

## Insurance Product Information Document



**Company (Insurer):** Chubb European Group SE is incorporated in France and operates through a branch in the UK. Authorised and regulated by the French Prudential Supervision and Resolution Authority. Authorised by the Prudential Regulation Authority and with deemed variation of permission. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details of the Temporary Permissions Regime, which allows EEA-based firms to operate in the UK for a limited period while seeking full authorisation, are available on the Financial Conduct Authority's website (FS sRegister number 820988).

### Product: The American Express® Corporate Meeting Card

This information provided in this document is a summary of the key features and exclusions of the policy and does not form part of the contract between us. Full details about the product is provided in your policy documents.

## What is this type of insurance?

This insurance provides payments in the event of certain business related travel accidents resulting in accidental death or permanent partial disablement, where travel arrangements are paid using the Corporate Meeting Card Account. Cover is mainly provided whilst travelling on a public vehicle for business purposes, including at/to/from an airport, seaport or railway station, or being struck by a public vehicle – see policy document for full terms and conditions.

 <h3>What is insured?</h3> <p>This policy pays benefits as below in accordance with the policy wording as a result of the following:</p> <p><b>Business Travel Accident</b> (Underwritten by Chubb)</p> <ul style="list-style-type: none"> <li>✓ <b>Business Trip:</b> £225,000 for death, or the complete loss of limb, hands or feet, sight, speech or hearing as a result of an accident whilst travelling on a Public Vehicle, or within 30 days of the outward travel leg (and prior to the return leg), where the travel ticket was purchased on the Corporate Meeting Card Account.</li> </ul> <p><b>Baggage and Personal Possessions</b> (Underwritten by certain underwriters at Lloyds of London*)</p> <ul style="list-style-type: none"> <li>✓ Covers lost, stolen or damaged personal baggage or possessions on a business trip by public vehicle, up to:             <ol style="list-style-type: none"> <li>a. £3,500 in total per trip;</li> <li>b. £480 limit for a single item, pair or set of items</li> <li>c. £480 collective limit for jewellery or watches.</li> </ol> </li> </ul> <p>* Society of Lloyds (1 Lime Street, London, EC3M 7HA) is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under reference number 202761</p>	 <h3>What is not insured?</h3> <p><b>Business Travel Accident</b></p> <ul style="list-style-type: none"> <li>✗ Participation in any sports except golf, jogging, racquet sports, gym activity or swimming.</li> <li>✗ Self-inflicted injuries, suicide or attempted suicide and injuries which existed before the start of the relevant business trip.</li> <li>✗ Everyday travel/commuting which is not a Business Trip.</li> <li>✗ Trips to countries where government agencies have advised against travel or all but essential travel.</li> <li>✗ Injuries sustained whilst under the influence of alcohol and/or non-prescribed drugs</li> <li>✗ Manual work and manual trades (eg plumber, electrician, builder, decorator)</li> <li>✗ Any claims which would result in breaches of UN resolutions or trade or economic sanctions or other laws of the EU, UK or USA.</li> </ul> <p><b>Baggage and Personal Possessions Coverage</b></p> <ul style="list-style-type: none"> <li>✗ Loss or damage from normal wear and tear or electrical/mechanical breakdown.</li> <li>✗ Items covered by another Insurance policy or recoverable from another source.</li> <li>✗ Loss, theft or damage that has not been reported to local police, transport or accommodation provider within 24 hrs.</li> <li>✗ Money, documents, electronic items, sports equipment, antiques – see policy doc</li> <li>✗ Items left unattended in a public place or motor vehicle</li> <li>✗ Business trips within own country of residence</li> </ul>
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## Are there any restrictions on cover?

- ! All benefits are dependent on the Corporate Meeting Card Account having been used for the relevant trip.
- ! Accidents on or involving vehicles charged or hired privately.
- ! The Business Trip must have been taken by public vehicle which is commercially licensed to transport fare paying passengers.
- ! Accident benefits are reduced by 50% for loss of sight in one eye, loss of hearing in one ear, or loss of one hand or foot, or loss of index finger and thumb on the same hand.
- ! For baggage a £95 excess per claim applies
- ! In the instance of a single major event resulting in a high number of claims from insureds, the amount of cover is subject to an aggregate limit of £7,000,000 to be shared pro rata amongst all insureds covered under the Company's Corporate Meeting Card insurance benefits.



## Where am I covered?

✓ Worldwide.



## What are my obligations?

All benefits are dependent on the Corporate Meeting Card Account having been used to purchase the travel tickets for the relevant Business Trip.

All insurance benefits are dependent on the use of the Corporate Meeting Card Account.

### During the period of insurance

- You must supply, at your own expense, any documentation, information and evidence we reasonably require.
- Reasonable care must be taken to prevent injury and protect personal belongings.
- If you need to submit a non-emergency insurance claim, please visit [americanexpress.co.uk/insuranceportal](http://americanexpress.co.uk/insuranceportal)
- Alternatively please call the number on the back of your American Express Card.



## When and how do I pay?

The insurance is provided under group insurance policies that American Express Services Europe Limited holds with Chubb for the benefit of individuals whose trip is charged to a Corporate Meeting Card Account. There is no additional charge or premium for this insurance.



## When does the cover start and end?

The cover starts as soon as your account is activated and ends when the account is closed.



## How do I cancel the contract?

You may cancel this insurance by cancelling your Card at any time. If you do this within 14 days of activating your card account, any money you have paid for the Card will be returned to you. Please refer to your cardmember agreement for more details.

## **CUSTOMER SERVICE & COMPLAINTS**

American Express and the Insurers are dedicated to providing a high quality service and aim to maintain this at all times. However, should there be a complaint, please contact American Express so the complaint can be dealt with as soon as possible. Please write to:

American Express Services Europe Limited  
Executive Customer Relations  
1 John Street  
Brighton  
BN88 1NH

or telephone: 01273 576151.

American Express, Chubb and Lloyd's are members of the Financial Ombudsman Service (FOS) who may be approached for assistance if the insured is not satisfied with the response received. Contact details are given below. A leaflet explaining its procedure is available on request:

Financial Ombudsman Service  
Exchange Tower  
Harbour Exchange Square  
London E14 9SR

Telephone: 0800 023 4567  
From a mobile: 0300 123 9 123  
From abroad: +44 20 7964 0500

Website: [www.financial-ombudsman.org.uk](http://www.financial-ombudsman.org.uk)

The Ombudsman will only consider the case if American Express and the Insurer have been given the opportunity to resolve it first.

## **COMPENSATION SCHEME**

In the unlikely event that American Express Services Europe Limited, Chubb European Group SE, or Lloyd's Insurance Company S.A. are unable to meet their obligations, you may be entitled to compensation under the Financial Services Compensation Scheme (FSCS). Further information about compensation scheme arrangements is available from the FSCS. Their contact details are Financial Services Compensation Scheme, PO Box 300, Mitcheldean, GL17 1DY. Telephone 0800 678 1100 or 020 7741 4100, Fax 020 7892 7301. Website: [fscs.org.uk](http://fscs.org.uk)

## **TERMS OF BUSINESS**

The information in this section explains the basis of the insurance services provided by American Express under the Corporate Meeting Card Account.

The insurance policies are arranged and held by American Express Services Europe Limited, registered in England and Wales with Company Number 1833139, registered office Belgrave House, 76 Buckingham Palace Road, London SW1W 9AX ("American Express") for the benefit of individuals whose trip is charged to the Corporate Meeting Card Account.

### **1 The Financial Conduct Authority (FCA)**

The FCA is the independent watchdog that regulates financial services.

### **2 Whose products do American Express offer?**

American Express only offer Business Travel Accident insurance underwritten by Chubb European Group SE and Baggage and Personal Possessions insurance underwritten by Lloyd's Insurance Company S.A.

### **3 Which service will American Express provide you with?**

Neither the insured nor the Company will receive advice or a recommendation from American Express for any insurance associated with the Corporate Meeting Card Account. The insurance benefits are automatically included with the Corporate Meeting Card Account.

### **4 What will you have to pay American Express for their services?**

There is no additional charge, fee or premium payable for the insurance benefits provided with the Corporate Meeting Card Account.

American Express does not act as an agent or fiduciary for either the insured or the Company, and may act on behalf of the insurance provider (as its agent or otherwise), as permitted by law. American Express may receive commissions from providers, and commissions may vary by provider and product. In some cases, an American Express group company may be the insurer or reinsurer and may earn insurance or reinsurance income. The arrangements with certain providers, including the potential to reinsure products, may also influence the insurance which is provided to an individual whose trip is charged to an American Express Corporate Meeting Card Account.

### **5 Who regulates American Express?**

For insurance mediation activities only, American Express Services Europe Limited is an appointed representative of American Express Insurance Services Europe Limited, 76 Buckingham Palace Road, London SW1W 9AX, which is authorised and regulated by the Financial Conduct Authority under FCA number 311684.

You can check this on the Financial Services Register by visiting the FCA's website [www.fca.org.uk/register](http://www.fca.org.uk/register) or by contacting the FCA on 0800 111 6768.

### **6 Ownership**

American Express Services Europe Limited is ultimately owned by the American Express Company.

### **7 What to do if you have a complaint**

If you wish to register a complaint, please write to:

American Express Services Europe Limited  
Executive Customer Relations  
1 John Street  
Brighton  
BN88 1NH

or telephone: 01273 576151.

Further details on the complaints process are contained in the Policy Terms and Conditions. If the complaint cannot be settled, you may be entitled to refer it to the Financial Ombudsman Service.

### **8 Are American Express covered by the Financial Services Compensation Scheme (FSCS)?**

American Express is covered by the FSCS. The insured may be entitled to compensation from the scheme if it cannot meet its obligations. This depends on the type of business and the circumstances of the claim. Insurance advising and arranging is covered for 90% of the claim, with no upper limit. Further information about compensation scheme arrangements is available from the FSCS.

### **DEMANDS AND NEEDS**

This insurance meets the demands and needs of organisations that require Business Travel Accident and Baggage and Personal Possessions insurance cover alongside a Corporate Meeting Card Account for individuals whose trips have been charged to that account. American Express has not provided opinions or recommendations on the suitability of the insurance for the Company or those individuals.

# POLICY TERMS AND CONDITIONS

These Policy Terms and Conditions give full details of the insurance cover provided with the American Express® Corporate Meeting Card under the group policies of insurance held by American Express Services Europe Limited with Chubb European Group SE and Lloyd's Insurance Company S.A.

## **ELIGIBILITY**

The benefits described in these Policy Terms and Conditions are dependent upon the Corporate Meeting Card Account being valid and the account balance having been paid in accordance with the Corporate Meeting Card Account agreement at the time of any incident giving rise to a claim.

All benefits are dependent on the Corporate Meeting Card Account having been used to purchase the travel tickets for the relevant trip.

The insurance benefits outlined in these Policy Terms and Conditions may be varied, withdrawn or cancelled in certain circumstances in accordance with the Policy Terms and Conditions. In the event of any material change, American Express will give the Company at least 60 days' written notice.

## **DEFINITIONS**

Whenever the following words or phrases appear in **bold**, they will have the meaning as described below:

“**£**” shall mean United Kingdom pounds sterling.

“**American Express**” means American Express Services Europe Limited.

“**Business Trip**” means a trip taken by the **Insured** for the purpose of furthering the business of the **Company** that is made by **Public Vehicle** where the entire fare has been charged to the **Corporate Meeting Card Account**, prior to the incident taking place.

“**Company**” means the UK or non UK registered company, business, firm, corporation, partnership or proprietorship or other sponsoring organisation which is authorised to book travel to a UK issued and UK billed **Corporate Meeting Card Account**.

“**Corporate Meeting Card Account**” or “**Account**” means the account the **Company** has with **American Express** to which trips are charged.

“**Event**” means one sudden, unexpected, unusual and specific happening or occurrence at an identifiable time and place occasioning multiple losses sustained during any one period of 168 consecutive hours.

“**Home**” means the **Insured's** principal address in their country of residence.

“**Insured**” means an individual whose trip has been authorised by the **Company** and charged to the UK issued and UK billed **Corporate Meeting Card Account**.

“**Our/Us/We/Insurer(s)**” means:

- for Business Travel Accident cover:

Chubb European Group SE (CEG) is a Societas Europaea, a public company registered in accordance with the corporate law of the European Union. Members' liability is limited. CEG is headquartered in France and governed by the provisions of the French insurance code. Registered company number: 450 327 374 RCS Nanterre. Registered office: La Tour Carpe Diem, 31 Place des Corolles, Esplanade Nord, 92400 Courbevoie, France. Fully paid share capital of €896,176,662.

CEG's UK branch is registered in England & Wales. Registered office: 100 Leadenhall Street, London EC3A 3BP. Authorised and regulated by the French Prudential Supervision and Resolution Authority ((4 Place de Budapest, CS 92459, 75436 Paris Cedex 09, France). Authorised by the Prudential Regulation Authority and with deemed variation of permission. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details of the Temporary Permissions Regime, which allows EEA-based firms to operate in the UK for a limited period while seeking full authorisation, are available on the Financial Conduct Authority's website (FS Register number 820988).

- for Baggage and Personal Possessions cover:

**Lloyd's Insurance Company S.A.** is a Belgian limited liability company (société anonyme / naamloze vennootschap) with its registered office at Bastion Tower, Marsveldplein 5, 1050 Brussels, Belgium and registered with Banque-Carrefour des Entreprises / Kruispuntbank van Ondernemingen under number 682.594.839 RPM (Brussels). It is an insurance company subject to the supervision of the National Bank of Belgium. Its Firm Reference Number(s) and other details can be found on [www.nbb.be](http://www.nbb.be).

“**Policy**” means the insurance cover provided under the **Policy Terms and Conditions**.

“**Policy Terms and Conditions**” means these terms and conditions.

“**Public Vehicle**” means any air or land vehicle, river or sea-going vessel operated under licence for the transport of fare paying passengers. A **Public Vehicle** does not include vehicles hired or chartered privately.

## INSURANCE BENEFITS

Insurance benefits under this **Policy** are secondary: **We** will only pay amounts under this **Policy** if they are not covered by other insurance, state benefits or other agreements. The **Insured** must inform **Us** of these and assist any relevant third parties in seeking reimbursement where appropriate.

For the benefits under Sections 1 and 2 to apply, travel tickets must have been charged in full to the **Corporate Meeting Card Account**.

If the **Insured** is covered by more than one corporate product issued by **American Express**, **We** will not pay more than the highest benefit amount stated in one of those product's **Policy Terms and Conditions** for any one incident.

### 1. BUSINESS TRAVEL ACCIDENT

This Section 1 details the Business Travel Accident benefits provided with the **Corporate Meeting Card**. For the benefits under this Section 1 to apply, travel tickets for the **Business Trip** taken must have been purchased using the **Corporate Meeting Card Account**.

**PLEASE NOTE:** If, as a direct result of an **Event**, the total number of claims from **Insureds** under this **Corporate Meeting Card Account** exceeds £7,000,000, each benefit amount applicable to each **Insured** will be reduced pro-rata such that the total sum to be paid by the **Insurer** to all of the **Insureds** covered under the **Company's Account** equals £7,000,000. For the avoidance of doubt, the £7,000,000 limit shall be applied:

- a) separately to each company (within the **Company's** group of companies) which holds the **Corporate Meeting Card Account** with **American Express** and is affected by and submits claims under that **Corporate Meeting Card Account** in respect of the **Event**; and
- b) singularly to the **Company**, regardless of the fact that it may hold multiple **Corporate Meeting Card Accounts** including this **Corporate Meeting Card Account**.

## BENEFITS

This benefit only applies to accidents occurring during a **Business Trip** caused by a sudden identifiable violent external incident that happens by chance:

- 1) while going directly to, or on the premises of, an airport, seaport or railway station for the purpose of boarding an aircraft, ship or train; or
- 2) while travelling on, boarding or alighting from or being struck by a **Public Vehicle**; or
- 3) immediately after alighting from an aircraft, ship or train while on the premises of an airport, seaport or railway station; or
- 4) immediately after leaving the premises of the airport, seaport or railway station following travel on a **Public Vehicle** where an injury is sustained within 30 days of the outward journey but prior to the commencement of the return **Business Trip**.

**The Insured** will be covered for the following:

£225,000 if the **Insured** has an accident during a **Business Trip** which within 365 days causes the **Insured** to suffer:

- a) death;
- b) the complete and permanent loss of use of any limb;
- c) the complete and irrecoverable loss of one or more of:
  - i. one hand and one foot;
  - ii. both hands; or
  - iii. both feet;
- d) the entire and irrecoverable loss of one or more of:
  - i. sight;
  - ii. speech; or
  - iii. hearing;
- e) the amount will be reduced by 50% to £112,500 for the entire and irrecoverable loss of one or more of the following:
  - i. sight in one eye;
  - ii. hearing in one ear;
  - iii. loss of one hand or one foot;
  - iv. loss of one index finger and thumb on the same hand.

The maximum amount that will be paid to an **Insured** or their estate, following an accident occurring on a **Business Trip** will be £225,000.

## EXCLUSIONS

Cover will not be provided in respect of the following:

- 1) Any claim related directly or indirectly to any physical defect, or infirmity which existed before the start of the relevant **Business Trip**.
- 2) The **Insured** suffering from sickness or disease not directly resulting from an accident.
- 3) Any claim relating to paid work with hands-on involvement in the installation, assembly, maintenance or repair of electrical, mechanical or hydraulic plant, (other than in a purely managerial/supervisory, sales or administrative capacity), or the undertaking of any trade as a plumber, electrician, lighting or sound technician, carpenter, painter/decorator or builder, or manual labour of any kind or any other work-related accident.



- 4) Any claim for an accident occurring during the course of everyday travel to and from work or an authorised or legitimate leave of absence, or a trip which is not a **Business Trip**.
- 5) Participating in any sports and activities other than golf, leisure running or jogging, racquet sports, use of a gym and swimming.
- 6) Participating in or training for any professional sports.
- 7) Service in the military, naval or air services of any country.
- 8) Participation in any military, police or fire-fighting activity.
- 9) Activities undertaken as an operator or crew member of any **Public Vehicle**.
- 10) Any accident whilst on any aircraft other than a scheduled flight operated by a licensed commercial airline company.
- 11) Flying in military aircraft or any aircraft which requires special permits or waivers.
- 12) Not taking reasonable care, or injuries caused by the **Insured's** negligence or failure to follow the laws and regulations of the country where the **Insured** is travelling.
- 13) Any fraudulent, dishonest or criminal act committed by an **Insured** or anyone with whom an **Insured** is in collusion.
- 14) Self inflicted injuries except where trying to save human life.
- 15) Suicide or attempted suicide.
- 16) Declared or undeclared war.
- 17) An act of terrorism (except while travelling on a scheduled flight) during a **Business Trip**.
- 18) The actual, alleged or threatened discharge, dispersal, seepage, migration, escape, release of or exposure to any hazardous biological, chemical, nuclear or radioactive solid, liquid or gaseous agent.
- 19) Injuries or accidents which occur while the **Insured** is under the influence of alcohol (above the legal driving limit) or drugs unless as prescribed by a registered medical practitioner.
- 20) Trips in, or booked to, countries or any part of any country to which a government agency has advised against travel or all but essential travel.

## 2. BAGGAGE AND PERSONAL POSSESSIONS

This Section 2 details the Baggage and Personal Possessions cover provided with the **Corporate Meeting Card Account**. For the benefits under this Section 2 to apply, travel tickets for the **Business Trip** must have been purchased in full using the **Corporate Meeting Card Account**.

Cover commences from the time the **Insured** initially leaves **Home** to commence the **Business Trip** or at the time charges for the **Business Trip** are made to the **Corporate Meeting Card Account**, whichever is the later, until the **Insured's** return **Home** from the **Business Trip**.



## BENEFITS

This benefit applies to an **Insured's** baggage and personal possessions of a kind usually carried or worn by travellers which are taken or purchased whilst on a **Business Trip** which are carried or worn by an **Insured** for their own use.

Cover is provided as following:

- 1) If personal baggage or possessions are lost, stolen or damaged, the **Insured** will be paid up to:
  - a) **£3,500** in total per **Business Trip**;
  - b) **£480** for the current value or cost to repair any item, or any pair or set of items which are used together;
  - c) **£480** collective limit for jewellery and watches.
- 2) If an item can be repaired economically, the **We** will pay the cost of repair only.
- 3) The **Insured** must take all normal precautions to secure the safety of baggage and personal possessions.
- 4) The **Insured** must take all practical steps to recover any article lost or stolen and to identify and ensure the prosecution of any guilty person(s). **We** may at any time at **Our** expense and without prejudice to any issue between **Us** and the **Insured** take such action as deemed fit for the recovery of the property lost or stolen or stated to be lost or stolen.

## EXCLUSIONS

Cover will not be provided in respect of the following:

- 1) The first **£95** of a claim per claim incident.
- 2) Any item loaned, hired or entrusted to an **Insured**.
- 3) Theft from unattended motor vehicles.
- 4) Any loss or theft not reported to the local police at the vicinity of the loss or theft within 24 hours of discovery of such loss or theft and a report obtained.
- 5) Any loss, theft or damage to baggage or personal possessions whilst in transit, which is not notified immediately to the **Public Vehicle** operator and a report obtained.
- 6) Claims where the police report or **Public Vehicle** operator's report is not produced to **Us**.
- 7) Loss or theft of any item whilst in a public place and not under the supervision of the **Insured**.
- 8) Loss or damage resulting from electrical or mechanical breakdown, wear and tear, moth or vermin, denting or scratching or any process of dyeing or cleaning.
- 9) Loss, theft or damage arising from confiscation or detention by Customs or other lawful officials and Authorities.
- 10) Loss, theft or damage in respect of hired property or equipment, contact or corneal lenses, dentures, bonds, securities, money, traveller's cheques, stamps or documents of any kind, musical instruments, glass, china, antiques, pictures, sports gear whilst in use, pedal cycles, hearing aids, samples or merchandise, computers and computer related / USB operated equipment, personal organisers, mobile telephones, smart phones, televisions, CD players, media recording / storing / playing devices, vehicles or accessories, boats and/or ancillary equipment.

- 11) Damage to fragile or brittle articles unless by fire or resulting from an accident to a sea-going vessel, aircraft or vehicle.
- 12) Any wilful act or negligence of an **Insured**.
- 13) Loss or damage caused by war, invasion, act of foreign power, hostilities (whether war be declared or not), civil war, riots (meaning tumultuous disturbance of the peace by a group of persons whether national or local, gravely threatening the social peace and order of the area), or rebellion, including terrorism, revolution, insurrection, military or the usurped power, or taking part in civil commotion or riot of any kind.
- 14) Loss or destruction of or damage to any property whatsoever or any loss or expense whatsoever resulting or arising directly or indirectly caused by or contributed to by the actual, alleged or threatened discharge, dispersal, seepage, migration, escape, release of or exposure to any hazardous biological, chemical, nuclear or radioactive solid, liquid or gaseous agent.
- 15) A **Business Trip** within **the Insured's** country of residence (to be substantiated on request by production of a residence visa, passport, or official document).
- 16) Normal wear and tear.
- 17) Costs which are recoverable from any other source.

## GLOBAL ASSISTANCE

This Section details the Global Assist benefit provided with the **Corporate Meeting Card Account**.

The Global Assist helpline provides immediate assistance in an emergency, as detailed below, when the **Insured** is travelling outside the UK. This emergency service is available exclusively to the **Insured** and operates 24 hours a day, every day of the year on **+44 (0) 845 456 6524**.

- If the **Insured** has a medical problem, a fully qualified English speaking doctor is on hand to provide advice. When the **Insured** needs to see a doctor, dentist or optician, or needs to visit a local hospital, Global Assist can provide names, addresses and telephone numbers from a network of carefully selected specialists, and can arrange hospitalisation or a doctor to visit the **Insured** where required.
- In case of legal difficulties, Global Assist will put the **Insured** in touch with the relevant embassy or consulate; and provide the name of a local lawyer.

For all the above services, Global Assist makes the necessary arrangements free of charge.

The Global Assist service is provided by Inter Partner Assistance SA, directly and through its branches (and any AXA group companies IPA appoint), will provide and administer the Benefits and Services available under this policy. Inter Partner Assistance SA an insurance company regulated and authorised by the NBB, under number 0487, with registered office at Louizalaan 166, 1050 Brussels, and Company number 0415.591.055. Inter Partner Assistance SA is authorised by the Belgian National Bank and subject to limited regulation by the Financial Conduct Authority and Prudential Regulation Authority. Details about the extent of our regulation by the Financial Conduct Authority and Prudential Regulation Authority are available from us on request.

## HOW TO CLAIM

### CLAIMS AND ASSISTANCE

If you need to submit a non-emergency insurance claim, please visit [americanexpress.co.uk/insuranceportal](https://americanexpress.co.uk/insuranceportal)

Alternatively please call the number on the back of your American Express Card.

### CLAIMS CONDITIONS AND REQUIREMENTS

- 1) All claims and potential claims must be reported within 30 days of the incident giving rise to the claim.
- 2) **We** will only pay amounts if they are not covered by other insurance, state benefits or other agreements. The **Insured** or the **Company** must inform **Us** of these and assist them in seeking reimbursement where appropriate.
- 3) Interest will only be considered on claims if payment has been unreasonably delayed following **Our** receipt of all the required information.
- 4) Please ensure copies are kept of all documentation sent to substantiate a claim.
- 5) **We** may require the **Insured** to be examined by a medical practitioner or specialist appointed by **Us** to enable **Us** to assess a claim fully.
- 6) The **Insured** will need to transfer to **Us**, on request and at their expense, any damaged item, and assign to **Us** legal rights to recover from the party responsible up to the amount that **We** have paid.
- 7) If the **Insured** or any other interested party does not comply with the obligations as shown in these terms and conditions, the **Insured's** claim may be invalid. Should the incident leading to the claim be caused deliberately, or should the **Insured** commit any fraudulent act, or refuse to follow the advice given by the claims handlers, then the claim may be denied.
- 8) Please provide all the following items, information and documentation and anything else reasonably requested by **Us** in order to make a claim. These must be provided at the **Insured's** own expense.

Benefit	Information required
General	<ul style="list-style-type: none"><li>• The <b>Corporate Meeting Card Account</b> number</li><li>• Proof that the travel ticket was purchased on the <b>Corporate Meeting Card Account</b></li><li>• All documents must be original</li><li>• Completed claim form when required</li></ul>

### BUSINESS TRAVEL ACCIDENT AND BAGGAGE AND PERSONAL POSSESSIONS

Business Travel Accident	<ul style="list-style-type: none"><li>• Evidence from the appropriate organisation detailing the accident</li><li>• Approved medical reports</li></ul>
Baggage and Personal Possessions	<ul style="list-style-type: none"><li>• Report from police or a report from the <b>Public Vehicle</b> operator (as appropriate) for loss or theft claims</li><li>• Proof of ownership (for example a receipt for the purchase of the original goods)</li><li>• Damaged personal belongings</li></ul>

## POLICY CONDITIONS

### DURATION OF COVER

The insurance benefits apply to **Business Trips** which have been charged to the **Corporate Meeting Card Account**:

- a) provided that the eligibility criteria (as set out at the beginning of these **Policy Terms and Conditions**) continue to be fulfilled;
- b) provided that the insurance benefits or **Account** have not been withdrawn or cancelled by notice to the **Company**; and
- c) for the applicable time periods, as indicated in these **Policy Terms and Conditions**.

### VARIATION OF COVER

**We** reserve the right to add to these **Policy Terms and Conditions** and/or make changes or withdraw certain insurance benefits:

- 1) For legal or regulatory reasons; and/or
- 2) To reflect new industry guidance and codes of practice; and/or
- 3) To reflect legitimate cost increases or reductions associated with providing this insurance; and/or
- 4) For any other legitimate commercial reason, for example in the event of a change of underwriter.

If this happens **We**, or **American Express** with **Our** authority, will write to the **Company** with details of the changes at least 60 days before **We** make them. The **Company** may cancel the **Corporate Meeting Card Account** if it does not agree to any proposed changes.

### CANCELLATION OF COVER

If **We** decide to cancel a **Policy** under which insurance benefits are provided, **We**, or **American Express** with **Our** authority, will write to the **Company** (at the latest address held on file) to provide details. The **Policy** will then be cancelled no fewer than 60 days after the date of that letter.

### RIGHT TO CANCEL

The **Company** may cancel this **Policy** by cancelling **the Corporate Meeting Card Account** at any time. The **Company** should refer to its **Corporate Meeting Card Account** terms and conditions for more details.

### LAW & LANGUAGE

This **Policy** shall be governed and construed in accordance with the laws of England and Wales and the courts of England and Wales alone shall have jurisdiction in any dispute. All communication of and in connection with the **Policy Terms and Conditions** shall be in the English language.

### TAXES AND COSTS

Other taxes or costs may exist or apply, which are not imposed by **Us**.

### ASSIGNMENT

Neither the **Company** nor the **Insured** can transfer the insurance cover provided with the **Corporate Meeting Card Account** to any other person.

### COMPLIANCE WITH POLICY REQUIREMENTS

Where the **Insured** or their personal representatives do not comply with any obligation to act in a certain way specified in this **Policy**, **We** reserve the right not to pay a claim.

## CONTRACTS (RIGHTS OF THIRD PARTIES) ACT

Only the **Insurer** and the **Insured** can enforce this **Policy**. No other party may benefit from this contract as of right and, save as set out in this clause, the Contracts (Rights of Third Parties) Act 1999 or any amendment thereto shall not apply to this **Policy**. The **Policy** may be varied or cancelled without the consent of any third party.

## REASONABLE PRECAUTIONS

The **Insured** shall take all reasonable steps to avoid or minimise any loss or damage.

## CUSTOMER SERVICE & COMPLAINTS

**American Express** and the **Insurers** are dedicated to providing a high quality service and aim to maintain this at all times. However, should there be a complaint, please contact **American Express** so the complaint can be dealt with as soon as possible. Please write to:

American Express Services Europe Limited  
Executive Customer Relations  
Department 333  
1 John Street  
Brighton  
BN88 1NH

or telephone: 01273 576151.

**American Express**, Chubb and Lloyd's are members of the Financial Ombudsman Service (FOS) who may be approached for assistance if the **Insured** is not satisfied with the response they receive. A leaflet explaining its procedure is available on request. Contact details are:

Financial Ombudsman Service  
Exchange Tower  
Harbour Exchange Square  
London E14 9SR

Telephone: 0800 023 4567  
From a mobile: 0300 123 9 123  
From abroad: +44 20 7964 0500

Website: [www.financial-ombudsman.org.uk](http://www.financial-ombudsman.org.uk)

The existence of these complaints procedures does not affect statutory rights relating to this **Policy**. For more information on statutory rights contact the Competition and Markets Authority or Citizens Advice Bureau.

## FINANCIAL SERVICES COMPENSATION SCHEME

American Express Insurance Services Europe Limited, Chubb European Group SE and Lloyd's Insurance Company S.A. are covered by the FSCS. The **Insured** may be entitled to compensation from the scheme if any party cannot meet its obligations. This depends on the type of business and the circumstances of the claim. Insurance advising and arranging is covered for 90% of the claim, without any upper limit. Further information about compensation scheme arrangements is available from the FSCS:

Financial Services Compensation Scheme  
PO Box 300  
Mitcheldean  
GL17 1DY  
Telephone: 0800 678 1100 or 020 7741 4100  
Website: [www.fscs.org.uk](http://www.fscs.org.uk)

## DATA PROTECTION

Details of you, your insurance cover under this policy and your claims will be held by us, Inter Partner Assistance SA (Irish Branch), Lloyd's Insurance Company S.A. and Chubb, each acting as Data Controller of your personal data, for insurance benefits provided by them respectively under this policy.

Data you provide to AXA Travel Insurance when you make a claim under the policy will be held by AXA Travel Insurance as Data Controller, except for data provided for claims made under the travel inconvenience and collision damage waiver sections of the policy, which will be held by AXA Travel Insurance as Data Processor on behalf of Chubb.

Data will be held for underwriting, policy administration, claims handling, providing travel assistance, complaints handling, sanctions checking and fraud prevention, subject to the provisions of applicable data protection law and in accordance with the assurances contained in our website privacy notices (see below).

We collect and process these details as necessary for performance of our contract of insurance with you or complying with our legal obligations, or otherwise in our legitimate interests in managing our business and providing our products and services.

These activities may include:

- a) use of sensitive information about the health or vulnerability of you or others involved in your claims, which has been provided with your prior consent, in order to provide the services described in this policy.
- b) disclosure of information about you and your insurance cover to companies within the AXA group of companies or Chubb group of companies, to our service Providers and agents in order to administer and service your insurance cover, to provide you with travel assistance, for fraud prevention, to collect payments, and otherwise as required or permitted by applicable law;
- c) monitoring and/or recording of your telephone calls in relation to cover for the purposes of record-keeping, training and quality control;
- d) technical studies to analyze claims and premiums, adapt pricing, consolidate financial reporting (incl. regulatory); detailed analyses on individual claims calls to better monitor Providers and operations; analyses of customer satisfaction and construction of customer segments to better adapt products to market needs;
- e) obtaining and storing any relevant and appropriate supporting evidence for your claim, for the purpose of providing services under this policy and validating your claim; and
- f) sending you feedback requests or surveys relating to our services, and other customer care communications.

Before collecting and/or using any sensitive personal data we will establish a lawful basis which will allow us to use that information. This exemption will typically be:

- your explicit consent
- the establishment, exercise or defence by us or third parties of legal claims
- the provision of this policy and/or services under the policy by agreement between us to enable you to make insurance claims
- an insurance specific exemption provided under local laws of EU Member States and other countries implementing the GDPR, such as in relation to the processing of health data of an **Insured** person's family members or the sensitive personal data of individuals on a group policy.

We carry out these activities within the UK, in and outside the European Economic Area, in relation to which processing the data protection laws and or agreements we have entered into with the receiving parties provide a similar level of protection of personal data.

We carry out these activities within the UK, in and outside the European Economic Area, in relation to which processing the data protection laws and or agreements we have entered into with the receiving parties provide a similar level of protection of personal data.

You are entitled on request to a copy of the information we hold about you, and you have other rights in relation to how we use your data (as set out in our website privacy notice – see below). Please let us know if you think any information we hold about you is inaccurate, so that we can correct it.

If you want to know what information is held about you by AXA Travel Insurance, or Chubb European Group SE, or have other requests or concerns relating to our use of your data, please write to us at:

Data Protection Officer  
AXA Travel Insurance  
106-108 Station Road  
Redhill  
RH1 1PR

Email: [dataprotectionenquiries@axa-assistance.co.uk](mailto:dataprotectionenquiries@axa-assistance.co.uk)

Or

Data Protection Officer  
Chubb, 100 Leadenhall Street,  
EC3A 3BP, London

Email: [dataprotectionoffice.europe@chubb.com](mailto:dataprotectionoffice.europe@chubb.com)

Or

Data Protection Officer  
Plantation Place South  
60 Great Tower Street  
London  
EC3R 5AD

Email: [dpo@beazley.com](mailto:dpo@beazley.com)

Our full privacy notice is available at: [www.axa-assistance.com/en.privacypolicy](http://www.axa-assistance.com/en.privacypolicy) or [www2.chubb.com/uk-en/footer/privacy-policy.aspx](http://www2.chubb.com/uk-en/footer/privacy-policy.aspx)  
Alternatively, a hard copy is available on request.

## **MATERIAL DISCLOSURE**

It is Your responsibility to provide full and accurate information to Us and American Express when You take out Your Card and throughout the life of the Policy. It is important that You ensure all statements You make on your application form, over the telephone, on claim forms and other documents are full and accurate. Failing to provide information when requested could affect the validity of this Policy and may mean that all or part of a claim may not be paid.