

# Oil and Gas – Managing your plan

## **How are subscriptions paid?**

Your sponsor (your organisation) has to pay any and all subscriptions due to Bupa International, together with any other charges (such as insurance premium tax) that may be payable.

## **How can I renew my plan?**

The renewal of your membership is subject to your sponsor renewing your membership.

## **Can I add other people to my plan?**

If your sponsor agrees, you may apply to include any of your family members under your membership as one of your dependents. To apply, you will need to complete an Additional Members form.

Newborn children can only be included on your membership from their date of birth once you have complete an Additional Members form, provided the child has not been adopted or born to a surrogate.

Newborn children adopted or born to a surrogate can be included once they are 90 days old on completion of an Additional Members or Enrolment form.

## **What is a group insurance plan?**

The Bupa International Company plan is a group insurance policy. You are therefore one of a group of members, which has a sponsor (normally the company you work for). The person who runs the membership within your organisation is usually referred to as the group secretary.

The plan is governed by an agreement between your sponsor and Bupa International, which covers the terms and conditions of your membership. This means that there is no legal contract between you and Bupa International. Only the sponsor and Bupa International have legal rights under the agreement relating to your cover, and only they can enforce the agreement.

As a member of the plan, you do have access to our complaints process. This includes the use of any dispute resolution scheme we have for our members.

## **How is the policy cancelled?**

Your sponsor (organisation) can end your membership, or that of any of your dependents, from the first day of a given month by writing to us. We cannot backdate the cancellation of your membership.

## **Can I transfer to a personal policy if my group policy ends?**

Yes, if your group policy ends, you can apply to transfer to a personal Bupa International policy. You can also apply for your dependents to transfer with you.

## **I haven't been able to find the answer to my question**

We regularly update this website and apologise if you haven't found the information you were looking for on this occasion.

For the information you require, please contact us on +44 (0)1273 208200 or send us an [email enquiry](#).