



**Premier Health**

**PART 1** EMPLOYEE'S DETAILS

Surname \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial(s) \_\_\_\_\_

Address \_\_\_\_\_

Contact Nos \_\_\_\_\_ Email \_\_\_\_\_

Group Name/No. \_\_\_\_\_ Certificate No. \_\_\_\_\_

Position/Job Title \_\_\_\_\_ Date of Birth (DD/MM/YY) \_\_\_\_\_

Male  Female      Marital Status  Single  Married  Divorced  Widowed  Legally Separated

**PART 2** TYPE OF CHANGE REQUESTED (please tick all that apply)

- Change coverage to:  Member only  Member & Spouse  Member & Child  Member & Children  Family
- Add a Dependent (Please provide details in the chart below. An Enrolment Form with Dependents details fully completed is also required.)

If adding a spouse, please attach a copy of Marriage Certificate and give date of marriage (DD/MM/YY) \_\_\_\_\_

If adding an adopted child, please attach a copy of the Adoption Certificate and give date of adoption \_\_\_\_\_

If adding a child with a different last name, please include a copy of their Birth Certificate.

- Remove a Dependent (Please provide details in the chart below.)

If removing a family member, give reason and effective date: \_\_\_\_\_

Added/Removed Dependent(s) (Surname, First Name, Initials)	Date of Birth (DD/MM/YY)	Relationship

- Change address to address noted in Part 1.
- Change name from \_\_\_\_\_ to name noted above.  
(Please attach supporting documentation proving name change.)

**PART 3** SIGNATURES

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Employer \_\_\_\_\_ Date \_\_\_\_\_

<b>FOR OFFICE USE</b>	Service Code: _____	Effective Date of Coverage: _____