



# Clearance certificate request

When transferring to HBF from another registered health fund, HBF will require a clearance certificate. This form will authorise HBF to cancel your existing policy with your health fund and obtain information about your previous level of cover.

1. Please complete this form using **black ink** and write in **capital letters**. Mark appropriate answers with a **cross**.
2. Post your completed form to HBF, GPO Box C101, Perth WA 6839 or email [switching@hbf.com.au](mailto:switching@hbf.com.au).

## 1 Your details

Given names

Family name

Date of birth

## 2 Previous health fund details:

Name of previous health fund

Member number

Product name/cover type

Please cancel my policy from date:

## 3 This request relates to:

- ☐ Myself    ☐ My partner    ☐ All of my dependants    ☐ Some of my dependants (please list dependants names below)

  
  

HBF member number

Signature of policy holder

Date

Partner details (if you would like your previous fund details released for your partner also, please have them sign below)

Given names

Family name

Date of birth

Signature of partner

Date

## Your privacy

HBF Health Limited (**HBF**) complies with the *Privacy Act 1988 (Cth)* to ensure that your personal (including sensitive) information (**Information**) is protected. HBF will use the Information collected to obtain details of your health insurance policy from your previous health fund. We may not be able to perform this function or only perform it to a limited extent if you do not provide us with your Information. We may disclose your personal information to our related companies, including our service providers and your previous health fund.

HBF collects, uses and discloses your Information in accordance with our Privacy Policy, which is available at [hbf.com.au](http://hbf.com.au) or on request by calling HBF on 133 423. Our Privacy Policy contains further information about how HBF handles your Information. This includes information on how you can access and/or seek the correction of your Information that we hold about you as required by law, how to make a complaint about the way your Information is being handled by HBF and how HBF will deal with your complaint.

If you have any questions about how HBF handles your Information, please contact our privacy officer by writing to GPO Box C101, Perth, Western Australia, 6839 or by telephone on 1300 883 530.

## Office use only

Date joined HBF

HBF member number