

**AMERICAN EXPRESS® CORPORATE CARD BUSINESS TRAVEL ACCIDENT INSURANCE****Product Disclosure Statement****Important Information about this Cover**

This Product Disclosure Statement (PDS) sets out important information on the Accidental Death and Dismemberment Cover, Travel Accident Card Account Waiver Extension Cover and Business Trip Completion Extension Cover to which certain Covered Persons, as defined in this PDS, get automatic access at no additional cost.

Please read this PDS carefully as it explains the nature of the arrangement and its relevant benefits and risks.

American Express International, Inc. (ABN 15 000 618 208, AFS Licence Number 237996) of 12 Shelley Street, Sydney 2000 ('American Express') holds a Master Policy (policy number 09AMEXAGRC, the 'Master Policy') with the insurer Chubb Insurance Australia Limited, (ABN 23 001 642 020, AFS Licence No. 239687) of Grosvenor Place, Level 38, 225 George Street, Sydney NSW 2000 Australia ('Chubb').

Under this Master Policy, Covered Persons, as defined, get automatic access to the benefits detailed in this PDS (subject to the relevant terms and conditions specified) provided by Chubb as the insurer. You are not charged by Chubb for this benefit and can access the benefit if you are a Covered Person as set out in the Definitions.

This is pursuant to a statutory right under section 48 of the *Insurance Contracts Act 1984* (Cth). American Express is not the insurer, does not guarantee or hold this right on trust for a Covered Person and does not act on behalf of Chubb. Neither American Express nor any of its related corporations are Authorised Representatives (under the Corporations Act 2001 (Cth) (the 'Act')) of Chubb or any of its related companies.

There is no obligation to accept any of the benefits of this cover. However, if a Covered Person wishes to make a claim under the cover provided in this section, they will be bound by the definitions, terms and conditions, exclusions and claims procedures set out in this PDS. Therefore, please read this PDS carefully and keep it in a safe place.

Please keep detailed particulars and proof of any loss including, but not limited to, the sales receipt and credit card account statement showing any purchases made.

Chubb can be contacted as follows:

Chubb Insurance Australia Limited (ABN 23 001 642 020, AFS Licence No. 239687)
Address: Grosvenor Place, Level 38, 225 George Street, Sydney NSW 2000 Australia
Postal Address: PO Box 4065, Sydney NSW 2001
Telephone: 1800 815 675
Facsimile: (02) 9335 3467

This PDS is effective from 31 January 2017.

Updating this Product Disclosure Statement

Information in this PDS may be updated where necessary. A paper copy of any updated information is available to a Covered Person at no cost by calling Chubb or American Express.

Chubb will issue a new PDS or a supplementary PDS, where the update is to rectify a misleading or deceptive statement or an omission.

Benefits and Scope of Cover

The terms of cover set out below under each part describe the benefits provided to a Covered Person pursuant to the Master Policy and the terms and conditions which apply.

By way of summary only, a Covered Person is, from the time they become a Covered Person until the time access to the benefit terminates (see below), entitled to cover for:

- specified benefits arising from certain accidental bodily injury that occurs in specified circumstances (see the Accidental Death and Dismemberment Cover part for details); and
- specified benefits arising from certain accidental bodily injury that occurs in specified circumstances (see the Travel Accident Card Account Waiver Extension Cover part for details); and
- specified benefits arising from certain events resulting in the need to send an alternative employee (see the Business Trip Completion Extension Cover part for details), up to the amounts and limits specified for the relevant cover.

Termination

Cover will terminate at the earlier of the following:

- cancellation of a member's American Express Corporate Card; or
- termination of the Master Policy.

The cover provided is subject to any endorsements and/or amendments to the Master Policy from time to time.

This PDS replaces and supersedes any certificates that have been previously issued or details of terms of cover for the Master Policy provided prior to the preparation date on the front page of this PDS.

Definitions

The following definitions apply to the Accidental Death and Dismemberment Cover, Travel Accident Card Account Waiver Extension Cover and Business Trip Completion Extension Cover.

'**Accident**' means an unexpected event which causes Bodily Injury and shall also include exposure resulting from a mishap on a Common Carrier Conveyance in which the Covered Person is travelling.

'**Bodily Injury**' means physical injury which:

- (a) is caused by an Accident; and
- (b) occurs solely and independently of any other cause, except illness directly resulting from, or medical or surgical treatment rendered necessary by such injury; and
- (c) occasions the death or dismemberment within three hundred and sixty-five (365) days from the date of the Accident.

'**Business Trip**' means a bona fide business trip on assignment by, or at the direction of, the Sponsoring Organisation for the purpose of furthering the business of the Sponsoring Organisation; but shall not include everyday travel to and from work, bona fide leaves of absence, personal side trips or vacations.

'**Common Carrier Conveyance**' means an air, land or water vehicle (other than a rental vehicle) licensed to carry passengers for hire.

'**Covered Persons**' are:

- (a) All Corporate Cardmembers whose Transportation Costs are charged to Corporate Cards, including Meeting and Events Cards, issued by American Express Travel Related Services Company, Inc. its subsidiaries, affiliates and licensees (American Express), as long as the Card is billed in Australia and who are officers, partners, proprietors or employees of Sponsoring Organisations and whose Card accounts are in good standing.
- (b) Employees of Sponsoring Organisations with American Express Business Travel Accounts, including Treasurers Card Accounts and Centrally Billed Travel Accounts for whom Transportation Costs are charged to such accounts are also Covered Persons.
- (c) Spouses/Domestic Partners and dependent children under age 23 of Covered Persons are also Covered Persons if:
 - (i) travelling with the Covered Person on a Business Trip and at the request and expense of the Sponsoring Organisation; and
 - (ii) transportation Costs are charged for them to the Sponsoring Organisation's Corporate Card Account, Business Travel Account, Treasurers Card Account or Centrally Billed Travel Accounts.
- (d) Spouses/Domestic Partners and dependent children under age 23 of Covered Persons are also Insured for Personal Trip Hazards if Transportation Costs are charged for them to the Sponsoring Organisation's Corporate Card Account, Business Travel Account, Treasurers Card Account or Centrally Billed Travel Account.
- (e) Any person authorised by a Sponsoring Organisation (an Authorised Traveller) which has a Corporate Card Account, Business Travel Account, Treasurers Card Account, or Centrally Billed Travel Account issued by American Express to have their Transportation Costs charged to that account as long as the Card is billed in Australia.

'**Loss**' means a Bodily Injury sustained by the Covered Person:

- (a) whilst the cover is in force with respect to the Covered Person, and
- (b) under the circumstances and in the manner described in the paragraph entitled 'When Does Cover Apply?.'

The term Loss shall mean with regard to hands and feet, actual severance through or above the wrists or ankle joints, and with regard to eyes, the entire irrecoverable loss of sight. Loss shall mean with regard to thumb and index finger actual severance through or above the joints closest to the palm; with regard to speech, entire and irrecoverable loss; and with regard to hearing, the entire and irrecoverable loss in both ears.

'**Personal Trip**' means a trip taken by the Covered Person between the point of departure and the final destination as shown on the Covered Person's ticket. The trip may be a stand alone trip; side trip; or vacation undertaken after the commencement of a Business Trip and prior to a Return Trip. A Personal Trip is not for the purpose of furthering the business of the Sponsoring Organisation.

'**Return Trip**' means the Covered Person's return from a Business Trip after thirty (30) consecutive days to their residence or place of regular employment.

'**Scheduled Flight**' means a flight in an aircraft operated by an air carrier, provided that:

- (a) such air carrier holds a certificate, licence or similar authorisation for scheduled air transportation issued by the relevant authorities in the country in which the aircraft is registered, and in accordance with such authorisation, maintains and publishes schedules and tariffs for passenger service between named airports at regular and specific times;

- (b) such flight is regularly and continually flown on routes and at times as published in the ABC World Airways Guide or similar publication amended from time to time; and
- (c) departure times, transfer and destination points will be established in reference to the Covered Persons Scheduled Flight ticket.

'Sponsoring Organisation' means the corporation, partnership, association, proprietorship or any parent, subsidiary or affiliate thereof which participates in the Gold Corporate Card or Business Travel Account Programs of American Express.

'Terrorism' means activities against persons, organisations or property of any nature:

- (a) that involves the following or preparation for the following:
- (i) use of, or threat of, force or violence; or
 - (ii) commission of, or threat of, a dangerous act; or
 - (iii) commission of, or threat of, an act that interferes with or disrupts an electronic, communication, information, or mechanical system; and
- (b) when one or both of the following applies:
- (i) the effect is to intimidate or coerce a government or the civilian population or any segment thereof, or to disrupt any segment of the economy; and/or
 - (ii) it appears that the intent is to intimidate or coerce a government, or to further political, ideological, religious, social or economic objectives or to express (or express opposition to) a philosophy or ideology.

'Transportation Costs' means costs of travel as a fare paying passenger in any Common Carrier Conveyance other than a taxicab.

(A) ACCIDENTAL DEATH AND DISMEMBERMENT COVER

Cover

Cover is provided under this part for the following benefits, subject to the terms, conditions and limitations set out in this PDS.

1. Loss arising from a Common Carrier

If a Covered Person sustains Bodily Injury as a result of:

- (i) an Accident which occurs while riding solely as a passenger in or boarding or alighting from a Common Carrier Conveyance whilst on a Business Trip or Personal Trip; or
- (ii) being struck by such Common Carrier Conveyance whilst on a Business Trip or Personal Trip,

Chubb will pay the applicable benefit amount in the table in paragraph 6 below.

2. Loss arising from Airport Transportation

If a Covered Person sustains Bodily Injury while riding as a passenger in, boarding, alighting from or being struck by, a land Common Carrier Conveyance or a scheduled helicopter operated as a Common Carrier Conveyance:

- (a) when going directly to an airport for the purpose of boarding a Scheduled Flight on a Business Trip or Personal Trip; or
- (b) when leaving directly from an airport after alighting from a Scheduled Flight on a Business Trip or Personal Trip,

Chubb will pay the applicable benefit amount in the table in paragraph 6 below.

3. Loss arising on Airport Premises

If a Covered Person sustains Bodily Injury while upon any airport premises designated for passenger use, but only when the Covered Person is upon such premises immediately before boarding, or immediately after alighting from a Scheduled Flight on a Business Trip or Personal Trip, Chubb will pay the applicable benefit amount in the table in paragraph 6 below.

4. Loss arising from Exposure

If by reason of an Accident a Covered Person is unavoidably exposed to the elements and as a result of such exposure suffers a Loss, other than Loss of life, for which a benefit amount is otherwise payable under paragraph 6, such Loss will be covered under the terms of this cover and Chubb will pay the applicable benefit amount in the table in paragraph 6 below.

5. Loss arising from Disappearance

If the body of a Covered Person has not been found one (1) year after the disappearance, forced landing, stranding, sinking or wrecking of a Common Carrier Conveyance in which that Covered Person was an occupant, then it shall be deemed, subject to all other terms and provisions of the cover and any evidence to the contrary, that the Covered Person shall have suffered Loss of life and Chubb will pay the applicable benefit amount in the table in paragraph 6 below.

6. Table Of Losses

If a Covered Person sustains a Loss of the type listed below resulting from Bodily Injury, Chubb shall pay the benefit amount corresponding to that Loss, provided that:

- (a) such Loss occurs within three hundred and sixty-five (365) days after the date of Accident causing such Loss; and
- (b) if more than one (1) Loss stated in the table below is sustained as the result of one (1) Accident, only one (1) of the amounts so stated, the largest, shall be payable.

DESCRIPTION OF LOSS	Business Trip	Personal Trip
Loss of:	Hazard	Hazard
Life	\$150,000	\$150,000
Both hands or both feet or sight of both eyes	\$150,000	\$150,000
One hand and one foot	\$150,000	\$150,000
Either hand or foot and sight of one eye	\$150,000	\$150,000
Speech and hearing	\$150,000	\$150,000
Either hand or foot	\$75,000	\$75,000
Sight of one eye	\$75,000	\$75,000
Speech or hearing	\$75,000	\$75,000
Thumb and index finger of the same hand	\$37,500	\$37,500

In no event will multiple Green Corporate Card Accounts or Business Travel Accounts obligate Chubb to pay for more than one Loss sustained by any one individual Covered Person as a result of any one Accident. Chubb's obligation will be determined according to the highest amount payable under the specific Green Corporate Card Account or Business Travel Account actually used to charge the Transportation Costs for the Business Trip or Personal Trip, as stated in the Table of Losses above.

7. When Does Cover Apply?

Cover under the different types of Losses will depend on whether a Covered Person is on a Business Trip or a Personal Trip.

Cover will apply at different times depending on whether the Covered Person is on a Business Trip or a Personal Trip. Benefits are only ever payable under one type of trip for any one Loss.

(a) Coverage on a Business Trip

A Covered Person is covered under this part if:

- (i) the Covered Person charges their Transportation Costs to a Green Corporate Card Account, or such Transportation Costs are charged on their behalf to a Business Travel Account; and
- (ii) the Covered Person sustains Bodily Injury anywhere in the world while on a Business Trip.

Commencement of Cover

Coverage under this part for a Business Trip commences at the latter of:

- (i) a Covered Person leaving their residence or place of regular employment for the purpose of going on a Business Trip; or
- (ii) at the time charges for Transportation Costs have been made to a Corporate Card Account or Business Travel Account.

Cover ceasing

For Business Trips lasting up to thirty (30) consecutive days, coverage remains continuously in effect twenty-four (24) hours a day until the Covered Person returns to their residence or place of regular employment, whichever occurs first.

For Business Trips longer than thirty (30) consecutive days, coverage ceases at 12:01am at the Covered Person's location on the thirty-first (31st) day of a Business Trip.

Recommendation of cover for Business Trip longer than thirty (30) days

Coverage is reactivated when the Covered Person begins the Return Trip. Coverage for the Return Trip is limited to paragraphs 1, 2, 3, 4 and 5 under this part.

The applicable benefits amount payable for any Loss sustained during a Return Trip will be determined from the Business Trip Hazard column of the Table of Losses.

(b) Coverage on a Personal Trip

A Covered Person is covered under this part if:

- (i) the Covered Person charges their Transportation Costs to a Green Corporate Card Account, or such Transportation Costs are charged on their behalf to a Business Travel Account; and
- (ii) the Covered Person sustains Bodily Injury anywhere in the world while on a Personal Trip.

Benefits covered under a Personal Trip are not covered under a Business Trip.

Authorised Travellers, as defined within the Covered Person definition, are not eligible for Personal Trip cover.

Coverage for Personal Trips is limited to the cover under paragraphs 1, 2, 3, 4 and 5 of this part.

Unlike the cover under a Business Trip, no twenty-four (24) hour coverage operates.

(B) TRAVEL ACCIDENT CARD ACCOUNT WAIVER EXTENSION

Specific Definitions under (B) Travel Accident Card Account Waiver Extension

'Covered Persons' A person shall be a Covered Person only if:

- (a) they are a Corporate Cardmember who has a Corporate Card issued by American Express International Inc. ('American Express') in their name and the Cardmember or their employer is responsible for payment of the outstanding balance; and
- (b) their American Express Corporate Card is billed from Australia.

Cover

Cover is provided under this part for the following benefit, subject to the other terms, conditions and limitations set out in this PDS.

1. Payment of outstanding balance of American Express Corporate Card

If a Covered Person suffers a Loss from an Injury which results in any of the Losses covered under paragraphs 1, 2, 3, 4 and 5 in part (A) Accidental Death and Dismemberment Benefit, then in addition to the benefit payable under Part (A), Chubb will also pay the outstanding balance of the Covered Person's American Express Corporate Card Account as at the time of the accident (including American Express Corporate Card charges incurred prior to the accident and not yet billed) up to \$10,000.

Specific exclusion under Part (B) – Card Account Waiver Cover

Chubb will not pay any amounts identified on the Covered Person's American Express Corporate Card Account monthly statement issued prior to the accident which are more than ninety (90) days overdue for payment.

(C) BUSINESS TRIP COMPLETION EXTENSION

Specific Definitions under (C) Business Trip Completion Extension

'Alternative Employees Expenses' mean all reasonable and necessary expenses incurred in sending a substitute person to complete the original Covered Person's journey and objectives. Expenses shall be limited to:

- airfares at the same class as the original Covered Person limited to \$10,000; and
- accommodation and meal expenses to a maximum of \$3,000 and other essential expenses incurred in transportation of the substitute person limited to \$150.

'Covered Persons' A person shall be a Covered Person only if:

- they are a Corporate Cardmember who has a Corporate Card issued by American Express International Inc. ('American Express') in their name and the Cardmember or their employer is responsible for payment of the outstanding balance; and
- their American Express Corporate Card is billed from Australia.

'Serious Injury or Serious Sickness' means injury or sickness which causes total disablement (which entirely prevents the Covered Person from completing all or the necessary part of their business objectives for the trip) to the original Covered Person and which, based on medical evidence, is likely to last for longer than the available time to complete the business objectives of the trip. Such total disablement must commence while the Covered Person is covered by this insurance.

'Covered Trip' means a trip taken by the Covered Person between the point of departure and the final destination including the return journey to the initial point of departure and all interim destinations as shown on the Covered Person's ticket and the Covered Person's entire fare for such trip has been charged with the American Express Corporate Card prior to any injury or sickness.

Cover

Cover is provided under this part for the following benefit below subject to the other terms, conditions and limitations set out in this PDS.

1. Alternative Employee Expenses

When as a result of accidental death, Serious Injury or Serious Sickness to a Covered Person whilst on a Covered Trip, the Sponsoring Organisation necessarily incurs Alternative Employee Expenses, Chubb will pay up to the limit specified under the specific definition Alternative Employee Expenses.

Specific exclusion under (C) Business Trip Completion Extension

In respect of cover under this part, the following additional exclusion will apply.

Chubb does not provide cover for any loss caused or contributed to by:

- Injury or sickness where the Covered Person's Trip was taken against the advice of a medical practitioner; or
- Pregnancy or any complication thereof.

(D) GENERAL TERMS, CONDITIONS AND EXCLUSIONS APPLICABLE TO PARTS (A), (B) AND (C)

1. General Exclusions

Chubb will not cover any loss under parts (A), (B) and (C) of this PDS caused or contributed to by:

- alcohol intoxication as defined in the jurisdiction where the Accident occurred and/or acting under the influence of alcohol above the permitted legal limit;
- intentionally self-inflicted injury, suicide, self-destruction or any attempt thereat while sane;
- illness, sickness, disease, physical or mental infirmity, or any medical or surgical treatment for such conditions, unless treatment of the condition is required as the direct result of a covered Bodily Injury;
- travel into hazardous work sites (e.g. underwater, mines, construction sites, oilrigs, etc.);
- declared or undeclared war or any act thereof; however, any act committed by an agent of any government, party or faction engaged in war, hostilities or other warlike operations provided such agent is acting secretly and not in connection with any operation of armed forces (whether military, naval, or air forces) in the country where the injury occurs shall not be deemed an act of war;

- service in the military, naval or air service of any country;
- participation in any military, police or fire-fighting activity;
- activities undertaken as an operator or crew member of any Common Carrier Conveyance;
- flying in aircraft owned or leased by the Covered Person's Sponsoring Organisation;
- flying in any aircraft which is a chartered non-scheduled licensed common carrier hired by a single organisation;
- flying in military aircraft or any aircraft which requires special permits or waivers;
- commission of or attempt to commit an illegal act by or on behalf of the Covered Person or their beneficiaries;
- directly or indirectly, the actual, alleged or threatened discharge, dispersal, seepage, migration, escape, release of or exposure to any hazardous biological, chemical, nuclear or radioactive material, gas, matter or contamination;
- taking of any drug, medication, narcotic or hallucinogen, unless as prescribed by a physician;
- taking of alcohol in combination with any drug or medication; or
- an act of Terrorism except when such event occurs under the cover in part A of this PDS.

2. Making a claim

If you fail to comply with the terms and conditions of this cover, Chubb may be entitled to refuse to pay or reduce any claim that may be payable.

Written notice of a claim must be given as soon as possible of any occurrence likely to result in a claim and in any event within thirty (30) days of completion of the Covered Trip, Business, Personal and/or Return Trip.

All claims and correspondence relating to the cover should be addressed to Claims Department, Chubb Insurance Australia Limited, PO Box 4907, Sydney NSW 2001.

All information and evidence required by Chubb or its agents shall be furnished at the expense of the Covered Person or their personal representative and shall be in such form and of such nature as Chubb may prescribe.

3. Payment of claims

Indemnities payable for any loss will be paid upon receipt of due written proofs of such loss. Indemnity or Loss of life and any other accrued indemnities unpaid at the Covered Person's death should be payable to the Covered Person's estate. The receipt from the Estate will fully discharge Chubb.

4. Time limit of actions

No action at law or in equity shall be brought to recover under the policy after the expiration of three (3) years after the time written proof of loss is required to be furnished.

5. General Insurance Code of Practice (The 'Code')

5.1 Chubb's adoption of the Code

The Code describes standards of good practice and service to be met by general insurance companies.

As part of Chubb's commitment to serving the cardholder, Chubb have adopted the General Insurance Code of Practice.

Further information on the Code of Practice is available from Chubb.

6. Dispute resolution

Chubb have developed an internal dispute resolution procedure in accordance with the Code of Practice.

If at any time a Covered Person has an unresolved complaint about Chubb's products or services, the Covered Person can use Chubb's internal dispute resolution process.

The Covered Person's query or complaint will then be reviewed and Chubb will respond within fifteen (15) working days. If the Covered Person is unhappy with Chubb's internal review of their complaint, the Covered Person may take their complaint, at no cost to them, to the Claims Review Panel Scheme run by the Insurance Enquires and Complaints Ltd (IEC). This external dispute resolution panel can make binding decisions, which Chubb is obliged to comply with.

The IEC can be contacted on 1300 780 808.

A brochure describing Chubb's dispute resolution procedures in more detail is available from Chubb on request.

7. Privacy

7.1 Privacy Statement

Chubb Insurance Australia Limited wants to ensure that Covered Persons are confident that any information collected by Chubb is treated with the appropriate degree of confidentiality and privacy.

7.2 Privacy Commitment

The following points explain why Chubb collects and how Chubb may use the cardholder's information:

- Collection of the Covered Person's personal information: Chubb collect only relevant information necessary to provide competitive insurance products and services.

- How Chubb uses the Covered Person's information: Chubb use the information to provide insurance products and services and to issue and administer insurance policies, including the payment of claims.
- Disclosure of the Covered Person's information: Chubb limit the release of personal information. Chubb will not sell customer information to telemarketing companies. Chubb will share information only when:
 - (a) necessary to market and administer Chubb's own insurance products and services;
 - (b) Chubb provide information to American Express for their marketing, planning, product development, administrative and research purposes; and
 - (c) when required by law.
- The Covered Person's information is protected: Chubb maintain strong security controls to ensure that the personal information in Chubb's files and computers is protected.
- The Covered Person's medical information is confidential: Chubb will not use or share, internally or with any third parties, medical information for any purpose other than insurance underwriting or administration of a customer's policy or claim, as required by law or as authorised by the cardholder.
- Chubb require strict privacy protections in Chubb's business relationships: Chubb only engage in ventures with strategic partners that follow strict confidentiality requirements.

Full details of Chubb's Privacy Policy are available on request.

7.3 How to access, correct or update the Covered Persons information

A Covered Person will always have access to any personal information about them that Chubb holds.

Should the Covered Person wish to be provided with a copy of this information please contact Chubb's Privacy Officer at Chubb Insurance Australia Limited PO Box 4907, Sydney NSW 2001.

A request for this information will be actioned within fifteen (15) working days and copies of the information will be posted to the Covered Person's current address. If a Covered Person wishes to correct any of the information, they can contact Chubb's Customer Relations Team on 1800 815 675 or email customer.relations@Chubb.com.

Chubb will provide any information Chubb holds, provided it is not the subject of a claim or legal proceedings or the request is not frivolous or vexatious.

Should a Covered Person be unhappy about Chubb's treatment of their personal information, a Covered Person may write to the Privacy Officer (Chubb Insurance Australia Limited PO Box 4907, Sydney NSW 2001) clearly setting out the nature of their concern and Chubb's Privacy Disputes Panel will respond within fifteen (15) working days.