

Disability Gap Extra

(Arbeidsongeschiktheidsverzekering voor uw Personeel)



Conditions

440.107

Click on the question
to read the answer

Table of contents 1/3

As a courtesy we provide you with an English translation of our policy conditions. You can and may not derive any rights, entitlements or obligations from this English translation. Our disability insurance policies are regulated by Dutch law and as such, our Dutch conditions and entitlements documents are the only legal documents from which you can derive your rights, entitlements and obligations.

Summary

1. What insurance do you have with us? _____ 5
2. Who is insured? _____ 5
3. What is insured? _____ 5

Disability for work

4. When is your employee disabled? _____ 6
5. What is the waiting period? _____ 6
6. What happens if your employee returns to work and becomes disabled again? _____ 6
7. Who determines the level of disability? _____ 6
8. How can you and your employee help in the event of disability? _____ 6
9. What do you do if your employee is disabled? _____ 7
10. What do you do when your disabled employee returns to work? _____ 7
11. How do you apply for compensation? _____ 7
12. What changes should you report if your employee is covered by the WIA? _____ 7
13. What changes should your employee report when they are disabled? _____ 7
14. What happens if you or your employee fail to comply with the obligations regarding disability? _____ 7
15. What if you and your employee disagree about their return to work? _____ 8
16. What if an expert opinion is requested from UWV? _____ 8
17. What if your employee becomes disabled before your insurance starts? _____ 8
18. What if the insurance is adjusted after your employee became disabled? _____ 8
19. What if the disability is attributable to someone else? _____ 8

Table of contents 2/3

Compensation

20.	When will your employee receive the compensation? _____	9
21.	What information is the compensation based on? _____	9
22.	How do we calculate the compensation? _____	9
23.	Do we adjust the compensation annually? _____	10
24.	How long does your employee have to apply for compensation? _____	10
25.	For what causes will your employee not receive compensation? _____	10
26.	When does your employee's compensation end? _____	10
27.	When can we stop, reduce or reclaim compensation? _____	10
28.	What consequences can a penalty by UWV have? _____	11
29.	What happens to the compensation if laws or regulations change? _____	11

WIA Reintegration Service

30.	What is the WIA Reintegration Service? _____	12
31.	Are services provided under the WIA Reintegration Service insured? _____	12
32.	What can the WIA Reintegration Service do for you in the event of disability for work? _____	12

Premium

33.	What information is your premium based on? _____	14
34.	How do we calculate your premium? _____	14
35.	Can we recalculate your premium percentage retroactively? _____	14
36.	Can we recalculate your premium retroactively? _____	14
37.	When will you receive an invoice? _____	14
38.	When do you not pay a premium for an employee? _____	14
39.	What happens if your payment is late or incomplete? _____	15
40.	When do you get a partial refund of paid premium? _____	15
41.	Can you set off premiums you owe us against compensation we owe you? _____	15

Reporting changes

42.	What employee changes do you have to report? _____	16
43.	What risk changes do you have to report? _____	16
44.	What other changes do you have to report? _____	17
45.	When should you report changes? _____	17
46.	What is the consequence of not reporting changes on time? _____	17
47.	What if you hire an employee? _____	18
48.	What if your employee does not want the insurance? _____	18
49.	What if you fail to report a new employee within 90 days? _____	18
50.	What if your employee's wage changes structurally? _____	18
51.	What if your employee wants the insurance after signing a waiver? _____	18
52.	What if you hire a disabled employee? _____	18
53.	What if an employee leaves employment? _____	18
54.	What if a disabled employee leaves employment? _____	19

Table of contents 3/3

End of insurance

55.	What happens at the insurance end date? _____	20
56.	When can you cancel the insurance? _____	20
57.	How do you cancel the insurance? _____	20
58.	When does your employee's insurance stop automatically? _____	20
59.	When do we terminate the insurance prematurely? _____	20
60.	When can you or we terminate the insurance prematurely? _____	21

Failure to fulfil obligations

61.	What is the consequence of failure to fulfil your obligations? _____	22
62.	What is the consequence of failure by your employee to fulfil their obligations? _____	22

Fraud

63.	What can we do if we suspect fraud? _____	23
64.	What do we do if we find proof of fraud? _____	23

Privacy

65.	Who are you providing your data to? _____	24
66.	What do we use your data for? _____	24
67.	What else may we do with your data? _____	24
68.	Where can you read more about your rights and how Achmea uses your data? _____	24
69.	Who is allowed to view all of your employee's data? _____	24
70.	Who is allowed to view your employee's medical records? _____	24
71.	What data is the WIA Reintegration Service allowed to view? _____	25
72.	What data is the WIA insurance policy processor allowed to view? _____	25

Complaints

73.	What do you or your employee do if you have a complaint about us? _____	26
74.	What if the complaint is not resolved? _____	26

Other

75.	What if a situation is not covered in these conditions? _____	27
76.	Can your employee transfer rights to another person? _____	27
77.	Are we allowed to change the premium and conditions for a group of insured persons during the contract term? _____	27
78.	Can you terminate the insurance if you are in the group for which we have changed the premium or conditions? _____	27
79.	What address do we use? _____	27
80.	Governing law _____	27
81.	When can we ask you for a certified statement from a certified public accountant? _____	27
82.	Are you insured against the risk of terrorism? _____	27
83.	How do we comply with the Sanctions Act 1977? _____	28

Definitions

How should you read these conditions?

The question—the subject—is in colour.

The important part of the answer is black.

- We use this bullet point to indicate that there are multiple answers to a question or if the main answer needs further explanation.
 - Sometimes, a supplement to an answer can be helpful. We indicate that with this symbol.
 - When we provide more in-depth information on a topic, the hyphen will be a little further indented.

Finally, we explain difficult words or terms in the section [Definitions](#) (at the end of the conditions).

Summary



If two items are similar, we will use different words:

Your employee will receive a **benefit** from UWV and **compensation** from us.

This makes the difference immediately apparent.

1. What insurance do you have with us?

Disability Gap Extra (AOV-P, Arbeidsongeschiktheidsverzekering voor uw Personeel).

- This gives your employees income security in the event of disability.
- This is a non-life insurance policy (see section: [Definitions](#)).

2. Who is insured?

Your employee registered with us in accordance with these terms and conditions.

- If we have accepted the employee.
- Unless the employee refused the insurance.

You register your employees with us through the reporting tool: centraalbeheer.nl/wiamelding.

Currently, the tool is available in Dutch only.

- You should keep the data in the online reporting tool up to date.
- You should inform your employees that you are sharing their personal data with us for this insurance.
- Unless we agree otherwise with you.

We do not insure employees receiving a WAO benefit (see section: [Definitions](#)).

- Their disability is already insured under another insurance policy.
 - This could be a previous employer or UWV, for example.

3. What is insured?

Services provided by the WIA Reintegration Service (see section: [WIA Reintegration Service](#)).

- Unless we agree otherwise with you.

Your employee will receive compensation from us if they lose income due to disability.

- If they receive a WGA or IVA benefit from UWV.
- Unless they receive an early IVA benefit.
 - In that case, they will receive compensation after 104 weeks of disability.

Your employee will not always receive compensation. You can read all other agreements in these conditions.

Disability for work

4. When is your employee disabled?

An employee is considered incapacitated for work if they are fully or partially unable to work due to illness or disability.

- The disability can be directly, medically and objectively attributed to a disease or condition.
- The day the employee reports sick to you is the first day of disability.

5. What is the waiting period?

Your employee will not receive a WGA or IVA benefit from UWV for the first 104 weeks of disability for work.

- Except in the case of an early IVA benefit; the waiting period for this is shorter.
- Except in the case of a penalty; the waiting period for this is longer.
- Except in the case of an agreement with your employee to extend the waiting period.

Any compensation will always be paid to you or your employee after the waiting period.

- Except with a shorter waiting period; in that case, you will receive the compensation after 104 weeks.

6. What happens if your employee returns to work and becomes disabled again?

The waiting period will continue.

- Unless the employee is fully recovered and at work for more than 28 days. In that case, a new waiting period will start.

7. Who determines the level of disability?

You: during the waiting period.

- You will receive advice from the occupational health and safety service or company doctor.
- Unless your employee receives an early IVA benefit. In that case, UWV will establish the level of disability.

UWV: after the waiting period.

- UWV determines the disability rating
 - and, in turn, the benefit.
 - We determine the compensation according to the UWV benefit.
 - Your employee's benefits and compensation may change if they work more or less.
 - We never set the disability level higher than UWV's percentage.

8. How can you and your employee help in the event of disability?

- You and your employee should do everything necessary to help them return to work.
- You and your employee should follow advice from the occupational health and safety service, company doctor, employment expert and UWV.
- You and your employee should provide us with all the information we need to determine the disability level and compensation.
 - This could be the decision by UWV or paperwork about other compensation.
- You have to cooperate with our request for a reexamination.
 - If the WIA Reintegration Service deems a reexamination necessary.

You can read all about the WIA Reintegration Service in the section: [WIA Reintegration Service](#)).

Disability for work

9. What do you do if your employee is disabled?

- You should notify us of an employee's disability as follows:
 - In the 42nd week after the initial sick report, you submit your report to the online reporting tool: centraalbeheer.nl/wiamelding. Currently, the tool is available in Dutch only.
 - Send us a copy of UWV's decision to award a benefit
 - Within two weeks of the date on the decision.
 - Send the copy to: langverzuim@achmea.nl.
- Please notify us if UWV imposes a penalty.
- Please provide us with all of the information we need.
- You can always call us: +31 55 579 24 49.
 - We are available from 08:00 to 17:30.

10. What do you do when your disabled employee returns to work?

Please notify us through the online reporting tool: centraalbeheer.nl/wiamelding.
Currently, the tool is available in Dutch only.

11. How do you apply for compensation?

Send an email to wia-schadeservice@achmea.nl in the 104th week after the initial sick report.

- We will send you a reimbursement request form.

12. What changes should you report if your employee is covered by the WIA?

Most changes do not need to be reported.

- UWV notifies us of changes in an employee's disability for work through SUAG (see section: [Definitions](#)).
 - We will assess whether the compensation will change.

Always send us a copy of UWV's decision to award a benefit

- Within two weeks of the date on the decision.
- Send the copy to: langverzuim@achmea.nl.

Sometimes, you should also send us the amendment decision:

- The decision at the end of the wage-related WGA benefit in which UWV tells you which benefit your employee is eligible for next.
- The decision in which UWV tells you that the disability rating is changing.
 - Within two weeks of the date on the decision.
 - We assess whether it is necessary to file an objection with UWV.

13. What changes should your employee report when they are disabled?

Your employee should notify us immediately if their income changes. Or their disability rating.

- They can send the notice to: langverzuim@achmea.nl.
- Please inform your employee of this obligation.

14. What happens if you or your employee fail to comply with the obligations regarding disability?

- We may terminate the insurance.
- We may start compensation later.
 - The total compensation may be reduced as a result.
- We may deny compensation.
- Your employees must repay overpayments.

This only applies if we are disadvantaged by it. We do not do this lightly.

Disability for work

15. What if you and your employee disagree about their return to work?

You or the employee can request an expert opinion from UWV.

- The applicant pays the cost of the expert opinion.

16. What if an expert opinion is requested from UWV?

- Notify the WIA Reintegration Service that an expert opinion has been requested.
 - You can read all about the WIA Reintegration Service in the section: [WIA Reintegration Service](#).
- Notify the WIA Reintegration Service that UWV has issued the expert opinion.
 - Within two weeks of the date on the expert opinion.
 - The WIA Reintegration Service will discuss the results of the expert opinion with you by telephone.

Send your notification to: langverzuim@achmea.nl.

17. What if your employee becomes disabled before your insurance starts?

You should register them with us as soon as they have fully recovered and have worked for more than 28 days.

- We will insure them from the moment of registration.

18. What if the insurance is adjusted after your employee became disabled?

We determine eligibility based on the information (e.g., coverage percentage) in effect on your employee's first day of disability.

19. What if the disability is attributable to someone else?

- Please notify us of this as soon as possible.
- Please provide us with the information needed to recover the compensation from the other party.
- Also, please notify us if you received money from the other party for this. We will deduct that amount from the compensation.

Compensation

20. When will your employee receive the compensation?

From the moment they receive the WGA or IVA benefit.

- They will receive the compensation once a month.
- Except in the case of an early IVA benefit; in that case, they will receive the compensation after 104 weeks of disability.

21. What information is the compensation based on?

- The annual wage (see section: [Definitions](#)) up to a set maximum. This maximum is listed in the policy:
 - Or: the WIA wage ceiling (see section: [Definitions](#)).
 - Or: €100,000.
 - Or: €125,000.
- The employee's uncapped annual wage (see section: [Definitions](#)).
 - We use this to determine the correction factor (see section: [Definitions](#)).
- The employee's current wage, despite disability (new annual wage).
- The coverage rate. This is listed in the policy.
- The amount your employee can still earn. UWV determines this (residual earning capacity).
 - Less than 50% of residual earning capacity utilised: coverage rate according to the policy.
 - 50% or more of residual earning capacity utilised: coverage rate + 5%.
 - Disability rating of 80% or more: coverage rate + 5%.
 - Unless we agree with you that the 5% increase is not insured. In that case, the coverage rate according to the policy applies.
- Statutory benefits:
 - the WIA benefit (see section: [Definitions](#)).
 - We use the WIA benefit before UWV applies the country factor (see section: [Definitions](#)).
 - an unemployment benefit.
 - a social assistance benefit.

If one of these things changes, we may recalculate the compensation.

22. How do we calculate the compensation?

You can find a calculation tool at centraalbeheer.nl/wia-calculator.

You can use it to find out what your employee will receive in various disability scenarios. Currently, the tool is available in Dutch only.

Step 1: We determine the correction factor:

Correction factor = capped annual wage / uncapped annual wage.

- You can find a sample calculation in the section [Definitions](#).

Step 2: We determine compensation according to residual earning capacity:

- Less than 50% of residual earning capacity utilised:
compensation = coverage rate * annual wage - 70% * new annual wage * correction factor
- 50% or more of residual earning capacity utilised:
compensation = (coverage rate + 5%) * annual wage - 75% * new annual wage * correction factor
- 80% or more disabled:
compensation = (coverage rate + 5%) * annual wage - 75% * new annual wage * correction factor
 - Unless we agree with you that the 5% increase is not insured. In that case: compensation = coverage rate * annual wage - 70% * new annual wage * correction factor

Step 3: We reduce our compensation by the statutory benefits.

- An IVA, WGA and unemployment benefit.

Compensation

23. Do we adjust the compensation annually?

No.

Unless we have agreed this with you, in which case we increase the compensation by the agreed percentage in January every year.

- You can find this percentage on the policy.

24. How long does your employee have to apply for compensation?

Your employee can claim compensation up to 3 years after they became entitled to it.

25. For what causes will your employee not receive compensation?

The disability for work was caused or aggravated by intentional or reckless conduct.

- By you.
- By your employee.
- By someone else who has an interest in your insurance.

The disability for work was caused or aggravated by serious conflicts (wars, riots, rows and wilful damage) (see section: [Definitions](#)).

- Serious conflicts, such as a war, can cause damage greater than we can pay. As such, we do not provide compensation in case of serious conflicts.
- We adhere to the definition by the Dutch Association of Insurers (Verbond van Verzekeraars).

The disability for work was caused or aggravated by radioactive materials in a nuclear plant.

- Outside of a nuclear facility, you will receive compensation if the permits are in order.

26. When does your employee's compensation end?

- If the WGA benefit stops.
- If the IVA benefit stops.
- As long as your employee is in prison. This also applies to pre-trial detention and detention under a hospital order.
- If your employee has died.
- When your employee reaches the final age on the policy.
- After the maximum compensation period on the policy.
- If you or your employee commits fraud.

If the insurance ends or your employee switches employers, disabled employees retain the right to compensation.

- They are also insured for an increase of any disability that began during their employment.

27. When can we stop, reduce or reclaim compensation?

- If you do not authorise the WIA Reintegration Service or revoke your authorisation.
- If you or your employee fails to disclose important information.
 - We have up to 6 months to take action after discovery.
- If you or your employee do not tell the truth.
 - We have up to 6 months to take action after discovery.
- If you or your employee do not comply with these terms.

And we are disadvantaged by that.

We may also stop or adjust the insurance from the time this occurred. We do not do this lightly.

Compensation

28. What consequences can a penalty by UWV have?

- We stop the compensation.
- We start the compensation later.
 - The total compensation may be reduced as a result.
- We refuse the compensation.

Your employee must repay any overpayments.

29. What happens to the compensation if laws or regulations change?

You will not receive a higher compensation if laws or regulations change.

Your compensation period will not be extended if laws or regulations change.

WIA Reintegration Service

30. What is the WIA Reintegration Service?

The WIA Reintegration Service helps you get your disabled employee back to work as soon as possible.

- The WIA Reintegration Service is a separate division of Achmea.

31. Are services provided under the WIA Reintegration Service insured?

Yes.

- Unless we agree otherwise with you.

32. What can the WIA Reintegration Service do for you in the event of disability for work?

- You can consult the WIA Reintegration Service for advice from the 42nd week after the initial sick report.
 - Case managers provide the advice by phone.
 - The case manager may decide to engage an employment specialist, medical advisor, or legal counsel.
 - The case manager may decide to engage an external reintegration company.
 - If you take the measures recommended by the WIA Reintegration Service, we will pay some of the costs.
 - Unless the cost for us exceeds the benefits expected by the WIA Reintegration Service.
 - Unless you incur the costs because of your obligations under the Eligibility for Permanent Disability Benefit (Restrictions) Act.
 - You can call the WIA Reintegration Service at any time: +31 55 579 24 49.
 - They are available from 08:00 to 17:30.
- They work on your behalf. You remain responsible.

The WIA Reintegration Service helps you with the monitoring and reintegration of your employee on long-term sick leave.

- Please notify the WIA Reintegration Service if the employee is not cooperating fully with their reintegration: +31 55 579 24 49.
 - Your employee should notify the WIA Reintegration Service if you are not cooperating fully with their reintegration.
- You provide the WIA Reintegration Service with information from the company doctor, if necessary.
 - Only the information on the employee that you are allowed to have as an employer.
- You authorise the WIA Reintegration Service to request data from the occupational health and safety service, company doctor or UWV.
- You authorise the WIA Reintegration Service to request reexaminations from UWV.
- You authorise the WIA Reintegration Service to file objections with UWV.
- You authorise the WIA Reintegration Service to appeal decisions.
- You authorise the WIA Reintegration Service to ask your employee for authorisation.
 - Your employee authorises us to request data to determine compensation. Please inform your employee of this obligation.

The WIA Reintegration Service will object or appeal on your behalf against decisions made by UWV.

- If the WIA Reintegration Service deems it necessary.
- The WIA Reintegration Service's lawyers will do this for you.
 - Unless the cost for us exceeds the benefits expected by the WIA Reintegration Service.
 - Unless they think the chance of success is slim.
 - Any reimbursement granted for expenses incurred will accrue to us.

WIA Reintegration Service

continued

32. What can the WIA Reintegration Service do for you in the event of disability for work?

The WIA Reintegration Service will help you apply for a reexamination.

- If the WIA Reintegration Service deems a reexamination necessary.
 - Any reimbursement granted for expenses incurred will accrue to us.

The WIA Reintegration Service processes your employees' personal data.

- You agree to this way of working.

The WIA Reintegration Service will keep your employees' personal data safe.

- They set high requirements for the security of your employees' personal data.
 - They take technical measures.
 - They ensure that only the people authorised to work with the data are given access.
 - They adhere to Achmea's information security policy.
- They conduct regular checks to ensure that security and measures still meet all requirements.

Premium

33. What information is your premium based on?

- Your company's details.
 - For example: the industry and the WIA inflow of employees from your company and/or the industry.
- The wage sum.
 - The total annual wages of the insured employees.
- Individual employee data.
 - For example: annual wage, date of birth and type of employment.

34. How do we calculate your premium?

Your premium = wage sum * premium percentage.

- If you insure less than 70% of your employees, your premium percentage will be 15% higher.
- Please notify us if the wage sum changes. Your premium will increase or decrease from the date of the change.

35. Can we recalculate your premium percentage retroactively?

Yes.

- After a change in risk.
- If you failed to disclose important information.
- If you did not tell the truth.

You will pay extra or receive money from us.

36. Can we recalculate your premium retroactively?

Yes.

- Every year.
- We look at all the changes over the past year.

You will pay extra or receive money from us.

37. When will you receive an invoice?

This depends on the choice you have made.

- Annually.
- Or: once a month, quarter or half year.
 - You will pay a surcharge for this.
 - Monthly or quarterly payment is only possible when paying by direct debit.
- When paying by direct debit:
 - You will receive the invoice no later than 3 days before we debit the money from your account.
 - You will receive the invoice no sooner than 30 days before we debit the money from your account.

You pay your premium in advance.

38. When do you not pay a premium for an employee?

- 2 years before the final age on the policy.
- If your employee is receiving an early IVA benefit.
- If your employee is receiving compensation from us under this insurance.
 - Or if we stop compensation due to the amount the employee is currently earning.
 - If the UVW decides that your employee's disability rating is less than 35%, you will pay the premium for them again.
- If the insurance stops for you or your employee.

Premium

39. What happens if your payment is late or incomplete?

- You will receive a reminder. After that, you will receive a late payment warning.
- If you still have not paid everything after the late payment warning, we have the following rights:

We can temporarily stop (suspend) the insurance from the moment you were in default.

- You will still owe premium payments.
- You will not receive compensation for disability that develops or worsens during the period the insurance was discontinued.

We can terminate the insurance from the moment you were in default.

- You will continue to owe the premium until the end date of your insurance.
- You pay our collection costs and the statutory interest.
- Disabled employees retain the right to compensation.

40. When do you get a partial refund of paid premium?

If your insurance stops earlier than the end date.

- Unless you mislead us.
- Unless you commit fraud.

We can charge a reasonable amount for our costs.

- We will explain the costs if you ask.

41. Can you set off premiums you owe us against compensation we owe you?

No.

- We are not allowed to do so either.

Reporting changes

42. What employee changes do you have to report?

- You hire a new employee.
- Your employee leaves employment.
- Your employee will be working outside the Netherlands for more than 12 months.
- Your employee takes unpaid leave.
- Your employee has died.
- Your employee moves.
- Your employee's wage changes structurally.
 - For example, by changing the part-time percentage or a change of position.
- Collective wage changes (see section: [Definitions](#)).
- Your employee or former employee receives a benefit (WAO, WIA, Wajong or Sickness Benefits Act) or it changes. You report the changes for all employees. Disabled and not disabled.

43. What risk changes do you have to report?

Any changes that increase or decrease the risk for us.

- The most important examples are listed below.
- If you are unsure whether a change constitutes a risk change, please contact your account manager for this insurance.

Examples of risk changes that may cause us to adjust or cancel your insurance.

- Less than 25% of your employees participate in the insurance.
- Your business activity according to the Chamber of Commerce changes.
- Your company is no longer located in the Netherlands.
- Your company's legal form changes.
- The controlling rights for your company change.
 - For example: your company changes director.
 - For example: there are new or different (direct or indirect) shareholders for your company.
- You split your company.
- You sell part of your company.
- You merge with another company.
- You fully or partially acquire another company.
- You hire staff from another company.
- Your business assets are seized.
 - Please send us a list of all disabled employees.
- You or another person applies for a stay of payment for your business (moratorium).
 - Please send us a list of all disabled employees.
- You or another person files for bankruptcy of your business.
 - Please send us a list of all disabled employees.
- You apply for the legal debt restructuring scheme.
- The wage sum increases or decreases by 20% or more within 12 months.
- The number of employees increases or decreases by 20% or more within 12 months.
- You second more than 10% of your staff.
- Your employees start doing a different type of work.
- Your employee is going to work abroad for more than 12 months.

We will adjust or terminate the insurance from the date of the change. You may terminate the insurance if we change the insurance to your disadvantage.

Reporting changes

continued

43. What risk changes do you have to report?

Examples of risk changes that may cause us to terminate your insurance.

- You no longer meet the UWV criteria to be an employer.
 - Or you no longer have employees.
- You stop your company.
- You sell your company.
- Your company is issued a different tax number (payroll tax number).
- The court declares the statutory debt restructuring scheme applicable to you.
- Your company is granted a stay of payment by the court (moratorium).
- Your company is bankrupt.

Please send us a list of all disabled employees. We will terminate the insurance from the date of the change.

44. What other changes do you have to report?

- Your company changes address.
- Our contact at your company changes.
- Your email address changes.

45. When should you report changes?

Risk changes should be reported immediately.

Other changes should be reported within 30 days.

- New employees should be reported within 90 days of their employment.
- Unless we agree otherwise with you.

46. What is the consequence of not reporting changes on time?

- We can cancel the insurance from the moment the change took effect.
- We may change conditions and premium percentage from the moment the change took effect.
 - If we do so, you may terminate the insurance.
- We can adjust the insured wage from the moment the change took effect.
 - We will recalculate the premium with retroactive effect.
 - We do this for all employees.
 - You will pay extra or receive money from us.
- We can stop or refuse a compensation from the moment the change took effect.
 - Your employee must repay any overpayments. Please inform your employee of this obligation.

You have to pay our costs.

- (e.g., collection fees or address retrieval costs).

Reporting changes

47. What if you hire an employee?

New employees 16 years and older are insured if you register them.

- You should register all new employees.
- You should register them within 90 days of their employment date.
 - The insurance starts from the moment the employee joined the company.
 - Unless the employee reports being disabled for work on the first day.
You should register them with us as soon as they have fully recovered and have worked for more than 28 days. We will insure them from the moment of registration.
 - Unless we agree otherwise with you.

48. What if your employee does not want the insurance?

Employees may refuse this insurance.

- They should complete our WIA insurance waiver. You can find the form on [our website](#).

49. What if you fail to report a new employee within 90 days?

We will ask them to complete a health statement.

- We may refuse them on grounds of the health statement.
- We may ask them for additional medical examinations on grounds of the health statement.
 - We may refuse them on grounds of the additional medical examination.

Unless we agree otherwise with you.

They are insured as soon as we accept them.

50. What if your employee's wage changes structurally?

Your employee is insured for their new wage.

- Please report structural changes in wages to us.
- Do this within 30 days.
 - Unless we agree otherwise with you.

51. What if your employee wants the insurance after signing a waiver?

We will ask them to complete a health statement.

- We may refuse them on grounds of the health statement.
- We may ask them for additional medical examinations on grounds of the health statement.
 - We may refuse them on grounds of the additional medical examination.

They are insured as soon as we accept them.

52. What if you hire a disabled employee?

We will insure them for the amount they are still able to work.

- For the annual wage you pay them.
 - The employee will only receive compensation if UWV increases their disability rating.
- Unless your employee is double insured for their disability as a result. This also applies to employees receiving a Wajong benefit (see section: [Definitions](#)).

53. What if an employee leaves employment?

They are no longer insured from the moment they leave employment.

Reporting changes

54. What if a disabled employee leaves employment?

- You remain responsible for helping them return to work (reintegration).
 - If you are self-insured for the WGA.
 - For up to 10 years from the start of the WGA benefit.
- Any existing compensation will continue.
 - If the employee's disability rating changes or if UWV redetermines their residual earning capacity, we will recalculate the compensation.
- They are insured for disability that began during their employment.
 - Even if they leave employment after recovery and become disabled again within 28 days of recovery.
 - And become entitled to a WGA or IVA benefit within 104 weeks.
- They are insured for an increase of the disability that began while they were employed with you.

End of insurance

55. What happens at the insurance end date?

- The insurance will stop.
- Or: we will send you a renewal proposal.
 - If you disagree with the renewal proposal, you should notify us before the insurance end date.
 - The insurance will then stop on the end date.
 - If we do not hear from you, the insurance will continue according to the agreements in the renewal proposal.
 - Unless we indicate in the renewal proposal that the insurance will stop if we do not hear from you.
- Or: we inform you that we are unable to send a renewal proposal. Because you have not sent us the necessary information on time.
 - The insurance will stop at the insurance end date.

56. When can you cancel the insurance?

From the first renewal of the insurance.

- Every day.
 - You have to give 1 month's notice.
 - For example, if you cancel on 12 May, the insurance will stop on 12 June.
- Unless the renewal proposal states that we are concluding a new contract with you. In that case, the insurance will stop on the end date stated in the renewal proposal.

If we increase the premium percentage or worsen the conditions during the contract term.

- Unless the increase is due to a legal provision.

57. How do you cancel the insurance?

Send a letter:

Centraal Beheer
Antwoordnummer 297
7300 VB Apeldoorn
The Netherlands

58. When does your employee's insurance stop automatically?

- If your employee has died.
- When your employee reaches the final age on the policy.
- If your employee leaves your employment.

59. When do we terminate the insurance prematurely?

Situations in which we terminate the insurance prematurely:

- You fail to fulfil your obligations.
 - And we are disadvantaged by that to an extent that you should expect us to stop the insurance.
- You sell your company.
- Your company is issued a different tax number (payroll tax number).
- You no longer meet the UWV criteria to be an employer.
- You stop your company.
- Your company is granted a stay of payment by the court (moratorium).
- Your company is bankrupt.
- The court declares the statutory debt restructuring scheme applicable to you. Please send us a list of all disabled employees.

End of insurance

continued

59. When do we terminate the insurance prematurely?

Situations in which we can terminate the insurance and stop compensation retroactively:

- You fail to provide all the information we need for the insurance.
- You fail to provide all the information we need to determine the compensation.
- You do not tell us the truth (fraud).

We can cancel the insurance from the moment you did not inform us or did not tell the truth.

We can also stop the compensation from the moment you or your employee did not inform us or did not tell the truth.

We can cancel the insurance and terminate reimbursement retroactively up to six months after discovery.

You will not receive a premium refund.

Your employee must repay any overpayments.

60. When can you or we terminate the insurance prematurely?

- Laws or regulations change.
 - And the insurance is no longer appropriate as a result.
- Less than 25% of your employees participate in the insurance.
- Your business activity according to the Chamber of Commerce changes.
- Your company is no longer located in the Netherlands.
- Your company's legal form changes.
- You split your company.
- You sell part of your company.
- You merge with another company.
- You fully or partially acquire another company.
- You hire staff from another company.
- Your business assets are seized.
 - Please send us a list of all disabled employees.
- You or another person applies for a stay of payment for your business (moratorium).
 - Please send us a list of all disabled employees.
- You or another person files for bankruptcy of your business.
 - Please send us a list of all disabled employees.
- You apply for the legal debt restructuring scheme.
- The wage sum increases or decreases by 20% or more within 12 months.
- The number of employees increases or decreases by 20% or more within 12 months.
- You second more than 10% of your staff.
- Your employees start doing a different type of work.
- Your employee is going to work abroad for more than 12 months.

Failure to fulfil obligations

61. What is the consequence of failure to fulfil your obligations?

- We may temporarily stop (suspend) or adjust the insurance.
- We may terminate the insurance immediately.
- We may lower the compensation or start it later.
- We may deny compensation.
- Your employees must repay overpayments.

These consequences only apply if we are disadvantaged by your failure to fulfil your obligations. We do not do this lightly.

62. What is the consequence of failure by your employee to fulfil their obligations?

- We may lower the compensation or start it later.
- We may deny compensation.
- They must repay overpayments.

These consequences only apply if we are disadvantaged by your employee's failure to fulfil their obligations. We do not do this lightly.

Fraud

63. What can we do if we suspect fraud?

- Request evidence from a physician.
- Request evidence from UWV.
- Conduct digital research
 - (e.g., on the Internet).
- Stop compensation.
- Request additional information.
- Share our suspicion of fraud with UWV.
 - UWV may conduct its own fraud investigation.

64. What do we do if we find proof of fraud?

- Report the matter to the police and/or prosecutor's office.
- Stop compensation.
- Terminate all your insurance policies.
 - We do this when the policyholder is involved in the fraud.
- Share the results of our fraud investigation with UWV.
 - UWV may conduct its own fraud investigation.
- Report the fraud to the Centre for Combating Insurance Crime (Centrum Bestrijding Verzekeringsschadelijkeit, CBV) of the Dutch Association of Insurers (Verbond van Verzekeraars).
 - Insurers, police and judicial authorities can request information from the CBV.
- Report the fraud to the CIS Foundation (Central Information System Foundation, stichting CIS).
 - All insurers can view this information.
- Record contact
 - (e.g., record phone calls).
- Charge you for any costs.

You or your employee must repay any overpayments or wrongful payments.

- This depends on who received the compensation and who committed fraud.

Privacy

65. Who are you providing your data to?

To the Achmea Group (= Achmea or we).

- Centraal Beheer is part of the Achmea Group.
- Achmea B.V. is responsible for processing your data.

66. What do we use your data for?

- To provide Achmea's products and services to you.
- To improve products and services.
- To assess risks.
- To conduct research on your characteristics and preferences,
 - e.g., scientific, statistical or market research.
 - For example, to be able to make you a personalised offer at the right time.
- To ensure the safety and security of the financial sector.
- To combat fraud.
 - This includes data about you that we find on the Internet.
- To abide by the law.
- To provide you with information about our other products and services.
- To keep track of how and when Achmea contacts you. For example:
 - to improve communication.
 - to coach and train employees.
 - to find out what agreements Achmea has made with you.

67. What else may we do with your data?

Share and use within the Achmea Group.

Share and check with other companies.

- Only when necessary. For example:
 - with the CIS Foundation (Central Information System Foundation, stichting CIS).
 - All insurers in the Netherlands can see this data.
 - stichtingcis.nl
 - with business partners. For example:
 - our suppliers or reintegration agencies.

Share and check with the government.

- Only when necessary. For example:
 - With UWV.

Achmea does not sell your data.

68. Where can you read more about your rights and how Achmea uses your data?

In our Privacy Statement at centraalbeheer.nl/privacy. Currently, the website is available in Dutch only.

69. Who is allowed to view all of your employee's data?

The employee.

70. Who is allowed to view your employee's medical records?

- The employee.
- The WIA Reintegration Service's medical advisor, if allowed under privacy rules.
 - The WIA Reintegration Service may also view limitations, such as a limitation on working hours or lifting, bending and stretching.

Privacy

71. What data is the WIA Reintegration Service allowed to view?

The data required for the WIA Reintegration Service.

- E.g., disability reports, name, address and place of residence.

72. What data is the WIA insurance policy processor allowed to view?

The data needed to carry out the insurance.

- E.g., name, address and annual wage.

Complaints

73. What do you or your employee do if you have a complaint about us?

Submit the complaint to us.

Through our website: centraalbeheer.nl/klachtdoorgeven.

Currently, the website is available in Dutch only.

By post: Centraal Beheer Complaints Department
P.O. Box 9150
7300 HZ Apeldoorn
The Netherlands

74. What if the complaint is not resolved?

Your employee can submit their complaint to the Dutch Institute for Financial Disputes and to the courts.

Dutch Institute for Financial Disputes (KiFiD, Klachteninstituut Financiële Dienstverlening)

Website: kifid.nl

Postal address: P.O. Box 93257, 2509 AG The Hague, The Netherlands

- If the complaint cannot be submitted to the KiFiD, your employee can take the complaint to court.

You can take your complaint to court.

We can also take your or your employee's complaint to court.

Other

75. What if a situation is not covered in these conditions?

We will decide.

- We will consult with you.

76. Can your employee transfer rights to another person?

No.

- Your employee may not lend, redeem, or pledge rights under this insurance, transfer them to another person or use them as security.
- This also applies to the right to compensation.

77. Are we allowed to change the premium and conditions for a group of insured persons during the contract term?

Yes.

We can do this if:

- the group's disability risk or our estimate thereof changes.
- the group's damage changes.
- the costs change.
- economic factors change that affect the premium, such as interest rates and inflation.
- laws or regulations change.

We will do so only if it is reasonable and equitable.

78. Can you terminate the insurance if you are in the group for which we have changed the premium or conditions?

Yes, if:

- the premium percentage increases.
- the conditions worsen.

Unless the increase is due to a legal provision.

79. What address do we use?

The last address known to us.

- Please always notify us of a change of address.

80. Governing law

Dutch law.

81. When can we ask you for a certified statement from a certified public accountant?

If we deem it necessary, for example as a random sample.

- You have to pay the costs yourself.

82. Are you insured against the risk of terrorism?

Yes, as soon as we recover your compensation or premium waiver from the NHT (see section: [Definitions](#)).

- A decision by the NHT is binding on you and us.
- You should report the disabled employee within 2 years of the attack or infection.
- In the event of an attack, there is a maximum of 1 billion euros for all insured persons with all insurers affiliated with the NHT.

You can find the full text of the "Protocol on Settlement of Claims" of the Dutch Terrorism Claims Reinsurance Company (NHT, Nederlandse Herverzekeringsmaatschappij voor Terrorismeschade) at nht.vereende.nl.

Other

83. How do we comply with the Sanctions Act 1977?

We do not insure risk if we are prohibited from doing so by the Sanctions Act (Sanctiewet) or other legal provisions.

- For example: because it would mean participating in prohibited agreements.

We also do not pay compensation if we are prohibited from doing so by the Sanctions Act or other legal rules.

- For example: if it would involve paying money to individuals, companies, governments or other organisations on a sanctions list.

Definitions

Annual wage

When determining the annual wage, we use the gross annual wage in accordance with the uniform wage definition as described in the Uniform Wage Definition Act (Section 1A) and the Social Insurance (Funding) Act (Section 16). This is the uncapped wage that UWV (Employee Insurance Agency) uses to calculate a WIA benefit. UWV calls this the SV (social insurance) wage.

The insured gross annual wage is the gross wage that the employee earned and received in the year prior to the month in which they became fully or partially disabled for work due to illness or disability. We use the insured gross annual wage to calculate the compensation in the same way as UWV. UWV increases this annual wage according to the WIA index. They do this from the first day of disability for work until the WIA benefit starts. We also do so until the start of compensation.

If the first day on which the employee was unable to work due to illness or disability is within one year after they started working for you, we base the compensation on the insured annual wage the day before the first day of disability for work.

- Capped annual wage: the annual wage capped at the WIA wage ceiling, €100,000 or €125,000.
- Uncapped annual wage: the annual wage not capped at the WIA wage ceiling, €100,000 or €125,000.

The wage you declare for this insurance is the gross annual wage, including all taxable components. For example:

- Holiday allowance
- Year-end bonus
- 13th month
- Supplements such as a shift allowance
- Additional tax liability for the private use of a company car
- Payment of an individual choice budget

The following are not considered part of the wage:

- Pension contributions
- Untaxed expense allowance
- Severance pay

For more information about the wage to be declared, visit the UWV website.

Collective wage change

A change in wage due to an agreement in your company, industry or CLA that applies to a group of employees. Your company or the employee's performance does not affect the change in wage.

- For example, a wage change in a CLA.
- For example, a wage change due to an additional year of service.

Definitions

Correction factor

The correction factor is for employees who earn more than the capped annual wage. The correction factor makes it attractive for the employee to work more while disabled. Correction factor = capped annual wage / uncapped annual wage. The capped annual wage is listed in the policy.

- Sample calculation 1:

Annual wage before disability	€75,000
Capped annual wage	WIA wage ceiling(= €66,956.94)
The correction factor is	$\text{€66,956.94} / \text{€75,000} = 0.89$
- Sample calculation 2:

Annual wage before disability	€145,000
Maximum annual wage	€125,000
The correction factor is	$\text{€125,000} / \text{€145,000} = 0.86$

Country factor

If the employee moves abroad with a WIA benefit, UWV can reduce the WIA benefit by a country factor based on the Enforcement Convention (Handhavingsverdrag). Our compensation calculation is based on the WIA benefit before application of the country factor. For more information about taking your WIA benefit abroad, visit the UWV website.

Employee

A person under the final insured age:

- who is compulsorily covered by employee insurance schemes according to UWV
- and who has an employment contract with you under civil or public law.

An ex-employee who has left employment disabled.

Not: for example, an on-call worker with no obligation to appear or an intern. A director and principal shareholder is only considered an employee if they are an employee according to UWV.

Fraud

Providing incorrect or incomplete information to obtain or retain insurance or reimbursement.

Insured person

Your employee registered with us in accordance with these terms and conditions.

- If we have accepted the employee.
- Unless the employee refused the insurance.

IVA benefit

A benefit that an employee receives from UWV under the Work and Income (Capacity for Work) Act (WIA). The employee is 80–100% disabled for work and is not expected to recover. (IVA= Fully Disabled Persons Income Scheme, Inkomensvoorziening Volledig en duurzaam Arbeidsongeschikten).

NHT

Dutch Terrorism Claims Reinsurance Company (Nederlandse Herverzekeringsmaatschappij voor Terrorismeschaden). The NHT was founded by insurers in 2003. We have reinsured the terrorism risk with the NHT. The reinsurance is subject to the Claims Settlement Protocol. You can download the protocol at: nht.vereende.nl.

Definitions

Non-life insurance

This insurance is a non-life insurance policy. Non-life insurance provides compensation if something happens and the insured person suffers damages as a result.

- Only if the conditions say the event is insured.
- Compensation never exceeds the insured party's damages.

Policyholder

The person with whom we conclude this insurance.

- We refer to the policyholder in these terms and conditions as: you.
 - You enter into the contract.
 - You pay the premium.
 - You can terminate the policy.
 - You can ask to change the insurance.
- The policyholder's information is listed on the policy.

Serious conflicts (wars, riots, rows and wilful damage)

Serious conflicts as defined by the Dutch Association of Insurers (Verbond van Verzekeraars) (wars, riots, rows and wilful damage):

Definitions of wars, riots, rows and wilful damage:

- Armed conflict: Any case in which states or other organised parties fight each other—or at least one fights the other—using military force. Armed conflict includes military action by a United Nations peacekeeping force.
- Civil war: A more or less organised armed struggle between inhabitants of the same state in which a significant portion of the inhabitants of that state are involved.
- Insurrection: Organised violent resistance within a state directed against the public authorities.
- Civil commotion: More or less organised violent acts occurring in different places within a state.
- Riot: A more or less organised local violent movement directed against the public authorities.
- Mutiny: A more or less organised violent movement of members of any armed force directed against the authority under which they resort.

SUAG

Disability Benefit Status (Status Uitkering Arbeidsgeschiktheid). SUAG is a data service by UWV. We use the service to receive current data on the invalidity and WIA benefits of employees insured with us who receive compensation.

Terrorism Risk

An employee becomes disabled by:

- An attack with a political, religious or ideological purpose that involves violence or infection with pathogens or harmful substances.
- Measures to prevent such an attack or mitigate its effects.

UWV

Employee Insurance Agency (Uitvoeringsinstituut werknemersverzekeringen).

Waiting period

A disabled employee receives any benefit from UWV after the waiting period. The waiting period is 104 weeks.

- Except in the case of an early IVA benefit; the waiting period for this is shorter.
- Except in the case of a penalty by UWV; the waiting period for this is longer.
- Except in the case of an agreement with your employee to extend the waiting period.

Definitions

Wajong

Invalidity Insurance Act (Young Disabled Persons) (Wet werk en arbeidsondersteuning Jonggehandicapten).

WAO

(Previous) law for disability insurance (Wet op de arbeidsongeschiktheidsverzekering).

We

Achmea Schadeverzekeringen N.V., with its registered office in Apeldoorn. This is the insurance company you took out the insurance with. Achmea Schadeverzekeringen N.V. operates under the brand Centraal Beheer, is registered with the Chamber of Commerce under number 08053410 and is registered with the Dutch Authority for the Financial Markets (Autoriteit Financiële Markten) under number 12000606.

WGA benefit

A benefit that an employee receives from UWV under the WIA. The expectation is that they will recover fully or partially. (WGA= Return to Work (Partially or temporarily Disabled Persons) scheme, Werkhervatting Gedeeltelijk Arbeidsgeschikten).

There are three types of WGA benefits: WGA wage-related, WGA supplement and WGA follow-up.

WIA

The Work and Income (Capacity for Work) Act (wet Werk en Inkomen naar Arbeidsvermogen). The WIA consists of 2 types of benefits: the WGA and the IVA. UWV executes the WIA.

WIA benefit

A benefit that an employee receives from UWV under the WIA. There are 2 types of WIA benefits: WGA and IVA.

- If the employee moves abroad with a WIA benefit, we use the WIA benefit before UWV applies the country factor.

WIA index

Every year, the government determines whether all WIA benefits will be increased and by what percentage. This is called the WIA index.

WIA wage ceiling

Maximum wage for the WIA benefit.

The government redetermines the WIA wage ceiling on 1 January and 1 July every year (in 2023: €66,956.94).

You

You are the policyholder. Your employee is the insured party.

Contact Centraal Beheer

**Send an e-mail**

inkomen@centraalbeheer.nl

**Send a letter**

Centraal Beheer, P.O. Box 9150, 7300 HZ Apeldoorn, The Netherlands

**Call us: +32 55 579 8198**

We are available Monday to Friday from 08:00 to 17:30.

We are happy to help.

centraalbeheer.nl/zakelijk