

EMPIRE LIFE INFORMATION CIRCULAR

DATE: December 3, 2012

Nº. 2012-27

CATEGORY: **INSURANCE**

TO: Managing General Agents, Associate General Agents, Brokers,
General Agents, Independent Financial Advisors and National Accounts

SUBJECT: **New Conversion Application**

We are pleased to introduce our new online Conversion Application.

**When to use this
Application**

- For full contractual conversions
- For partial contractual conversions

Each Conversion Application can be used for one policy and two lives. For conversions involving more than two lives, use a separate Conversion Application and make a note in the "Special Instructions" section.

**When not to use
this Application**

- To apply for a conversion with a face amount increase, change or increase in Additional Benefits or a change of risk class (e.g. smoker to non-smoker) - continue to use the D-0082 Life and Health Insurance Application.
- To change ownership of the policy, even if converting to a new policy where applicable – you must use the C-0050 Transfer of Ownership form.
- To change a life insurance beneficiary – you must use the D-0017 Beneficiary and/or Contingent/Successor Owner or Subrogated Policyholder Designation form
- To change a critical illness beneficiary – you must use the Beneficiary Designation/Direction to Pay for Critical Illness Benefits form.

**How to access
the Application**

The Conversion Application is available online only, on the Forms section of our Advisor website. Use the [Printable Applications](#) link to access the application.

Reference **Sheila Kingston**, Director, Insurance Operations