# About our insurances

# IMPORTANT INFORMATION ABOUT OUR INSURANCE SERVICES

#### Who are we:

Post Office® Limited is an appointed representative of Bank of Ireland (UK) plc which is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Bank of Ireland UK's Financial Services Register number is 512956. You can check this on the Financial Services Register by visiting the website www.fca.org.uk or by contacting the Financial Conduct Authority on 0800 111 6768. Post Office Limited registered office is Finsbury Dials, 20 Finsbury Street, London EC2Y 9AQ.

#### What service will we provide?

We will provide information on Purchase Protection Insurance from a single provider. You will not receive advice or a personal recommendation from us. A copy of the full policy wording and complaints procedure is available on request.

#### Whose products do we offer?

We offer Purchase Protection Insurance, underwritten by UK General Insurance Limited on behalf of Ageas Insurance Limited. We are contractually obliged to deal only with UK General Insurance Limited on behalf of Ageas Insurance Limited in relation to Purchase Protection Insurance on the Post Office Credit Card.

#### How to make a complaint

If you wish to register a complaint regarding the service we have provided, you should do so:

#### In writing to:

Customer Care Team Post Office Money Credit Cards PO Box 3191 Bristol BS1 9HY

**By phone to:** 0345 607 6500 **By fax to:** 0117 943 7386

Upon receipt of your complaint we will attempt to address the difficulties you may have encountered immediately. Where your complaint is as a result of the actions of one of the product providers noted above, we will advise you on the most appropriate course of action to help you resolve your issues of concern. If you are not happy with the way we have resolved your complaint, you have the right to refer your complaint to the Financial Ombudsman Service at:

The Financial Ombudsman Service Exchange Tower, London E14 9SR

Tel: 0800 023 4567 or 0300 123 9 123

**Fax:** 020 7964 1001

**E-mail:** complaint.info@financial-ombudsman.org.uk

#### Financial Services Compensation Scheme

Post Office Ltd., as an appointed representative of Bank of Ireland (UK) plc and Ageas Insurance Limited are covered by the Financial Services Compensation Scheme. You may be entitled to compensation from the scheme if Post Office Ltd or Ageas Insurance Limited cannot meet their obligations. This depends on the type of business and the circumstances of the claim. Non-compulsory insurance is protected for 90% of the claim without any upper limit. For further information about the compensation provided by the FSCS (including the amounts covered and eligibility to claim) please ask at your local branch or refer to the FSCS website www.FSCS.org.uk or call the FSCS on 0800 678 1100. Please note only compensation related queries should be directed to the FSCS.



#### · Purchase Protection Insurance

The information below is only a summary of your free purchase protection insurance. The key facts do not contain the full policy terms and conditions; please refer to the Insurance policy document for full details of the cover provided.

#### 1. Who underwrites your insurance policy?

The insurance for purchase protection cover is underwritten by UK General Insurance Limited on behalf of Ageas Insurance Limited.

#### 2. What type of insurance and cover do you receive?

You will receive free purchase protection cover to protect insured items purchased with your credit card against loss or damage for 90 days. You are eligible for purchase protection insurance provided that, at the start date, you:

- Are aged over 18; and
- Are permanently resident in the United Kingdom
- You hold a valid Post Office Money® Credit Card

#### 3. What are the features and benefits of this policy?

Please refer to the policy document. If the insured item purchased, up to a maximum of £2,000, is damaged or lost, it can be repaired or replaced under this cover, less an excess of £25. The maximum amount that you can claim in each 12 month period is £2,500. If you make a claim for loss and/or damage to any insured item that is also covered by any other insurance policy which you are covered by, we will only pay our share of the claim.

#### 4. What are the significant or unusual exclusions and limitations of this policy?

This is not a complete list of the exclusions under this policy - please refer to the policy document for full terms and conditions.

Your claim will not be met if loss or damage happens more than 90 days after the date of purchase. Insured items do not include the following; furs, all precious metals and precious stones; cash or its equivalent (including travellers cheques, vouchers, Postal Orders and any other negotiable instruments); perishable goods; used or second hand goods; mail order items or items delivered by courier; animals or plants; tickets: nonprovision of goods or services by the supplying

company.

#### 5. Can I cancel my policy?

You are free to cancel your purchase protection cover at any time. To cancel your policy please write to: Post Office Money Credit Cards, PO BOX 52746, London FC4P 4WP

#### 6. What to do if you want to make a claim

To register a claim please call 0344 412 4068. When you call you will be asked to identify yourself and explain the type of claim you need to make.

#### 7. What to do if you want to make a complaint

Any complaint relating to the sale of your policy should be addressed to the Customer Care Team at Post Office Money Credit Cards, PO Box 3191, Bristol, BS1 9HY. For any complaint relating to your claim, or any other matter you should write to Post Office Claims, Direct House, 4 Sidings Court, White Rose Way, Doncaster, DN4 5NU. In either case, if the complaint is still not resolved, you can approach The Financial Ombudsman Service. Referral to The Financial Ombudsman will not affect your right to take legal action.

#### 8. Financial Services Compensation Scheme

You may be entitled to compensation from the FSCS in the unlikely event we cannot meet our obligations to you. This depends on the type of insurance, size of the business and the circumstances of the claim. Insurance advising and arranging is covered for 90% of the total claim with no maximum. Full information about the compensation scheme arrangements are available from the FSCS (www.fscs.org.uk).

#### 9. Data Protection Act 1998

Please note that any information provided to us will be processed by us and our agents in compliance with the provisions of the Data Protection Act 1998, for the purpose of providing insurance and handling claims, if any, which may necessitate providing such information to third parties. We may also send the information in confidence for process to other companies acting on their instructions including those located outside the European Economic Area.

# Purchase Protection Insurance Policy

Your Policy
July 2015 edition



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# Section 1 Introduction

This Policy sets out the details of **your** free Purchase Protection Insurance cover with Post Office Money® Credit Card.

Some words in the Policy have special meanings which are explained in Section 3, under the heading **MEANING OF WORDS**. Wherever these words are shown in **bold type** they have these special meanings, otherwise, they have their ordinary, everyday meanings. Please note also that **we** or **us** or **our** refers to the Insurers who are UK General Insurance Limited on behalf of Ageas Insurance Limited. **You** or **your** refers to the person named in the **agreement** as the **primary card holder**.

The Policy shows details of the benefits provided for **you** if an **insured item** is **lost and/or damaged**. Section 4 explains the benefits of the Policy, together with circumstances when **you** cannot claim and **we** have listed certain general information about **your** Policy in Section 7.

Please ensure that **you** have read and fully understand this document and retain it in a safe place for future reference

## Claims Helpline

Please ensure that you read Section 6 Making a Claim in full before calling the claims line.

If you need to make a claim, please call:

#### 0344 412 4068\*

\*Telephone calls may be monitored or recorded to assist with staff training and for quality control purposes.

# Section 2 Eligibility

You are eligible for free Purchase Protection Insurance if:

- · you are aged 18 or over; and
- · you are a UK resident; and
- you hold a valid Post Office Money® Credit Card

# Section 3 Meaning of Words

#### Agreement

Your Post Office Money® credit card agreement with Bank of Ireland UK.

#### Bank of Ireland UK

Bank of Ireland (UK) plc, a company incorporated in England and Wales under Company No. 7022885 whose registered office is at Bow Bells House, 1 Bread Street, London EC4M 9BE.

#### Date of purchase

The date shown on either the card **statement** or store receipt (whichever is the earliest) when **you** or an approved additional cardholder bought the **insured item**.

#### **End date**

The date **your** policy ends as explained in section 5 – When Cover Ends.

#### Insured item(s)

Any item purchased by **you** or an additional cardholder using **your** Post Office Money® credit card. Insured item(s) shall not include:

- · furs:
- · all precious metals and precious stones;
- cash or its equivalent (including travellers cheques, stamps, tickets, cheques, Postal Orders and any other negotiable instruments);
- · perishable goods;
- · used or second hand goods;
- · mail order items or items delivered by courier;
- · animals or plants:
- motor vehicles, motor cycles, boats, private leisure craft, tents, caravans, (including any accessories fitted to these);
- · contact lenses:
- non provision of goods or services by the supplying company.

#### Loss and/or damage/Lost and/or damaged

The direct physical loss and/or damage to **insured items**.

#### Primary card holder

The person named in the **agreement** as the main card holder.

#### Reasonable care

#### Means:

- taking all necessary precautions to protect the insured item from any foreseeable risks which may cause loss and/or damage, and;
- attending the insured item at all times (unless it is properly secured against theft and any other loss and/or damage).

#### Starting date

The date of the first transaction on your card.

#### Statement

The statement provided by **Bank of Ireland UK** each month advising **your** outstanding balance under **your** agreement.

#### **United Kingdom**

Means England, Scotland, Wales and Northern Ireland.

#### **UK resident**

A person who lives lawfully in the United Kingdom for at least 40 weeks in the last 52 week period throughout the period of cover of the Policy.

#### We/us/our

This means UK General Insurance Limited registered in England and Wales under number 04506493, on behalf of Ageas Insurance Limited registered in England and Wales under number 354568. UK General Insurance Limited is authorised and regulated by the Financial Conduct Authority. Ageas Insurance Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. This can be checked on the Financial Services Register at www.fca.org.uk/register or by contacting them on 0800 111 6768.

#### You/your

The person named in the agreement as the primary card holder.

# Section 4 Purchase Protection Insurance

What is Covered

incident.

3. For insured item(s)

purchased with a partial

payment using your Post

Office Money® credit card

the maximum amount we

will pay will be based pro-

rata upon the percentage

the partial payment bears to the full purchase price.

This section is provided free to all Post Office Money® credit card holders, who meet the eligibility criteria detailed in section 2.

What is Not Covered

or a person living in your

vermin, fungus, rust or any

gradual operating cause:

· loss of the insured item

which you cannot

· the action of insect.

reasonably explain:

household:

#### 1. If after the starting date 1. We will not pay benefits for you purchase an insured loss and/or damage item using your Post resulting from: Office Money® credit card · the taking apart, and this insured item is maintaining, cleaning, lost and/or damaged restoring, dyeing or within 90 days of the date repairing of the **insured** of purchase, we will at item: our option: loss and/or damage a) pay the cost of repair of the which happens more insured item: or than 90 days after the date of purchase; b) pay the cost of replacement of the · loss and/or damage insured item as debited to which happens outside of vour Post Office Money® the United Kingdom, Channel Isles or Isle of credit card; or c) replace the insured Man: item using our network of you or any person living approved suppliers. in your household not 2. The maximum amount we taking reasonable care of will pay in respect of any the insured item: one or number of insured · normal wear and tear: item(s), that are lost and/ · inherent product defects in or damaged, will be the the insured item: original purchase · atmospheric or weather price of the insured conditions (including the item(s), subject to action of light, including a maximum amount fadina): of £2,000 for any one an illegal act by you

#### What is Covered

- 4. An insured item forming part of a pair or set is regarded as a single item. We will pay for individual lost and/or damaged items but not for companion pieces except where they cannot be clearly separated from each other.
- If you make a claim for loss and/or damage to any insured item that is also covered by any other insurance Policy, we will only pay our share of the claim
- 6. The maximum amount we will pay in total in respect of claims made on one Post Office Money® credit card account from the date of the first transaction on your card until the first anniversary of the first transaction and yearly thereafter is £2,500. Note: the first anniversary is 12 months from the date of the first transaction

### What is Not Covered

- the action of pets belonging to you or a person living in your household;
- the electrical or mechanical breakdown of the insured item:
- theft from an unattended vehicle unless the insured item was out of sight in the locked glove box or boot of the locked vehicle;
- theft, malicious damage or anything similar causing the loss and/or damage unless it is reported to the police within 24 hours of you discovering the loss and/or damage and a crime reference number obtained;
- the insured item being used for business purposes;
- you or any person living in your household physically abusing the insured item;
- the radioactive, toxic, explosive or other dangerous properties of any nuclear assembly or any part of it, ionising radiation or contamination by radio-activity from any nuclear waste or from the combustion of nuclear fuel.
- 2. **We** will not pay the first £25 of each and every claim.
- 3. **We** will not pay for any separate services or products bought in addition to the **insured item**

# Section 5 When Cover Ends

Your Policy covers you from the starting date and ends on the earliest of the following:

- · the date of your death;
- the date you default in satisfying any obligation under the agreement;
- the date on which **your agreement** is terminated;
- the date of termination of cover under this Policy by either us or you.

# Section 6 Making a Claim

If **you** need to make a claim **you** should contact **our** claims helpline on 0344 412 4068. Telephone calls may be monitored or recorded to assist with staff training and for quality control purposes.

When telephoning **us** with a new notification it would be helpful if **you** could have the following information to hand:

- · Post Office Money® credit card number
- · Details of the loss and/or damage
- · Police crime reference number, if applicable

The claims process will be fully explained to **you** when **you** call **us**. **You** must continue to pay **your** normal monthly card re-payments during the period of **your** claim.

Please note that **we** must receive notification together with any other relevant information **we** may reasonably require within 90 days of the date of the event giving rise to the claim. If **you** do not notify **us** or supply **us** with the relevant information within 90 days and this prejudices **our** ability to verify the claim then, other than in exceptional circumstances, no benefits will be paid for the claim.

#### In Addition:

- You are required by the provisions of the Consumer Insurance (Disclosure & Representations) Act 2012 to ensure that you supply accurate and complete answers to all the questions that we may ask you at point of claim and at any time throughout the duration of your policy. If any of the following changes occur at any time during the period of cover, you must immediately notify Post Office Money® Customer Care Team on 0345 607 6500.
  - You change your address; or
  - You are no longer a permanent, lawful UK resident.
- Failure to provide answers in line with the requirement of the Act may mean that your policy is invalid and that it does not operate in the event of a claim.
- As part of our commitment to customer care we may arrange for support agents to visit you.
  The purpose of this visit will be to gather details about your claim in order to ensure an accurate assessment. It is essential that you make yourself available for this visit. If you fail to do so, your claim may not be paid.
- · You must take all reasonable steps to recover lost insured item(s).
- In the event of damage to an insured item you must take all reasonable steps to prevent further damage to the insured item.

- Any damage by malicious persons or vandals, loss or theft must be notified to the Police within 24 hours of discovery of such damage, loss or theft.
- You must not act in a fraudulent way. If you or anyone acting for you:
- Make a claim under the Policy knowing the claim to be false or fraudulently exaggerated in any respect: or
- Make a statement in support of a claim knowing the statement to be false in any respect; or
- Submit a document in support of a claim knowing the document to be forged or false in any respect; or
- Make a claim for any loss or damage caused by **your** wilful act or with **your** connivance;

# Then we:

- Shall not pay the claim
- Shall not pay any other claim which has been or will be made under the Policy
- May at our option declare the Policy void
- Shall be entitled to recover from you the amount of any claim already paid under the Policy
- Shall not make any return of premium
- May inform the appropriate law enforcement authorities of the circumstances and share this information with other insurers.

Please note that UK General Insurance Limited is an agent of Ageas Insurance Limited and in the matters of a claim act on its behalf.

# Section 7 General

#### General Conditions

**You** must comply with the following conditions to have the full protection of **your** Policy. If **you** do not comply with them, **we** may at **our** option cancel the Policy or refuse to deal with **your** claim or reduce the amount of any claim payment.

- Unless some other law is agreed in writing, this policy is governed by English law. If there is a
  dispute, it will only be dealt with in the courts of England or of the country within the United Kingdom
  in which your main residence is situated.
- The insurer shall not be bound to accept renewal of any insurance and may at any time cancel any
  insurance document by giving 14 days notice in writing where there is a valid reason for doing so. A
  cancellation letter will be sent to you at your last known address. Valid reasons may include but are
  not limited to:
  - a) Fraud
  - b) Non-payment of premium
  - c) Threatening and abusive behaviour
  - d)Non-compliance with policy terms and conditions

Provided the premium has been paid in full **you** will be entitled to a proportionate rebate of premium in respect of the unexpired period showing on the insurance.

 You may cancel this policy at any time by giving not less than 30 days' notice. Please write to us at Post Office Money® Credit Cards, PO Box 52746, London EC4P 4WP.

#### How We Settle Claims

- When a claim is paid for loss or replacement, the insured item which was the subject of the claim
  automatically becomes our property. You must not dispose of any damaged item without obtaining
  our prior permission. You must not abandon any property to us.
- If we decide to repair or replace the property we may pay the supplier, manufacturer or repairer instead of you.
- In the event of an insurance claim, any information which you provide to us may be put onto a
  Register of Claims through which insurers share such information to prevent fraudulent claims. A list
  of participants and the name and address of the operator are available from us.

# Section 8 Caring for our customers

If you have cause for complaint, it is important you know we are committed to providing you with an exceptional level of service and customer care. We realise that things can go wrong and there may be occasions when you feel that we have not provided the service you expected. When this happens we want to hear about it so we can try and put things right.

#### Who to Contact

The most important factors in getting **your** complaint dealt with as quickly and efficiently as possible are:

- To be sure you are talking to the right person, and;
- That **you** are giving them the right information When **you** contact **us**
- · Please give us your name and contact number
- Please quote your account number and/or claim number and the type of Policy you hold
- Please explain clearly and concisely the reason for your complaint

So **we** begin by establishing **your** first point of contact.

#### STEP ONE - INITIATING YOUR COMPLAINT

Does your complaint relate to:

- a) your Policy
- b) a claim on your Policy

If a) **you** need to contact Customer Care Team, Post Office Money® Credit Cards, PO Box 3191, Bristol, BS1 9HY. Telephone: 0345 607 6500.

If b) **you** need to contact Post Office Claims, at Protection Claims, PO Box 1190, Doncaster, DN1 9PS. Telephone: 0344 412 4068.

In either case, if **you** wish to provide written details, the following checklist has been prepared for **you** to use when drafting **your** letter.

- · Head your letter 'COMPLAINT'
- Give your full name, post code and contact telephone number(s)

- Quote the type of policy and your account and/ or claim number
- Advise the name of your insurance agent/firm (if applicable)
- Explain clearly and concisely the reason(s) for your complaint

The letter should be sent to the person dealing with **your** complaint along with any other material required.

#### STEP TWO

If we have given you our final response and you are still dissatisfied you may refer your case to the Financial Ombudsman Service (FOS).

The FOS is an independent body that arbitrates on complaints about general insurance products. It will only consider complaints after **we** have provided **you** with written confirmation that **our** internal complaints procedure has been exhausted.

The Ombudsman can be contacted at:

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

Telephone from a landline: 0800 023 4567. Telephone from a mobile: 0300 123 9123

Referral to the FOS will not affect **your** right to take legal action against **us**.

#### **OUR PROMISE TO YOU**

- Acknowledge written complaints promptly
- · Investigate quickly and thoroughly
- · Keep you informed of progress
- Do everything possible to resolve your complaint
- · Learn from our mistakes
- Use information from complaints to continue to improve our service

To help **us** improve **our** service, **we** may record or monitor telephone calls.

# Section 9 – General Information

#### Financial Services Compensation Scheme (FSCS)

Ageas Insurance Limited is covered by the Financial Services Compensation Scheme (FSCS). **You** may be entitled to compensation from the scheme, if they cannot meet their obligations. This depends on the type of business and the circumstances of the claim. Most insurance contracts are covered for 90% of the claim with no upper limit. **You** can get more information about compensation scheme arrangements from the FSCS or visit www.fscs.org.uk.

#### Data Protection Act - Information Uses

For the purposes of the Data Protection Act 1998, the Data Controller(s) in relation to any personal data you supply means Ageas Insurance Limited.

#### Data Protection Act 1998

Please note that any information provided to us will be processed by **us** and **our** agents in compliance with the provisions of the Data Protection Act 1998, for the purpose of providing insurance and handling claims, if any, which may necessitate providing such information to third parties. **We** may also send the information in confidence for process to other companies acting on their instructions including those located outside the European Economic Area.

#### Insurance Administration

Your information may be used for the purposes of insurance administration by the Data Controller(s), our associated companies and agents. It may also be disclosed to regulatory bodies for the purposes of monitoring and/or enforcing our compliance with any regulatory rules/codes. Your information may also be used for research and statistical purposes and crime prevention. It may be transferred to any country, including countries outside the European Economic Area for any of these purposes and for systems administration. Where this happens, we will ensure that anyone to whom we pass your information agrees to treat your information with the same level of protection as if we were dealing with it. We have the right to deal with third parties on your behalf. If the use of your data is to be changed we will contact you in writing.

If you give us information about another person, in doing so you confirm that they have given you permission to provide it to us and for us to be able to process their personal data (including any sensitive data) and also that you have told them who we are and what we will use their data for, as set out in this notice

In the case of personal data, with limited exceptions, and on payment of the appropriate fee, **you** have the right to access and if necessary rectify information held about **you**. To do this please contact Post Office Claims on 0344 412 4068 or write to Post Office Claims at Quay Point, Lakeside Boulevard, Doncaster, DN4 5PL.

#### Sensitive Data

In order to assess the terms of the insurance contract or administer claims which arise, **we** may need to collect data which the Data Protection Act defines as sensitive (such as medical history or criminal convictions). By proceeding with this insurance, **you** signify **your** consent to such information being processed by **us** or **our** agents.

#### Fraud Prevention and Detection

In order to prevent and detect fraud we may at any time:

- share information about you with other organisations and public bodies including the police
- undertake credit searches and additional fraud searches
- check and/or file **your** details with fraud prevention agencies and databases, and if **you** give **us** false or inaccurate information and **we** suspect fraud, we will record this.

We can, on request, supply further details of the databases we access or contribute to.

#### Telephone calls

To help **us** improve our service, **we** may record or monitor telephone calls.



Purchase Protection Insurance is underwritten by UK General Insurance Limited registered in England and Wales under number 04506493 on behalf of Ageas Insurance Limited registered in England and Wales under number 354568.

#### The head and registered offices are:

UK General Insurance Limited, Cast House, Old Mill Business Park, Gibraltar Island Road, Leeds, LS10 1RJ. Registered in England and Wales. Company Number 04506493. Ageas Insurance Limited, Ageas House, Hampshire Corporate Park, Templars Way, Eastleigh, Hampshire S053 3YA. Registered in England and Wales, Company Number 354568.

UK General Insurance Ltd are authorised and regulated by the Financial Conduct Authority. Ageas Insurance Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Telephone calls may be monitored or recorded.

Post Office Money® credit cards, personal loans and overdrafts are provided exclusively by Bank of Ireland (UK) plc. Post Office Limited is a credit broker and not a lender. Post Office Limited is an appointed representative of Bank of Ireland (UK) plc which is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Post Office Limited is registered in England and Wales. Registered Number. 2154540. Registered Office: Finsbury Dials, 20 Finsbury Street, London, EC2Y 9AQ. Post Office Money and the Post Office Money logo are registered trademarks of Post Office Limited.