

# Flexible Benefits Questionnaire

Since their introduction to the UK in the 1980s, Flexible Benefits schemes have developed considerably with new benefits being offered and less popular benefits withdrawn.

The advent of certain legislation such as TUPE (Transfer of Undertaking - Protection of Employment) and the tax exemptions on childcare vouchers have added to the ever changing face of Flexible Benefits. The occurrence of A-Day on April 6th 2006 was an additional change in terms of new Flexible Benefit products and amended product design.

In the ever-evolving world of Flexible Benefits, we believe that the successful implementation of a scheme requires a working partnership between the adviser, their client and the product provider. As a start to this process we would like you to answer the following questions which will help to ensure that we fully understand your client's current Flexible Benefit needs.

## Section 1

Please complete this section if your client **DOES NOT** currently have a Flexible Benefits scheme in place.

### Existing benefits

1. Does the client currently insure any benefits with Unum? Yes  No

If yes, please list the benefits and their commencement dates.

Benefit	Policy number	Commencement dates

2. If there are benefits that are currently insured (whether with Unum or not):

a) Are there any entitlements in place specific to employees of certain grades?  
(e.g. a higher level of benefit or higher escalation rate) Yes  No

b) Are contract staff included in the existing insured benefits? Yes  No

### Implementation of the new Flexible Benefits scheme

3. Please state which Unum products your client would be interested in including in their Flexible Benefits scheme.

4. Please briefly state how the employer will communicate the Flexible Benefits scheme to their employees.

5. What are your client's key issues and/or concerns about the implementation of a Flexible Benefits scheme?

6. Please supply any other information you believe to be relevant.

### Section 2

Please complete this section if your client **DOES** currently have a Flexible Benefits scheme in place.

#### Existing Flexible Benefits

1. What is the commencement date of the existing Flexible Benefits scheme?

2. Please complete the table below for those products that are included in the existing Flexible Benefits scheme:

Product	Product included (please tick relevant products)	Core Benefit amount (please provide figure e.g. 2 x salary for Group Life)	Flex options (please provide details)	Default benefit if applicable	Flex take-up rate (%)
Group Income Protection					
Group Life					
Spouse's/Partner's Group Life					
Group Dependants' Pension					
Group Critical Illness					

3. How are your current schemes underwritten? E.g. Core unit rated, Top-up SP rated.

4. Please state which of the following products you would like Unum to quote for. If any of these products are currently included within the existing Flexible Benefits scheme, please state which provider they are currently insured with.

	<b>I would like a quote on this product</b>	<b>Provider currently insured with</b>
<b>Group Income Protection</b>		
<b>Group Life</b>		
<b>Spouse's/Partner's Group Life</b>		
<b>Group Dependants' Pension</b>		
<b>Group Critical Illness</b>		

5. Please provide any history of take-up rates for those benefits you would like Unum to quote for.

6. Are any other employee benefits provided not included in the current Flexible Benefits scheme?

If yes, please provide details.

Yes

No

7. Please name the current trigger points that allow a member to change their level of benefit (e.g. annual policy accounting date, Lifestyle Events) If you plan to change these, please indicate how.

8. Are employees of certain grades entitled to enhanced benefits?  
(e.g a higher level of benefit or a higher escalation rate)

Yes

No

9. Are contract staff included in the existing Flexible Benefits scheme?

Yes

No

**Financial**

10. What personal flex fund does each employee have? Please provide details.

11. How is each employee's personal flex fund calculated?

12. Are any provisions in place for increasing the personal flex fund in the next few years?

If yes, how will it be increased?

Yes

No

13. Can an employee trade benefits for additional salary?

Yes  No

If yes, please state amount.

£

14. Can an employee trade benefits for additional holiday?

Yes  No

If yes, please state number of days.

days

15. Can an employee sacrifice salary for benefits? If yes, please give details.

Yes  No

### Administration of the existing Flexible Benefits scheme

16. Is the current scheme administered in-house or is it outsourced?

If outsourced, please provide the name of the Third Party Administrator.

In-house  Outsourced

17. Does the current system provide the following monthly data in an electronic format?

Member's name

Yes  No

Member's DOB

Yes  No

Member's core and flex benefit

Yes  No

Joiners and leavers

Yes  No

Benefit movements identifying Lifestyle Event changes

Yes  No

Any lives to be medically underwritten

Yes  No