



We're about you

# Membership application form Confidential

tel 061 285 5400

fax 061 230 465

email members@nhp.com.na

website www.nhp.com.na

Unit 2, Demushuwa Suites, Corner of Grove and Ombika Street,

Kleine Kuppe, Windhoek

PO Box 23064, Windhoek, Namibia

Reg No: MOHSS 003



## For office use only

### Membership

Membership number

Date of commencement

Benefit option  Gold  Platinum  Titanium  Bronze  Silver

Hospital  Blue Diamond  Litunga

Principal member Title  Initials  First name(s)

Group number (if applicable)

### Clinical and underwriting

Accepted  Rejected

General waiting period  3 month  12 month  No waiting period

Condition specific waiting period  12 month maternity

Underwriting decision

Comments

Loaded by  Approved by  Control Officer

Date  Date  Date

## 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 are 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"/> ID/Passport of principal member	<input type="checkbox"/> Marriage certificate (if applicable)	<input type="checkbox"/> ID/Passport of spouse
<input type="checkbox"/> Full birth certificate(s) of children	<input type="checkbox"/> Previous medical aid(s) membership certificate	<input type="checkbox"/> Doctor's certificate
<input type="checkbox"/> Copy of the bank statement/cancelled cheque/letter from the bank/bank letterhead confirming your account details		

## Section 1 Particulars of principal member (must be completed)

Title  Initials  First name(s)

Surname

Marital status  Single  Married  Divorced  Widowed Other

Pensioner  Yes  No

Nationality of passport  ID/Passport number

Date of birth         Gender  M  F Occupation

Tel (H)         Tel (W)

Cell         Fax

Email

Postal address  Postal code

Physical address

## Section 2 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 it 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 dependant(s) been a member of NHP in the past?  Yes  No

Membership number  Status  Principal member  Dependant

Have you or any of your dependant(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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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## Section 2 Previous medical aid details (continued)

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 3 Benefit options

**Please note** The benefit option selected includes the following inclusive benefits of which the risk is fully underwritten by a registered insurer, as required by the Medical Aid and Insurance Acts: Emergency benefit, repatriation benefit, international travel benefit as well as premium waiver.

Status of applicant	<input type="checkbox"/> Private member	<input type="checkbox"/> Member of employer group	
	<input type="checkbox"/> Continuous member	Membership number	<input type="text"/>
Benefit option choice	<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*	
	Roll-Over benefit (once accumulated)	<input type="checkbox"/> Automated	<input type="checkbox"/> Manual
Monthly contribution	N\$ <input type="text"/>	I wish to join NHP from	<input type="text" value="0"/> <input type="text" value="1"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="2"/> <input type="text" value="0"/> <input type="text" value="Y"/> <input type="text" value="Y"/>

\* For a full list of our Designated Service Providers, please contact one of our branches or visit [www.nhp.com.na](http://www.nhp.com.na)

## Section 4 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" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	Fax	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
Employment date	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	Eligible start date	<input type="text" value="0"/> <input type="text" value="1"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="2"/> <input type="text" value="0"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
<b>Principal member</b>	<b>Adult/Spec dependant</b>	<b>Child dependant</b>	<b>Total</b>
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



## Section 5 Dependant(s) you wish to register

**Please note** 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.

Relationship (To principal member)	First name(s) in full	Surname (If different from principal member)	Gender	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> M <input type="checkbox"/> F	<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"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> M <input type="checkbox"/> F	<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="checkbox"/> M <input type="checkbox"/> F	<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"/>

## Section 6 Principal member and dependant(s) 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:**

1. 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.
2. 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.
3. NHP may exclude or limit any benefits in respect of the undisclosed condition and/or NHP may unilaterally terminate membership.

Have you or your dependant(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?

1. 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
2. Any cancer, malignancies, tumours and growths  
(please specify)  Yes  No
3. 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
4. Any problems/disorder of the circulatory system  
e.g. Varicose veins, deep vein thrombosis (DVT), anaemia (please specify), high cholesterol etc.  Yes  No
5. Any blood or bleeding disorders  
e.g. Hemophilia, Christmas factor deficiency, platelet or any other blood clotting disease etc.  Yes  No
6. 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

Doctor's initial(s)



## Section 6 Principal member and dependant(s) declaration of health (continued)

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

Doctor's initial(s)





## Section 7 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 [chronicapp@nhp.com.na](mailto:chronicapp@nhp.com.na). Please contact the call centre, tel 061 285 5400 or download the form from [www.nhp.com.na](http://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"/>
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<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 8 Refund of claim payments/debit order instruction

**Please note** If the below banking details are not correct, the Fund will not be able to settle your claims. This is a condition of membership stipulated in the rules of the Fund. It should be noted that this is not a debit order mandate. NHP will not be responsible in any way for the amounts refunded once claims have been refunded into the bank account you have chosen.

**Please provide the following documents:**

1. If account holder differs from that of principal member, an affidavit is required.
2. Copy of the account holder's ID.
3. Copy of the bank statement/cancelled cheque/letter from the bank/bank letterhead confirming the account holder's details.
4. Account holder's signature.

### Banking details

Use this bank account for  and/or

Name of account holder	Title	<input type="text"/>	Initials	<input type="text"/>	First name(s)	<input type="text"/>
Surname	<input type="text"/>					
Bank	<input type="text"/>		Branch	<input type="text"/>		
Branch code	<input type="text"/>		Type of account	<input type="text"/>		
Account number	<input type="text"/>					

### Account holder acknowledgment and declaration

I instruct the administrator to electronically collect contributions and to deposit claim refunds, via the Electropay system, using the information provided above. I understand that transfers cannot be done to and from credit card accounts. I also irrevocably authorise the administrator to adjust any incorrect transactions and/or correct any electronic transfer of fund errors without prior notice. No post office savings accounts are allowed.

I further authorise NHP to increase the amounts due, in terms of the policy, from time to time and authorise my bank/building society to effect payment of such increased amount upon receipt of a written notice from NHP stating the increased amount and the date from which it is payable. This authorisation is to remain in force until cancelled by me by giving 30 days written notice to NHP.

I agree that I am not entitled to recover any amount drawn from my account and should my bank/building society repay such amount to me, I will refund it to NHP immediately. I undertake to notify NHP of any changes in respect of my address or bank/building society.

\_\_\_\_\_  
Signature of account holder

Date



## Section 9 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 my or my dependant(s) circumstances change 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. *If my application is successful I agree to NHP, its Administrator and its Managed Care organisation collecting, using, processing, retaining and sharing my and my dependants' health and benefit information for the following purposes:*
  - for the administration of my benefit option;
  - for providing managed health care services to me or my dependant/s based on my benefit option;
  - for providing relevant information to a contracted third party who requires this information to provide a healthcare service to me or my dependant/s on my benefit option;
  - for any managed healthcare programme or initiative that will benefit me or my dependant/s in managing any managed healthcare condition and to optimise my medical scheme benefits.*I understand that this information will be kept confidential and will not be disclosed to any other party except for the purposes stated above.*
11. *I hereby authorise the Fund to share my and my dependants' personal and healthcare information with the Fund healthcare management facility, the Fund's administrator or the relevant government authorities for administrative and statistical purposes, provided such information shall be treated as confidential at all times.*
12. *I declare that I and my dependant(s) are not beneficiaries of another registered medical aid fund.*
13. *I authorise and permit NHP to take all reasonable steps to verify information provided by me in this application form.*
14. *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.*
15. *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.*
16. *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).*
17. *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.*
18. *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.*





19. 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.

\_\_\_\_\_  
Signature of principal member

\_\_\_\_\_  
Signature of witness

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

**Please note:**

*Waiting periods may apply to your membership.*

*A general waiting period lasts 3 months. During this period, you and your dependants are not entitled to claim any benefits, except, in some circumstances, including emergencies.*

*A condition-specific waiting period lasts 12 months. During this period, you and your dependants are not entitled to claim benefits related to a specific condition.*

