



Notes on Making An Application For A Complementary Policy

These notes are enclosed to help you if you wish to complete a postal application form. Alternatively, to complete your COMPLEMENTARY policy application online, please go to:
www.exclusivehealthcare.com

The Enclosed Application Form

This should be completed in capital letters taking note of the following points:

- **The Address** must be a French address
- **Telephone numbers:** both fixed and mobile numbers are acceptable
- **A Social Security Number** is obligatory for all complementary policies, this is the social security number (numéro de sécurité sociale) of the insured person on the "Attestation de Droits/Vitale".
- **Individual policies**, a separate policy is obligatory for each individual who has their own social security healthcare rights as the insured person (not as a beneficiary).
- **Dependants can be included** on a policy ONLY if they are listed as a beneficiary (bénéficiaire) on the Social Security's "Attestation de Droits/Vitale".
- **Commencement Date** (if requested) cannot be before the date of signature, if this is not filled in we will use the day of receipt by us together with payment as the start date. (For next day cover complete your application online at www.exclusivehealthcare.com).
- **Premiums** will be calculated and charged pro-rata from the date of issue to 31st December. Upon payment the policy documents will be sent to you by e-mail to the address that has been supplied.
- **Level of Cover** should be clearly selected by either a cross or a tick.
- **Premium Payments** please see the additional notes below.

Payment Options

Ease and convenience of Payment is important and we are able to offer the following options:

I **Single Payment Terms**

- By Cheque in Euros drawn on French bank.
- By MasterCard or Visa (the amount will be drawn in Euros)

II **Monthly Instalment Terms**



In the case of a new Policy a deposit is required and the first monthly instalment will be debited in the 4th month.

For policies raised from 1st October the deposit will be calculated to 31st December and the first monthly instalment will be debited in January of the following year.

Deposits may be paid:

- By cheque in Euros drawn on a French bank
- By MasterCard or Visa (the amount drawn will be in Euros)

Subsequent payments are payable only in Euros by Direct Debit on a French bank.

When completing a Direct Debit Authorisation (enclosed and downloadable from our website) please ensure that a RIB (Relevé d'Identité Bancaire - bank account details issued by your bank and usually in your cheque book) is attached as without this we are unable to set up your instalments and release the policy documents

Please make cheques payable to: Exclusive Healthcare SA.

Documents to enclose with your application:

- ✓ The signed and completed application form
- ✓ A copy of your current Attestation Vitale
- ✓ A copy of all dependents' current Attestation Vitale
- ✓ A bank RIB (Relevé d'Identité Bancaire)
- ✓ Direct debit authorisation if monthly terms chosen

Failure to enclose these documents will delay registration for the automatic claims link.

Completed Applications should be sent to:

Exclusive Healthcare SA
Bât A, La Tour Vadon
15, Avenue Henri Vadon,
83700 Saint Raphaël
France

If you need help or advice please do not hesitate to contact the Exclusive Healthcare Help Service on +33 (0)4 94 40 31 45.

EXCLUSIVE HEALTHCARE SA

Tel:+33(0)4 94 40 31 45 Fax +33 (0)4 94 51 24 90

E-mail: enquiries@exclusivehealthcare.com www.exclusivehealthcare.com

Siège social: Bat A, La Tour Vadon, 15 rue Henri Vadon, 83700 St. Raphael, France

SA au capital de €42 550 Siret No 453 595 043 00036 : Immatriculation ORIAS 07 029 474

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