period
a) a motor vehicle incident; b) a burn or electrocution; c) an allergic reaction to the following insect and arachnid bites: i. ants; ii. bees; iii. flies; iv. mosquitoes; v. scorpions; vi. spiders; and vii. wasps. d) a bone fracture; e) snake bite toxicity; f) a bite wound or fight wound abscess;	0 days <i>(Covered from 11.59pm of your Commencement Date)</i>

Specified Accidental Injury	Waiting Period
g) lacerations or abrasion of tissue, skin or mucous membrane due to external violence; h) a traumatic ligament or tendon injury other than Cruciate Ligament Condition; or i) torn nail	0 days <i>(Covered from 11.59pm of your Commencement Date)</i>
j) Cruciate Ligament Condition.	6 months

Specified Illness Cover

To qualify for Cover under this section of the policy, the Specified Illness must occur within the Policy Period and is as a consequence of or results in one of the following:

Specified Illness	Waiting Period
a) ingestion of foreign object; b) poisoning; c) gastric dilatation volvulus (GDV); d) tick paralysis; e) heat stroke; f) trauma induced respiratory impairment; g) traumatic spinal disc rupture; h) embedded grass seed; i) soft tissue injury; j) eye Trauma.	30 days

Refer to '**Section 2.1.3 - When you are not covered**' and '**Section 5 - General Exclusions**' on page 42 for exclusions that apply.

2.1.3 When you are not covered

We will not pay any Vet Expenses attributable to or resulting from:

- any other illness not stated under "**2.1.2 What you are Covered for**" no matter how the condition arises;
- Treatment of the following irrespective of whether your dog or cat was vaccinated or not:
 - for dogs:** infectious canine hepatitis (canine adenovirus), parvovirus, canine distemper, parainfluenza, canine influenza and all forms of kennel cough; or
 - for cats:** parvovirus infections (including feline panleukopenia), chlamydia, feline leukaemia virus (FeLV), feline immuno deficiency virus (FIV), viral rhinotracheitis, calicivirus, herpes virus and all forms of cat flu;
- any disease that affects dogs or cats that is subject of a biosecurity emergency declaration under the *Biosecurity Act 2015* (Cth);

- any flea/tick/worm preventative treatments or measures (e.g. tick baths, sprays, intestinal worming products etc.) whether recommended by your Vet or not;
- any of the excluded matters listed in '**Section 5 - General Exclusions**' on page 42.
- patella luxations (dislocating kneecap) and elbow dysplasia no matter how the Condition arises.

2.1.4 Waiting Period

- The Waiting Period is specified in **Section 2.1.2**.
- Cruciate Ligament Conditions and any Conditions arising therefrom irrespective of cause or origin, are subject to the Waiting Period, unless:
 - We have received a completed and signed 'Cruciate Ligament Exam Form' from your Vet within 14 days of the cruciate examination date certifying that your Pet has been examined, at your expense, on or after the Commencement Date of the First Policy Period; and
 - You receive written notification from us confirming our agreement to waive this Waiting Period following our assessment of the information provided on the 'Cruciate Ligament Exam Form'.

Any waiver is at our discretion and we are not required to provide justification for declining a request under this provision.

2.2 Middle Cover

2.2.1 Eligibility Criteria

Middle is applicable if:

- It is shown on your Certificate of Insurance; and
- Your Pet was over eight weeks old and younger than nine years of age when Cover first commenced.

Pets over nine years of age will not qualify for Ultimate Pet Care where there has been a break, lapse or change in the level of Cover after reaching the age of nine.

The Cover applying to your Pet is shown on your Certificate of Insurance. The Cover includes the Additional Benefits explained in **Section 3** on page 38 and if selected the Routine Care benefit explained in **Section 4** on page 40.

2.2.2 What you are covered for

We will pay you the Benefit Percentage for the Vet Expenses incurred by you for Treatment during the Policy Period up to the Benefit Limits, as a result of your Pet suffering a Condition in one of the circumstances described below.

Your Benefit Limits as well as any Sub-limits that may apply, are shown on your Certificate of Insurance.

Specified Accidental Injury Cover

To qualify for Cover under this section of the policy, the Specified Accidental Injury or Cruciate Ligament condition must have:

- occurred in the Policy Period and after any applicable Waiting Period; and
- is a direct consequence of or results in one of the following:

Specified Accidental Injury Cover	Waiting Period
<ul style="list-style-type: none"> a) a motor vehicle incident; b) a burn or electrocution; c) an allergic reaction to the following insect and arachnid bites: <ul style="list-style-type: none"> i. ants; ii. bees; iii. flies; iv. mosquitoes; v. scorpions; vi. spiders; and vii. wasps. d) a bone fracture; e) snake bite toxicity; f) a bite wound or fight wound abscess; g) lacerations or abrasion of tissue, skin or mucous membrane due to external violence; h) A traumatic ligament or tendon injury other than Cruciate Ligament Condition; or 	<p>0 days</p> <p><i>(Covered from 11.59pm of your Commencement Date)</i></p>
<ul style="list-style-type: none"> i) Cruciate Ligament Condition. 	<p>6 months</p>

Specified Illness Cover

To qualify for Cover under this section of the policy, the Specified Illness must occur within the Policy Period and is as a consequence of or results in one of the following:

Specified Illness	Waiting Period
<ul style="list-style-type: none"> a) ingestion of foreign object; b) poisoning; c) gastric dilatation volvulus (GDV); d) tick paralysis; e) heat stroke; f) Trauma induced respiratory impairment; g) Traumatic spinal disc rupture ; h) embedded grass seed; i) soft tissue injury; j) eye Trauma; k) cancer; 	<p>30 Days</p>

Specified Illness	Waiting Period
l) hip or elbow dysplasia; m) patella luxation; n) stenotic nares, soft palate resections, everted laryngeal sacculae; o) entropion and ectropion surgery; p) anaphylactic shock.	30 Days

2.2.3 When you are not covered

We will not pay any Vet Expenses attributable to or resulting from:

1. any other illness not stated under **'Section 2.2.2 - What you are Covered for'** no matter how the condition arises;
2. Treatment of the following irrespective of whether your dog or cat was vaccinated or not:
 - a) **for dogs:** infectious canine hepatitis (canine adenovirus), parvovirus, canine distemper, parainfluenza, canine influenza and all forms of kennel cough; or
 - b) **for cats:** parvovirus infections (including feline panleukopenia), chlamydia, feline leukaemia virus (FeLV), feline immuno deficiency virus (FIV), viral rhinotracheitis, calicivirus, herpes virus and all forms of cat flu;
3. any disease that affects dogs or cats that is subject of a biosecurity emergency declaration under the *Biosecurity Act 2015* (Cth);
4. any flea/tick/worm preventative treatments or measures (e.g. tick baths, sprays, intestinal worming products etc.) whether recommended by your Vet or not; or
5. Any of the excluded matters listed in **'Section 5 - General Exclusions'** on page 42.

2.2.4 Waiting Period

1. The Waiting Period is specified in **Section 2.2.2**.
2. Cruciate Ligament Conditions and any Conditions arising therefrom irrespective of cause or origin, are subject to the Waiting Period, unless:
 - We have received a completed and signed 'Cruciate Ligament Exam Form' from your Vet within 14 days of the cruciate examination date certifying that your Pet has been examined, at your expense, on or after the Commencement Date of First Policy Period; and
 - You receive written notification from us confirming our agreement to waive this Waiting Period following our assessment of the information provided on the 'Cruciate Ligament Exam Form'. Any waiver is at our discretion and we are not required to provide justification for declining a request under this provision.

2.3 Top Cover

2.3.1 Eligibility Criteria

Top is applicable if:

- It is shown on your Certificate of Insurance; and
- Your Pet was over eight weeks old and younger than nine years of age when Cover first commenced.

Pets over nine years of age will not qualify for Top Cover where there has been a break, lapse or change in the level of Cover after reaching the age of nine.

The Cover includes the Additional Benefits explained in **Section 3** on page 38 and if selected the Optional Benefits explained in **Section 4** on page 40.

2.3.2 What you are covered for

We will pay you the Benefit Percentage for the Vet Expenses incurred by you for Treatment during the Policy Period up to the Benefit Limits, as a result of your Pet suffering a Condition in one of the circumstances described below.

Your Benefit Limits as well as any Sub-limits that may apply, are shown on your Certificate of Insurance.

Specified Accidental Injury Cover

To qualify for Cover under this section of the policy, the Specified Accidental Injury or Cruciate Ligament condition must have:

- occurred in the Policy Period and after any applicable Waiting Period; and
- is a direct consequence of or results in one of the following:

Specified Accidental Injury	Waiting Period
a) a motor vehicle incident; a) a burn or electrocution; b) an allergic reaction to the following insect and arachnid bites: i. ants; ii. bees; iii. flies; iv. mosquitoes; v. scorpions; vi. spiders; and vii. wasps. c) a bone fracture; d) snake bite toxicity; e) lacerations or abrasion of tissue, skin or mucous membrane due to external violence; f) A bite wound or fight wound abscess;	0 days <i>(Covered from 11.59pm of your Commencement Date)</i>

Specified Accidental Injury	Waiting Period
g) A traumatic ligament or tendon injury other than Cruciate Ligament Condition; or	
h) Cruciate Ligament Conditions.	6 months

Illness Cover

To qualify for Cover under this section of the policy, the Illness must occur within the Policy Period.

Illness Cover	Waiting Period
Examples of Illnesses we generally cover are:	30 days
a) cancer Treatments;	
b) skin Conditions;	
c) eye/ear Conditions;	
d) ingestion of a foreign object*;	
e) poisoning;	
f) intervertebral disc disease (IVDD);	
g) gastrointestinal problems;	
h) hereditary and congenital Conditions (excluding Pre-existing Conditions);	
i) a bite from a paralysis tick.	

2.3.3 When you are not covered

We will not pay any Vet Expenses attributable to or resulting from:

- Treatment of the following irrespective of whether your dog or cat was vaccinated or not:
 - for dogs:** infectious canine hepatitis (canine adenovirus), parvovirus, canine distemper, parainfluenza, canine influenza and all forms of kennel cough; or
 - for cats:** parvovirus infections (including feline panleukopenia), chlamydia, feline leukaemia virus (FeLV), feline immuno deficiency virus (FIV), viral rhinotracheitis, calicivirus, herpes virus and all forms of cat flu;
- any disease that affects dogs or cats that is subject of a biosecurity emergency declaration under the *Biosecurity Act 2015* (Cth);
- Any flea/tick/worm preventative treatments or measures (e.g. tick baths, sprays, intestinal worming products etc.) whether recommended by your Vet or not;
- Any of the excluded matters listed in '**Section 5 - General Exclusions**' on page 42.

2.3.4 Waiting Period

1. The Waiting Period is specified in **Section 2.3.2**.
2. Cruciate Ligament Conditions and any Conditions arising therefrom irrespective of cause or origin, are subject to the Waiting period, unless:
 - We have received a completed and signed 'Cruciate Ligament Exam Form' from your Vet within 14 days of the cruciate examination date certifying that your Pet has been examined, at your expense, on or after the Commencement Date of the First Policy Period; and
 - You receive written notification from us confirming our agreement to waive this Waiting Period following our assessment of the information provided on the 'Cruciate Ligament Exam Form'. Any waiver is at our discretion and we are not required to provide justification for declining a request under this provision.



Section 3 – Additional Benefits

The following additional benefits under this section are included in the Benefit Limit and will provide Benefits up to the specified Sub-limit shown in your Certificate of Insurance.

Waiting Period

There is no Waiting Period for the emergency boarding benefit. For essential euthanasia and pet overseas travel insurance, the Waiting Period will depend on the Condition you are claiming for. See '**Section 2 – Your Cover**' page 30 for more information.

3.1 Emergency Boarding

What you are covered for

We will pay you the Benefit Percentage up to the Sub-limit shown on your Certificate of Insurance (and subject to your overall annual Benefit Limit) for the cost of boarding your Pet at a licensed kennel or cattery in the following scenarios:

1. If you, (the insured and sole carer of the Pet) are hospitalised (other than in the circumstances specified below) for one or more consecutive days during the Policy Period; or
2. If you, (the insured and sole carer of the Pet) require emergency accommodation due to family violence.

When you are not covered

We will not pay for any costs under this benefit:

1. If you are hospitalised for:
 - a) cosmetic surgery or other forms of elective surgery; or
 - b) pregnancy (unless you were hospitalised due to an unexpected complication).
2. If someone else living with you can reasonably be expected to look after your Pet whilst you are in hospital.

3.2 Essential Euthanasia

What you are covered for

We will pay you the Benefit Percentage for Vet Expenses incurred by you up to the Sub-limit and Benefit Limit to euthanase your Pet during the Policy Period, provided that this was deemed a humane and essential course of action by the Vet, and as a result of a Condition coverable under your policy.

The eligible Vet Expenses which relate to euthanasia will be subject to the applicable Sub-limit of the covered Condition which led to the euthanasia.

For example: If your Pet is euthanised as a result of a paralysis tick, Vet Expenses in relation to the euthanasia will be subject to the Sub-limit for the paralysis tick.

When you are not covered

We will not pay any Vet Expenses incurred by you during the Policy Period for:

1. voluntary euthanasia (i.e. non-essential euthanasia);
2. euthanasia attributable to or resulting from an event or circumstances specified within '**Section 2 - When you are not covered**' and in '**Section 5 - General Exclusions**' on page 42;
3. an autopsy; or
4. disposal, burial or cremation of a deceased Pet (unless cover for this expense is noted on your Certificate of Insurance).

3.3 Pet Overseas Travel Insurance

What you are covered for

If your Pet requires Treatment for any of the covered Conditions whilst overseas with you in New Zealand or Norfolk Island, we will pay you the incurred Vet Expenses subject to:

- the Cover selected, the Benefit Percentage, your Sub-limits and the overall Benefit Limit as shown on your applicable Certificate of Insurance; and
- the payment of the benefits under this section to you in AUD at the exchange rate applicable on the date your claim is received by us.

When you are not covered

We will not pay Vet Expenses incurred by you during the Policy Period for:

1. any amount if you or your Pet live permanently outside of Australia;
2. any benefit under this section where the Pet has been (or is going to be) out of Australia for a period of more than 60 consecutive days;
3. exchange commissions or bank charges incurred for foreign payments made by you for the Treatment of your Pet;
4. claims incurred for any Condition arising when your Pet was not under your direct care;
5. costs covered by any other insurance policy covering the same risk; or
6. any travel or repatriation charges to return your Pet to Australia.

Section 4 – Optional benefit

4.1 Routine Care

HIF encourages responsible Pet ownership by providing a Routine Care benefit option for certain preventative healthcare Treatments for your Pet. If you have the Routine Care benefit option, the list of allowable Treatments and the Benefit Limits applicable to these Treatments will be shown on your Certificate of Insurance.

Waiting Period

Vet Expenses related to Routine Care benefits have no Waiting Period.

See the '**Waiting Period**' and '**First Policy Period**' definitions in '**Section 1 – Definitions**' on page 26 for more information.

4.1.1 What you are covered for

If the Routine Care benefit option is shown on your Certificate of Insurance, we will pay the cost of Routine Care your Pet has received during the Policy Period up to the applicable Routine Care limits as shown on your Certificate of Insurance.

Routine Care benefits allow reimbursement for some preventative healthcare Treatments such as the following:

- desexing
- microchipping
- heartworm control
- teeth cleaning
- dew claw removal
- council registration fees
- prescription diets
- alternative therapies
- cremation or burial
- behavioural therapy
- dental illness Treatment
- council registration fees
- obedience training
- vaccination or health checks
- heartworm tests or blood screens
- FeLV/FIV tests or urinalysis
- flea/tick/worm control

4.2 Dental Illness Benefit

If the Dental Illness Benefit option is shown on your Certificate of Insurance, you will be covered for certain Dental Illness treatment.

Waiting Period

The Waiting Period for Dental Illness Conditions are six months from the Commencement Date of your First Policy Period.

4.2.1 What you are covered for

We will pay you the Benefit Percentage for Vet Expenses incurred by you for Treatment provided during the Policy Period up to the Benefit Limit and Sub-limit as shown (for Dental Illness Benefit) on your Certificate of Insurance, as a result of your Pet requiring Dental Illness Treatment for the following Conditions described below:

1. gingivitis;
2. abscesses;
3. removal of teeth where medically necessary due to:
 - a. dental disease arising from infection;
 - b. retained deciduous teeth;
 - c. cavities; or
 - d. fractured teeth.

4.2.2 When you are not covered

1. any dental illness Treatment unless your Pet has been insured under this policy for at least six months and in this period your Pet has not shown signs of or been treated for any dental Illness;
2. any dental illness Treatment unless there is a history of annual routine dental check-ups by a Vet; or
3. any other illness not stated under “**4.2.1 What you are Covered for**” no matter how the condition arises;
4. any of the exclusions explained in ‘**Section 5 – General Exclusions**’ on page 42.

Section 5 – General Exclusions (What we do not cover)

Vet Expenses and/or costs related to items listed below are not covered by your policy. The exception to this is if you have Routine Care Cover or Dental Illness Benefit, some Conditions and Treatments listed in this section are covered up to a specified Benefit Limit and if so, this will be shown on your Certificate of Insurance. See **'Section 4 – Optional Cover'** on page 40 for more information.

1. **Pre-existing Conditions** – or a Condition arising before the First Policy Period or within the applicable Waiting Period. Refer to **'Section 1 – Definitions'** for the definition of **'Pre-existing Conditions'**, **'Related Condition'** and **'Chronic Condition'** on page 23. Also refer to the **'Pre-existing Condition review'** section on page 43.
2. **Dental care** – dental procedures, dental diseases, gingivitis, teeth fractures, teeth cleaning/scaling, orthodontics, removal of deciduous and any oral disease (with the exception of oral tumours).
3. **Preventative/routine items** – including (but not limited to) food (regular or prescription), vitamins/nutraceuticals/ supplements, vaccinations, microchipping, flea/tick/worm control or any expenses related to grooming and bathing of your Pet, including any non-medicated grooming products.
4. **Certain Treatments and Conditions**
 - a. medicated baths and shampoos, unless your Vet deems them medically necessary to treat a Condition covered by your policy;
 - b. accessories including (but not limited to) pill poppers, cage hire, crates, bedding and collars;
 - c. training, socialisation, therapy and alternative therapies including (but not limited to) homeopathic remedies, acupuncture, laser therapy, hydrotherapy, chiropractic Treatments and/or physiotherapy;
 - d. behavioural Conditions including (but not limited to) anxiety disorders, phobias or chemical imbalances;
 - e. cell-replacement therapies including (but not limited to) stem cell therapy and platelet-rich plasma. Blood transfusions are covered when medically necessary;
 - f. medication not approved or listed by the APVMA (Australian Pesticides and Veterinary Medication Authority);
 - g. the provision of medication(s) that covers a period of more than 30 days beyond the policy End Date;
 - h. chemical castration, suprelorin implants or other desexing procedures, unless required to treat your Pet's reproductive organs due to inflammation, infection or cancer;
 - i. breeding or obstetrics.

5. **Certain Services and Procedures**

- a. transport or boarding expenses other than those listed in '**Section 3.1 – Emergency Boarding**' on page 38;
- b. ambulance fees and non-essential hospitalisation;
- c. additional costs associated with house calls.
If your Pet requires a house call due to a particular Condition or their weight, our liability is limited to the cost of the Treatment had it been provided at a Vet practice during normal Consultation hours;
- d. genetic/chromosome testing;
- e. pre-anaesthetic blood tests; or
- f. the following items and any associated expenses:
 - i. any trial or experimental procedures and Treatments;
 - ii. organ transplant surgery, open heart surgery, artificial limbs, mitral valve and chordae tendineae replacement surgery and pacemakers;
 - iii. external fixtures (such as wheelchairs);
 - iv. prosthetics or
 - v. 3D printing.

6. **Elective Treatments and procedures**

- a. cosmetic procedures, hip/elbow scoring, nail clipping, declawing, dew claw removal and ear cropping; or
- b. tail docking and debarking.

7. **Your Pet not being protected** due to gross negligence by you or your failure to take all reasonable precautions to protect your Pet from situations that may result in injury or Illness, for example participating in organised fighting or hunting activities.

8. **Any consequential loss** including (but not limited to) economic loss, loss of enjoyment or other such loss not specifically covered in the policy.

9. **Expenses in relation to policy exclusions** or related complications/adverse reactions of an exclusion. This includes when the diagnosis is inconclusive, but the Treatment protocol is consistent with an excluded Condition (e.g. Treatment for coughing where kennel cough is suspected but not diagnosed or excluded as a diagnosis). Exceptions to this include:

- a. vaccination reactions;
- b. desexing procedure complications; and
- c. reactions to flea/tick/worm control products.

Pre-existing Condition review

If you would like us to review whether a **Temporary Condition/s** which has been subject to the Pre-existing Condition exclusion in your policy remains excluded, you may apply to us to review the Condition. To do so, your Vet will need to certify and provide veterinary records verifying

that the Condition remains a Temporary Condition and has not existed, occurred or shown noticeable signs, symptoms or an abnormality for a period of 18 months. The Pre-existing Condition exclusion(s) shall not be deemed to have been lifted unless agreed to by us in writing. You can download a copy of the Pre-existing Condition Review form here:

www.hif.com.au/PEC-review

If your Pet has a **Chronic Condition** that existed or occurred before the Commencement Date of your First Policy Period or during any applicable Waiting Period, and otherwise falls within the definition of 'Pre-existing Condition', that Condition will always be excluded from your policy. Refer to the definition of a Chronic Condition on page 24.

Section 6 – Premiums

Cover under the policy is provided on the basis that you have paid or agreed to pay us the premium for the Cover provided.

The amount you pay is shown on your Certificate of Insurance and includes all premium, administration fees, commissions and any applicable discounts, government taxes, fees and/or charges.

6.1 Paying your premium

1. The premium is payable when you take out a new policy and when you renew your policy.
2. You may choose to pay the premium:
 - annually by credit card or direct debit; or
 - monthly or fortnightly by instalment by credit card direct debit or debit card direct debit.
3. When premiums are paid monthly or fortnightly by instalment, claims are paid on the basis that you agree to pay the remaining premiums for that Policy Period. If you pay your premium by instalments, you will be charged a collection fee per instalment.

Note: *If we accept and pay a claim under the policy, we may deduct the balance of any outstanding premium from the claim payment.*

6.2 Paying on the due date

1. Your policy will not operate until you have paid your premium (or your first instalment if you have elected to pay by instalments).
2. Your premium must be paid on or before its due date.
3. Where you have an instalment policy and we have not received an instalment payment, we will send you a notice in writing (either mail, email or text message) regarding your non-payment at least 14 calendar days before any cancellation by us for non-payment.

If after sending the above notice we do not receive the instalment payment, we will send you a second notice in writing (either mail, email or text message), either:

- a) prior to cancellation, informing you that your instalment policy is being cancelled for non-payment if the unpaid premium remains in arrears for more than 30 days; or
 - b) within 14 days after cancellation by us, confirming our cancellation of your instalment policy.
4. If at least one instalment has remained unpaid for a period of at least 14 days then we reserve the right to pay the difference between any outstanding premium and claim benefit owed.
 5. If we cancel your policy due to non-payment of an instalment premium, you need to be aware that:
 - no benefits or entitlements can be paid under the policy;
 - you may be refused cover in the future under any policy administered by PetSure; and
 - any application for general insurance products in the future may be affected because you had a policy cancelled as a result of unpaid premiums.

Section 7 – Cancellations

7.1 Cancellation by you

You may cancel your policy with us at any time by contacting our customer service team. Our contact details are set out on page 5. The cancellation will be effective once we provide you our confirmation of your cancellation request.

7.2 Cancellation during the cooling off period

If you cancel your policy during the 21 day cooling-off period, and no claim has/is to be made by you, we will refund any premiums paid by you since commencement or renewal, less any transaction costs incurred by us which we are unable to recover, and any taxes or duties that we are unable to refund.

You cannot return your policy during the cooling off period if a claim has/is to be made by you.

7.3 Cancellation where no claims have been made

If you cancel the policy for whatever reason after the cooling off period and you have paid the annual premium in full, provided no claim has been made, we will refund the premium less:

- The amount covering the period you were insured for;
- The cancellation fee of \$30 (which will not be deducted if your cancellation is due to your Pet passing away); and

- Any government or statutory charges we are unable to recover.

If you have been paying your premium by instalments, there is no premium refund (including for any remaining days of a current instalment period). No further premium instalments will be deducted.

7.4 Cancellation after a claim has been made

If you cancel your policy for whatever reason (other than your Pet passing away) after having made a claim, no premium refunds are payable and the remaining premium for that Policy Period must be paid if it has not already been paid. Any outstanding premium may be deducted from any claim payment owed, or alternatively, charged to your nominated bank/credit card account.

This clause survives termination of this contract.

If you cancel your policy because your Pet has passed away and after having made a claim, your policy will be cancelled in the same way as set out above in **Cancellation where no claims have been made**.

7.5 Cancellation by us

We may cancel your policy where the law allows us to do so. If we cancel your policy, we may refund any money we owe you less any non-refundable statutory fees. If we cancel your policy due to fraud, we may not refund any money to you.

If you advise us that your Pet has passed away, your policy will be cancelled in accordance with Cancellation where no claims have been made.

For more information about cancellations refer to '**Section 6 - Premiums**' on page 44.

Section 8 – Claims

8.1 Claim Pre-approval

If your Pet requires Treatment and you wish to seek pre-approval of those costs, you can provide us with the itemised estimate of costs from your Vet, along with the Treatment required and relevant clinical records and/or veterinary history, and we will respond to you in writing with the outcome.

A pre-approval shall not be deemed to be valid unless we have agreed to it in writing. The reimbursed amount may vary from the pre-approval if the Treatment provided by your Vet differs from the Treatment request in the pre-approval.

Note: *Pre-approvals are not mandatory and are not required in order to make a claim under your policy.*

To request a pre-approval:

Call us: 1300 318 249

Monday to Friday (except public holidays)

8:30am to 8:00pm (AEST)

Email us: hif@petsure.com.au

8.2 How to make a claim

Should you need to submit a claim, your Vet may be able to do this for you electronically, at the time of your visit. If you elect to have your Vet submit your claim on your behalf, we will still communicate with you regarding the status of your claim. If your Vet has agreed to submit your claim electronically on your behalf, you agree we are authorised to receive each such claim submitted.

Alternatively, you can also submit your claims online through the secure Pet Portal: petpawtal.hif.com.au/

Simply upload your documentation and click submit (from your computer or your mobile device).

You can also complete a paper claim form and send your original documentation via post. If you choose to claim via post, the attending Vet must complete all sections on the claim form where designated and both you and the attending Vet must sign the claim form.

All claims must be completed carefully and honestly.

Claim forms are available by calling us on **1300 070 946** or visit www.hif.com.au/pet-insurance.

8.3 Important claim information

1. Unless we agree otherwise, all claims you submit must include itemised tax invoice(s), payment receipt(s) and applicable Consultation notes. If submitting a claim by post, all claim documentation must be originals and must be accompanied by a completed claim form.
2. Incomplete claim forms will be returned to you and this may result in a delay in processing your claim. We recommend that you retain copies of all documentation for your records.
3. When submitting a claim, please include all relevant invoices and clinical records from your Vet. Please note:
 - a. In some instances, we may require more information to process your claim, such as previous medical history or pathology/laboratory results. If this is the case, we will contact you for this information.
 - b. There may be also scenarios where we request additional veterinary history from current or previous Vets (such as if there is a large history gap) to ensure we have all relevant clinical information for your Pet.

- c. For adopted Pets, veterinary history is only required from when you took ownership. If you can provide us with proof of adoption or transfer of ownership papers, we will only request veterinary history from the date you took ownership onwards.
4. All accounts must be paid in full prior to submission of your claim.
5. You agree that your Vet (current or previous) or any other service provider that provided Treatments to your Pet are authorised to release information and/or records to us about your Pet.
6. Where a Vet submits a claim on your behalf, you agree that the Vet is able to view the outcome and status of that claim and previous claims (where applicable).
7. You agree that we are authorised to discuss with the Vet, details relating to your claim or Treatment provided to your Pet in relation to a claim made under the policy.
8. We will not reimburse you for the provision of any information required in the purchase and administration of the policy nor for the assistance provided to you in the completion of any forms relating to the policy including the provision of any information in relation to a claim made under this policy.

8.4 Processing of your claim:

1. We will deal directly with you regarding settlement of the claim. In the instance your Vet submits your claim on your behalf, they may receive status updates, or when agreed to by us, payment on your behalf.
2. Unless we agree otherwise, we will pay you, not the Vet.
3. If the Vet Expenses are excessive, unreasonable or significantly higher than other Vet Expenses in a similar situation, then claim payments may be adjusted and paid based on the reasonable and customary Treatment or fees typically charged for the Treatment of that Condition, for a Pet in similar circumstances.
4. We will send you a letter/remittance advice regarding the settlement of your claim that will provide details of how your claim has been dealt with.
5. If you submit a fraudulent claim, or solicit your Vet to behave in a fraudulent manner regarding a claim, then the claim may be denied and we may cancel your policy altogether. We may also be entitled to reclaim any payments already made to you in respect of such claims.
6. When we settle your claim, we reserve the right to deduct from the benefit amount any amount due to us.
7. In the event that we pay a benefit contrary to the Policy Terms and Conditions for whatever reason, this will not constitute a waiver of our rights to apply the Policy Terms and Conditions retrospectively as they stand to any paid claims or to any future claims for that or any Related Condition. We also reserve our right to recover from

you any benefit amount received by you as a result of such error.

8. You agree that we have the right to decline a claim where you or your Vet refuse/are unable to provide information reasonably requested by us in order to process your claim.

8.5 Examples of how we settle your claim

The following calculations provide examples of how claims will be settled where Cover is provided (these examples are indicative of the manner of calculation only and include GST):

Example 1

80% Benefit Percentage

Total amount of eligible Vet Expenses paid by you to the Vet	\$2,000
Total amount claimable after 80% Benefit Percentage applied	\$1,600
Total payment paid to you	\$1,600
Your out-of-pocket expense	\$400

Example 2

80% Benefit Percentage with a \$1,250 tick paralysis Sub-limit

Total amount of eligible Vet Expenses paid by you to the Vet	\$2,000
Total amount claimable after 80% Benefit Percentage applied	\$1,600
Tick Paralysis Sub-limit [^]	\$1,250
Total payment paid to you	\$1,250
Your out-of-pocket expense	\$750

[^]As you have reached the Sub-limit for the Policy Period, no further Vet Expenses for tick paralysis will be reimbursed until the policy renews.

8.6 Our rights of recovery

If we have the right to recover any amount payable under the policy in relation to a claim from any other person, you must cooperate with us in any action we may take.

8.7 Other insurance arrangements

If we accept your claim and there is any other similar insurance under which you are entitled to claim, you are required to advise us at the time you submit your claim if you hold such other insurance. Total benefits paid to you across all insurance cannot exceed your actual expenses.

Section 9 – Fraud

It is unfortunate that with all types of insurance, fraud and attempted fraud can occur. We employ sophisticated fraud detection and prevention techniques to ensure we only pay out on genuine claims. By doing this we are protecting the interest of all policyholders.

You must not act in a fraudulent manner. If you or anyone acting for you:

- make a claim under the policy knowing the claim to be false or fraudulently exaggerated in any respect;
- make a statement in support of a claim knowing the statement to be false in any respect;
- solicit your Vet to behave in a fraudulent manner regarding a claim;
- submit a document in support of a claim knowing the document to be forged or false in any respect; or
- make a claim in respect of any loss or damage caused by your wilful act or with your connivance.

Then:

1. we shall not pay the claim;
2. we shall not pay any other claim which has been or will be made under the policy;
3. we may at our option cancel the policy;
4. we may at our option cancel any other pet insurance policies you hold which are issued by Hollard;
5. we may be entitled to reclaim any payments already made to you in respect of such claims;
6. we may not make any refund of premium already paid;
7. we may inform the police of the circumstances; and
8. we may pursue legal proceedings.

Section 10 – Direct debit request summary

When you provide us with your bank details, you are instructing us to directly debit the relevant premiums calculated by us from your nominated account.

If your premium cannot be paid (for example there is not enough money in your nominated account) your bank may dishonour that payment, and you may be charged a dishonour fee by your bank. Neither Hollard, HIF nor PetSure will be responsible for dishonour fees charged by your bank or financial institution. If your direct debit is dishonoured we will automatically retry for the outstanding amount within 14 days, and you may be charged a dishonour fee by PetSure.

If you have concerns about the operation of the direct debit authority or you subsequently need to change any aspects of the authority, please notify us.

Section 11 – Changing your level of Cover

1. If you opt to transfer your Pet to a level of Cover with different or additional benefits (including but not limited to a different Benefit Percentage or Benefit Limit or additional coverage) then a new policy and Certificate of Insurance will be issued to you and your previous policy will be cancelled. Waiting Periods already served will not reapply, unless there has been a break or lapse in Cover. Please note that Waiting Periods for Conditions or items that were not covered under your previous policy will apply to your new level of Cover.
2. You cannot change your level of Cover in a Policy Period if a claim has been paid. To change your level of Cover after a claim has been paid, you will need to wait until your next renewal.
3. If you pay your premium via fortnightly or monthly instalments, there is no premium refund (including any remaining days of a current instalment period) when you change your level of Cover.

Financial Services Guide (FSG)

Hollard, PetSure and HIF are responsible for this FSG as it relates to the financial services provided by them. This FSG provides you with information about the financial services that they provide in relation to HIF Pet (to help you decide whether or not to use those services) as well as information on how they are remunerated in relation to the services, how they deal with complaints and how they can be contacted.

In this FSG:

- **Hollard** means The Hollard Insurance Company Pty Ltd.
- **HIF** means Health Insurance Fund of Australia Limited trading as “HIF”.
- **PetSure** means PetSure (Australia) Pty Ltd.
- **You**, and **your** means the applicant for a HIF Pet policy and, if a policy is issued, the insured.

HIF Pet is promoted by HIF, issued by Hollard and administered by PetSure. Full details about these companies are given at the start of this booklet on page 3.

The HIF Pet PDS including the Policy Terms and Conditions are set out in this booklet. The HIF Pet PDS contains information on the benefits and significant characteristics of the product and is aimed to assist you in making an informed decision about whether to purchase it or not. Before you acquire the product, you should read the PDS carefully and use it to decide whether to purchase the product.

About Hollard, HIF, PetSure and other relevant persons/organisations

Hollard is an Australian Financial Services Licensee (AFSL 241436) authorised to provide advice and deal in relation to all general insurance products. Hollard is the insurer and issuer of HIF Pet policies. In providing the financial services set out in this FSG, Hollard does not provide personal advice and does not act for you.

HIF is an Authorised Representative (Number 1250504) of PetSure and is authorised to promote HIF Pet which is issued by Hollard. HIF does not provide personal advice and does not act for you.

PetSure, a subsidiary company of Hollard, is an Australian Financial Services Licensee (AFSL 420183) and is authorised to deal in and provide general advice on general insurance products. It administers pet insurance policies on behalf of the insurer Hollard and determines, on behalf of Hollard, whether a policy can be issued to you by Hollard.

PetSure has been given a binding authority by Hollard which authorises it to enter into, vary and cancel these policies on behalf of Hollard as if it were Hollard. PetSure’s authority is subject to the limits of authority agreed with Hollard. PetSure does not act for you.

PetSure has also been appointed by Hollard as its agent to manage, administer and settle claims made under HIF Pet policies. This means PetSure makes decisions about claims on behalf of Hollard. In providing the financial services set out in this FSG PetSure does not provide personal advice and does not act for you.

Important information you should know

The organisations in this section have not and will not consider whether HIF Pet is appropriate for your personal objectives, financial situation or needs as they do not provide such services to you. Any information provided in relation to this product is of a general nature only and is not based on a consideration of your personal needs, objectives or financial situation. Therefore you need to consider the appropriateness of any information given to you, having regard to your personal circumstances before buying HIF Pet.

You need to read the PDS including the Policy Terms and Conditions to determine if the product is right for you. The PDS contains information on the relevant risks, benefits and significant characteristics of the product and is aimed to assist you in making an informed decision about whether to buy it or not. If you require personal advice, you need to obtain the services of a suitably qualified adviser.

How each party is paid for its services

When you purchase a HIF Pet policy you pay the premium to Hollard for the product. This amount is provided to you before the product is purchased.

HIF may receive a commission of up to \$50 of the net premium (this is the premium less any government taxes and charges) for promoting HIF Pet policies to non-HIF members.

This commission is used by HIF to cover costs associated with the marketing and distribution of this product to you and may include any referral fees to people or organisations that refer new customers to HIF.

HIF staff who provide services in relation to HIF Pet policies receive an annual salary from HIF, which includes bonuses based on performance criteria. Bonuses may be linked to general overall performance, including sales performance and are dependent on the staff meeting criteria for risk, compliance and behaviour.

PetSure may receive an activity payment directly from HIF for retention and support services in connection with HIF Pet on behalf of Hollard. The amount of that activity payment is time based and will be calculated taking into account time spent handling retention related calls. The payments to PetSure are not additional charges to you and are not in addition to the total premium you pay.

You may request particulars about the above remuneration (including commission) or other benefits from the relevant entity providing the relevant financial service; however, the request must be made within a reasonable time after you have been given this document and before the relevant financial service has been provided to you by them. The contact details for each of HIF and PetSure are set out below.

PetSure receives a portion of the underwriting profit, if any, for administering HIF Pet products.

PetSure may charge you an instalment fee of up to \$2.00 inclusive of GST for each instalment payment. We can tell you the exact fee at the time you contact us. The instalment fee, if applicable, is stated on your Certificate of Insurance/Tax Invoice. This will be shown as a 'collection fee' or 'instalment fee' or words to similar effect on your Certificate of Insurance/Tax Invoice. The instalment fee is not refundable in the event of cancellation unless the insurance policy is cancelled either within the cooling off period or a full term cancellation.

Compensation Arrangements

The *Corporations Act 2001* (Cth) requires Australian Financial Services licensees to have arrangements for compensating retail clients for losses they suffer as a result of a breach by the licensee or its representatives of Chapter 7 of that Act, unless an exemption applies.

To this end, PetSure has Professional Indemnity Insurance in place which meets the legislative requirements covering PetSure's activities and the activities of its authorised representatives and includes the conduct of any employees who are no longer employed by PetSure or its authorised representatives but were so at the time of the relevant conduct.

Refer to the '**Financial Claims Scheme and Compensation Arrangements**' section on page 20 in the PDS for further information on Hollard's compensation arrangements.

Your privacy

Refer to the '**Your Privacy**' section on page 16 of the PDS for further information on what we do with your information.

How are Complaints resolved?

Refer to the '**If you have a complaint**' section on page 19 of the PDS for further information on how complaints are dealt with.

Contact details and office hours

For more information about HIF Pet and PetSure:

Call us: 1300 070 946

Monday to Friday (except public holidays)

8:30am to 8:00pm (AEST)

Email us: hif@petsure.com.au

Write to us:

HIF Pet

Locked Bag 9021

Castle Hill, NSW 1765

Visit us: www.hif.com.au/pet-insurance

Please retain this document for your future reference.

Authorised for issue

This FSG was prepared by PetSure and HIF(as it relates to the financial services provided by them) on 15/4/2021 and Hollard has authorised the distribution of this FSG by them.



Visit **[hif.com.au/pet](https://www.hif.com.au/pet)**

Call us on **1300 070 946**



The information contained in this brochure
supersedes all previously published material.

Health Insurance Fund of Australia Limited
trading as "HIF" ABN 84 607 276 950

Issued by The Hollard Insurance Company Pty Ltd
ABN 78 090 584 473 AFSL 241436