



# INSTRUCTIONS

## Reporting Form SRF 921.2 COVID-19: Pandemic Data Collection Insurance Cancellations

July 2020

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# Reporting instructions

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These instructions assist completion of *Reporting Form COVID-19: Pandemic Data Collection Insurance Cancellations*.

Report information on a best endeavours basis. Where information is not available within the timeframes requested, provide available information and do not delay the submission.

Terms in *bold italics* are defined in the glossary.

## **Reporting basis and units of measurement**

Report numbers in this form as whole numbers.

## **Reporting periods and due dates**

This form is required to be submitted for only one reporting period covering 1 May 2019 to 1 April 2020. This submission is due on 31 July 2020.

# Specific Instructions

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## Item 1: Account closures

Column 1

Report the number of *member accounts*.

Items 1.1 – 1.4

Report for *member accounts* for which one or more notices or communications were provided to the member to warn them that the trustee would stop providing insurance cover unless the member took a specific course of action to avoid this, between 1 May 2019 - 1 April 2020 inclusive.

Such notices may have been sent in cases where there is an insufficient balance in a member's account to maintain coverage or pay premiums, or may be due to the Protecting Your Super Package or Putting Members' Interests First reforms.

# Glossary

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*Insurance  
cancellation  
notice*

An insurance cancellation notice refers a communication or notice which warns the member that the trustee will stop providing insurance cover unless the member takes a specific course of action to avoid it. It does not refer communications or notices informing the member that their insurance cover has been cancelled.

*Member account*

Represents a distinct entry recorded in the register of member accounts (or other equivalent mechanism).



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