

PPS Mutual New Zealand

New business guide

This guide explains the steps and details for our new business process. It also highlights key differences you should know about.

October 2026



Quotes are valid of 30 days. If quotes do not proceed to an underwriting application, the quote will be removed from your adviser dashboard.



Your clients have 45 days to complete their underwriting application before the links expire.

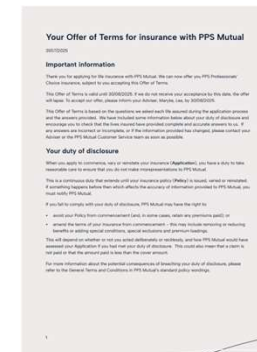
Underwriting applications are valid for 3 months.
Your client's duty of disclosure continues until their
cover is issued.

For applications over 3 months, a Declaration of Good Health is required every 3 months until underwriting is completed.

For applications over 12 months, a new completed underwriting application form is required.

Offer of terms

Offer of terms are valid for 30 days. Your client's duty of disclosure continues until their cover is issued.



New business flow: Quote



Eligibility (life insured)

1. Eligibility pathway
2. Profession / specialisation
3. US citizenship / residency – PPS is required to capture this information for FATCA reporting purposes
4. Date of birth, gender, smoker status

Cover selection

1. Select covers for each life insured
2. Select payment frequency
3. Click Calculate Premium

Personal information (life insured)

- First name, family name, email, contact number

Quote summary

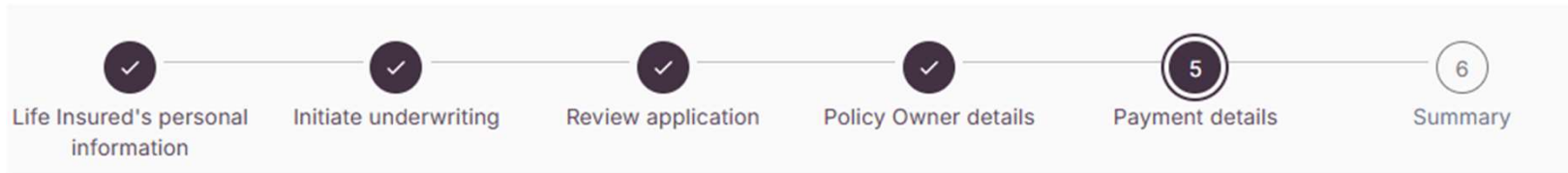
- Click *Email quote* to send document (PDF) to **self** (Adviser email address)
- Quote settings: select commission style and commission sacrifice
- Amend / duplicate quote: generate a new quote scenario

Cover	Maximum sums insured
Life Cover / Terminal Illness Cover	No limit
Trauma Cover	\$3m (Personal), \$5m (Business)
TPD	\$5m
Income Protection	Benefit period • Up to 2 years: \$60,000 • 3 years: \$50,000 • 5 years or more: \$30,000
Key Person Protector	

Please refer Underwriting Guide for further details:

<https://adviserhub.ppsmutual.co.nz/assets/download-block-files/PPS-Mutual-Underwriting-Guide-v2.pdf>

New business flow: Application



Full personal information (life insured)

1. Contact details
2. GP details – uses medical provider list sourced from Konnect

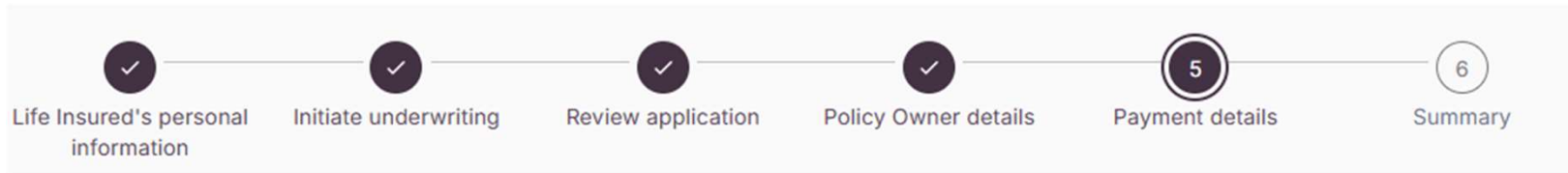
Initiate underwriting

- Option to complete underwriting directly with clients or to email application link to clients – tip: you can complete the first underwriting section with clients (i.e. up to the *Hobbies* section) and then email the remaining medical questions to the client by selecting **Email underwriting application to clients** once you reach the *Medical history* section
- Clients receive an email copy of their Personal Statement document (PDF) setting out their responses to our underwriting questions – you can also view the Personal Statement under the *Documents* section of their application page
- Click *Refresh status* to view status of the underwriting application for each client – once completed, you can proceed

Review application

- Click *view details* to view any special terms on each cover
- Click *Email offer* to email Offer of Terms document (PDF) to **self** (Adviser email address)
- Once the Offer of Terms is accepted, members will receive an email with details of the Profit Share Benefit – this is mandatory disclosure under the FMCA (Associates do not receive this email)

New business flow: Application



Policy owner details

- If a company is selected as a policy owner, please specify company directors – this is required for sanctions screening purposes under NZ law (note: the directors will not be recorded as policy owners).

Payment details

- Select premium payment frequency, collection day, and payment method.
- Note that the initial premium up to the first collection day will be waived while the client remains covered.
- If paying by credit card, please note that the client's bank may send an authorisation code after the credit card details are entered into the system.

Acceptance and policy issue

- A Docusign email is sent to all policy owners with a copy of the Offer of Terms and policy owner declarations and consents. Once digitally signed, a copy of the declarations and consents is emailed to each policy holder. Once all policy owners have digitally signed their declarations and consents, the policy is put in force.
- A copy of the policy documentation (Policy schedule and wordings) is emailed to each policy owner – you can also view and download a copy under the *Documents* section of the policy page.
- You can view the status of pending electronic signatures by clicking on *Explore portfolio* from the Adviser Portal dashboard, selecting *Pending E-signatures*, clicking on the three dots beside the applicable application and selecting *View approver status*. You can also cancel the request.

PPS new business differences



Quote

US citizen or resident question

- PPS is required to capture this information for FATCA (Foreign Account Tax Compliance Act) reporting purposes.

Multiple life covers for a life insured

- Can quote multiple life covers for one life insured on a single policy, using a mix of Rate for Age and Age Smoothed.

Associates

- Eligibility for disability covers available where the life insured works in an Office / Retail Store with No / Occasional Light Duties.

Apply & Underwriting

Look up GP details

- Quickly find your client's GP and contact details by entering just 3 characters.

Smaller subset of occupation questions

- By focusing on professionals, our Income Protection products use more targeted occupational underwriting, reducing the questions they need to answer.

Flexible underwriting for clients

- You have the flexibility to start an application with your clients, then email them the rest of the application to finish their medical declarations in their own time.

Profit Share Benefit information emailed

- Once the underwriting application is submitted, we'll email eligible clients a copy of the Profit Share Benefit information sheet and the Multiple Life Policy as part of our disclosure obligations.

Copy of personal statement emailed to your client

- Your client will get a copy of their personal statement via email after submitting their underwriting application so they have a copy for their records.

Payment details and policy ownership

- Payment details and policy ownership is asked only when a policy is ready to be issued.

Policy issue

Split issue onto the same policy

- If you issue a split policy, additional insured lives are added to that same policy once their underwriting is complete.

Profit Share Benefit information emailed

- PPS will email members a copy of the Profit Share Benefit information sheet and the Multiple Life Policy as part of our disclosure obligations.