



INSURANCE

Global Travel Insurance Services Limited

59/61 Lyndhurst Road
Worthing, West Sussex
BN11 2DB

Tel 01903 235042

Email info@globaltravelinsurance.co.uk
Web www.globaltravelinsurance.co.uk



BIBA
Member

Business Travel Insurance Proposal

Full Company Name	
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Company Address	
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Business Description	
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Annual Turnover	£	No of Directors	
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Policy start Date	/ /	Trips Annually		Expiring Premium	£
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Is there any manual work involved?

YES	NO
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Do you require Leisure Travel and Winter Sports cover (Automatically included for directors)?

YES	NO
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Are all employees UK residents?

YES	NO
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Manual Work

If you indicated above that manual work is involved, please provide details here –

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Leisure Travel and Winter Sports Extension (Automatically included for directors)

If you indicated above that you require Leisure Travel and Winter Sports cover, enter names of all employees requiring this cover here –

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Enter the number of trips to each geographical area

Example- If 5 people are travelling on the same trip to Spain for 8 days this will equate to 5 trips.

Destination	UK	Europe	Worldwide (excl. USA & Canada)	USA & Canada
Up to 4 Days				
5 – 7 Days				
8 – 14 Days				
15 – 21 Days				
22 – 31 Days				
Up to 2 Months				
Up to 3 Months				
Up to 4 Months				
Up to 5 Months				
Up to 6 Months				



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Additional information

Please enter any supplementary information you feel we will need to know or any information you feel will affect your insurance/acceptance (such as claims record etc)-

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Acceptance Criteria

The quotation will be issued on the basis that you meet certain criteria. If your business does not meet the following criteria, please contact us so that we can provide you with a bespoke quotation.

- You are not a Sole Trader
- You are a UK Registered Company
- Your business is none of the following

Airline;	Emergency services: ambulance, police, fire, search and rescue;	Skip and crane hire;
Charity or Aid Relief;	Farmers;	Professional and Semi-Professional sports;
Construction: building, roofing, scaffolding, steeplejacks;	Media: journalists, radio and television presenters;	Transport: haulage, bus, coach, courier service, taxi;
Entertainment: actors, musicians and singers;	Shipping: dockworkers, ships crews;	

Important notice concerning disclosure

It is your duty to disclose all material facts. A material fact is one that would influence our decision as to whether or not to accept your proposal, the terms on which we would insure you and the premium we would charge you. If you are in any doubt as to whether a fact is material you should disclose it. You should retain a copy of this Proposal for your records.

Financial or Trade Sanctions

Insurers are unable to provide insurance and your Policy will not provide any insurance cover in circumstances where to do so would be in breach of any financial or trade sanctions imposed by the United Nations or any government, governmental or judicial body or regulatory agency.

Data Protection

Insurers will treat your personal information fairly and lawfully in accordance with the Data Protection Act 1998.

What happens next?

1. Complete and sign the Declaration below
2. Return the completed application form to us
3. We will review the completed application form and if acceptable will confirm a quotation

Once accepted we will incept the policy with effect from the inception date requested and will issue policy documentation to you.

Declaration

I/We declare that the statements and particulars contained in the proposal are true and that I/we have not misstated or failed to disclose any material facts. I/We agree that this proposal together with any other information supplied by me/us shall form the basis of any contract of insurance consequently effected between me/us and the insurer. I/We undertake to provide details of any material alteration to these facts occurring before the insurance contract is effected or during the period of insurance.

Title	Name	Position

Signature		Date	