

# TERMS OF INSURANCE BUSINESS

## About us

The Policy Shop Insurance Services Ltd of 46-47 Queens Road, Coventry CV1 3EH is authorised and regulated by the Financial Services Authority (FSA). We are permitted to arrange, advise on, deal as an agent of insurers and assist in claims handling with respect to non-investment insurance policies. You can check these details on the FSA's Register by visiting the FSA's website <http://www.fsa.gov.uk/register> or by contacting the FSA on 0845 606 1234.

## Your duty of disclosure

Your insurance is based upon the information provided to the insurance company and you must ensure that all such information is complete and accurate, and that any facts that may influence the insurer's decision to accept and pay a valid claim are disclosed.

*Failure to disclose material information may invalidate your insurance and could mean that part, or all, of a claim may not be paid.*

## How to cancel

You may have a statutory right to cancel this insurance within a short period. Please refer to your policy summary or your policy document for further details. If you cancel you will receive a pro rata refund of premium from the insurer. We may also keep an amount that reflects our administrative costs of arranging and cancelling the insurance.

If you wish to cancel outside this period you may not receive a pro rata refund of premium. We may also keep an amount that reflects our administrative costs of arranging and cancelling the insurance.

## Fees and charges

Please note that in addition to premiums charged by the Insurer we may, at our discretion make the following charges to cover our administrative costs under these terms of business. These will apply as per the schedule below.

Policy Arrangement Fee	up to £100.00
Renewal Charge	up to £100.00
Mid Term Adjustment	up to £40.00
Policy Cancellation	up to £40.00
Change of Address/Reg.	£20.00
Direct Debit Process Fee	£20.00
Direct Debit Adjustment	£20.00
Late or Failed Payments	£10.00
Duplicate RTA Certificate	£15.00
Policy Shop's in-house credit facility minimum	up to £30.00

At Quotation stage you will be informed of the total price to be paid, including any fees, taxes, and charges, before your Insurance arrangements are concluded. Alternatively this will be clearly displayed in your "Customer welcome pack".

## Complaints

It is our intention to provide a high level of service at all times. However if you have reason to make a complaint

about our service you should contact Sean Byrne at the above address. You may be entitled to refer it subsequently to the Financial Ombudsman Service. Further information is available at <http://www.financial-ombudsman.org.uk/>

## How to claim

Please refer to your policy summary or your policy document if you need to notify a claim. You should contact the insurer direct as soon as possible using the contact details provided.

## Protecting your information

All personal information about you will be treated as private and confidential (even when you are no longer a customer), except where the disclosure is made at your request or with your consent in relation to administering your insurance, and except where law requires us. The FSA may ask us to provide it with access to our customer records in order that it may carry out a review of our activities.

Some or all of the information you supply to us in connection with your insurance proposal may be passed to other insurance companies for underwriting and claims purposes. Under the *Data Protection Act 1998* you have a right of access to see personal information about you that is held in our records, whether electronically or manually. If you have any queries, please write to Sean Byrne at The Policy Shop Insurance Service Ltd.

## Protecting your money

Prior to your premium being forwarded to the insurer, and for your protection, we either hold your money as an agent of the insurer (in which case your insurance is treated as being paid for), or we hold it in a client bank account on trust for you. We may extend credit to other customers from this account and we may need to transfer your money to another intermediary in some cases. However your money will be protected at all times because of our requirements under the FSA rules. We also reserve the right to retain interest earned on this account.

*By accepting these Terms of Insurance Business you are giving your consent for us to operate in this way.*

## Compensation arrangements

We are covered by the Financial Services Compensation Scheme. You may be entitled to compensation from the scheme if we cannot meet our obligations. This depends on the type of business and the circumstances of the claim. Insurance advising and arranging is covered for 100% of the first £2,000 and 90% of the remainder of the claim, without any upper limit. For compulsory classes of insurance, insurance advising and arranging is covered for 100% of the claim, without any upper limit. Further information about compensation scheme arrangements is available from the FSCS at <http://www.fscs.org.uk/>

Registered Office:

46-47 Queens Road, Coventry CV1 3EH

Registered No. 04398937