**MINNESOTA LIFE** 

Minnesota Life Insurance Company - A Securian Company 400 Robert Street North • St. Paul, Minnesota 55101-2098

To be attached to and made a part of Group Policy No. 33810-G issued by Minnesota Life Insurance Company to Dallas County Hospital District d/b/a Parkland Health & Hospital System. This amendment is effective as of January 1, 2022. Continued payment of premiums shall constitute acceptance of the conditions stated in this amendment.

During 2022 new domestic partners are not eligible under the plan and only legal spouses may newly participate under the plan. Domestic partners with coverage during the 2021 plan year will be grandfathered through December 2022 as long as they remain enrolled during 2021. In 2023 all participants under the plan must be legal spouses. As a result of these changes a new section titled "DOMESTIC PARTNER ELIGIBILITY" is added to the Group Policy Specifications Page to read as follows:

#### DOMESTIC PARTNER ELIGIBILTY:

As of January 1, 2022, new domestic partners are not eligible under the plan. Any domestic partners with coverage in force prior to January 1, 2022, will remain eligible until December 31, 2022. As of January 1, 2023, domestic partners will no longer be eligible under the plan and all participants must be legal spouses.

As a result of these changes the Group Policy Specifications Page is replaced with the attached Group Policy Specifications Page dated January 1, 2022.

Agreed to by Minnesota Life Insurance Company on September 30, 2021.

JS

Vice President and Actuary

#### AD&D INSURANCE POLICY SPECIFICATIONS PAGE

**GENERAL INFORMATION** 

POLICYHOLDER: Dallas County Hospital District d/b/a POLICY NUMBER: 33810

Parkland Health & Hospital System

**ASSOCIATED COMPANIES:** All subsidiaries and affiliates reported to Minnesota Life by the policyholder for

inclusion in the policy.

**POLICY EFFECTIVE DATE:** January 1, 2010. This specifications page represents the plan in effect on

January 1, 2022.

POLICY ANNIVERSARY DATE: January 1 of each year beginning January 1, 2011

**PREMIUM DUE DATE(S):** The first day of each month

**GROUP:** The group is composed of all active employees of the policyholder and its

associated companies.

**WAITING PERIOD:** For full-time and part-time Parkland Health and PCCI employees: 30 days

For the CEO and CFO: None

The waiting period will be waived for any outsourced employee who is transitioned to becoming an employee of the policyholder or one of its

associated companies.

**MINIMUM HOURS PER WEEK REQUIREMENT:**For full-time employees: 40 hours per week.
For part-time employees: 20 hours per week

**GRACE PERIOD:** Notwithstanding anything in the policy to the contrary, the policyholder shall

have a 60-day grace period for payment of monthly premiums.

#### PLAN OF INSURANCE

#### **EMPLOYEE BENEFIT SCHEDULE**

#### EMPLOYEE ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D) INSURANCE:

Eligible Class Amount of Insurance

All Employees An employee may elect any amount from \$10,000 to \$500,000, in an increment

of \$10,000.

#### GENERAL PROVISIONS FOR EMPLOYEE INSURANCE

**AGE REDUCTIONS:** The amount of insurance on an employee age 65 or older shall be a percentage

of the amount otherwise provided by the plan of insurance applicable to such

employee in accordance with the following table:

Age of Employee Amount of Insurance
65 – 69 65%
70 and over 50%

Age reductions will apply the first day of the month following an insured

employee's 65th and 70th birthdays.

CONTRIBUTORY/
NONCONTRIBUTORY:

**CONTRIBUTORY:** All AD&D insurance is contributory insurance.

F 57593

**INCREASES AND DECREASES:** 

Requests for increases and decreases may be made only at annual enrollment or within 31 days of a qualified status change (as defined by the employer). Requests made due to a status change shall be effective on the first day of the month following the request. Requests made during an annual enrollment shall be effective on the general effective date of the annual enrollment. All increases are subject to the actively at work requirement.

#### **DEPENDENTS BENEFIT SCHEDULE**

#### **DEPENDENTS AD&D INSURANCE:**

The amount of Dependent's AD&D insurance is based on the composition of the employee's family as follows:

Employee's Family Consists of	Amount of	AD&D Insurance
Spouse and Eligible Children	Spouse: Each Child:	50% of employee's amount of insurance 15% of employee's amount of insurance*
Spouse and No Eligible Children	Spouse:	60% of employee's amount of insurance
No Spouse but Eligible Children	Each Child:	20% of employee's amount of insurance*

<sup>\*</sup> The maximum benefit for child coverage is \$50,000.

#### **GENERAL PROVISIONS FOR DEPENDENTS INSURANCE**

CONTRIBUTORY/
NONCONTRIBUTORY:

All dependents insurance is contributory insurance.

**INCREASES AND DECREASES:** 

Dependents insurance shall automatically increase or decrease as the

employee's amount of insurance increases or decreases.

**DOMESTIC PARTNER ELIGIBILTY:** 

As of January 1, 2022, new domestic partners are not eligible under the plan. Any domestic partners with coverage in force prior to January 1, 2022, will remain eligible until December 31, 2022. As of January 1, 2023, domestic partners will no longer be eligible under the plan and all participants must be legal spouses.

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**MINNESOTA LIFE** 

Minnesota Life Insurance Company - A Securian Company 400 Robert Street North • St. Paul, Minnesota 55101-2098

To be attached to and made a part of Group Policy No. 33810-G issued by Minnesota Life Insurance Company to Dallas County Hospital District d/b/a Parkland Health & Hospital System. This amendment is effective as of January 1, 2020. Continued payment of premiums shall constitute acceptance of the conditions stated in this amendment.

The section entitled "When will the accidental death or dismemberment benefit be payable?" in the Accident Death and Dismemberment Insurance Policy has be replaced in its entirety with the following:

We will pay the accidental death or dismemberment benefit upon receipt at our home office of written proof satisfactory to us that a certificate holder died or suffered a covered dismemberment as a result of a covered accidental injury. All payments by us are payable from our home office.

The benefit will be paid in a single sum. We will pay interest on the benefit from the date of the certificate holder's death or dismemberment until the date of payment. Interest will be at an annual rate determined by us, but never less than 0.1% per year or the minimum required by state law, whichever is greater.

As a result of these changes the Group Policy Specifications Page is replaced with the attached Group Policy Specifications Page dated January 1, 2020.

Agreed to by Minnesota Life Insurance Company on September 25, 2019.

CAS

Vice President and Actuary

#### AD&D INSURANCE POLICY SPECIFICATIONS PAGE

**GENERAL INFORMATION** 

POLICYHOLDER: Dallas County Hospital District d/b/a POLICY NUMBER: 33810

Parkland Health & Hospital System

ASSOCIATED COMPANIES: All subsidiaries and affiliates reported to Minnesota Life by the policyholder for

inclusion in the policy.

POLICY EFFECTIVE DATE: January 1, 2010

This specifications page represents the plan in effect on January 1, 2020.

POLICY ANNIVERSARY DATE: January 1 of each year beginning January 1, 2011

**PREMIUM DUE DATE(S):** The first day of each month

**GROUP:** The group is composed of all active employees of the policyholder and its

associated companies.

**WAITING PERIOD:** For full-time and part-time Parkland Health and PCCI employees: 30 days

For the CEO and CFO: None

The waiting period will be waived for any outsourced employee who is transitioned to becoming an employee of the policyholder or one of its

associated companies.

**MINIMUM HOURS PER WEEK REQUIREMENT:**For full-time employees: 40 hours per week.
For part-time employees: 20 hours per week

**GRACE PERIOD:** Notwithstanding anything in the policy to the contrary, the policyholder shall

have a 60-day grace period for payment of monthly premiums.

#### **PLAN OF INSURANCE**

#### **EMPLOYEE BENEFIT SCHEDULE**

#### EMPLOYEE ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D) INSURANCE:

Eligible Class Amount of Insurance

All Employees An employee may elect any amount from \$10,000 to \$500,000, in an increment

of \$10.000.

#### GENERAL PROVISIONS FOR EMPLOYEE INSURANCE

**AGE REDUCTIONS:** The amount of insurance on an employee age 65 or older shall be a percentage

of the amount otherwise provided by the plan of insurance applicable to such

employee in accordance with the following table:

Age of Employee Amount of Insurance 65 – 69 65% 70 and over 50%

Age reductions will apply the first day of the month following an insured employee's 65th and 70th birthdays.

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CONTRIBUTORY/
NONCONTRIBUTORY:

All AD&D insurance is contributory insurance.

**INCREASES AND DECREASES:** 

Requests for increases and decreases may be made only at annual enrollment or within 31 days of a qualified status change (as defined by the employer). Requests made due to a status change shall be effective on the first day of the month following the request. Requests made during an annual enrollment shall be effective on the general effective date of the annual enrollment. All increases

are subject to the actively at work requirement.

#### **DEPENDENTS BENEFIT SCHEDULE**

#### **DEPENDENTS AD&D INSURANCE:**

The amount of Dependent's AD&D insurance is based on the composition of the employee's family as follows:

Employee's Family Consists of	Amount of	AD&D Insurance
Spouse and Eligible Children	Spouse: Each Child:	50% of employee's amount of insurance 15% of employee's amount of insurance*
Spouse and No Eligible Children	Spouse:	60% of employee's amount of insurance
No Spouse but Eligible Children	Each Child:	20% of employee's amount of insurance*

<sup>\*</sup> The maximum benefit for child coverage is \$50,000.

#### **GENERAL PROVISIONS FOR DEPENDENTS INSURANCE**

CONTRIBUTORY/
NONCONTRIBUTORY:

All dependents insurance is contributory insurance.

**INCREASES AND DECREASES:** 

Dependents insurance shall automatically increase or decrease as the employee's amount of insurance increases or decreases.

F.57593 B

**MINNESOTA LIFE** 

Minnesota Life Insurance Company - A Securian Company 400 Robert Street North • St. Paul, Minnesota 55101-2098

To be attached to and made a part of Group Policy No. 33810-G issued by Minnesota Life Insurance Company to Dallas County Hospital District d/b/a Parkland Health & Hospital System. This amendment is effective as of February 4, 2015. Continued payment of premiums shall constitute acceptance of the conditions stated in this amendment.

PCCI full-time and part-time employees are added to the policy. As a result of this change the AD&D Insurance Policy Specifications Page is replaced with the attached AD&D Insurance Policy Specifications Page dated February 4, 2015.

Agreed to by Minnesota Life Insurance Company on January 28, 2015.

SEM

Second Vice President

#### AD&D INSURANCE POLICY SPECIFICATIONS PAGE

**GENERAL INFORMATION** 

POLICYHOLDER: Dallas County Hospital District d/b/a POLICY NUMBER: 33810-G

Parkland Health & Hospital System

**ASSOCIATED COMPANIES:** All subsidiaries and affiliates reported to Minnesota Life by the policyholder for

inclusion in the policy.

POLICY EFFECTIVE DATE: January 1, 2010

This specifications page represents the plan in effect on February 4, 2015.

POLICY ANNIVERSARY DATE: January 1 of each year beginning January 1, 2011

**PREMIUM DUE DATE(S):** The first day of each month

**GROUP:** The group is composed of all active employees of the policyholder and its

associated companies.

**WAITING PERIOD:** For full-time and part-time Parkland Health and PCCI employees: 30 days

For the CEO and CFO: None

The waiting period will be waived for any outsourced employee who is transitioned to becoming an employee of the policyholder or one of its

associated companies.

**MINIMUM HOURS PER** For full-time employees: 40 hours per week. **WEEK REQUIREMENT:** For part-time employees: 20 hours per week

**GRACE PERIOD:** Notwithstanding anything in the policy to the contrary, the policyholder shall

have a 60-day grace period for payment of monthly premiums.

#### PLAN OF INSURANCE

#### **EMPLOYEE BENEFIT SCHEDULE**

#### EMPLOYEE ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D) INSURANCE:

Eligible Class Amount of Insurance

All Employees An employee may elect any amount from \$10,000 to \$500,000, in an increment

of \$10,000.

#### GENERAL PROVISIONS FOR EMPLOYEE INSURANCE

**AGE REDUCTIONS:** The amount of insurance on an employee age 65 or older shall be a percentage

of the amount otherwise provided by the plan of insurance applicable to such

employee in accordance with the following table:

Age of Employee Amount of Insurance 65 – 69 65% 70 and over 50%

Age reductions will apply the first day of the month following an insured employee's 65th and 70th birthdays.

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CONTRIBUTORY/
NONCONTRIBUTORY:

All AD&D insurance is contributory insurance.

**INCREASES AND DECREASES:** 

Requests for increases and decreases may be made only at annual enrollment or within 31 days of a qualified status change (as defined by the employer). Requests made due to a status change shall be effective on the first day of the month following the request. Requests made during an annual enrollment shall be effective on the general effective date of the annual enrollment. All increases

are subject to the actively at work requirement.

#### **DEPENDENTS BENEFIT SCHEDULE**

#### **DEPENDENTS AD&D INSURANCE:**

The amount of Dependent's AD&D insurance is based on the composition of the employee's family as follows:

Employee's Family Consists of	Amount of A	AD&D Insurance
Spouse and Eligible Children	Spouse: Each Child:	50% of employee's amount of insurance 15% of employee's amount of insurance*
Spouse and No Eligible Children	Spouse:	60% of employee's amount of insurance
No Spouse but Eligible Children	Each Child:	20% of employee's amount of insurance*

<sup>\*</sup> The maximum benefit for child coverage is \$50,000.

#### **GENERAL PROVISIONS FOR DEPENDENTS INSURANCE**

CONTRIBUTORY/ NONCONTRIBUTORY: All dependents insurance is contributory insurance.

**INCREASES AND DECREASES:** 

Dependents insurance shall automatically increase or decrease as the employee's amount of insurance increases or decreases.

F.57593 B

**MINNESOTA LIFE** 

Minnesota Life Insurance Company - A Securian Company 400 Robert Street North • St. Paul, Minnesota 55101-2098

To be attached to and made a part of Group Policy No. 33810-G issued by Minnesota Life Insurance Company to Dallas County Hospital District d/b/a Parkland Health & Hospital System. This amendment is effective as of October 15, 2013. Continued payment of premiums shall constitute acceptance of the conditions stated in this amendment.

The waiting period has been removed for the CFO. As result of this change the Waiting Period on the AD&D Insurance Policy Specifications Page has been amended to read as follows:

**WAITING PERIOD:** 

For full-time and part-time employees: 30 days

For the CEO and CFO: None

The waiting period will be waived for any outsourced employee who is transitioned to becoming an employee of the policyholder or one of its associated companies.

Agreed to by Minnesota Life Insurance Company on October 18, 2013.

SEM

Assistant Secretary

**MINNESOTA LIFE** 

Minnesota Life Insurance Company - A Securian Company 400 Robert Street North • St. Paul, Minnesota 55101-2098

To be attached to and made a part of Group Policy No. 33810-G issued by Minnesota Life Insurance Company to Dallas County Hospital District d/b/a Parkland Health & Hospital System. This amendment is effective as of September 1, 2012. Continued payment of premiums shall constitute acceptance of the conditions stated in this amendment.

The waiting period has been removed for the CEO. As result of this change the Waiting Period on the AD&D Insurance Policy Specifications Page has been amended to read as follows:

**WAITING PERIOD:** 

For full-time and part-time employees: 30 days

For the CEO: None

The waiting period will be waived for any outsourced employee who is transitioned to becoming an employee of the policyholder or one of its associated companies.

Agreed to by Minnesota Life Insurance Company on October 1, 2012.

SEM

Assistant Secretary

**MINNESOTA LIFE** 

Minnesota Life Insurance Company - A Securian Company 400 Robert Street North • St. Paul, Minnesota 55101-2098

To be attached to and made a part of Group Policy No. 33810-G issued by Minnesota Life Insurance Company to Dallas County Hospital District d/b/a Parkland Health & Hospital System. This amendment is effective as of January 1, 2012. Continued payment of premiums shall constitute acceptance of the conditions stated in this amendment.

Domestic partners and their children are now eligible for dependents AD&D benefits. As a result, the section entitled "What members of the insured employee's family are eligible for this benefit?" of the Family Coverage section of the policy is amended to read as follows:

#### What members of the insured employee's family are eligible for this benefit?

The following members of the insured employee's family are eligible for this benefit:

- (1) the employee's lawful spouse who is not legally separated from the employee, or the employee's domestic partner, who is not eligible for insurance as an employee under the group policy; and
- (2) the employee's and his or her domestic partner's unmarried natural children, stepchildren, legally adopted children, foster children, grandchildren and any other children who live with the employee in a regular parent-child relationship and are claimed by the employee as dependents on the employee's most recent federal income tax return. Children must be dependent on the employee for financial support and be 14 days old or older but less than 21 years of age, or less than 25 years of age if a full-time student in an accredited educational institution. Children age 21 or older are also eligible if they are physically or mentally incapable of self-support, were incapable of self-support prior to age 21 (25 if a full-time student) and are financially dependent on the employee for more than one-half of their support and maintenance.

A domestic partner is person in a domestic partnership with an employee that meets the following requirements:

- (1) the partners are of the same gender, are over the age of 18, are competent to enter into an intimate and committed relationship of mutual caring, and intend to remain in such a relationship indefinitely; and
- (2) the partners currently share a common residence and have done so for at least the last twelve months; and
- (3) neither partner is married to, or legally separated from another person; and
- (4) neither partner is in another domestic partnership; and
- (5) the partners are financially interdependent and jointly responsible for the common welfare of each other, and share financial obligations of the household; and
- (6) the partners are not related under the laws of the State of Texas; and
- (7) the partners do not have a blood or legal relationship that would bar marriage in a heterosexual relationship under the laws of Texas, if all applicable marriage requirements of such state law were met; and
- (8) the partners have signed a sworn statement in evidence of their relationship and have provided such further proof as shall be required by the employer.

If both parents of a child qualify as eligible employees under this policy, the child shall be considered a dependent of only one parent for purposes of this benefit. If any child qualifies as an eligible employee under this policy, he or she is not eligible to be insured as a dependent child.

Agreed to by Minnesota Life Insurance Company this 21st day of September, 2011.

Assistant Secretary

By / home for

### **Accidental Death and Dismemberment Insurance Policy**

**MINNESOTA LIFE** 

Minnesota Life Insurance Company - A Securian Company 400 Robert Street North • St. Paul, Minnesota 55101-2098

### **Read Your Policy Carefully**

This policy was issued to the policyholder on the effective date shown on the specifications page attached to this policy. We promise to pay the benefits provided by this policy, subject to its conditions, limitations, and exceptions. We make this promise and issue this policy in consideration of the application for this policy and the payment of the premiums.

Minnesota Life Insurance Company is a subsidiary of Minnesota Mutual Companies, Inc., a mutual insurance holding company. The policyholder is a member of Minnesota Mutual Companies, Inc., which holds its annual meetings on the first Tuesday in March of each year at 3 p.m. local time. The meetings are held at 400 Robert Street North, St. Paul, Minnesota 55101-2098.

### **Legal Actions**

No legal action may be brought to recover on this policy within the first sixty days after written proof of loss has been given as required by this policy. No such action may be brought after three years from the time written proof of loss is required to be given.

Signed for Minnesota Life Insurance Company at St. Paul, Minnesota on the effective date.

Rhet I Soubler

President

### Secretary

Demir E. Tablespoling

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ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE POLICY • NONPARTICIPATING



#### AD&D INSURANCE POLICY SPECIFICATIONS PAGE

**GENERAL INFORMATION** 

POLICYHOLDER: Dallas County Hospital District d/b/a POLICY NUMBER: 33810-G

Parkland Health & Hospital System

**ASSOCIATED COMPANIES:** All subsidiaries and affiliates reported to Minnesota Life by the policyholder for

inclusion in the policy.

POLICY EFFECTIVE DATE: January 1, 2010

POLICY ANNIVERSARY DATE: January 1 of each year beginning January 1, 2011

**PREMIUM DUE DATE(S):** The first day of each month

**GROUP:** The group is composed of all active employees of the policyholder and its

associated companies.

**WAITING PERIOD:** 30 days. This will be waived for an outsourced employee who is transitioned to

becoming an employee of the policyholder or one of its associated companies.

**MINIMUM HOURS PER WEEK REQUIREMENT:**For full-time employees: 40 hours per week.
For part-time employees: 20 hours per week

**GRACE PERIOD:** Notwithstanding anything in the policy to the contrary, the policyholder shall

have a 60-day grace period for payment of monthly premiums.

#### **PLAN OF INSURANCE**

#### **EMPLOYEE BENEFIT SCHEDULE**

#### EMPLOYEE ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D) INSURANCE:

Eligible Class Amount of Insurance

All Employees An employee may elect any amount from \$10,000 to \$500,000, in an increment

of \$10.000.

#### GENERAL PROVISIONS FOR EMPLOYEE INSURANCE

**AGE REDUCTIONS:** The amount of insurance on an employee age 65 or older shall be a percentage

of the amount otherwise provided by the plan of insurance applicable to such

employee in accordance with the following table:

Age of Employee Amount of Insurance

65 – 69 65% 70 and over 50%

Age reductions will apply the first day of the month following an insured

employee's 65th and 70th birthdays.

CONTRIBUTORY/
NONCONTRIBUTORY:

All AD&D insurance is contributory insurance.

F.57593 A

**INCREASES AND DECREASES:** 

Requests for increases and decreases may be made only at annual enrollment or within 31 days of a qualified status change (as defined by the employer). Requests made due to a status change shall be effective on the first day of the month following the request. Requests made during an annual enrollment shall be effective on the general effective date of the annual enrollment. All increases are subject to the actively at work requirement.

#### **DEPENDENTS BENEFIT SCHEDULE**

#### **DEPENDENTS AD&D INSURANCE:**

The amount of Dependent's AD&D insurance is based on the composition of the employee's family as follows:

Employee's Family Consists of	Amount of A	AD&D Insurance
Spouse and Eligible Children	Spouse: Each Child:	50% of employee's amount of insurance 15% of employee's amount of insurance*
Spouse and No Eligible Children	Spouse:	60% of employee's amount of insurance
No Spouse but Eligible Children	Each Child:	20% of employee's amount of insurance*

<sup>\*</sup> The maximum benefit for child coverage is \$50,000.

#### **GENERAL PROVISIONS FOR DEPENDENTS INSURANCE**

CONTRIBUTORY/
NONCONTRIBUTORY:

All dependents insurance is contributory insurance.

**INCREASES AND DECREASES:** 

Dependents insurance shall automatically increase or decrease as the employee's amount of insurance increases or decreases.

F.57593

#### **Definitions**

#### age

Attained age as of most recent birthday.

#### associated company

Any company which is a subsidiary or affiliate of the policyholder which is designated by the policyholder and agreed to by us to participate under this policy.

#### certificate effective date

The date the certificate holder's coverage under this policy becomes effective.

#### certificate holder

An insured employee.

#### contributory insurance

Insurance for which the employee is required to make premium contributions.

#### earnings

An employee's basic rate of compensation not including commissions, overtime or premium pay, bonuses, or any other additional compensation.

#### employee

An individual who is employed by the policyholder or by an associated company. A sole proprietor will be considered the employee of the proprietorship. A partner in a partnership will be considered an employee so long as the partner's principal work is the conduct of the partnership's business. The term employee does not include temporary employees, seasonal employees nor corporate directors who are not otherwise employees.

#### employer

The policyholder or any designated associated company.

#### insured

A person who is eligible for and becomes insured under the terms of this policy.

#### licensed physician

An individual who is licensed to practice medicine or treat illness in the state in which treatment is received. The physician cannot be the certificate holder or the certificate holder's spouse, children, parents, grandparents, grandchildren, brothers or sisters, or the spouse of any such individuals.

#### non-work day

A day on which the employee is not regularly scheduled to work, including scheduled time off for vacations, personal

holidays, weekends and holidays, and approved leaves of absence for non-medical reasons.

Non-work day does not include time off for medical leave of absence, temporary layoff, employer suspension of operations in total or in part, strike, and any time off due to sickness or injury including sick days, short-term disability, or long-term disability.

#### noncontributory insurance

Insurance for which the employee is not required to make premium contributions.

#### policy anniversary

The policy anniversary date shown on the specifications page attached to this policy.

#### policy effective date

The date this policy was issued as shown on the specifications page attached to this policy.

### policyholder

The owner of the group policy as shown on the specifications page attached to this policy.

#### specifications page

The outline which summarizes the policyholder's plan of insurance.

#### waiting period

The period, if any, of continuous employment with the employer that the employee must satisfy prior to becoming eligible for coverage under this policy. The waiting period is shown on the specifications page attached to this policy.

#### we, our, us

Minnesota Life Insurance Company.

#### you, your

The policyholder named on the specifications page attached to this policy.

#### **General Information**

#### What is your agreement with us?

This policy and your attached signed application contain the entire contract between you and us. Any statements you make will, in the absence of fraud, be considered representations and not warranties. Also, any statement that you make will not be used to void this policy, nor will it be used in our defense if we refuse to pay a claim, unless the statement is contained in your application a copy of which has been furnished to you.

No change or waiver of any provision of this policy, or any certificate issued under it, will be valid unless made in writing by us and signed by our president, a vice-

president, our secretary, or an assistant secretary. No agent or other person has the authority to change or waive any provision of this policy, nor of any certificate issued under it.

In making any benefits determination under this policy, we shall have the discretionary authority both to determine an individual's eligibility for benefits and to construe the terms of this policy.

# Are employees of associated companies eligible for insurance under this policy?

Yes. Employees of associated companies may be eligible for insurance under this policy. Associated companies are shown on the specifications page attached to this policy. You represent any associated company in all transactions pertaining to this policy. Your acts or omissions and every notice given by us to you shall be binding on every associated company. When an associated company ceases its participation under the policy, the policy shall be considered to be terminated for all employees of the associated company. All provisions related to the policy terminating will apply to such employees.

#### Can this policy be amended?

Yes. The certificate holder's consent is not required to amend this policy or any certificates issued under it. Any amendment will be without prejudice to any claim for benefits incurred prior to the effective date of the amendment.

#### Who is eligible for insurance?

An employee is eligible if he or she:

- (1) is a member of the eligible group and of an eligible class as shown on the specifications page attached to this policy; and
- (2) works for the employer for at least the number of hours per week shown as the minimum hours per week requirement on the specifications page attached to this policy; and
- (3) has satisfied the waiting period as shown on the specifications page attached to this policy; and
- (4) meets the actively at work requirement described in the "What is the actively at work requirement?" provision of this section.

### Are retired employees eligible for insurance?

No. Retired employees are not eligible under this policy.

#### What is the actively at work requirement?

To be eligible to become insured or to receive an increase in the amount of insurance, an employee must be actively at work performing his or her customary duties at the employer's normal place of business, or at other places the employer's business requires him or her to travel.

Employees not working due to illness or injury do not meet the actively at work requirement nor do employees

receiving sick pay, short-term disability benefits or longterm disability benefits.

If the employee is not actively at work on the date coverage would otherwise begin, or on the date an increase in his or her amount of insurance would otherwise be effective, he or she will not be eligible for the coverage or increase until he or she returns to active work. However, if the absence is on a non-work day, coverage will not be delayed provided the employee was actively at work on the work day immediately preceding the non-work day.

Except as otherwise provided for in this policy, an employee is eligible to continue to be insured only while he or she remains actively at work.

# When does a certificate holder's insurance become effective?

A certificate holder's insurance becomes effective on the date that all of the following conditions have been met:

- the certificate holder meets all eligibility requirements; and
- (2) if required, the certificate holder applies for the insurance on forms which are approved by us; and
- (3) we receive the required premium.

# Can an insured's coverage be continued during the employee's sickness, injury, leave of absence or temporary layoff?

Yes. Insurance may be continued on an insured employee who is not actively at work due to sickness, injury, leave of absence or temporary layoff, subject to the employer's practices and procedures, including the employer's limits on the length of continuation allowed for the type of absence. Continuation is contingent upon continued premium payment and is subject to the following maximum time frames:

- (1) for an employee on non-medical leave of absence or temporary layoff, insurance cannot be continued beyond 12 months from the last day the insured employee was actively at work.
- (2) for an employee on a medical leave of absence, insurance cannot be continued beyond the later of 12 months from the last day the insured employee was actively at work or the date the employee attains age 65.

Continuation of insurance must be in accordance with practices and procedures that preclude individual selection.

Coverage during a leave of absence and upon return from a leave of absence shall meet all state and federal requirements. The above limits will be expanded if necessary in order to meet such requirements.

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#### **Premiums**

#### When and how often are premiums due?

Unless we have agreed to some other premium payment procedure, premiums for this policy are remitted to us monthly. Premiums are due on the premium due date as shown on the specifications page attached to this policy. We apply premiums consecutively to keep the insurance in force.

You may pay premiums before they are due for any period up to the next policy anniversary. Premiums paid in advance should be calculated at the rate of the monthly premium currently due.

Premium contributions for contributory insurance are to be paid to you unless we have agreed to some other premium payment procedure. The premium contributions by employees for contributory insurance should be remitted to us as due along with the premiums payable for noncontributory insurance.

#### How is the premium determined?

The premium will be the premium rate multiplied by the number of \$1,000 units of insurance in force on the date premiums are due. The premium may also be computed by any other method on which you and we agree.

We may change the premium rate:

- (1) on any premium due date following the expiration of any rate guarantee; or
- (2) irrespective of any rate guarantee, anytime, if the policy terms are amended or the total amount of insurance in force changes by 15% or more.

#### Can a premium be paid after the date it is due?

Yes. This policy has a 31-day grace period. If a premium is not received by us on or before the date it is due, that premium may be paid during the 31-day grace period following the due date. The insurance under this policy will remain in effect during the 31-day grace period. This grace period does not apply to the first premium payment.

#### Can the premium be adjusted?

Yes. We will adjust the premium on each due date for insurance which was effective or terminated before the most recent due date, but not reflected in prior premium payments. We will charge you for any additional premium, and will refund any overpayment, excluding any overpayment made more than 12 months before the adjustment.

# **Accidental Death and Dismemberment Benefit**

# What does accidental death or dismemberment by accidental injury mean?

Accidental death or dismemberment by accidental injury means that an insured's death or dismemberment results, directly and independently of all other causes, from an accidental injury which is unintended, unexpected, and unforeseen.

The injury must occur while the insured's coverage is in force. The insured's death or dismemberment must occur within 365 days after the date of the injury and while his or her coverage is in force.

# What is the amount of the accidental death and dismemberment benefit?

The amount of the benefit shall be a percentage of the amount of insurance shown on the specifications page attached to this policy. The percentage is determined by the type of loss as shown in the following table:

	I ENGLINI OI
TYPE OF LOSS	AMOUNT OF INSURANCE
l ifo	1000/
Lile	100%
Both Hands or Both Feet	100%
Sight of Both Eyes	100%
	100%
	100%
	Eye100%
	Eye100%
Signt of One Eye	50%
Speech or Hearing	50%
	50%
	One Hand25%
	=

Loss of hands or feet means complete severance at or above the wrist or ankle joints. Loss of sight, speech, or hearing means the entire and irrecoverable loss of sight, speech, or hearing which cannot be corrected by medical or surgical treatment or by artificial means. Loss of thumb and index finger means complete severance of both the thumb and the index finger at or above the metacarpophalangeal joints

A benefit is not payable for both loss of thumb and index finger of one hand and the loss of one hand for injury to the same hand as a result of any one accident.

Benefits may be paid for more than one accidental injury, but the total amount of insurance payable for all of an insured's losses due to any one accident, not including any amount paid according to the terms of the Additional Benefits section of this policy, will never exceed such insured's full amount of insurance shown on the specifications page attached to this policy.

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# Can a certificate holder request a change in the amount of his or her contributory insurance?

Yes. A certificate holder can request an increase or a decrease in the amount of his or her contributory insurance as shown on the specifications page attached to this policy. Requests may be made in writing, by telephone or any other method made available by us.

#### When will changes in coverage amounts be effective?

Increases and decreases in amounts of contributory insurance will be effective as shown on the specifications page attached to this policy. All increases in the amount of insurance are subject to the actively at work requirement.

# What are the notice of claim and proof of loss requirements?

Written notice of injury on which a claim may be based must be given to us within 30 days after the accident. Proof of loss must be furnished to us within 90 days after the date of loss. However, failure to give such notice and proof within the time provided will not invalidate the claim if it is shown that notice and proof were given as soon as reasonably possible and in no event, except in the absence of legal capacity of the claimant, later than one year from the time proof is otherwise required.

When we receive written notice of claim, we will send the claimant our claim forms if he or she needs them. If the claimant does not receive the forms within 15 days, we will accept his or her written description as proof of loss.

# When will the accidental death or dismemberment benefit be payable?

We will pay the accidental death or dismemberment benefit upon receipt at our home office of written proof satisfactory to us that a certificate holder died or suffered a covered dismemberment as a result of a covered accidental injury. All payments by us are payable from our home office.

The benefit will be paid in a single sum. We will pay interest on the benefit from the date of the certificate holder's death or dismemberment until the date of payment. Interest will be at an annual rate determined by us, but never less than 3% per year or the minimum required by state law, whichever is greater.

# To whom will we pay the accidental death or dismemberment benefit?

In the case of a certificate holder's accidental death, we will pay the accidental death benefit to the beneficiary or beneficiaries. All other benefits will be payable to the certificate holder, if living, otherwise to the certificate holder's estate.

A beneficiary is named by a certificate holder to receive the accidental death benefit to be paid at the certificate holder's accidental death. The certificate holder may name one or more beneficiaries. The certificate holder cannot name you or an associated company as a beneficiary.

The certificate holder may also choose to name a beneficiary that the certificate holder cannot change without the beneficiary's consent. This is called an irrevocable beneficiary.

If there is more than one beneficiary, each will receive an equal share, unless the certificate holder has requested another method in writing. To receive the accidental death benefit, a beneficiary must be living at the time of the certificate holder's accidental death. In the event a beneficiary is not living at the time of the certificate holder's accidental death, that beneficiary's portion of the accidental death benefit shall be equally distributed to the remaining surviving beneficiaries. In the event of the simultaneous deaths of the certificate holder and a beneficiary, the accidental death benefit will be paid as if the certificate holder survived the beneficiary.

If there is no eligible beneficiary, or if the certificate holder does not name one, we will pay the accidental death benefit to:

- the certificate holder's lawful spouse, if living, otherwise;
- (2) the certificate holder's natural or legally adopted child (children) in equal shares, if living, otherwise;
- (3) the personal representative of the certificate holder's estate.

#### Can a certificate holder add or change beneficiaries?

Yes. A certificate holder can add or change beneficiaries if all of the following are true:

- (1) the certificate holder's coverage is in force; and
- (2) we have written consent of all irrevocable beneficiaries: and
- (3) the certificate holder has not assigned the ownership of his or her insurance.

A request to add or change a beneficiary must be made in writing or by any other method made available under the plan. A change will take effect as of the date it is signed, but will not affect any payment we make or action we take before receiving a certificate holder's request.

### **Exclusions**

#### What are the exclusions under this policy?

In no event will we pay the accidental death or dismemberment benefit where the insured's death or dismemberment results from or is caused directly or indirectly by any of the following:

- suicide or attempted suicide, whether sane or insane; or
- (2) intentionally self-inflicted injury or any attempt at self-inflicted injury, whether sane or insane; or
- (3) the insured's participation in or attempt to commit a crime, assault or felony; or

- (4) bodily or mental infirmity, illness or disease; or
- (5) medical or surgical treatment including diagnostic procedures; or
- (6) alcohol, drugs, poisons, gases or fumes, voluntarily taken, administered, absorbed, inhaled, ingested or injected; or
- (7) bacterial infection, other than infection occurring simultaneously with, and as a result of, the accidental injury; or
- (8) travel or flight in or on any vehicle used for aerial navigation including getting in, out, on, or off such vehicle, if the insured is:
  - (a) riding as a passenger in any aircraft not intended or licensed for the transportation of passengers; or
  - (b) acting as a pilot or a crew member of any aircraft, unless riding as a passenger; or
  - (c) riding as a passenger in a non-chartered aircraft which is owned, leased, operated, or controlled by the eligible employee's employer; or
  - (d) a student taking a flying lesson, unless riding as a passenger; or
  - (e) hang gliding; or
  - (f) parachuting, except when the insured has to make a parachute jump for self-preservation; or
- (9) war or any act of war, whether declared or undeclared: or
- (10) riot or civil insurrection; or
- (11) service in the military of any nation.

### **Additional Benefits**

Unless stated otherwise, additional benefits are payable to the same person or persons who receive the accidental death and dismemberment benefits. Additional benefits are paid in addition to any accidental death and dismemberment benefits described in the Accidental Death and Dismemberment section, unless otherwise stated. All provisions of the policy, including but not limited to the Exclusions section, shall apply to these additional benefits.

#### **Coma Benefit**

#### What is the coma benefit?

If an insured lapses into a coma as a result of and within 365 days of a covered accidental injury, and such coma has lasted for a minimum of 31 days, we will pay a benefit equal to the lesser of:

- (1) 1% of the insured's amount of insurance; or
- (2) 1% of the difference between the insured's amount of insurance and the amount of any benefits paid under the loss schedule for the same accident.

This benefit will be paid monthly until the earliest of the following:

- (1) the date the insured recovers such that he or she is no longer in a coma as defined herein; or
- (2) the date of the insured's death. If an accidental death payment is due under this policy, the amount of such payment will be reduced by the amount of insurance paid under this coma provision; or
- (3) 100 months following the date monthly benefits commenced.

Coma means a state of profound unconsciousness with no evidence of appropriate responses to stimulation. The insured must be confined in a medical facility and

#### **HIV Occupational Accident Benefit**

#### What is the HIV occupational accident benefit?

We will pay an HIV benefit, if, while covered under this policy, an insured employee suffers an accidental bodily injury while in the performance of his or her duties for the employer, which causes the employee to acquire and test positive within one year of such accident for Human Immunodeficiency Virus (HIV). The benefit payable will be equal to 10% of the insured employee's amount of AD&D insurance in effect on the date of the accident, subject to a \$25,000 maximum. This is in addition to any other benefit payable because of such accident.

In order to receive this HIV benefit, the insured employee must submit a worker's compensation injury report to the employer within 48 hours of the accident and submit a blood test for HIV within 48 hours of the accident. If this initial blood test is negative and the insured employee subsequently tests positive for HIV within one year of the accident, and provides proof that the HIV infection was a result of the accident, we will pay the benefit.

#### Rehabilitative Physical Therapy Benefit

#### What is the rehabilitative physical therapy benefit?

If an insured suffers an injury which results in a covered dismemberment, we will pay an additional benefit for rehabilitative physical therapy which is prescribed by the attending physician or surgeon. The benefit will be equal to the lesser of:

- (1) the actual incurred costs for the therapy; or
- (2) 5% of the insured's amount of insurance; or
- (3) \$10,000.

#### **Seatbelt Benefit**

### What is the seatbelt benefit?

If an insured dies as a result of a covered accident which occurs while he or she is driving or riding in a private passenger car, we will pay an additional accidental death and dismemberment benefit equal to the lesser of:

- (1) \$25,000; or
- (2) 10% of the amount payable due to the death or dismemberment.

In order to be eligible for this benefit, the following must apply:

- the private passenger car was equipped with seatbelts; and
- (2) a seatbelt was in proper use by the insured at the time of the accident as certified in the official accident report or by the investigating officer; and
- (3) at the time of the accident, the driver of the private passenger car was a licensed driver and was not intoxicated, impaired, or under the influence of alcohol or drugs.

Seatbelt means a properly installed seatbelt (or child restraint if the insured is a child), lap and shoulder restraint, or other restraint approved by the National Highway Traffic Safety Administration or any successor governmental agency. A private passenger car means a validly registered four-wheeled private passenger car or policyholder-owned car, jeep, pickup truck or van, including a sport utility vehicle (SUV), that is not licensed commercially or being used for racing, or acrobatic or stunt driving.

#### **Termination**

#### When does a certificate holder's insurance end?

A certificate holder's insurance ends on the earliest of the following:

- (1) the date this policy ends; or
- (2) the date the certificate holder no longer meets the eligibility requirements; or
- (3) the date this policy is amended so the certificate holder is no longer eligible; or
- (4) 31 days (the grace period) after the due date of any unpaid premium if the premium remains unpaid at that time; or
- (5) the last day for which premium contributions have been paid following a certificate holder's written request to cease participation under this policy.

If a certificate holder's insurance under this policy terminates due to non-payment of premiums, his or her coverage may be reinstated if all premiums due are paid and received by us within 31 days of the date of termination and during the certificate holder's lifetime.

# Can a certificate holder's coverage be reinstated after termination?

Yes. When a certificate holder's coverage terminates because he or she is no longer eligible, and the certificate holder subsequently becomes eligible again, the employer may reinstate such coverage under this policy, according to its own rules and time frames, without the need to satisfy any waiting period.

#### When does this policy terminate?

You may terminate this policy by giving us 31 days prior written notice. We reserve the right to terminate this policy on the earliest of the following to occur:

- (1) 31 days (the grace period) after the due date of any premiums which are not paid; or
- (2) on any subsequent policy anniversary after the date the number of employees insured is less than any minimum established by us or as required by applicable state law; or
- (3) 31 days after we provide you with notice of our intent to terminate this policy.

#### Can this policy be reinstated?

No. We will not reinstate this policy after it terminates. You must submit a new application for a new policy after this policy has terminated.

### Family Coverage

If a certificate holder has dependents, he or she may elect AD&D coverage for his or her eligible dependents as described below. All provisions of the policy applicable to an "insured," including but not limited to references in the Exclusions and Additional Benefits sections, shall apply to a dependent insured hereunder.

# What members of the insured employee's family are eligible for this benefit?

The following members of the insured employee's family are eligible for this benefit:

- the employee's lawful spouse who is not legally separated from the employee and who is not eligible for insurance as an employee under the group policy; and
- (2) the employee's unmarried natural children, stepchildren, legally adopted children, foster children, grandchildren and any other children who live with the employee in a regular parentchild relationship and are claimed by the employee as dependents on the employee's most recent federal income tax return. Children must be dependent on the employee for financial support and be 14 days old or older but less than 21 years of age, or less than 25 years of age if a full-time student in an accredited educational institution. Children age 21 or older are also eligible if they are physically or mentally incapable of self-support, were incapable of self-support prior to age 21 (25 if a full-time student) and are financially dependent on the employee for more than one-half of their support and maintenance.

If both parents of a child qualify as eligible employees under this policy, the child shall be considered a dependent of only one parent for purposes of this benefit. If any child qualifies as an eligible employee under this policy, he or she is not eligible to be insured as a dependent child.

## When does insurance on a dependent become effective?

Insurance on a dependent becomes effective on the date when all of the following conditions have been met:

- the dependent meets all eligibility requirements; and
- (2) if required, the insured employee applies for dependents coverage on forms which are approved by us; and
- (3) we receive the required premium.

Any dependent who, subsequent to the effective date of the insured employee's dependents accidental death and dismemberment insurance, meets the requirements of this provision will become insured on the date he or she so qualifies unless additional premium is required. If additional premium is required, the insurance of such later-acquired dependent shall be effective under the same conditions which apply if the employee was then first becoming eligible for dependents insurance under this policy.

If a dependent is hospitalized or confined because of illness or disease on the date his or her insurance would otherwise become effective, his or her effective date shall be delayed until he or she is released from such hospitalization or confinement. However, in no event will insurance on a dependent be effective before the insured employee's insurance under this policy is effective.

# What is the amount of the accidental death and dismemberment benefit for each insured dependent?

The amount of insurance for a dependent is shown on the specifications page. The Accidental Death and Dismemberment section found earlier in this policy describes the amount of benefits, which are based on the insured's amount of insurance.

# When will the accidental death or dismemberment benefit be payable?

We will pay the accidental death or dismemberment benefit upon receipt at our home office of written proof satisfactory to us that an insured dependent died or suffered dismemberment as a result of an accidental injury. All payments by us are payable from our home office.

The benefit will be paid in a single sum. We will pay interest on the benefit from the date of the insured dependent's death or dismemberment until the date of payment. Interest will be at an annual rate determined by us, but never less than 3% per year or the minimum required by state law, whichever is greater.

# To whom will we pay a dependents accidental death or dismemberment benefit?

A dependents accidental death or dismemberment benefit will be paid to the certificate holder, if living, otherwise to his or her estate.

### **Family Coverage Additional Benefits**

The following benefits apply to those certificate holders who are insured for dependents insurance. Unless stated otherwise, additional benefits are payable to the same person or persons who receive the accidental death and dismemberment benefits. Additional benefits are paid in addition to any accidental death and dismemberment benefits described in the Accidental Death and Dismemberment section, unless otherwise stated. All provisions of this policy, including but not limited to the Exclusions section, shall apply to these additional benefits.

#### **Child Care Benefit**

#### What is the child care benefit?

If a certificate holder dies as a result of a covered accident and he or she is survived by his or her dependent spouse and one or more dependent children, we will pay additional benefits to reimburse the surviving spousefor child care expenses for the certificate holder's dependent children.

The benefit for each child per year will be the lesser of:

- 3% of the certificate holder's amount of insurance; or
- (2) \$2,000; or
- (3) incurred child care expenses.

Child care expenses are those expenses which are for a service or supply furnished by a licensed child care provider or facility for a dependent child's care. No payment will be made for expenses incurred more than four years after the date of the certificate holder's death. Proof of incurred child care expenses shall be required before any benefit payment is made. The child care benefit will be paid to the surviving parent.

#### **Dependent Child Education Benefit**

### What is the dependent child education benefit?

We will pay an education benefit on behalf of the insured's dependent children if an insured employee dies as a result of a covered accident and is survived by one or more insured dependent children, provided that:

- at the time of the insured employee's death, the dependent child is enrolled as a full-time student at an accredited post-secondary educational institution (however, no benefit will be payable for the current school year); or
- (2) the dependent child enrolls on a full-time basis in an accredited post-secondary educational

institution within one year of the employee's death.

The benefit payable will be the lesser of:

- the actual tuition charged, exclusive of room and board; or
- (2) 3% of the insured employee's amount of insurance; or
- (3) \$5,000.

The benefit will be payable at the beginning of each school year for a maximum of four consecutive years, but not beyond the date the child attains age 25. The benefit will be paid to the insured dependent child if he or she is of legal age. If the insured dependent child is not of legal age the benefit will be paid to the person who provides proof they have paid or will pay the tuition bill for that school year. Proof of enrollment and tuition costs are required for each school year.

### **Extended Dependents Insurance Benefit**

#### What is the extended dependents insurance benefit?

If an insured employee dies as a result of a covered accident and he or she is survived by his or her insured spouse and/or one or more insured dependent children, such dependents insurance will be continued in force for a period of six months from the date of the insured employee's death, without further payment of premiums.

### **Dependents Benefit Termination**

# When does an insured dependent's coverage terminate?

An insured dependent's coverage terminates on the earliest of the following:

- the date the dependent no longer meets the eligibility requirements; or
- (2) 31 days (the grace period) after the due date of any unpaid premium if the premium remains unpaid at that time; or
- (3) the last day for which premium contributions have been made following an insured employee's written request that insurance on his or her dependents be terminated; or
- (4) the date the employee is no longer covered under the group policy.

The insured employee must notify us or the employer when he or she no longer has dependents eligible for coverage under this benefit so that premiums may be discontinued. All premiums paid for dependents who are no longer eligible for coverage under this benefit will be refunded without any payment of claim.

### **Additional Information**

# Do we have the right to obtain independent medical verification?

Yes. We retain the right to have an insured medically examined at our expense when and so often as we may reasonably require whenever a claim is pending and, where not forbidden by law, we reserve the right to have an autopsy performed in the case of death.

#### What if an insured's age has been misstated?

If an insured's age has been misstated, the accidental death or dismemberment benefit payable will be that amount to which the insured is entitled based on his or her correct age.

A premium adjustment will be made to the premium you pay for the insured's noncontributory insurance and to the premium an insured pays for contributory insurance, if any, so that the actual premium required at the insured's correct age is paid.

# When does an insured's insurance become incontestable?

Except for fraud or the non-payment of premiums, after the insured's insurance has been in force during his or her lifetime for two years from the effective date of his or her coverage, we cannot contest the insured's coverage. However, if there has been an increase in the amount of insurance for which the insured was required to apply, then, to the extent of the increase, any loss which occurs within two years of the effective date of the increase will be contestable.

Any statements the insured makes in his or her signed application will, in the absence of fraud, be considered representations and not warranties. Also, any statement an insured makes will not be used to void his or her insurance, or defend against a claim, unless the statement is contained in the signed application attached to the insured's certificate, and a copy containing the statement is furnished to the insured or the insured's beneficiary or personal representative.

#### Can a certificate holder's insurance be assigned?

Yes. However, we will not be bound by an assignment of the certificate or of any interest in it unless it is made as a written instrument, the certificate holder files the original instrument or a certified copy with us at our home office, and we send the certificate holder an acknowledged copy.

We are not responsible for the validity of any assignment. A certificate holder is responsible for ensuring that the assignment is legal in his or her state and that it accomplishes his or her intended goals. If a claim is based on an assignment, we may require proof of interest of the claimant. A valid assignment will take precedence over any claim of a beneficiary.

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#### Are you required to maintain records?

Yes. You are required to maintain adequate records of any information necessary for us to administer this policy. We can obtain them from you at any reasonable time.

If a clerical error is made in keeping records on the insurance under this policy, it will not affect otherwise valid insurance. A clerical error does not continue insurance which is otherwise stopped, nor put into effect insurance to which an insured is not otherwise entitled. If an error causes a change in premium payment, we will make a fair adjustment.

# Will a certificate of insurance be provided for each certificate holder?

Yes. We will provide you with a certificate of insurance for delivery to each certificate holder. The certificate will include information regarding the principal provisions of his or her coverage.

#### Will this policy receive experience credits?

Each year we will determine if this policy will receive an experience credit.

#### Are you our agent?

No. For all purposes of this policy, neither you, an associated company, nor any administrator you appoint is our agent. We will not be liable for any of your acts or omissions or those of an associated company or administrator.

# Will the provisions of this policy conform with state law?

Yes. If any provision in this policy, or in the certificates issued under this policy, is in conflict with the laws of the state governing the policy or the certificates, the provision will be deemed to be amended to conform to such laws.

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