

Enrollment/Change Request

Aetna International

Coverage underwritten by Aetna Life Insurance Company and Aetna Life & Casualty (Bermuda) Ltd. ("Aetna") visit us at www.aetnainternational.com

A. Transa	ction Infe	ormation	EFFECTIVE I	DATE OF TRANSACTION	ON (MM/DD/	YYYY): _	1	1					visit us	at www.aetnainternational.com
☐ Ne Hiro ☐ Rel Dat ☐ Ret Dat ☐ Ne	w Enrollee e Date (MI hired/Rein: te (MM/DD turn to Wo te (MM/DD w Depende	//DD/YYYY) / / statement //YYYY): k	/	Change: (Check All Th. U.S. Social Security/ID Control/Suffix-Account Plan Number Employee Name Beneficiary Designatio Stop Continuation of F	Number t Number Dependent (Enter in C.	dent Name(s) (Enter New	Fo: Enter in B.2 Enter in B.3 Name(s) Be	<u>-</u>	Cancelii Cancelii Cancelii Cancelii Continu Continu	ition of E ng Covering All De ng Speci e Employ e Depen	imploymer rage – Rea ependent C fic Depend yee Health dent Healt	t – Reason: _ son: _ soverage*– Re lents' Coverage Coverage (i.e h Coverage (i	eason:
		nation (Shaded Areas in - Full Name of Business or		Assigned By Aetha)				2. Contro	ol Su	ffix Accour	nt	3. Plan N	umber	4. SFO
5. Employ	er Addres	s (Street, City, State, ZIP/Po	ostal Code, Cou	ntry – Primary Business I	Location of B	usiness or Org	ganization	6. Emplo		one Number (I	nclude A	rea &/or Co	untry Code, as	7. Customer Code (Optional)
C. Employ	ee Infor	mation Please Print All	Information	Shaded Areas in Section	on C Are Assi	igned By Em	ployer)	пррпос	<i></i>					(Optional)
1. Employ	ee U.S. S	ocial Security/ID Number	2a. Emplo Last:	yee Name (Last, First, Mi	ddle Initial) – Fi	Please provid irst:	e Employe	e's Legal N	ame Mido	lle Initial:		Salutation	Mrs. Miss	4. Employee Status ☐ Active ☐ Retired
5. Country	of Citize	nship	2b. Emplo	Employee Name – to appear on ID Card and Explanation of Benefits (If				al Name exceeds allowable 24 characters) 6. Gender 7. Birt				7. Birthdate (MM/DD/YYY)		
		ng Address:	•	9. Em				T Characters Middle Initial (1 Character)					<u> </u>	
Addres:	s Line 1: _ s Line 2:			Cir				Same as Mailing Address OR Resident Address Different from Mailing Address. (See Below) State/Province: Country:						n Mailing Address. (See Below) Country:
Address	s Line 3:		01.1				10. Additi			ct Option(s) – i	nclude A	rea &/or Co	untry Code(s),	as applicable:
ZIP/Pos	tal Code:		State: Country:	Province:			E-mail Work	nail Address: Home Telephone Number: rk Telephone Number: Fax Number:					imber:	
Address Line 2: Address Line 3: City: State/Province: Country: 10. Additional Employee Contact Option(s) – include Area &/or Country Code(s), as applicable: E-mail Address: Home Telephone Number: Work Telephone Number: Fax Number: 11a. Beneficiary Designation – Full Beneficiary Name (Last, First, Middle Initial) – if more than one Beneficiary, use Special Remarks City: State/Province: Country:														
42 1		-t- (:- HO¢)								D:	1.5 0.			Monthly Weekly
13. Insurance Amounts (in US\$) Life Insurance \$ AD&D Amount \$ Supplemental Life \$ 14. Prior Insurance Plan								☐ Yes						
D. Individe While the Uto your plan	uals Cov J.S. Feder n docume	ered (List individuals – al Patient Protection and A nts or contact your benefits	including your ffordable Care A administrator to	self – for whom you are Act (PPACA) generally ma confirm your Plan's eligil	electing/cha andates cover bility definition	inging covera rage of depend n and whether	i ge) dent childre or not PPA	☐ Checen up to age CA applies	k this box 26, your l to your Pl	if you are refu Plan may allow an.	sing co v covera	verage fo age beyon	r your depen d age 26. So	dents ome exceptions apply. Please refer
(A)dd/New (C) hange (R) emove	Relation. Code	Name (Last, First, Middle Inidifferences in last names in S	tial) – explain any	U.S. Social Security Number (if dep has no	Birthdate	Dep Address (if different that employee's)		Prior Insurance Plan	Other Health	Currently Covered By Medicare	Handi-	Student	Primary Country of Citizenship	Residence (Indicate if Same or Different than employee; Enter details, if Different)
								Yes* □	Yes*	Yes	Yes*	Yes*		Same Different (enter below) City Country Country State/Province
														☐ Same ☐ Different (enter below) City Country State/Province
														☐ Same ☐ Different (enter below) City Country State/Province
														☐ Same ☐ Different (enter below) City Country State/Province
		gory in Section C & D of the Ins									· · · · · · · · · · · · · · · · · · ·		1	
Special R	emarks	Include the school nam	e and expecte	ed graduation date for	Students ag	ge 19+; prior	insuranc	e; and oth	er health	coverage, a	s appli	cable.):		
above trans I authorize of year and un to the details	action required to the decision of the decisio	lest or that for any reason Ae of the required contributions nat I must request such chan ove. For the avoidance of do ormation above is accurate ar	tna does not rec for the plan elect ges within 31 cal ubt, such electro	eive notice of the above tra ions I have selected. I unde endar days of the qualifying nic signature will be valid a in all respects. The Emplo	nsaction within erstand that my gevent. You m nd binding as i yer affirms that	n a reasonable y elections can ay elect to use if you had provi t it has conduct	time followir only be cha an electron ded your or ted the appr	ng the event nged during ic form of si ginal signat opriate valid	, my and m the next argnature on ure. We ma lation regar	y dependents' nnual open enr this enrollment ay rely on such ding the auther	eligibility ollment p / change electron nticity of	may be afteriod or if the request facilities request facilities are the employed.	fected. I have a qualiorm confirming e as a binding ee's signatur	n this form within 31 days after the fying status change during the g your verification and declaration g verification and declaration e (electronic or otherwise) and the
Employee Signature: X Date: Employer Signature: X Date:							Date:							

<u>Aut</u>	horizati	on/[Declaration	of Applicant(s)

Authorization/Declaration	
Disclosure of Healthcare Information	My spouse, competent adult dependents, and I (those who are applying for coverage under this Application) authorize any physician, healthcare professional, hospital, other healthcare institution ("Providers"), and my employer to disclose, to the extent allowed by applicable law, to Aetna or an affiliated entity ("Aetna"), information concerning the medical history, services, supplies, or treatment provided to anyone listed on this Application, including those services involving dental, behavioral health, substance abuse and HIV/AIDS ("healthcare information").
Redisclosure of Healthcare Information	I confirm and agree that personal information and/or healthcare information collected or held by Aetna, whether contained in this Application form or otherwise obtained, may be disclosed worldwide to my employer, Aetna affiliates, Providers, payors, other insurers, third party administrators, vendors, consultants, and governmental authorities with appropriate jurisdiction, when necessary for care or treatment, payment for services, and activities related to the operation of my health plan.
Purpose of Disclosure/ Redisclosure	I understand that Aetna may rely on such information to: 1) underwrite this application for coverage, make eligibility, risk rating, policy issuance and enrollment determinations for all of the applicants; 2) administer claims and determine or fulfill responsibility for coverage and provisions of benefits; 3) administer coverage; and 4) conduct other insurance operations, like marketing and publicity, according to applicable laws and regulations.
Authorization of Enrollee	I have discussed the terms of this authorization with my spouse and competent adult dependents, and I have obtained their consent to the release of their healthcare information pursuant to this authorization. I understand that I may decline to provide Aetna with consent to process my personal or healthcare information; however, this may result in declination of coverage.
Covered Member's Rights	I understand that I may review and offer corrections to my personal or healthcare information, to the extent allowed by law, receive a copy of this authorization upon request, and that a photocopy is as valid as the original; and I may revoke this authorization at any time, to the extent it has not been relied upon by Aetna or other party. I also have the right to opt out of any direct marketing campaigns.
Duration of Authorization	This authorization shall remain valid for the term of this coverage or for so long as allowed by law.
Payroll Deductions and Other Payments	I request the coverage which I have indicated and for which I am eligible. I authorize deductions from my earnings for any contributions required for healthcare coverage, and I agree to make any necessary payments as required for coverage.
Independent Contractors	I acknowledge that Aetna's participating providers are independent contractors and are not agents or employees of Aetna or any affiliated Aetna Entity.

GR-67976 (9-16) E HCR Page 2 of 6 **Instructions** - Instructions are provided only for those fields which are not self-explanatory or for which you may need additional information.

A. Transaction Information

Make sure you complete the **Effective Date of Transaction** in the upper right corner of the form, above Section A2.

Make sure you read Section E. **Sign name and date.**

To Enroll

- Complete Effective Date of Transaction and check appropriate box in Section A, Number 1.
- Complete blank fields in Section B (if applicable).
- Complete Section C, Numbers 1 through 16.
- Complete Section **D** for all dependents for whom you are electing coverage. Complete **ALL** items for each dependent listed.

To Change

- Complete Effective Date of Transaction and check appropriate box in Section A, Number 2.
- Complete blank fields in Section B (if applicable) [If the Change impacts the U.S. Social Security/ID Number, Control Suffix Account or Plan Number, the existing/impacted Number should be identified in Section B. The 'new' Number should be entered in the "To" field in the Change section, for the U.S. Social Security/ID Number or in fields B2 or B3, as applicable].
- Complete Section C, Numbers 1, 2, and 3.
- Indicate change(s) in appropriate Section(s) (**B**, **C**, **D**) and *circle*.

To Terminate

- Complete Effective Date of Transaction and check appropriate box in Section A. Number 3.
- Indicate reason for Termination or Cancellation.
- Check "All" or "Specific" cancellation of dependent coverage and indicate specific individual(s) in Section **D**.
- Check appropriate box for individuals continuing health coverage. **Note:** Section D must be completed for all individuals continuing coverage.

B. Employer Information The Servicing Field Office (B4) is assigned by Aetna.

- B2. Control, Suffix and Account If this information is not preprinted, provide the complete Control, Suffix and Account numbers.
- B3. Plan Number If this information is not preprinted, refer to the Plan Sheet to determine the correct Plan Number.
- B7. Customer Code (Optional) Provide an identifying Customer Code for the employee only if you had elected to provide this information.
- NOTE: Employer/Benefits Administrator must also complete items C12 and 13 (below).

C. Employee Information

To be completed by the Enrollee; except, items Earnings (C12) and Insurance Amounts (C13) are completed by the Employer/Benefits Administrator.

- C11. Beneficiary Designation Full Beneficiary Name (First, Middle and Last), U.S. Social Security Number (as applicable, otherwise enter "None"), and relationship of the person to whom benefits will be paid in the event of your death.
- C12. Earnings Your Benefits Administrator will identify if earnings amounts need to be reported, check the appropriate box, and enter the rounded dollar amount.
- C13. Insurance Amounts Your Benefits Administrator will identify if earnings/insurance amounts need to be reported, check the appropriate box, and enter the rounded dollar amount.
- C14. * Prior Insurance Plan Check "Yes" if you are covered under your employer's or other prior insurance plan. NOTE: You must provide the following in Special Remarks: Carrier/Plan Name, effective date of prior coverage, policy/group number, and prior coverage type (i.e., individual or group).
- C15. * Other Health Coverage Check "Yes" if you are currently covered by another health insurance plan. NOTE: You must provide the following in Special Remarks: Carrier Name. Please Note: For grandfathered group plans subject to U.S. Federal Patient Protection and Affordable Care Act (PPACA) mandates, if your child (under age 26) is eligible for employer based coverage other than through a parent's plan, then that child may not be eligible to enroll in this Plan. Contact your policyholder for further information.
- C16. Currently Covered by Medicare Check "Yes" based on employee age or disabled status.

D. Dependents Covered

To be completed by the Enrollee.

List only those individuals for whom you are electing/ changing coverage and complete ALL items for each individual.

Dependent eligibility may vary if a Plan is subject to U.S. federal Patient Protection and Affordable Care Act (PPACA). See your plan documents or Benefits Administrator.

- Add/Change/Remove Use "A", "C", or "R" to indicate whether you are adding, changing or removing coverage for an individual.
- Relationship Code Use ONLY: H=Husband, W=Wife, N=Divorced Spouse, S=Son, D=Daughter, Y=Sponsored Male, X=Sponsored Female. If the dependent is NOT a biological or legally adopted child, please indicate relationship to employee in Special Remarks.
- Name This must be completed for all individuals for whom you are electing or changing coverage. Please complete ALL items in Section D for each individual listed. Attach another form if you are requesting coverage for additional dependents.
- Birthdate Date of birth should include four digit year of birth.
- * Prior Insurance Plan Check "Yes" if you are covered under your employer's or other prior insurance plan. NOTE: You must provide the following in Special Remarks: Carrier/Plan Name, effective date of prior coverage, policy/group number, and prior coverage type (i.e., individual or group).
- * Other Health Coverage Check "Yes" if you are currently covered by another health insurance plan. NOTE: You must provide the following in Special Remarks: Carrier Name. Please Note: For grandfathered group plans subject to U.S. Federal Patient Protection and Affordable Care Act (PPACA) mandates, if your child (under age 26) is eligible for employer based coverage other than through a parent's plan, then that child may not be eligible to enroll in this Plan. Contact your policyholder for further information.
- Currently Covered by Medicare Check "Yes" based on dependent(s) age or disabled status.
- * Handicapped Check "Yes" if handicapped and financially dependent, provide proof of handicapped status from the attending physician.
- * Student Age 19 or Older Please report the school name & expected graduation date in the Special Remarks field for dependent students age 19 years or older if U.S. Federal Patient Protection and Affordable Care Act (PPACA) mandates do **not** apply to your Plan and your Plan includes an age 19 years/full-time student eligibility qualification. Refer to your plan documents or contact your benefits administrator for the eligibility and any regulatory provisions that apply to your Plan. Thereafter, Member Services may request that you provide proof from the educational institution.

E. Acknowledgements Signature required.

- Read the information contained above the space provided for your signature and the Authorization of Enrollee on Page 2 of this form.
- Sign and date the form. Both the Employer and Employee Signature areas support the ability to use an electronic form of signature to confirm your verification and declaration of the details provided.

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Misrepresentations

Any person who knowingly and with intent to injure, defraud or deceive any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

United States Fraud Statements Below:

Attention Alabama Residents: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or who knowingly presents false information in an application for insurance is guilty of a crime and may be subject to restitution fines or confinement in prison, or any combination thereof. **Attention** Arkansas, District of Columbia, Rhode Island and West Virginia Residents: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison. Attention California Residents: For your protection California law requires notice of the following to appear on this form: Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison. Attention Colorado Residents: It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado division of insurance within the department of regulatory agencies. Attention Florida Residents: Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete or misleading information is guilty of a felony of the third degree. Attention Kansas Residents: Any person who knowingly and with intent to injure, defraud or deceive any insurance company or other person submits an enrollment form for insurance or statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto may have violated state law. Attention Kentucky Residents: Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime. Attention Louisiana Residents: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application is guilty of a crime and may be subject to fines and confinement in prison. Attention Maine and Tennessee Residents: It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines, or denial of insurance benefits. Attention Maryland Residents: Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison. Attention Missouri Residents: It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, denial of insurance and civil damages, as determined by a court of law. Any person who knowingly and with intent to injure, defraud or deceive an insurance company may be guilty of fraud as determined by a court of law. Attention New Jersey Residents: Any person who includes any false or misleading information on an application for an insurance policy or knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties. Attention New York Residents: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each violation. Attention North Carolina Residents: Any person who knowingly and with intent to injure, defraud or deceive any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which may be a crime and subjects such person to criminal and civil penalties. Attention Ohio Residents: Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud. Attention Oklahoma Residents: WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony. Attention Oregon Residents: Any person who with intent to injure, defraud, or deceive any insurance company or other person submits an enrollment form for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto may have violated state law. Attention Pennsylvania Residents: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties. Attention Puerto Rico Residents: Any person who knowingly and with the intention to defraud includes false information in an application for insurance or file, assist or abet in the filing of a fraudulent claim to obtain payment of a loss or other benefit, or files more than one claim for the same loss or damage, commits a felony and if found guilty shall be punished for each violation with a fine of no less than five thousand dollars (\$5,000), not to exceed ten thousand dollars (\$10,000); or imprisoned for a fixed term of three (3) years, or both. If aggravating circumstances exist, the fixed jail term may be increased to a maximum of five (5) years; and if mitigating circumstances are present, the jail term may be reduced to a minimum of two (2) years. Attention Texas Residents: Any person who knowingly and with intent to injure, defraud or deceive any insurance company or other person files an application for insurance or statement of claim containing any intentional misrepresentation of material fact or conceals, for the purpose of misleading, information concerning any fact material thereto may commit a fraudulent insurance act, which may be a crime and may subject such person to criminal and civil penalties. Attention Vermont Residents: Any person who knowingly and with intent to injure, defraud or deceive any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which may be a crime and may subject such person to criminal and civil penalties. Attention Virginia Residents: Any person who knowingly and with intent to injure, defraud or deceive any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent act, which is a crime and subjects such person to criminal and civil penalties. Attention Washington Residents: It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits.

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For Plan Compliant with United States Federal Affordable Care Act (ACA) legislation

Aetna complies with applicable Federal civil rights laws and does not discriminate, exclude or treat people differently based on their race, color, national origin, sex, age, or disability.

Aetna provides free aids/services to people with disabilities and to people who need language assistance.

If you need a qualified interpreter, written information in other formats, translation or other services, call the number on your ID card.

If you believe we have failed to provide these services or otherwise discriminated based on a protected class noted above, you can also file a grievance with the Civil Rights Coordinator by contacting:

Civil Rights Coordinator,

P.O. Box 14462, Lexington, KY 40512 (CA HMO customers: PO Box 24030 Fresno, CA 93779), 1-800-648-7817, TTY: 711,

Fax: 859-425-3379 (CA HMO customers: 860-262-7705), CRCoordinator@aetna.com.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights Complaint Portal, available at https://ocrportal.hhs.gov/ocr/portal/lobby.jsf, or at: U.S. Department of Health and Human Services, 200 Independence Avenue SW., Room 509F, HHH Building, Washington, DC 20201, or at 1-800-368-1019, 800-537-7697 (TDD).

Aetna is the brand name used for products and services provided by one or more of the Aetna group of subsidiary companies, including Aetna Life Insurance Company, Coventry Health Care plans and their affiliates (Aetna).

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TTY: 711

For language assistance in your language call the number listed on your ID card at no cost. (English)

Para obtener asistencia lingüística en español, llame sin cargo al número que figura en su tarjeta de identificación. (Spanish)

欲取得繁體中文語言協助,請撥打您 ID 卡上所列的號碼,無需付費。(Chinese)

Pour une assistance linguistique en français appeler le numéro indiqué sur votre carte d'identité sans frais. (French)

Para sa tulong sa wika na nasa Tagalog, tawagan ang nakalistang numero sa iyong ID card nang walang bayad. (Tagalog)

Benötigen Sie Hilfe oder Informationen auf Deutsch? Rufen Sie kostenlos die auf Ihrer Versicherungskarte aufgeführte Nummer an. (German)

Pou jwenn asistans nan lang Kreyòl Ayisyen, rele nimewo a yo endike nan kat idantifikasyon ou gratis. (French Creole)

Per ricevere assistenza linguistica in italiano, può chiamare gratuitamente il numero riportato sulla Sua scheda identificativa. (Italian)

日本語で援助をご希望の方は、IDカードに記載されている番号まで無料でお電話ください。(Japanese)

한국어로 언어 지원을 받고 싶으시면 보험 ID 카드에 수록된 무료 통화번호로 전화해 주십시오. (Korean)

Aby uzyskać pomoc w języku polskim, zadzwoń bezpłatnie pod numer podany na karcie ID. (Polish)

Para obter assistência linguística em português ligue para o número grátis listado no seu cartão de identificação. (Portuguese)

Чтобы получить помощь русскоязычного переводчика, позвоните по бесплатному номеру, указанному в вашей ID-карте удостоверения личности. (Russian)

Để được hỗ trợ ngôn ngữ bằng (ngôn ngữ), hãy gọi miễn phí đến số được ghi trên thẻ ID của quý vị. (Vietnamese)

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