



ACCIDENTAL PROTECTION PLAN CLAIM FORM

Accident Protection Plan

Please return the form to:

By Post:
Claims Department
Union Income Benefit
154 - 160 Fleet Street
Blackfriars
London
EC4A 2DQ

By Email:
claims@uibuk.com

If you have any queries regarding your cover or require guidance in completing this form then please contact our claims helpline on Telephone: 0800 014 7024 or by Email: claims@uibuk.com

Lines open Mon to Fri 9 a.m. to 6 p.m. Telephone calls may be recorded for monitoring and quality purposes.

Before going ahead with a claim please read your policy and schedule to make sure that you understand your cover and any exclusions.

Claims under your policy will be handled by Union Income Benefit

Completion of Claim Form

In order for us to deal with your claim promptly please complete Section A of this form yourself. Please ask the General Practitioner, Hospital Consultant or Doctor attending to complete Section B of this form.

Please complete all relevant parts of the form, write in BLOCK CAPITALS and tick any boxes as appropriate. Please refer to your Policy Schedule for details of cover.

Please note you will be responsible for any expenses which may be incurred in the completion of this claim form, for more information on this please refer to section 8 of the Policy Wording.

Please ensure that you sign and date the Declaration and Consent at the end of the claim form. Please ensure that you read the Data Protection Notice on p7 and the information relating to the rights under the Access to Medical reports on p8 of this document.

Important Notes

The questions on this form and any other questions which we specifically ask, relate to facts considered to be material to the handling of your claim. Please answer them fully and honestly and supply any additional relevant information. Failure to do so may not only invalidate this claim but also the insurance provided by the policy as a whole.

Checklist

Please return the completed claims form together with any enclosures to Claims Department, Union Income Benefit, 154 - 160 Fleet Street, Blackfriars, London, EC4A 2DQ, or email to claims@uibuk.com and please ensure:

- You fully complete every question **before** your doctor completes the Hospital statement
- You have enclosed all requested original documents (we recommend you retain copies)
- You have signed this claim form
- Your attending doctor fully completes the statement
- All documents that are scanned and sent by email are clear and copied in full

As failure to do so will result in delay in handling your claim.

Section A:1 - Personal details

PLEASE WRITE IN BLACK INK AND USE BLOCK CAPITAL LETTERS. ALL SECTIONS MUST BE COMPLETED OR MARKED 'NOT APPLICABLE'. PLEASE REFER TO YOUR POLICY SCHEDULE FOR DETAILS OF COVER. COMPLETE THE CHECKLIST AND ENSURE THAT YOU SIGN THE DECLARATION AT THE END OF THIS FORM.

Policyholder's details

Policyholder		Policy number	
Insured Person forename	Insured Person surname	Insured Person date of birth	
Policyholder Address			
Postcode			
Cover type Single <input type="checkbox"/> Joint <input type="checkbox"/>		Email address	
Landline Telephone		Mobile Telephone	

Injured person's details

To be completed in respect of the person injured
(a separate claim form should be completed for each person wishing to claim)

Full name (if Policyholder state 'as above')	
Address (if different from above)	
Postcode	
Relationship to Policyholder	Email address
Landline Telephone	Mobile Telephone

If not the Policyholder, claimant's details

Full name	
Address	
Postcode	
Relationship to Policyholder	Email address
Landline Telephone	Mobile Telephone

For what is the claim being made: Accidental death Injury

Only applicable for an accidental death claim: Grant of representation/probate is required.

Please confirm you have enclosed it: Yes No

Section A:2 - Details of the accident

Location of accident	Date of accident	Time of accident
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Please give full details of the nature and severity of the injuries sustained and how the accident occurred indicating what the claimant was doing at the time.

Was the claimant a driver or passenger? Driver <input type="checkbox"/> Passenger <input type="checkbox"/> Did the Police attend at the time of the accident? Yes <input type="checkbox"/> No <input type="checkbox"/> If "no" was the accident reported to the Police? Yes <input type="checkbox"/> No <input type="checkbox"/>		Name of the Police Officer and Address of Station involved	
Accident reference number			
If a motor accident, is there any prosecution pending for drink-driving? Yes <input type="checkbox"/> No <input type="checkbox"/>		If the accident took place at work, was it noted in the accident book? Yes <input type="checkbox"/> No <input type="checkbox"/>	
A:1.2: Name, address and telephone number of the Employer			
If the accident took place overseas: Date claimant left the United Kingdom	Date returned	Purpose of visit	
Passport number		Airline used and flight number	
If Accident was in a European Economic Area country did you obtain the European Health Insurance (EHIC) card? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please attach			
Please give names, address and telephone numbers of witnesses, if any.			

Section A:3 - Medical care

Name, address and telephone number of the claimant's Qualified Medical Practitioner		
Name, address and telephone number of attending Qualified Medical Practitioner if different from above		
Date on which Doctor was first consulted	Date on which the claimant last worked	Did the claimant attend a Casualty Department Yes <input type="checkbox"/> No <input type="checkbox"/>
If "yes" please give name, full postal address and telephone number of hospital attended.		Date attended

Section A:4 - Other insurances

Please give details of any other insurance claims arising from this accident including Motor Insurance.

Name and full address of insurers
Policy numbers

Section B:1 - Medical certificate

(to be completed in all cases by the Qualified Medical Practitioner in attendance)

NB. Any fee is payable by the patient.

This is to certify that the patient named below

suffered the injuries indicated below as the direct result of the Accident stated in Section A:2 of this Claim Form

Full name of patient			
Patient's date of birth	Accident date	Hospital admission date	Discharge date

Accidental Death Date of death	Death certificate enclosed Yes <input type="checkbox"/> No <input type="checkbox"/> (please send a certified copy not the original)
	If no certified copy of death certificate enclosed, please explain why

Section B:2 - Hospital statement (only to be completed if claiming hospitalisation benefit)

This section must be fully completed by hospital medical staff or records – any fee for completion of this section is the responsibility of the Insured Person

(a) Type of hospital/ward: _____

(b) Name of Doctor or Consultant in charge: _____

(c) The dates admitted and released: ADMITTED: _____ RELEASED: _____

(d) Was any period spent in intensive care: YES / NO FROM: _____ TO: _____

Is there any additional information that you feel is relevant? _____

 SIGNED
 Position held in Hospital: _____
 Please use validation stamp or complete in block capitals:-
 Hospital Name: _____
 Address: _____

 Telephone No: _____

 DATE
 Qualifications: _____

VALIDATION STAMP

Thank you for your assistance in completing this form.

If the injury suffered is not listed please state precisely the nature of the injury	
What date did the patient first seek medical consultation from his Qualified Medical Practitioner for this, or a connected condition?	When was the patient first referred to you in connection with the above condition?
Name and Address of the attended Hospital	
Signature of Qualified Medical Practitioner	
Date	
Name and Qualifications	
Were the injuries treated solely as a result of the accident described in Section A:2 of this claim form? Yes <input type="checkbox"/> No <input type="checkbox"/> If "no" please give full details	
Hospital Patient Number	Telephone number
Official Stamp	

Declaration and Consent

I declare to the best of my knowledge and belief all the information given in this form is complete, true and correct.

If the information given on my behalf in **Section B** is inadequate for the purpose of my claim, I consent to Union Income Benefit obtaining a medical report from my Qualified Medical Practitioner relating to the history and nature of the condition and/or its treatment.

I am aware of my rights as detailed on page 8 under the Access to Medical Reports Act 1988 and the Access to Personal Files and Medical Reports (Northern Ireland) Order 1991 and agree that a copy of this consent shall have the validity of the original.

I do wish to see the medical report before it is sent to Union Income Benefit

I do not wish to see a copy of the medical report before it is sent to Union Income Benefit

Your rights under the Access to Medical Reports Act (1988) and the Access to Personal Files and Medical Reports (Northern Ireland) Order 1991

Before giving your consent for us to obtain a medical report, please ensure you read these notes carefully as they set out your rights under the Access to Medical Reports Act 1988 and the Access to Personal Files and Medical Reports (Northern Ireland) Order 1991.

- You do not have to give your consent, but if that is the case we may be unable to proceed with the claim.
- If you give your consent, we will inform the Doctor of this at the time we request the medical report.
- You will then have the right to advise the Doctor, in writing, that you wish to see the report before it is sent to us. If you do this, the Doctor cannot send us the report until either:-
 - a) you have seen the report and consented in writing to it being sent to us, or
 - b) 21 days have passed and you have not asked the Doctor to see the report.
- It is your responsibility to make arrangements with your Doctor to see the report which has been prepared. The quicker you act the quicker we can proceed with your claim.
- Even if you did not originally wish to see the report, you can change your mind. In these circumstances, you must inform both us and the Doctor. You will then have 21 days to contact the Doctor to arrange to see the report.
- Whether or not you ask to see the report which is sent to us, you also have the right to ask your Doctor to let you see a copy, provided that you make your request within the six months after the report was sent to us.
- If you see any report, in accordance with your rights, the Doctor will need your consent before he/she can send it to us.
- If you disagree with the content of the report, you can write to the Doctor asking him/her to amend any part of the report which you consider to be incorrect or misleading.
- If you and your Doctor cannot agree on the facts set out in the report, you have the right to ask him/her to attach a statement of your views on any part of the report which you disagree with and which the Doctor is not prepared to alter.
- The Doctor is not obliged to let you see any part of the report if:-
 - a) in his/her opinion, it would be likely to cause serious harm to your physical or mental health or that of others, or
 - b) it would indicate the Doctors intentions in respect of you, or
 - c) disclosure would be likely to reveal information about, or the identity of, another person who has supplied information about you, unless that person has consented to, or the information relates to, or has been supplied by, a health professional involved in caring for you.In such cases, the Doctor must notify you accordingly and you will be able to see only the remainder of the report. If the whole report is affected, he/she must not send it to us unless you give your consent.
- We will pay for the original report but if you ask for a copy, the Doctor can charge a reasonable fee to cover the cost of supplying it.

To be signed by the Policyholder or in the event of an Accidental Death claim for the Policyholder this should be signed by the Policyholder's legal representative.

Date

To be signed by the injured person if other than the Policyholder.

Date

**Please return this form by email: claims@uibuk.com
Or by post: Claims Department, Union Income Benefit,
154 - 160 Fleet Street, Blackfriars, London, EC4A 2DQ**

Section C - Data Protection Act 2018 Consent Form

You may wish for a family member or your legal representative to be given access to your personal and medical information in order to help you with your claim.

In order for us to be able to discuss your claim with anyone other than yourself or our appointed agents we need your specific written permission. Please note that this consent would not allow anyone other than yourself to receive any benefit payments.

You may activate or cancel your permission at any stage throughout your claim. Please contact us should you wish to make any changes.

Certificate number or Policy number	
Do you wish for your personal information to be given out to a family member or legal representative? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If YES then please complete the following section:	
The name of your appointed family member or legal representative	
Their relationship to you	Their date of birth
Their contact address	
Postcode	

Claim Form Declaration

DATA PROTECTION ACT 2018 I hereby consent to any information you have about me being processed by you for the purposes of providing insurance and claims handling, which may necessitate your providing such information to third parties.

AND

I hereby declare that the statements in this claim form are true in every respect to the best of my knowledge and belief and that I have disclosed all information likely to influence the assessment of my claim. I consent to the seeking of information from my present employer and any doctor who has treated me or any person/organisation that is deemed necessary, to check the answers have provided, and I authorise the giving of such information. A copy of this authorisation shall be considered as effective and valid as the original. I understand and agree that information regarding my claim may be shared with other insurers, loss adjustors and the Benefits Agency for fraud prevention purposes and that I consent to my claim being investigated as part of this process.

Signed

Date

Data Protection Notice

The Personal Information you provide.

Stonebridge International Insurance Ltd, the insurer (we/us) and Union Income Benefit Holdings Ltd, the administrator, are the joint data controllers (as defined in the Data Protection Act 2018 and any successor regulation (DPA)) and fully accept the responsibility of protecting the privacy of customers and the confidentiality and security of personal information provided to either party.

In this notice, Personal Information is personal data (as defined in the DPA) and means any information that identifies an individual and includes any special category personal information (as defined in the DPA e.g. information about health or medical condition(s)).

Where this notice refers to you or your Personal Information, this will include any information that identifies another person whose information you have provided to us or the administrator. We and the administrator will assume that they have appointed you to act for them. You agree to receive on their behalf any data protection notices from us or the administrator.

Your Personal Information will be used for the purpose of providing insurance services: to decide if we can offer insurance to you; to administer your policy and to handle claims. The Personal Information we collect will include name, address, date of birth and financial information. If a claim is made, we will collect additional information about the claim. Where this includes special category data eg information relating to health, where appropriate we will ask you for consent to collect this information.

Your Personal Information will be used by us and the administrator for legitimate interests we or the administrator have as a business including customer profiling to better understand customers, improve products and to suggest other products that may be relevant to customers including marketing and for management and audit of business operations. We or the administrator will only communicate with you in line with any marketing preferences that you have given us or the administrator and this may continue after your policy has ended. Your marketing preferences can be updated at any time by contacting the administrator:

By email: customer-care@uibuk.com

By phone: 0343 178 1255

By post: Customer Services, Union Income Benefit, 154 - 160 Fleet Street, Blackfriars, London, EC4A 2DQ

We or the administrator may share your Personal Information with the Embignell group, reinsurers, business partners and agents to help administer the products and services and to keep regulatory obligations.

We or the administrator may also pass your Personal Information to other insurers and regulatory and law enforcement bodies for the prevention of fraud, financial crime or where the law requires us or the administrator to do so.

We or the administrator may transfer your Personal Information to countries outside the EEA which may not have the same level of data protection as in the United Kingdom, but if this is necessary it will be ensured that appropriate safeguards are in place to protect your Personal Information.

We may carry out automated decision making based on your Personal Information. This will include your age and the level of cover and is used to calculate the price of cover that we provide.

We and the administrator may monitor and/or record your communication with us or the administrator, either ourselves or using reputable organisations selected by us, to ensure consistent servicing levels and operations. We or the administrator will keep information about you only for so long as it is appropriate. We and the administrator need your personal information to administer your policy or handle any claims whilst your policy is in force. We may need to keep information after your policy has ended to ensure we and the administrator have an accurate record of our relationship to you and communications that we or the administrator had or where we are required to keep the information for legal, regulatory or tax purposes.

You have the right to ask us to delete your data or cease processing it at any time, however we may not be able to do this if we require your data in respect of our contract with you. The administrator has a dedicated Data Protection Officer who you can contact for any queries or to exercise any of your rights under data protection regulations including: data subject access requests, correcting your information, making a complaint. If you believe we or the administrator are holding inaccurate information about you or wish to request a copy of your information, you should contact the administrator.

Contact Details:

Data Protection Officer

By email: dataprotection@embignell.com

By post: Data Protection Team, Union Income Benefit, 154 - 160 Fleet Street, Blackfriars, London, EC4A 2DQ.

The information that you have requested will be provided in a suitable format to meet your requirements.

If the complaint cannot be resolved to your satisfaction, you can contact the Information Commissioner's Office who are the Supervisory Authority in the UK protecting the rights of individuals under current Data Protection regulations.

Website: www.ico.org.uk

By post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

By telephone: 0303 123 1113

More detail is also available in the administrator's Privacy Policy which can be viewed online at www.embignell.com/privacy-policy