



Instructions on using the composite proposal form

How to use the form – on your computer

1. Open the PDF
2. Complete all fields within the form
3. You can save the form on your local drive and return to complete it at any stage.
4. Ask your broker (or insurer if they accept direct clients) if there are any additional questionnaires/declarations that must be completed in addition to the Society's form.

Make sure that you complete these and include all relevant supporting documentation within your submission to avoid processing delays.

5. After completing the form, you have two options:
 - a. Print the form and post it with all supporting documentation to your broker/insurer
 - b. Save the form as a PDF and attach it and all supporting documentation to an email to your broker/insurer

How to use the form – by hand

1. Open the PDF
2. Print the PDF
3. Complete the printed form
4. Collate the relevant supporting documentation
6. Ask your broker (or insurer if they accept direct clients) if there are any additional questionnaires/declarations that must be completed in addition to the Society's form.

Make sure that you complete these and include all relevant supporting documentation within your submission to avoid processing delays.

5. Post all of this information to your broker/insurer