

Rio Tinto Medical Plus claim form

Funeral expenses

RioTinto

How to submit a funeral expenses claim

Rio Tinto Medical Plus will reimburse the costs associated with a funeral for an employee or their dependant immediate family. In addition, a funeral benefit can be paid for a parent or parent-in-law residing in the employees home.

Follow these easy steps to submit your funeral expenses claim:

Step 1: Check your eligibility for a funeral expenses claim

Read this section carefully to confirm you meet the eligibility conditions for a funeral expenses claim.

Definition

Reimbursement will be provided (subject to limits) toward the costs associated with a funeral for an employee or their dependant immediate family which includes only the employee's spouse, de facto partner or child. Child includes offspring, adopted or ward of the state child of an employee, the employee's spouse, or the employee's de facto partner. In addition, a funeral benefit can be paid for a parent/parent-in-law who resides in the employee's home. A de facto partner is a person living with the employee as a couple on a genuine domestic basis but who are not married to each other or related by family.

The balance of the cost of funeral expenses for the employee or immediate family member will be a maximum of \$6,000 after rebates from insurance and any other source.

Who is a dependant?

A dependant can be:

- Your spouse or de facto,
- A child who is under 21 years old,
- A student under 25 years old who is studying full time at school, college or university and/or covered under private health insurance,
- An invalid child who:
 - Receives a disability support pension or a special needs disability support pension under the Social Security Act 1991, or
 - Has a certificate from a Commonwealth-approved doctor certifying a continuing inability to work, or
 - Is paid a disability support pension or a special needs disability support, or
 - Has been certified as having a continuing inability to work by a medical officer of the Health Department or by a medical practitioner appointed to examine claimants for disability support pensions.

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Step 2: Provide your employee details and details of the funeral

Ensure you complete every field in this section of the claim form, and that any handwriting is clear and legible. You must provide copies of the funeral service tax invoice and receipt. You must provide proof that the deceased was a dependant. See step 3 below.

Employee details:

Title:	First name:	Family name:
Rio Tinto business unit:		Site location:
Phone number:	Employee number:	
Email:		
Residential address:		
Postal address: (if different from residential)		
Relationship of the deceased to the employee:		
Residential Address of the deceased:		
Did the deceased have funeral insurance?: NO YES <i>If yes provide details:</i>		

Funeral details:

Funeral home:
Date of funeral service: ___ / ___ / ___ Amount being claimed: \$

Step 3: Attach the required supporting documents to your claim form

Ensure you provide the following supporting documents with your funeral expenses claim:

- Tax invoice from funeral home including receipt of payment.
- Receipt of rebate from any other source, i.e. funeral plan insurance claim, if any.
- Proof that the deceased was a dependant. This can be done by providing a copy of;
 - Private Health Insurance membership card/statement showing who is covered; or
 - Birth certificate; or
 - Adoption certificate; or
 - Marriage certificate; or
 - Death certificate; or
 - Statutory declaration stating the relationship.

If the claim is for an eligible employee's parent/parent-in-law residing in the employee's family home, proof of residency in the eligible employee's home is required. This can be done by providing a copy of the Death Certificate.

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Step 4: Sign and date the Declaration

Read this Declaration then sign, date and print your name.

Declaration and Consent:

I declare that:

- All documents supporting this claim are in respect of admissible expenses for myself, my partner and my dependant children. As per definition in Step 1.
- If this claim relates to my partner or any dependant child aged 16 or over, I have their consent to include their personal information (including any health information), as part of this claim.
- I have incurred the expenses in this claim and confirm that I have been unable to recoup the out-of-pocket expenses from any other source and to the best of my knowledge the information is true and correct.

I consent to the collection and processing of the personal information, including any health information (**Personal Information**), provided on or with this claim form in accordance with the Rio Tinto Medical Plus Privacy Statement (see next page). This includes processing of such Personal Information by Medibank Private (on behalf of Rio Tinto), in its capacity as claims administrator.

Name (print clearly):

Signed:

Date: ____/____/____

Step 5: Send your claim form and all supporting documents to Medical Plus Claims

Upon receipt of your completed claim form and supporting documents, the Medical Plus Claims team will assess your claim.

- If your claim form is completed correctly and the required supporting documents have been provided, your claim will be reported to Rio Tinto payroll.
- If your claim form is incomplete, incorrect or supporting documents are missing, you will be contacted by the Medical Plus Claims team.

By email:

Please email your completed funeral expenses claim form and scanned copies of all your supporting documents to:

Medical.Plus@medibank.com.au

By post:

Please post your completed funeral expenses claim form and attach copies of all your supporting documents to:

Rio Tinto Medical Plus Claims
GPO Box 9999
Docklands VIC 3008

For full terms and conditions refer to the Rio Tinto Better Health Cover (RTBHC) policy which can be obtained by contacting the Rio Tinto APAC Benefits Team via email Benefitsapac@riotinto.com

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Rio Tinto Medical Plus Privacy Statement:

Rio Tinto provides the Medical Plus program as a benefit to its Australian employees. More information about this program is available at myriotinto.com - under 'myBenefits'.

Rio Tinto has appointed Medibank Private to administer the Medical Plus program (as claims administrator).

The personal information, including any health information (**Personal Information**) that you provide in this claim form or in documents attached to this claim form will be collected by Medibank Private on behalf of Rio Tinto.

Medibank Private will process this Personal Information to assess your Medical Plus claim and to report to Rio Tinto payroll (so that you can be reimbursed). Please be aware that Medibank Private does not report any health information to Rio Tinto; it only reports on the nature of the claim you have made (eg Hospital Gap) and the amount of reimbursement. As claims administrator, Medibank Private will undertake this data processing in Australia.

Please be aware that if you don't complete the claim form and provide the requested Personal Information, your claim will not be able to be processed. The Rio Tinto [Data Privacy Standard](#) and the [Employee Privacy Statement](#) contain more information about data privacy at Rio Tinto, including your rights of access and correction, and how to complain about processing of personal data about you. These documents are available at the above links or from Rio Tinto Group Ethics & Integrity (askE&I@riotinto.com).

Disclaimer:

Rio Tinto at its sole discretion has the right to decline any claim that does not meet the Rio Tinto Better Health Cover policy whether written or implied. Following General Manager approval, final approval will be made by Rio Tinto APAC Benefits. Note, any approved Funeral Benefit paid for a deceased employee will be paid via payroll into the employee's normal bank account. This bank account may be subject to probate requirements and as such it is the responsibility of the employee's legal personal representative to attend to any probate issues. Therefore, discuss with the financial institution and seek independent legal advice where necessary.