

# Veterinary Officers Association

## Form of Nomination

(Please read the notes overleaf before completing this form)

*\* please use block capitals*

I, (*Applicant*) \_\_\_\_\_

of (*address*) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

a member of the Veterinary Officers Association, hereby revoke all previous nominations and nominate the following person who is my spouse, civil partner or life partner:

Name: \_\_\_\_\_ Relationship \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

for, if eligible (*see conditions overleaf*), the **VOA death-in-service funeral benefit**, payable to the nominee upon the death of the VOA member or to the VOA member upon the death of the nominee.

*[Note: Members who are single should write their name and address in the nominee panel above and the funeral benefit will be paid to their Estate].*

Dated this, the .....day of ....., 20.....

Signature.....

(*Applicant*)

Signature .....

(*Witness*) THE WITNESS SHALL NOT BE THE NOMINEE

Witness Name.....

(**BLOCK CAPITALS**)

Witness Address.....

.....

.....

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For Office Use Only:

Date Received \_\_\_\_\_

Received by (initial and print name) \_\_\_\_\_

Scheme Reference Number:

**Rules of the scheme:**

1. All decisions with regard to payment of **VOA death-in-service funeral benefit** are subject to approval by the Executive Committee of the Veterinary Officers Association (VOA). This benefit is founded on the basis of a motion passed by the Executive Committee of the VOA (the Committee), and can be terminated immediately by the passing of a motion to terminate the scheme by the Committee. Such termination to be notified to the membership by the Honorary Secretary. The rules of the scheme may be amended by the Executive Committee, but only by a motion proposed and seconded by Executive Officers of the VOA.

2. The maximum Death-in-Service Funeral Benefit payable is 5000 euro per eligible death. (*See rule 12 below*).

3. Each case will be decided by the Officers of the Association, based on the rules of this Scheme. The Officers decision, subject to the approval of the Executive Committee, is final.

4. The **VOA Death-in-service funeral benefit** is an opt-in scheme. Eligible members opt-in by enrolling (see rule 7). This funeral benefit is only payable following the death of an **enrolled and fully paid up VOA member** who dies in-service and/or upon the death of the named spouse, civil partner or life partner of the enrolled and fully paid up VOA member as listed on the nomination form.

5. A **fully paid up VOA member** is a VOA member, as defined in the *Rules and Constitution of the Veterinary Officers Association*, whose membership subscriptions are fully paid and up-to-date. Persons on certain types of unpaid leave e.g. unpaid maternity leave, carers leave, whose subscriptions were up-to-date when they availed of that type of leave are included in this scheme. **Exclusions:** Honorary Associates of the VOA (i.e. retired VOA members) are not covered by this scheme. Specifically, members on career breaks from the civil service are excluded from the scheme.

**Waiting Periods:** There is no waiting period for members who were already members of the VOA on the 20<sup>th</sup> of March 2017 or persons joining VOA within two years of commencing employment with DAFM. Otherwise a waiting period of two years applies after joining VOA.

6. Upon becoming an Associate member of the VOA (i.e. retirement) both the member and their nominee cease to be entitled to the funeral benefit.

7. An enrolled member is a member who has completed and submitted a witnessed Nomination Form (*overleaf*) to the Veterinary Officers Association, Fleming's Hall, 12 Fleming's Place, Dublin 4

7. An enrolled member may revoke previous nominations by submitting a further completed and witnessed nomination form.

8. Entitlement to payment of the VOA Death in Service Funeral Benefit upon the death of the nominated person ceases 30 days after the death-in-service of the enrolled and fully paid up member.

9. Where enrolled fully paid-up VOA members do not nominate a spouse, civil or life partner on the nomination form, upon the death of enrolled member then the VOA death in service funeral benefit will be payable to the estate of the deceased.

11. Where a fully paid up member has not enrolled in the scheme by completing a witnessed nomination form, no benefit is payable upon their death or upon the death of any third party howsoever related to them. The Officers and Executive Committee have no discretion in this matter.

12. In the case of any dispute the net amount payable is the VOA Death in Service Benefit less the total of any costs incurred by the VOA in handling the claim. No benefit is payable unless and until all costs incurred by the VOA in dealing with the disputed matter are known in full. Internal VOA Death-In-Service Funeral Benefit administration costs are specifically excluded from the calculation of the costs of disputes. In the case of a dispute, the decision of the Officers, subject to endorsement by the Executive Committee is final.