



We're about you

Dependant registration Confidential

tel 061 285 5400
fax 061 230 465
email members@nhp.com.na
website www.nhp.com.na
Erf 1319, Grove Street
Kleine Kuppe, Windhoek
PO Box 23064, Windhoek, Namibia
Reg No: MOHSS 003



For office use only

Membership

Membership number	<input type="text"/>			Date of commencement	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Benefit option	<input type="checkbox"/> Gold	<input type="checkbox"/> Platinum	<input type="checkbox"/> Titanium	<input type="checkbox"/> Bronze	<input type="checkbox"/> Silver						
	<input type="checkbox"/> Hospital	<input type="checkbox"/> Blue Diamond	<input type="checkbox"/> Litunga								
Principal member	Title	<input type="text"/>	Initials	<input type="text"/>	First name(s)	<input type="text"/>					
Group number (if applicable)	<input type="text"/>										

Clinical and underwriting

<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected										
General waiting period	<input type="checkbox"/> 3 month	<input type="checkbox"/> 12 month	<input type="checkbox"/> No waiting period								
Condition specific waiting period	<input type="checkbox"/> 12 month maternity										
Underwriting decision	<input type="text"/>										
<input type="text"/>											
Comments	<input type="text"/>										
<input type="text"/>											

Loaded by	<input type="text"/>	Approved by	<input type="text"/>	Control Officer	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>	Date	<input type="text"/>

Prerequisites for completion and processing

Please note In order for the administrator to deliver efficient service to you, it is imperative that all sections of this application form to be completed in full. Failing this may cause delay in the processing of the application.

Potential members of NHP are recommended not to resign from their present medical aid fund before they have officially been informed that their application has been approved. Submission of this application form and any further requested documents does not guarantee approval of membership.

1. Print clearly using **capital** letters. Only **one** character per block. Leave open **one** block between words. Mark with an **X** where necessary. All sections must be completed.
2. The application form must be completed truthfully and in full, and with full disclosure. Please do not leave any spaces blank, or delete, without reading and providing the detail as required. NHP accepts the information in good faith and is material to your admission as a member i.e. all information with full disclosure required must be provided.
3. The required date of membership must be stated in writing on this form. This date can only be from the 1st day of the present calendar month, or future date, but no more than 3 months in advance.
4. Indicate which benefit option you are choosing.
5. Indicate your preference for access to accumulated Roll-Over benefit, should you qualify.
6. Your full personal details are essential for our records, thus please provide in full, as well as your occupation.
7. The particulars of your present, as well as your previous medical aid fund membership are essential in order to determine your underwriting risks and insurability.
8. Attach copies of ID/Passport(s), marriage certificate, birth certificate(s), legal adoption or foster care court order documents.
9. Complete the declaration of health truthfully and with full disclosure of any relevant condition(s).

Failure to disclose pre-existing conditions could limit and/or exclude you from receiving certain benefits or result in the termination of your membership.

Your check list

Please note In order to avoid delays in processing your application, please use this checklist to make sure that you have attached a copy of everything we need.

<input type="checkbox"/> Proof of legal adoption/foster care	<input type="checkbox"/> Marriage certificate (if applicable)	<input type="checkbox"/> ID/Passport of spouse/partner
<input type="checkbox"/> Full birth certificate(s) of children	<input type="checkbox"/> Previous medical aid(s) membership certificate	<input type="checkbox"/> Doctor's certificate

Section 1 Particulars of principal member (must be completed)

Membership number	<input type="text"/>	Benefit option	<input type="text"/>
Title	<input type="text"/>	Initials	<input type="text"/>
Surname	<input type="text"/>		
First name(s)	<input type="text"/>		

Section 2 Particulars of spouse/partner/additional adult or child dependant

Please note An adult dependant is anyone who is 21 years or older. Child rates will apply to any full-time 21 to 25 years of age student provided that proof (registration details) are attached to the application form for the current academic year. You are able to register adult or child dependants on this form. Please attach copies of ID/Passport, marriage certificates, birth certificates, legal adoption or foster care court order documents. The decision of the Board of Trustees will be final and cannot be appealed. Acceptance of the dependants will be in accordance with the rules of the Fund.

<input type="checkbox"/> Spouse	<input type="checkbox"/> Partner	<input type="checkbox"/> Additional adult	<input type="checkbox"/> Child dependant	Effective date	<input type="text"/>
Title	<input type="text"/>	Initials	<input type="text"/>	First name(s)	<input type="text"/>
Surname (if different from principal member)	<input type="text"/>				
Date of birth	<input type="text"/>	Gender	<input type="text"/>	ID/Passport number	<input type="text"/>
Marital status	<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Divorced	<input type="checkbox"/> Widowed	<input type="checkbox"/> Cohabiting

<input type="checkbox"/> Spouse	<input type="checkbox"/> Partner	<input type="checkbox"/> Additional adult	<input type="checkbox"/> Child dependant	Effective date	<input type="text"/>
Title	<input type="text"/>	Initials	<input type="text"/>	First name(s)	<input type="text"/>
Surname (if different from principal member)	<input type="text"/>				
Date of birth	<input type="text"/>	Gender	<input type="text"/>	ID/Passport number	<input type="text"/>
Marital status	<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Divorced	<input type="checkbox"/> Widowed	<input type="checkbox"/> Cohabiting

<input type="checkbox"/> Spouse	<input type="checkbox"/> Partner	<input type="checkbox"/> Additional adult	<input type="checkbox"/> Child dependant	Effective date	<input type="text"/>
Title	<input type="text"/>	Initials	<input type="text"/>	First name(s)	<input type="text"/>
Surname (if different from principal member)	<input type="text"/>				
Date of birth	<input type="text"/>	Gender	<input type="text"/>	ID/Passport number	<input type="text"/>
Marital status	<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Divorced	<input type="checkbox"/> Widowed	<input type="checkbox"/> Cohabiting

Section 3 Previous medical aid details

Please note Attach a copy of previous medical aid fund certificate of membership, covering the last 24 months. Should you need additional space to provide the necessary information. Please make a copy of this section and attach to the application form. It is important that you specify exact membership join and termination dates for each medical aid fund.

Have you or your dependent(s) been a member of NHP in the past? Yes No

Membership number Status Principal member Dependant

Have you or any of your dependent(s) had previous medical aid cover? Yes No

Membership number (if applicable) Status Principal member Dependant

Name of medical aid	Name of member	Membership number	Date joined	Date terminated
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you changing your medical aid fund due to a change in your employment? If yes, please provide a letter from employer confirming new employment. Yes No

Have any condition specific waiting periods, exclusions or late-joiner penalties ever been imposed by previous medical aid fund(s)? Yes No

Section 4 Declaration of health

Please note To be completed by a registered healthcare provider. All questions below must be answered with a **yes or no**. If yes, please provide further detail in the appropriate spaces.

Your declaration herein below, as confirmed by your registered medical practitioner (in the event of private members) or yourself (in the event of joining as part of an employer group within 3 months after becoming eligible for membership), is accepted by NHP in good faith and is material to your admission as a member and must be answered truthfully and with full disclosure of any relevant conditions.

Failure to disclose any conditions, whether intentionally or unintentionally, which manifested or originated from the causes prior to admission as a member, or within 120 days from the date of such admission ("the underwriting review period"), will at the sole discretion of the NHP, be met with the following consequences:

- If NHP, in its sole discretion believes any condition for which benefits claimed during the underwriting period, may have existed or originated before commencement of membership, benefits will be on hold until submission of such proof.
- If the member cannot prove beyond reasonable doubt that such medical condition was not present at the time of commencement of membership, then NHP, at its sole discretion, reserves the right to withhold benefits relating to the treatment required.
- NHP may exclude or limit any benefits in respect of the undisclosed condition and/or NHP may unilaterally terminate membership.

Have you or your dependent(s) sought advice, been diagnosed with, been treated for; or suspect that they might have had a problem related to any of the following conditions/disorders in the past 12 months?

- Any cardiac conditions
e.g. Chest pain/angina, heart attack, heart murmur, cardiac failure, palpitations, bypass, high blood pressure (hypertension) etc. Yes No
- 1.1. Has your father, brother or son had coronary heart disease or stroke before age 55 years? Yes No
- 1.2. Has your mother, sister or daughter had coronary heart disease or stroke before age 65 years? Yes No
- 1.3. Have you been diagnosed with heart disease? Yes No
- 1.4. Do you take medication for high blood pressure? Yes No
- Any cancer, malignancies, tumours and growths (please specify) Yes No
- Any disorder of the nervous system
e.g. Epilepsy, stroke, migraine, cerebral palsy, paralysis, multiple sclerosis, narcolepsy, Parkinson's disease, Alzheimer's disease etc. Yes No
- Any problems/disorder of the circulatory system
e.g. Varicose veins, deep vein thrombosis (DVT), anaemia (please specify), high cholesterol etc. Yes No
- Any blood or bleeding disorders
e.g. Hemophilia, Christmas factor deficiency, platelet or any other blood clotting disease etc. Yes No
- Any disorder of the digestive system/liver disorders
e.g. Ulcers (please specify), gastritis, piles, jaundice, hiatus hernia, colon problems, Crohn's disease, colitis, pancreas, gall bladder, gastro oesophageal reflux disease etc. Yes No



- 6.1. Do you ever drink alcoholic beverages?
e.g. 1 drink = 150ml of wine, 340ml of beer, 30ml of spirits. Yes No
- 6.2. If yes, what is your approximate intake of these beverages? Per day Per week
7. Any problem/disorder with ears, nose and throat
e.g. Deafness, ear infections, sinus, tonsillitis, allergic rhinitis, allergies etc. Yes No
8. Any problem/disorder with eyes
e.g. Defective vision, eye surgery, lens implant, cataracts, glaucoma, retinitis pigmentosa, retinal detachment etc. Yes No
9. Any problem/disorder with teeth
e.g. Speech impairment, harelip, cleft palate, orthodontic treatment, gum/tooth disorder, abnormal bite etc. Yes No
10. Any disorders of the endocrine system
e.g. Thyroid disorder, Cushing's syndrome, Addison's disease, gland problems, pancreatic disorder/metabolic syndrome etc. Yes No
- 10.1. Have you or any of your direct family members been diagnosed with diabetes? Yes No
- 10.2. Do you take any diabetes medication?
(please specify) Yes No
11. Women's health
e.g. Endometriosis, infertility, ovarian cysts, hysterectomy, abnormal pap smear, biopsies, hormone replacement therapy etc. Yes No
12. Any disorder of the immune system
e.g. Any immunological disorder, Lupus etc. Yes No
13. Any psychological disorder
e.g. Depression (please specify type), anxiety/panic attacks, psychosis, bipolar disorders, schizophrenia, psychotherapy, alcohol or drug abuse, attention deficit disorder, bulimia etc. Yes No
14. Any disorder of the musculoskeletal system
e.g. Fractures, spinal/hip/knee condition, plegia, osteoporosis, muscular dystrophy, rheumatoid/osteo arthritis, fibromyalgia etc. Yes No
15. Any disorder of the respiratory system/lung conditions
e.g. Asthma, bronchiectasis/chronic cough, emphysema (COPD), pneumonia, cystic fibrosis, chronic bronchitis etc. Yes No
- 15.1. Do you or your dependants smoke?
(please specify) Yes No
16. Any disorder of the skin
e.g. Eczema, acne, dermatitis, growths, keloids, psoriasis, allergies, scleroderma, lupus etc. Yes No
17. Any urology disorder
e.g. Prostate disorder, prolapse bladder, urinary infections, kidney stones, blood in urine etc. Yes No
18. Any infectious/tropical disease
e.g. Bilharzia, malaria, tuberculosis (TB), hepatitis, sexually transmitted disease etc. Yes No
19. Are you or your dependents currently on any medication?
If yes, please complete the chronic medicine application form for any qualifying chronic conditions. You can download the form from our website, www.nhp.com.na. Yes No
20. Any previous operations, diagnoses, conditions, diseases, problems, treatment, investigations and tests not mentioned? Yes No
- 20.1. Any other disease, injury or disorder which necessitated treatment or bed rest for more than 6 days or prevented you from practising your occupation for more than a month in the past 3 years? Yes No
- 20.2. Have you taken any drugs like mandrax, dagga etc. during the past 5 years? Yes No
21. Any future operations, treatment, investigations and tests anticipated not mentioned?
(within the next 12 months) Yes No



22. Women only

22.1. Are you or any of your dependants pregnant or suspect that you are pregnant?
(pregnancy test will be required)

Yes No

22.2. If yes, how many weeks?

Weeks

22.3. If yes, are you carrying more than one child?
e.g. Twins, triplets etc.

Yes No

23. Has your mass changed (gain or loss) by more than 5kg during the past year?
(please specify)

Principal member Yes No Dependant Yes No

23.1. Height (without shoes)

cm cm

23.2. Weight (without shoes)

kg kg

23.3. Waist measurement (circumference)

cm cm

23.4. Hip measurement (circumference)

cm cm

If you/your doctor have answered 'yes' to any of the above questions please complete the details below in full. If more space is needed, please attach list. If you are HIV positive, please contact our AfA Programme upon approval of your application.

No	Detail
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>

Doctor acknowledgment and declaration

Title Initials First name(s)

Surname

Practice number

Tel (W) Fax

Email

How many months/years has he/she been your patient?

I (the doctor), _____, herewith confirm that I have examined **the patient/family** and that all the information contained in the declaration of health is a true reflection **of the patient/family's** health status based on the information disclosed to myself **by the patient/family.**

Signature of doctor

Date

Practice stamp



Section 5 Chronic medication

Please note If you, or any of your dependants, have been prescribed chronic medication, an application form for chronic medication must be filled out and sent via fax, to 061 223 904 or email info@nhp.com.na. Please contact the call centre, tel 061 285 5400 or download the form from www.nhp.com.na.

Do you, or any of your dependants use chronic medication?

 Yes

 No

Name of dependant	Name of condition	Name of medication	Period of medication used	
			From	to
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please note The Fund reserves the right to impose waiting periods, i.e. a general waiting period of 3 months and/or a condition specific waiting period of 12 months for a pre-existing condition and/or late joiner penalties, as defined in the rules of the Fund.

Section 6 Declaration by employer (if applicable)

Please note To be completed if employer is responsible for all or part of your contribution. Employers registered as part of any umbrella body, should please note the condition for membership of such an umbrella body is that companies should renew their membership on an annual basis and provide proof of such updated subscriber status to NHP.

Name of employer	<input type="text"/>		
Group pay point number	<input type="text"/>	Salary payroll number	<input type="text"/>
Tel	<input type="text"/>	Fax	<input type="text"/>
Employment date	<input type="text"/>	Eligible start date	<input type="text"/>

Principal member	Adult/Spec dependant	Child dependant	Total
N\$ <input type="text"/>	N\$ <input type="text"/>	N\$ <input type="text"/>	N\$ <input type="text"/>

Employer acknowledgment and declaration

We confirm that the applicant is employed by us and became/will become eligible for membership on the above date. Contributions are being deducted according to the Fund rules and benefit option chosen. All sections of the application form have been completed.

Name of company official

Signature of company official

Company stamp



Member acknowledgment and declaration

1. I warrant that the information I have provided pertaining to me and my dependants is true and accurate, specifically the disclosures regarding my medical condition, and I acknowledge that NHP relies implicitly on the completeness and truthfulness thereof. Should there be any non-disclosure or material misrepresentation, I understand that my membership may be terminated and that I may forfeit my contributions to NHP. NHP reserves the right to claim damages in respect of any loss or damages it may suffer due to my non-disclosure or misrepresentation.
2. Should any of mine or my dependant(s) circumstances alter subsequent to the date of filling in this application, prior to or after the acceptance of my membership by NHP, I shall promptly notify NHP of the change. I acknowledge that failure to do so may lead to the termination or amendment of the terms and conditions of my membership, and NHP shall also be entitled to reclaim any amounts it may have erroneously paid to any medical professional on my behalf or my dependant(s) behalf.
3. I authorise and instruct my employer to deduct and pay over any amounts (that may become due and owing on my behalf) to NHP from time to time and I also authorise any persons, bodies or institutions who may hold retirement funds for my benefit, to deduct and pay to NHP all amounts that may become due and owing to NHP from time to time. I agree that should NHP incur any legal costs or expense to recover any contributions, I shall be responsible for such costs and expenses on the attorney/client scale.
4. Notwithstanding the above, I understand that it is my responsibility as a member to ensure that the monthly contributions are received by NHP.
5. Should any contributions be unpaid, it may result in me and my dependant(s) being suspended from NHP until all arrear contributions have been settled. Should 2 months' contributions be outstanding, NHP shall have the right to immediately cancel my NHP membership. I also understand that should my membership be suspended or terminated, I shall not be entitled to any benefits arising from my membership whatsoever.
6. I shall inform the Fund regarding any changes to my dependant(s) health or personal status, as required by the Fund rules, within 30 days of the change in circumstances.
7. I authorise my doctor to disclose information to the Fund, provided such information is treated as confidential at all times.
8. I agree to provide NHP with any medical or historical information or grant NHP access to medical information reasonably requested pertaining to a particular ailment, disease, disorder, condition or disability.
9. I agree that should I be accepted as a member of NHP, I shall provide NHP with all information including medical information that NHP may reasonably require for the purpose of carrying out its obligations in terms of the Medical Aid Funds Act, 1995 (Act 23 of 1995) and the rules of the Fund.
10. I declare that I and my dependant(s) are not beneficiaries of another registered medical aid fund.
11. I authorise and permit NHP to take all reasonable steps to verify information provided by me in this application form.
12. I warrant that the information provided is true and accurate and should my application be accepted by NHP, the contents of this application form shall constitute the basis of my agreement with NHP.
13. As a paying member, I acknowledge that monthly contributions are payable in advance in accordance with the rules of the Fund and shall be paid on or before the 7th day of each calendar month.
14. I hereby consent that all contact details given in this application form and any amendments to those contact details may be used by NHP or any appointed agent of NHP for sending any information of any nature (confidential or other).
15. I, the undersigned, hereby acknowledge that I have read and understood the rules of the Fund and consent of my own free will. I herewith undertake to adhere to the rules of the Fund at all times.
16. I declare that all information provided on this form, to the best of my knowledge is true and accurate, specifically the disclosures regarding the declaration of health. I acknowledge that NHP relies implicitly on the completeness and truthfulness thereof. Should my application be accepted by NHP, the contents of this application shall constitute part of the terms of my agreement with NHP.
17. I acknowledge that should I wish to terminate my membership to the fund I am obliged to give one calendar month notice of termination and shall remain liable for contributions during this period.

Signed at _____ on this _____ day of _____ 20 _____

Signature of principal member

Signature of witness

