

Ford, Jaguar and Land Rover

Additional Insurance for Non-Company Business Use

Cover for the year ending 31st December 2020



Additional Insurance for non-company business use may be granted upon completion of this application form and submission to FCLG who will upon acceptance issue a letter of authorisation which permits specified non company business use. Please submit this completed form by email to companyvehicles@fclg.co.uk* (preferred) or post to FCLG, 2 Avonbury Business Park, Howes Lane, Bicester, Oxon, OX26 2UA. If you have any queries about any stage of this process, please call FCLG on 01869 229182.

There is a fee of £36.00 to pay which you can pay by credit or debit card (preferred) – please provide a contact telephone number and we will call you to process the payment upon receipt of this completed form:

Contact Telephone Number	
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Alternatively, you can attach a cheque made payable to FCLG and send along with the form to: FCLG, 2 Avonbury Business Park, Howes Lane, Bicester, Oxon, OX26 2UA.

1. TO BE COMPLETED BY THE SCHEME PARTICIPANT

Scheme Participant First Name(s)	Scheme Participant Surname	Scheme Participant Payroll/Staff/FIN no
Telephone Number	Scheme Participant Email Address	
Scheme Participant home address (incl. postcode)	Which company do you work for I.e. Ford/Jaguar/Land Rover/Aston Martin etc	Name of Company car Scheme I.e MRC/SMAC etc

2. TO BE COMPLETED BY THE USER REQUESTING FORD NON-COMPANY BUSINESS USE INSURANCE

Forename of User of the Vehicle	Surname of User of the Vehicle	Age of User of the Vehicle
User of the vehicle home address (incl. postcode)	Relationship to Participant	Name of Employer
	Nature of Employers Business	
Specific Details of Purpose for Which Company Vehicle Will Be Used		
Frequency of Extended Business Use DAILY/ WEEKLY/ MONTHLY	Annual approximate business Mileage	Note: the maximum permitted extended business use mileage is 5,000 per annum, excess mileage will not be insured.
Do You Receive a Mileage Allowance from Your Employer YES/NO	If yes, please give details of the mileage rate £	

3. DECLARATION

I confirm that:

- A. The proposed user described above meets with the criteria as detailed in the 'Who can drive matrix' (available via the Fleet Claims Portal - <https://portal.fleetclaims.co.uk/Account/login>)
- B. The proposed user will not exceed the maximum mileage of 5,000 for non-company business use.
- C. The proposed driver is registered in the participant's Driving Licence Verification portal (<https://portal.fleetclaims.co.uk/Account/login>)

Digital Signature (participant)	(Please type name)	Date:	DD/MM/YY
Digital Signature (proposed user)	(Please type name)	Date:	DD/MM/YY

4. PLEASE SUBMIT THIS COMPLETED FORM BY EMAIL TO: companyvehicles@fclg.co.uk*

It is recommended that you email your completed form via encrypted email, given the sensitive data contained in this form. Ford email addresses – all emails are automatically encrypted between @ford.com and @fclg.co.uk. Alternatively, non-Ford employees can use the encryption software 7zip (downloaded by searching via Google and downloading the version specific to your operating system) You will need to follow up your email with a call to give the claims team the password. If you need further assistance with this process, please call FCLG who can provide you with a detailed step by step guide on how to use 7zip encryption software – 01869 229182.