



**bhpbilliton**  
resourcing the future

# Leaving BHP Billiton in 2012

## Important Information about your benefits

If your employment with BHP Billiton is ending soon, it's important for you to understand how each of your benefits will be affected. Read this guide carefully, and if you have any questions, please refer to the Contact Information section on page 6.

## HEALTH PLANS

### Medical

Your medical coverage and BHP Billiton's share of the coverage cost for you and your enrolled dependents ends at midnight on the last day of the month in which your employment termination date\* occurs. If your termination of employment is due to layoff or redundancy, coverage that continues through COBRA or retiree health care is at no cost to you for the first three months.

**Benefit Concepts, Inc.** administers the COBRA continuation of coverage program and will mail an enrollment packet to you within 30 days after your active employee coverage ends.

**Mercer** administers the BHP Retiree Medical enrollment and will mail an enrollment packet to you within 30 days after your active employee coverage ends.

**Benefit Concepts, Inc.** administers the BHP Retiree Medical premium billing process and will mail premium coupons to you within 30 days of your enrollment in the BHP Retiree Medical Plan.

There are two possible options for continuing coverage. Summaries of the two options, as well as participation and eligibility requirements, are as follows:

### If you are not eligible for retiree health care:

#### *COBRA continuation of coverage*

You may choose to continue coverage for up to 18 months under COBRA continuation of coverage provisions. If you elect this option, you will be responsible for the full cost of coverage (your share when you were an active employee plus BHP Billiton's share), plus a 2% administrative fee. The full cost of coverage is determined actuarially on an annual basis, taking into account experience and trend, and utilizing certain assumptions to estimate total cost.

#### *Retiree health care eligibility*

- **Non Grandfathered:** If you were under age 40 on December 31, 2008, and a regular employee of BHP Billiton, or if you were hired after December 31, 2008, you are **not** grandfathered for retiree health care coverage. If you **are not** grandfathered and are at least age 55 and have at least 10 years of U.S.-based BHP Billiton service, you are eligible for coverage under the retiree health care provisions of the BHP (USA) Inc. Health Plan for Salaried Retirees.
- **Grandfathered:** If you were age 40 or older on December 31, 2008, you are grandfathered under the terms and conditions in effect at that time. If you **are** grandfathered and are at least age 50, have at least five years of U.S.-based BHP Billiton service, and your age plus years of service equals 60 or more, you are eligible for coverage under the retiree health care provisions of the BHP (USA) Inc. Health Plan for Salaried Retirees.

#### *Retiree health care coverage*

- **If you are under age 65 and are not yet Medicare-eligible:** You can select from two medical options: the High Deductible Health Plan (HDHP) or the Preferred Provider Organization (PPO) Plan. The HDHP coverage option offers lower monthly premiums for higher out-of-pocket expenses, while the PPO coverage option offers a higher monthly premium for better coverage.
- **If you are Medicare-eligible:** You can enroll in the Senior Supplement Plan. This plan supplements Medicare. If you wish to enroll in the Senior Supplement Plan, you will need to provide your Medicare Health Insurance Claim Number (HICN). This number can be found on your Medicare card.

Retiree health care coverage is only available immediately after you leave BHP Billiton. You must enroll within 31 days after your active employee coverage ends or you will forfeit eligibility. You can enroll by visiting the BHP Billiton Benefits Center online at [www.bhpbillitonbenefits.mercerhrs.com](http://www.bhpbillitonbenefits.mercerhrs.com) or by calling 1-800-921-0173. Please note the company reserves the right to modify, revoke, suspend, terminate, or change the benefit program, in whole or in part, at any time.

\* Your employment termination date is your last day of work at BHP Billiton

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## Dental

Dental coverage is treated the same as medical coverage. It can also be continued after termination of employment under COBRA provisions or under the retiree health care provisions of the BHP (USA) Inc. Health Plan for Salaried Retirees. Please see the Medical section for details.

## Vision

Vision coverage is treated the same as medical coverage, except that it is **not** included in retiree health care. Continuing vision coverage after you leave BHP Billiton is permitted only through COBRA. Please see the Medical section for details.

## Employee Assistance Program (EAP)

EAP coverage is treated the same as medical coverage and terminates at midnight on the last day of the month in which your employment termination date occurs. However, it will be extended if you are eligible and enroll for retiree health care.

## Wellness Program, Gym Subsidy, and Commuter Credits

Wellness, gym subsidy, and commuter credits through payroll end at midnight on your employment termination date and will not be extended. However, the wellness program will continue to be available for those enrolled.

# INSURANCE PLANS

## Disability Insurance

All short-term and long-term disability insurance ends at midnight on your employment termination date and cannot be extended. Any injury or illness that occurs after this date is not covered and benefits are not payable.

## Basic Life Insurance

The company-paid Basic Life Insurance ends at midnight on the last day of the month in which your employment termination date occurs. Benefits are not payable for any loss that occurs after coverage ends.

You have two options for continuing coverage after it ends, and you are responsible for the full cost:

- **Conversion Option:** You can convert all or part of your coverage to an individual policy. Conversion is guaranteed, but policies are costly.
- **Portability Option:** You can continue coverage through portability provisions. Portability allows you to continue the group term insurance at reasonable rates. Coverage reduces at age 70 and ends at age 80.

**Conversion Application Period:** The application period is based on the date your group coverage terminates and the date of Conversion Notice. Generally, you have 31 days from the date group coverage ends to apply for conversion. However, if Notice is dated more than 15 days from the date of termination, your application period is extended for an additional 15 days. If the 15 day extension applies to you, it will not exceed more than 91 days from the date group insurance was terminated.

The conversion application period is time-sensitive. If you are interested in converting your group coverage, you must meet with a licensed MetLife Financial Services Representative and complete an application. Call 1-877-ASKMET7 (1-877-275-6387) or email [solutions@metlife.com](mailto:solutions@metlife.com) to begin this process. Please provide a copy of the conversion application to the representative when you meet. If your application is approved, the individual policy will be issued on the 32nd day following the termination of group coverage, regardless of the date of application.

**Portability Application Period:** Complete the Election form within 31 days from the date your benefits are terminated or 45 days from the date notice is given, if notice is given more than 15 days but less than 90 days after the date benefits were terminated. If you are interested in the portability option, please call MetLife at 1-888-252-3607.

You should receive more information for each type of policy within 15 days of your employment termination date. If you do not receive it, please contact the BHP Billiton Benefits Center at 1-800-921-0173 and request it.

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### Supplemental Life Insurance

If you are enrolled in the employee-paid Supplemental Life Insurance, coverage ends in conjunction with basic life insurance coverage. The same conversion and portability options are available to continue coverage. Please see the Basic Life Insurance section above for details.

### Basic Accidental Death and Dismemberment (AD&D) Insurance

The company-paid AD&D Insurance coverage ends at midnight on the last day of the month in which your employment termination date occurs. Benefits are not payable for any loss that occurs after coverage ends. Coverage cannot be converted to an individual policy, but you can elect to continue group term coverage under portability provisions. Please see the Basic Life Insurance section above for information regarding portability.

### Supplemental AD&D Insurance

If you are enrolled in the employee-paid Supplemental AD&D Insurance, coverage ends in conjunction with basic AD&D Insurance coverage and is treated the same as basic AD&D Insurance regarding conversion and portability. Please see above.

### Business Travel Accident Insurance

The company-paid Business Travel Accident Insurance coverage ends at midnight on your employment termination date and cannot be extended or converted. Any loss suffered after your employment termination date is not covered and benefits are not payable.

### Spouse Life and AD&D Insurance

If you are enrolled in the employee-paid Spouse Life and AD&D Insurance, coverage ends at midnight on the last day of the month in which your employment termination date occurs. Benefits are not payable for any loss that occurs after coverage ends. Conversion and portability options are available to continue coverage. Please see the Basic Life section on page 3 for additional information.

### Child Life and AD&D Insurance

If you are enrolled in the company-paid Child Life and AD&D Insurance, coverage ends at midnight on the last day of the month in which your employment termination date occurs. Conversion and portability options are available to continue coverage. Please see the Basic Life section on page 3 for additional information.

### Long-Term Care Insurance

If you are enrolled in the employee-paid Long-Term Care Insurance program, you can continue it with the insurance carrier, John Hancock. The same applies to coverage you may have purchased for your spouse. Simply continue to pay premiums directly to John Hancock as you do today.

## PRE-TAX REIMBURSEMENT ACCOUNTS (PTAs) AND HEALTH SAVINGS ACCOUNT (HSA)

### Health Care PTRAs

If you are enrolled in the employee-paid Health Care PTRAs, your participation ends at midnight on the last day of the month in which your employment termination date occurs. Your final contribution to this plan will be taken from your last paycheck.

If you have unused funds in your account after coverage ends, you can claim reimbursement for covered expenses incurred between January 1 and the end of the month in which your employment termination date occurs.\* If you do not have any covered expenses to claim, you may want to consider continuing this health care plan under COBRA continuation of coverage provisions. Continuing your participation in this plan, even though contributions would be with after-tax dollars, allows you to extend the period for incurring covered expenses for which you can then request reimbursement. You are eligible to continue coverage under COBRA through the end of the calendar year in which your employment termination date occurs. Unused funds are forfeited pursuant to IRS regulations.

*Benefit Concepts, Inc., BHP Billiton's administrator for COBRA continuation of coverage, will send COBRA notices and enrollment information to you within 30 days after your active employee coverage ends. If you do not receive this information, please contact the BHP Billiton Benefits Center at 1-800-921-0173.*

\*You have until March 31<sup>st</sup> of the following year to submit your reimbursement for eligible claims.

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### Dependent Care PTRA

If you are enrolled in the employee-paid Dependent Care PTRA, your participation ends at midnight on the last day of the month in which your employment termination date occurs. Your final contribution to this plan will be taken from your last paycheck.

If you have unused funds in your account after coverage ends, you can claim reimbursement for covered expenses incurred between January 1 and the end of the month in which your employment termination date occurs.<sup>†</sup> Coverage under this plan cannot be extended. Unused funds are forfeited pursuant to IRS regulations.

<sup>†</sup>You have until March 31<sup>st</sup> of the following year to submit your reimbursement for eligible claims.

### Health Savings Account (HSA)

If you are participating in the HSA, your contributions to your account from payroll deductions will cease on the last day of the month in which your employment termination date occurs. Your final contribution to this plan will be taken from your last paycheck. However, if you have unused funds in your account after coverage ends, including BHP Billiton's contribution, you may continue to use the funds left in your HSA to offset your medical costs or COBRA premiums. Additionally, you may be eligible to continue personal contributions up to HSA annual limits on a post-tax basis and take an adjustment to income for that year. You should consult with a tax and/or financial advisor. BHP Billiton does not provide tax or financial advice.

Please note: An HSA is a bank account that you own. You can do what you want with the funds in your HSA. If you use the funds for medical expenses, distributions are tax-free. If you use the funds for any other purpose, HSA distributions are subject to ordinary income tax plus a 20% penalty.

## RETIREMENT PLANS

### Retirement Savings Plan (RSP)

Contributions from you and BHP Billiton to your 401(k) RSP end on your employment termination date. **Vanguard** is the recordkeeper and trustee for the BHP USA Retirement Savings Plan and will mail a letter to you within 30 days of your employment termination date. If you have any questions regarding the distribution of your Savings Plan account or want to discuss your options, please call Vanguard at 1-800-523-1188. Distributions can involve complex issues, so we strongly encourage you to consult with a tax and/or financial advisor. BHP Billiton does not provide tax or financial advice.

### Retirement Income Plan (RIP)

If you were hired before July 1, 2004, you automatically became a participant in the RIP and a benefit is payable from this plan. If you were hired July 1, 2004, or later, you are not a participant.

If you are a participant in this company-paid plan, you may request an election packet 60 days prior to your desired benefit commencement date by going online to [www.bhpbillitonbenefits.mercerhrs.com](http://www.bhpbillitonbenefits.mercerhrs.com) or by calling the Benefits Center at 1-800-921-0173. You have two options: You can take a lump-sum payment or a monthly pension benefit.

**Mercer** administers the BHP USA Retirement Income Plan and will mail a pension distribution packet to you within 45 days following the first of the month after your employment termination date.

Contact the BHP Billiton Benefits Center at [www.bhpbillitonbenefits.mercerhrs.com](http://www.bhpbillitonbenefits.mercerhrs.com) to initiate your payment or call 1-800-921-0173 to request a Retirement Kit. As with the 401(k) RSP, distributions can involve complex issues, so we strongly encourage you to consult with a tax and/or financial advisor.

### USE THE BHP BILLITON BENEFITS CENTER TO MANAGE YOUR RIP ACCOUNT

Before your employment termination date, you can visit the BHP Billiton Benefits Center online to model your RIP distribution options. After you exercise your distribution option, you can continue to visit the BHP Billiton Benefits Center to review your payment history, change your tax withholdings, or update direct deposit information.

## VACATION AND SICK LEAVE

### Vacation

Your unused accrued vacation is paid out upon termination of employment. When possible, the payment is included in your final paycheck.

### Employee and Dependent Sick Leave

The company-paid employee and dependent sick leave coverage ends at midnight on your employment termination date and cannot be extended. Any injury or illness that occurs after this date is not covered for sick leave benefits.

## SHAREPLUS PLAN

If you are participating in the Shareplus Plan, you will receive a letter detailing the number of Acquired Shares you hold and the number of Matched Shares that are allocated to you. After your employment termination date, you have 90 days to contact Computershare, the Shareplus Plan administrator, and instruct them to transfer your Acquired and Matched Shares to your own personal shareholder account. If you do not, the shares will be automatically sold. This is a taxable event, so please plan accordingly.

You can complete your transfer instructions on the Shareplus website: [www.computershare.com/shareplus](http://www.computershare.com/shareplus).

## RETIREE MONTHLY PREMIUMS

Retiree Post-65	2012 UHC Medigap Retiree Premiums			Retiree Cost Share
	Total	Retiree Cost	Company Cost	
<b>Retired at Initial Eligibility</b>				
Retiree only	\$367.59	\$73.52	\$294.07	20%
Retiree + spouse	\$735.18	\$147.04	\$588.14	20%
<b>Retired at Initial Eligibility + ≥ 1 yr</b>				
Retiree only	\$367.59	\$66.17	\$301.42	18%
Retiree + spouse	\$735.18	\$132.33	\$602.85	18%
<b>Retired at Initial Eligibility + ≥ 2 yr</b>				
Retiree only	\$367.59	\$58.81	\$308.78	16%
Retiree + spouse	\$735.18	\$117.63	\$617.55	16%
<b>Retired at Initial Eligibility + ≥ 3 yr</b>				
Retiree only	\$367.59	\$51.46	\$316.13	14%
Retiree + spouse	\$735.18	\$102.93	\$632.25	14%
<b>Retired at Initial Eligibility + ≥ 4 yr</b>				
Retiree only	\$367.59	\$44.11	\$323.48	12%
Retiree + spouse	\$735.18	\$88.22	\$646.96	12%
<b>Retired at Initial Eligibility + ≥ 5 yr</b>				
Retiree only	\$367.59	\$36.76	\$330.83	10%
Retiree + spouse	\$735.18	\$73.52	\$661.66	10%

## RETIREE MONTHLY PREMIUMS — RETIREE MEDICAL

Retiree Pre-65	2012 PPO Retiree Premiums			2012 HDHP Retiree Rates			Retiree Cost Share
	Total	Retiree Cost	Company Cost	Total	Ret cost	ER Cost	
<b>Retired at Initial Eligibility</b>							
Employee only	\$924	\$185	\$739	\$744	\$149	\$595	20%
Employee + spouse	\$1,849	\$370	\$1,479	\$1,488	\$298	\$1,190	20%
Employee + child(ren)	\$1,386	\$277	\$1,109	\$1,116	\$223	\$893	20%
Employee + family	\$2,310	\$462	\$1,848	\$1,861	\$372	\$1,489	20%
<b>Retired at Initial Eligibility + ≥ 1yr</b>							
Employee only	\$924	\$166	\$758	\$744	\$133	\$611	18%
Employee + spouse	\$1,849	\$333	\$1,516	\$1,488	\$268	\$1,220	18%
Employee + child(ren)	\$1,386	\$249	\$1,137	\$1,116	\$201	\$915	18%
Employee + family	\$2,310	\$416	\$1,894	\$1,861	\$335	\$1,526	18%
<b>Retired at Initial Eligibility + ≥ 2yr</b>							
Employee only	\$924	\$148	\$776	\$744	\$119	\$625	16%
Employee + spouse	\$1,849	\$296	\$1,553	\$1,488	\$238	\$1,250	16%
Employee + child(ren)	\$1,386	\$222	\$1,164	\$1,116	\$179	\$937	16%
Employee + family	\$2,310	\$370	\$1,940	\$1,861	\$298	\$1,563	16%
<b>Retired at Initial Eligibility + ≥ 3yr</b>							
Employee only	\$924	\$129	\$795	\$744	\$103	\$641	14%
Employee + spouse	\$1,849	\$259	\$1,590	\$1,488	\$208	\$1,280	14%
Employee + child(ren)	\$1,386	\$194	\$1,192	\$1,116	\$156	\$960	14%
Employee + family	\$2,310	\$323	\$1,987	\$1,861	\$261	\$1,600	14%
<b>Retired at Initial Eligibility + ≥ 4yr</b>							
Employee only	\$924	\$111	\$813	\$744	\$89	\$655	12%
Employee + spouse	\$1,849	\$222	\$1,627	\$1,488	\$179	\$1,309	12%
Employee + child(ren)	\$1,386	\$166	\$1,220	\$1,116	\$134	\$982	12%
Employee + family	\$2,310	\$277	\$2,033	\$1,861	\$223	\$1,638	12%
<b>Retired at Initial Eligibility + ≥ 5yr</b>							
Employee only	\$924	\$92	\$832	\$744	\$73	\$671	10%
Employee + spouse	\$1,849	\$185	\$1,664	\$1,488	\$149	\$1,339	10%
Employee + child(ren)	\$1,386	\$139	\$1,247	\$1,116	\$112	\$1,004	10%
Employee + family	\$2,310	\$231	\$2,079	\$1,861	\$186	\$1,675	10%

## RETIREE DENTAL

	2012 Premiums			Retiree Cost Share
	Total	Retiree Cost	Company Cost	
<b>Passive PPO</b>				
Employee only	\$67	\$34	\$33	50%
Employee + spouse	\$147	\$74	\$73	50%
Employee + child(ren)	\$120	\$60	\$60	50%
Employee + family	\$217	\$109	\$108	50%

## COBRA MEDICAL

	2012 COBRA Premiums
<b>PPO</b>	
Employee only	\$550.80
Employee + spouse	\$1,432.08
Employee + child(ren)	\$1,266.84
Employee + family	\$1,818.66
<b>HDHP</b>	
Employee only	\$461.04
Employee + spouse	\$1,198.50
Employee + child(ren)	\$1,059.78
Employee + family	\$1,520.82

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## COBRA DENTAL

	2012 COBRA Premiums
<b>Passive PPO</b>	
Employee only	\$68.34
Employee + spouse	\$149.94
Employee + child(ren)	\$122.40
Employee + family	\$221.34

## COBRA VISION

	2012 COBRA Premiums
<b>VSP Network</b>	
Employee only	\$11.07
Employee + one	\$17.70
Employee + family	\$29.10

### Notes:

- These rates are effective for the 2012 calendar year; rates will be revised 1/1/2013 to reflect any premium changes.
- Vision is not part of the retiree health care provisions; continuation coverage is only available through COBRA
- Medical Retiree cost share (Ret cost) is 20% with a 2% reduction for each year worked beyond initial eligibility (IE) of 50 years old with 5 years of service and a minimum of 60 age plus service point

## CONTACT INFORMATION

### Cobra and Health and Benefits and All Dental

**BHP Billiton Benefits Center:** 1-800-921-0173 or [www.bhpbillitonbenefits.mercerhrs.com](http://www.bhpbillitonbenefits.mercerhrs.com)

### Pre-65 Retiree Health Care

**WebTPA:** 1-888-429-2432 or [www.webtpaes.com](http://www.webtpaes.com)

### Post-65 Retiree Health Care

**UnitedHealthcare:** 1-800-851-3802 or [www.securehorizons.com](http://www.securehorizons.com)

### Retiree and COBRA Premium Billing

**Benefit Concepts, Inc.:** 1-800-969-2009 or [www.avantserve.com](http://www.avantserve.com)

### EAP

**Magellan Health Services:** 1-800-523-5668 or [www.magellanhealth.com](http://www.magellanhealth.com)

### Life Insurance

**MetLife:** 1-866-492-6983 or [www.metlife.com](http://www.metlife.com)

### Long-Term Care

**John Hancock:** 1-800-482-0022 or <http://longtermcare/jhancock.com/longtermcare/bhpbilliton>

### Pension Plan – Retirement Income Plan (RIP)

**BHP Billiton Benefits Center:** 1-800-921-0173 or [www.bhpbillitonbenefits.mercerhrs.com](http://www.bhpbillitonbenefits.mercerhrs.com)

### 401(k) Plan – Retirement Saving Plan (RSP)

**Vanguard:** 1-800-523-1188 or [www.vanguard.com](http://www.vanguard.com)

### Shareplus Plan

**Compushare:** +61-3-9473-2458 (fax) or [bhpsareplans@computershare.com.au](mailto:bhpsareplans@computershare.com.au) (e-mail) or [www.computershare.com/shareplus](http://www.computershare.com/shareplus) or [shareplus@bhpbilliton.com](mailto:shareplus@bhpbilliton.com).

### Medical PPO Network

**Aetna:** [www.aetna.com/asa](http://www.aetna.com/asa)

### Prescription Drugs (Pre-65 Coverage)

**Caremark:** 1-800-516-2589 or [www.caremark.com](http://www.caremark.com)

### Prescription Drugs (Post 65 Coverage)

**UnitedHealthCare:** 1-800-698-0822 for UHC Senior Supplement or 1-888-556-6648 for UHC Rx

### Vision Plan

**Vision Service Plan (VSP):** 1-800-877-7195 or [www.vsp.com](http://www.vsp.com)

### Health Management

**Alere:** 1-866-676-0740 or [www.bhpbillitonwellness.com](http://www.bhpbillitonwellness.com), Access code: mywellness

### Pre-Tax Reimbursement Accounts

**PayFlex:** 1-800-284-4885, Fax 1-402-231-4310 or [www.healthhub.com](http://www.healthhub.com)

Post 65 Prescription Drug Coverage