

Completion of Handwritten Green Cards - Guidance

Some of our policies automatically extend to provide the same cover when a vehicle is temporarily driven in the EU and therefore please refer to the applicable policy documents for full details.

Where the policy does not provide automatic cover, then issue a green card (international motor insurance card) in accordance with the following instructions.

All sections on the green card must be completed and the details entered must be clear. Once prepared, photocopy the card and retain the copy with the underwriting file. Under no circumstances must a green card be amended or altered. If an error is made the card must be clearly marked SPOILED and retained with the stock of unused cards. A central log of all issued cards must be kept, with a note entered against each green card number of the policy number, policyholder, date of issue and name of issuer recorded.

The green card must be issued for a minimum of 15 days regardless of the duration of the journey. A separate note should be kept of the countries to be visited and the actual dates of travel.

Green card rules prohibit the deletion of EU countries shown in black and extended EU countries in blue. The list is as follows:

Zones 1 and 2

A	Austria	HR	Croatia
AL	Albania	I	Italy
AND	Andorra	IRL	Ireland
B	Belgium	IS	Iceland
BG	Bulgaria	L	Luxembourg
CH	Switzerland	LT	Lithuania
CY	Cyprus	LV	Latvia
CZ	Czech Republic	M	Malta
D	Germany	N	Norway
DK	Denmark	NL	Netherlands
E	Spain	P	Portugal
EST	Estonia	PL	Poland
F	France	RO	Romania
FIN	Finland	S	Sweden
GB	Great Britain	SK	Slovak Republic
GR	Greece	SLO	Slovenia
H	Hungry		

Zone 3

Countries that are not in zones 1 and 2 but are members of the green card system

AL	Albania
BIH	Bosnia and Herzegovina
MK	F.Y.R.O.M Former Yugoslav republic of Macedonia
IL	Israel
MD	Moldova
TN	Tunisia
TR	Turkey

No charge for minimum cover although a green card is required. If full cover is required please contact ICCI for charges

Cover cannot be issued for the following countries, and **must** be deleted on all green cards:

Zone 4

BY	Belarus
IR	Iran
MNE	Montenegro
MA	Morocco
RUS	Russia
SRB	Serbia
UA	Ukraine

The category code must be inserted in section 6 next to the make of the vehicle (see the bottom of the card) and all drivers must be listed.

When issued, each green card must be accompanied by a Driving Abroad leaflet and European Accident Statement.

Andrew Mills
Business Manager
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