

Certificate of Insurance
AUTO RENTAL COLLISION/LOSS DAMAGE INSURANCE

EFFECTIVE DATE OF THIS CERTIFICATE: July 1, 2021

This Certificate applies to the following Canadian Dollar Scotiabank Visa* Commercial Card:

Scotiabank Visa* Commercial Card – Canadian dollar (Travel Card)
Scotiabank Visa* Commercial Card – Canadian dollar (Central Travel Account)

Please read this certificate carefully. It outlines what Collision/Loss Damage Insurance is and what is covered along with the conditions under which a payment will be made when You rent and operate a rental vehicle but do not accept the Collision Damage Waiver (CDW) or its equivalent offered by a Rental Agency. It also provides instructions on how to make a claim. This certificate should be kept in a safe place and carried with You when You travel.

Effective July 1, 2021 First North American Insurance Company (the "Insurer"), will provide the collision/loss damage insurance for this certificate under Policy BNS750 (the "Policy") issued to the Bank of Nova Scotia ("Scotiabank"). The Insurer is a wholly owned subsidiary of The Manufacturers Life Insurance Company ("Manulife"). All insurance benefits are subject in every respect to the Policy which alone constitutes the agreement under which payments are made.

This coverage may be cancelled, changed, or modified at the option of Scotiabank at any time without notice.

To help You understand this document, some key words have been defined below:

"Car Sharing" means a car rental club which gives its members 24-hour access to a fleet of cars parked in a convenient location.

"Cardholder" means the person whose name is embossed on the Canadian dollar Scotiabank Visa* Commercial Card or who is authorized to use the card in accordance with the Scotiabank Visa* Commercial Card Cardholder Agreement.

"Eligible Person" means: (1) You the Cardholder, who presents himself (herself) in person at the Rental Agency, signs the rental contract, declines the Rental Agency's CDW or its equivalent and takes possession of the rental vehicle and who complies with the terms of this Policy. (2) Any other person who drives the same rental vehicle with Your permission whether or not such person has been listed on the rental vehicle contract or has been identified to the Rental Agency at the time of making the rental, however, You and all drivers must otherwise qualify under and follow the terms of the rental contract and must be legally licensed and permitted to drive the rental vehicle under the laws of the jurisdiction in which the rental vehicle shall be used. (3) You, and any other person who drives the same rental vehicle with Your permission (as stated in (2) above), are considered an Eligible Person if the rental vehicle was paid for using a Scotiabank Central Travel Account. A Central Travel Account (CTA) is an account number identified by a company coordinator to assist designated users (defined as individuals authorized by the company) or departments with booking group or business travel. The company coordinator's name and "CTA" must be in fields Card line 1 or 2 of the CTA Card account. The account profile must also identify the account as a Commercial Card operating under a travel or a travel/purchase combined program. The Eligible Person is referred to as "You" and "Your".

Important: Check with Your personal automobile insurer and the Rental Agency to ensure that You and all other drivers have adequate third-party liability, personal injury, and damage to property coverage. **This Policy only covers loss or damage to the rental vehicle as stipulated herein.**

“Loss of Use” means the amount paid to a Rental Agency to compensate it when a rental vehicle is unavailable for rental while undergoing repairs for damage incurred during the rental period.

"Rental Agency" means an auto rental agency licensed to rent vehicles and which provides a rental agreement. For greater certainty, throughout this certificate of insurance the terms 'rental company' and 'rental agency' refer to both traditional auto rental agencies and Car Sharing Programs.

"Rental Agency's CDW" means an optional Collision Damage Waiver (CDW) or similar coverage offered by car rental companies that relieves renters of financial responsibility if the car is damaged or stolen while under rental contract. Rental Agency's CDW is **not** insurance.

“Tax-free car” means a tax-free car package **that** provides tourists with a short-term (17 days to 6 months), tax-free vehicle lease agreement with a guaranteed buyback. The Collision/Loss Damage Insurance program **will not** provide coverage for Tax-free cars.

A. COLLISION/LOSS DAMAGE INSURANCE AT A GLANCE

- Only You may rent a vehicle and decline the Rental Agency's collision damage waiver (CDW) or an equivalent coverage offering. This coverage applies only to Your personal and business use of the rental vehicle.
- Your Canadian dollar Scotiabank Visa* Commercial Card must be in good standing.
- You must initiate and complete the entire rental transaction with the same Canadian dollar Scotiabank Visa* Commercial Card.
- The full cost of the rental must be charged to Your Canadian dollar Scotiabank Visa* Commercial Card to activate coverage.
- A Travel Card with a single authorized Cardholder (i.e. one account to one user); coverage is limited to one rental vehicle at a time, i.e. if during the same period there is more than one vehicle rented by You, only the first rental will be eligible for these benefits.
- A Central Travel Account with multiple designated users (i.e. one account to many authorized users) can rent multiple rental vehicles. Coverage is limited to one rental vehicle per designated user.
- The length of time You rent the same vehicle must not exceed 48 consecutive days, which follow one immediately after the other. In order to break the consecutive day cycle, a full calendar day must exist between rental periods. If the rental period exceeds 48 consecutive days, coverage will not be provided from the first day onwards, i.e. coverage will not be provided for **either** the first 48 consecutive days or any subsequent days. Coverage may not be extended for more than 48 days by renewing or taking out a new rental agreement with the same or another Rental Agency for the same vehicle or another vehicle.
- Coverage is limited to loss/damage to, or theft of a rental vehicle only up to the rental vehicle's actual cash value plus valid Loss of Use charges.

- You must decline on the rental contract the CDW option or its equivalent offered by the Rental Agency. (The Collision/Loss Damage Insurance coverage does not pay for the premium charged by the Rental Agency for the CDW offered by the Rental Agency).
- Most types of vehicles are covered by this certificate. (A list of vehicles excluded from this coverage is outlined in the section "**Types of Vehicles Covered**").
- Coverage is available except where prohibited by law.

Claims must be reported within 48 hours of the loss/damage occurring. Please call the administrator⁺ at:

1-833-389-1090 (toll free) in Canada and the Continental USA.
(519) 945-1813 outside Canada and the Continental USA (call collect).

You may also report Your claim by visiting www.manulife.ca/scotia.

Where a Claim is filed that relates to a rental vehicle paid for using a CTA, the Claim may be filed by either the coordinator or Cardholder.

PLEASE READ THE FOLLOWING COVERAGE DESCRIPTION CAREFULLY FOR MORE DETAILED INFORMATION ON CONDITIONS AND EXCLUSIONS.

Collision/Loss Damage (CLD) Insurance provides coverage when You use Your Canadian dollar Scotiabank Visa* Commercial Card to pay in full for a rental vehicle and decline the CDW (or an equivalent coverage) offered by the Rental Agency. There is no additional charge for the CLD Insurance. The coverage compensates You or a Rental Agency for loss/damages up to the actual cash value of the rental vehicle and valid Rental Agency Loss of Use charges when the conditions described below are met. All amounts shown throughout this certificate are in Canadian dollars.

B. COLLISION/LOSS DAMAGE COVERS

CLD Insurance is primary insurance (except for losses that may be waived or assumed by the Rental Agency or its insurer, and in such circumstances where local government insurance legislation states otherwise) which pays the amount for which You are liable to the Rental Agency up to the actual cash value of the damaged or stolen rental vehicle as well as valid Loss of Use charges resulting from damage or theft occurring while You are the renter of the rental vehicle.

The length of time You rent the same vehicle must not exceed 48 consecutive days. If You rent the same vehicle for more than 48 consecutive days, no coverage is provided for any part of Your rental period.

This certificate does NOT cover loss arising directly or indirectly from:

1. a replacement vehicle for which Your personal automobile insurance is covering all or part of the cost of the rental;
2. third party liability;

3. personal injury or damage to property, except the rental vehicle itself or its equipment;
4. the operation of the rental vehicle at any time during which You are driving while intoxicated or under the influence of any narcotic;
5. any dishonest, fraudulent, or criminal act committed by You;
6. wear and tear, gradual deterioration, or mechanical or electrical breakdown or failure, inherent vice or damage, insects or vermin;
7. operation of the rental vehicle in violation of the terms of the rental agreement except:
 - (a) You as defined, may operate the rental vehicle;
 - (b) the rental vehicle may be driven on publicly maintained gravel roads;
 - (c) the rental vehicle may be driven across provincial and state boundaries in Canada and the U.S. and between Canada and the U.S.

N.B. It must be noted that loss/damage arising while the vehicle is being operated under (a), (b) or (c) above is covered by this insurance. However, the Rental Agency's third-party insurance will not be in force and, as such, You must ensure that You are adequately insured privately for third party liability.

8. seizure or destruction under a quarantine or customs regulations or confiscated by order of any government or public authority;
9. transportation of contraband or illegal trade;
10. war, hostile or warlike action, insurrection, rebellion, revolution, civil war, usurped power, or action taken by government or public authority in hindering, combating, or defending against such action;
11. transportation of property or passengers for hire;
12. nuclear reaction, nuclear radiation, or radioactive contamination;
13. intentional damage to the rental vehicle by You.

C. WHO IS ELIGIBLE FOR COVERAGE?

Eligible Persons as defined provided that:

1. Your Scotiabank Commercial account privileges have not been terminated or suspended, and/or;
2. Your Scotiabank Commercial account is not more than 90 days past due.

D. COVERAGE ACTIVATION

For coverage to be in effect, You must:

1. Use Your Canadian dollar Scotiabank Visa* Commercial card, or CTA, to pay for the entire rental from a Rental Agency;
2. **Decline the Rental Agency's CDW option or similar coverage offered by the Rental Agency on the rental contract.** If there is no space on the vehicle rental contract for You to indicate that You have declined the coverage, then indicate in writing on the contract "I decline CDW provided by this merchant";
 - rental vehicles which are part of prepaid travel packages are also covered if the total package was paid by Your Canadian dollar Scotiabank Visa* Commercial Card,
 - You are covered if You receive a "free rental" as a result of a promotion where You have had to make previous vehicle rentals and if each such previous rental was entirely paid for with Your Canadian dollar Scotiabank Visa* Commercial Card,
 - You are covered if You receive a "free rental" day(s) as a result of a travel reward program (or other similar program) for the number of days of free rental. If the free rental day(s) are combined with rental days for which You pay the negotiated rate, this entire balance must be paid by Your Canadian dollar Scotiabank Visa* Commercial Card.

E. COVERAGE TERMINATION

There is NO Coverage when:

1. The Rental Agency reassumes control of the rental vehicle;
2. This Policy is cancelled;
3. Your rental period is more than 48 consecutive days, or Your rental period is extended for more than 48 consecutive days by renewing or taking out a new rental agreement with the same or another Rental Agency for the same vehicle;
4. Your Canadian dollar Scotiabank Visa* Commercial Card is cancelled or card privileges are otherwise terminated.

F. WHERE COVERAGE IS AVAILABLE

This coverage is available on a 24-hour basis unless precluded by law or the coverage is in violation of the terms of the rental contract in the jurisdiction in which it was formed (other than under Section B, Part 7 (a) (b) or (c) above).

(See the section on "**Helpful Hints**" for tips on locations where use of this coverage may be challenged and what to do when a Rental Agency makes the rental or return of a vehicle difficult.)

G. TYPES OF VEHICLES COVERED

The types of rental vehicles covered include:

All cars, sport utility vehicles, and Mini-Vans (defined as vans made by an automobile manufacturer and classified by the manufacturer or a government authority as Mini-Vans made to transport a maximum of eight (8) people including the driver and which are used exclusively for the transportation of passengers and their luggage) except those excluded below.

The following vehicles are NOT covered:

1. vans, cargo vans or mini cargo vans (other than Mini-Vans as described above);
2. trucks, pick-up trucks, or any vehicle that can be spontaneously reconfigured into a pick-up truck;
3. limousines;
4. off-road vehicles - meaning any vehicle used on roads that are not publicly maintained roads unless used to ingress and egress private property;
5. motorcycles, mopeds, or motor bikes;
6. trailers, campers, recreational vehicles, or vehicles not licensed for road use;
7. vehicles towing or propelling trailers or any other object;
8. mini-buses or buses;
9. any vehicle with a Manufacturer's Suggested Retail Price (MSRP) excluding all taxes, over sixty-five thousand dollars (\$65,000) Canadian, at the time and place of loss;
10. exotic vehicles;
11. any vehicle which is either wholly or in part handmade, hand finished or has a limited production of under 2,500 vehicles per year;
12. antique vehicles, meaning a vehicle over twenty (20) years old or which has not been manufactured for ten (10) years or more;
13. Tax-free cars.

IN THE EVENT OF AN ACCIDENT/THEFT

- **Within 48 hours**, please call the administrator⁺ at:

**1-833-389-1090 (toll free) in Canada and the Continental USA.
(519) 945-1813 outside Canada and the Continental USA (call collect).**

The administrator⁺ will answer Your questions and send You a claim form.

You may also report Your claim by visiting www.manulife.ca/scotia.

- Decide with the Rental Agency which one of You will make the claim.
- **If the Rental Agency decides to settle the claim directly**, complete the accident report claim form and assign the right for the Rental Agency to make the claim on Your behalf on the claim form or other authorized forms. It is important to note that You remain responsible for the loss/damage and that You may be contacted in the future to answer inquiries resulting from the claims process. The Rental Agency may fax the required documentation to (819) 348-1038. Original documentation may also be required in some instances. (If You have any questions, are having any difficulties, or would like the administrator⁺ to be involved immediately, call the number provided above).
- **If You will be making the claim**, You must call the administrator⁺ within 48 hours of the damage/theft having occurred. Your claim must be submitted with as much documentation, requested below, as possible within 45 days of discovering the loss/damage. You will need to provide all documentation within 90 days of the date of damage or theft to the administrator⁺ at the address provided below.

The following claim documentation is required:

- the claim form, completed and signed;
- Your Visa* sales draft showing that the rental was paid in full with the Canadian dollar Scotiabank Visa* Commercial Card, or the Visa* sales draft showing the balance of charges for the rental if a points program was used to pay for part of the rental;
 - the original copy of both sides of the vehicle rental agreement;
 - accident or damage report, if available;
 - the itemized repair bill, or if not available, a copy of the estimate;
 - receipt for paid repairs;
- police report, when available;
- copy of Your billing or pre-billing statement if any repair charges were billed to Your account.

Forward this documentation to:

Manulife
c/o Global Excel Management
P.O. Box 1237, Stn. A
Windsor, ON N9A 6P8

Alternatively, You can submit Your documentation online by visiting www.manulife.ca/scotia.

Under normal circumstances, the claim will be paid within 15 days after the administrator⁺ has received all necessary documentation. If the claim cannot be assessed on the basis of the information that has been provided, it will be closed.

After the Insurer has paid Your claim, Your rights and recoveries will be transferred to the Insurer to the extent of the Insurer's payment for the loss/damage incurred when the rental vehicle was Your responsibility. This means the Insurer will then be entitled, at its own expense, to sue in Your name. If the Insurer chooses to sue another party in Your name, You must give the Insurer all the assistance the Insurer may reasonably require to secure its rights and remedies. This may include providing Your signature on all necessary documents that enable the Insurer to sue in Your name.

Once You report damage, loss or theft, a claim file will be opened and will remain open for six (6) months from the date of the damage or theft. Payment will only be made on a claim or any part of a claim that is completely substantiated as required by the claims administrator⁺ within six (6) months of the date of loss/damage. All claims will be paid in Canadian dollars.

You should use due diligence and do all things necessary to avoid or reduce any loss or damage to property protected by this Collision/Loss Damage Insurance.

If You make a claim knowing it to be false or fraudulent in any respect, You will not be entitled to the benefits of this protection, nor to the payment of any claim made under this Policy.

HELPFUL HINTS

Before You rent a vehicle, find out if You are required to provide a deposit if You wish to decline the Rental Agency's CDW. If possible, select a Rental Agency which provides an excellent rate AND allows You to decline the CDW without having to make a deposit.

Rental Agencies in some countries may resist Your declining their CDW coverage. These Rental Agencies may try to encourage You to take their coverage or to provide a deposit. If You experience difficulty using Your CLD Insurance coverage, please call toll free 1-833-389-1090 if You are in Canada or the United States or, call collect (519) 945-1813 and provide:

- the name of the Rental Agency involved;
- the Rental Agency's address;
- the date of the rental;
- the name of the Rental Agency representative with whom You spoke, and Your rental contract number.

The Rental Agency will then be contacted and acquainted with the CLD Insurance coverage.

In certain locations, the law requires that rental agencies provide Collision Damage Coverage in the price of the vehicle rental. In these locations (and in Costa Rica or elsewhere where You may be required to accept CDW), the CLD Insurance will provide coverage for any required deductible provided that all the procedures outlined in the certificate are followed and the Rental Agency's Deductible Waiver has been declined on the rental contract.

You will not be compensated for any payment You may have made to obtain the **Rental Agency's** CDW.

Check the rental vehicle carefully for scratches or dents before and after You drive the vehicle. Be sure to point out where the scratches or dents are located to a Rental Agency representative.

If the vehicle has sustained damage of any kind, immediately phone one of the numbers provided and do not sign a blank sales draft to cover the damage and Loss of Use charges or, a sales draft with an estimated cost of repair and Loss of Use charges. The rental agent may make a claim on Your behalf to recover repair and Loss of Use charges by following the procedures outlined in the section **"In the Event of an Accident/ Theft"**.

Privacy Statement:

Manulife is committed to protecting Your privacy and the confidentiality of Your personal information. Manulife's Privacy Policy is located at www.manulife.ca. Manulife will collect, use, and disclose personal information only for the purposes of administering the coverages in this certificate. To protect the confidentiality of Your personal information, Manulife will establish a financial services file from which Your information will be used to administer services and process claims. Access to this file will be restricted to Manulife employees, mandatories, administrators, or agents who are responsible for the assessment and investigation of claims, and to any other persons You authorize or as authorized by law. These people, organizations and service providers may be in jurisdictions outside Canada, and subject to the laws of those foreign jurisdictions. Your file is secured in Manulife's offices or those of our administrator, Global Excel Management. You may request to review the personal information it contains and make corrections by writing to: Privacy Officer, Manulife, 500 King Street North, P.O. Box 1602, Waterloo, ON N2J 4C6. Visit www.manulife.ca/privacy-policies.html for further details on our privacy policy.

*Visa Int./Licensed User The Bank of Nova Scotia

***The Manufacturers Life Insurance Company (Manulife) has appointed Active Claims Management (2018) Inc., Operating as "Active Care Management", "ACM", "Global Excel Management" and/or "Global Excel" as the provider of all assistance and claims services under this certificate.**