

HOW TO APPLY FOR OUR PRE-PAID FUNERAL PLAN

Our Pre-paid Funeral Plan is not an Insurance Policy as some plans are. No health check is required and no personal questions need to be asked: **you are guaranteed to be accepted**, whatever your age or state of health.

All you have to do is follow the *four simple steps* below to complete your Application.

If at any time you are unsure of what to do to complete your application, or if you have any questions whatsoever about your plan, please do not hesitate to call Golden Leaves **free** on 0800 85 44 48.

STEP 1. Application Form, first page

Fill in as much of **Section A** as you can. You must give a telephone number, and if you are a married woman then the last 4 boxes are also all required. Otherwise, complete as many of the empty boxes as you can.

Complete as much as you can of **the first 8 lines of Section B**.

Leave everything below the words “The following private details can be completed when this form is returned to you....” **blank** for now.

STEP 2. Application Form, second page

For **Section C** you will require the “Funeral Plan Details and Costs” document which you should have downloaded (and ideally printed for ease of reference).

You should read this document and choose your Plan Type, together with any extra services required. If you have **ANY** questions whatsoever, or want to add **ANYTHING** not in one of the 3 Plan Types, then you should **call Golden leaves free on 0800 85 44 48**.

When you have made all of your choices, you will be ready to complete **Section C**.

Completing Section C

First of all, tick either “Cremation” or “Burial” at the top of the page.

Next, choose your Plan Type from the “Funeral Plan Details and Costs” document, and on the “Funeral Directors Services” line write your desired plan after the words “Plan Type” (e.g. “Pearl”).

Write the **Funeral Director Cost** of your chosen Plan Type in the right-hand column – e.g. for the Pearl Plan, write £2130.00.

If you want to add any Extra Services and have discussed these with Golden Leaves then enter these on the next 1-4 rows and write their costs in the right-hand column.

Now enter the **Disbursement Costs** amount of your chosen Plan Type in the right hand column opposite “Disbursements” – e.g. for the Pearl Plan, write £850.00.

On the next line, write “**Plan Administration Fee**” and enter the following cost : **170.00**.

Add up the right hand column and write the total where indicated (e.g. £3150.00).

Now complete as much as you can of the rest of this page, starting with “My funeral directors are”. Do not worry if there are some parts you are still undecided on:- you can make changes to your plan at any time you want.

Finally, sign and date at the bottom of the page.

STEP 3. Payment Form

Complete all of **Section 1**.

In **Section 2**, write the Plan Type that you chose on the previous page – e.g. PEARL PLAN.

In **Section 3**, tick your desired payment method and then

- If you wish to pay by cheque, write the total cost of your plan (e.g. £3150.00 using the above example) where indicated and make out a cheque to **GOLDEN LEAVES TRUST** for this amount. Then sign and date at the bottom of the page and go to STEP 4 below; OR
- If you wish to pay by Credit Card, complete **Section 5** (including signing and dating); OR
- If you wish to pay by Instalments, tick your desired **Payment Period** in **Section 4** and **leave** the rest of the Section for Golden Leaves to fill in, then sign and date at the bottom of the page. Then complete and sign the Direct Debit Form on the next page.

STEP 4. Sending your Application

Post the following: -

- The two pages headed “Application Form”
- The page headed “Payment Form”
- If you are paying by cheque, your cheque made out to GOLDEN LEAVES TRUST”
- If you are paying by Direct Debit, the page headed “Direct Debit Payment Form”

to:-

The Society of Willwriters – Funeral Plans
Newland House
The Point
Weaver Road
Lincoln LN6 3QN

Once your application has been received and processed, Golden Leaves will contact you with further details and to tie up any loose ends.