# Insurance premium tax exemption form

## How does it affect your Bupa subscriptions?

Do you know that the subscriptions you pay include IPT unless you certify that your policy is for your Channel Island or Isle of Man offices/employees?

For the purposes of Bupa's UK health insurance and dental insurance products for company groups, the question of whether your business is IPT exempt will depend on whether your business (and the employees covered by your policy) is based in the Channel Islands or the Isle of Man, as IPT is payable for all other parts of the UK.

## Are your premiums exempt?

They may be, if the business address associated with your policy is in the Channel Islands or Isle of Man, and/or at least some of the employees are working there. Before we apply any exemption to which you may be entitled, we need confirmation that some or all the employees covered by this policy are working in the Channel Islands/Isle of Man.

We therefore ask you to complete the IPT exemption declaration form below, confirming that Bupa can rely on the member address details provided as part of your policy application to determine whether all or part of your premium should be IPT exempt.

## Please remember:

If IPT exemption has already been applied to the registrations on your business, **you must reconfirm your exemption annually at your renewal**, by returning the completed form below.

IPT exemption cannot be back-dated or applied to your membership mid-year, therefore you must apply for exemption when you join or renew your policy.

If we do not receive this form within six weeks of your renewal date, IPT will be applied and exemption cannot be applied until the next renewal.

Please see your membership guide for details of who is providing your cover.

Bupa health insurance is provided by Bupa Insurance Limited. Registered in England and Wales No. 3956433. Bupa Insurance Services Limited. Registered in England and Wales No. 3829851. Bupa Insurance Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Bupa Insurance Services Limited is authorised and regulated by the Financial Conduct Authority. Registered office: Bupa House, 15-19 Bloomsbury Way, London WC1A 2BA.

SME/7418/MAY16

BHF 00050

## IPT exemption declaration (please tick where appropriate)

**Please complete and sign this form and return it in an envelope to: Bupa, Group and Member Administration Services, Salford Quays, Manchester M50 3XL.**

☐ **I confirm all or some of the employees covered by this policy are employed in the Channel Islands or the Isle of Man, and Bupa can rely on the member addresses provided as part of the policy application.**

Group name (BLOCK CAPITALS):

Bupa group number:

Group secretary name (BLOCK CAPITALS):

Telephone work:

Signature:

Date: D D M M Y Y Y Y