

TERMS OF BUSINESS

Welcome to Insurance Factory Ltd. We are owned by the Markerstudy Group who also own Markerstudy Insurance Company Ltd.

We are based at 1529 Stratford Road, Hall Green, Birmingham, B28 9JA. We are authorised and regulated by the Financial Services Authority and operate under the following brands:

Insurance Factory Ltd, FSA number 306164, Companies House number 02982445

ASA Broking Ltd, FSA number 309616, Companies House number 03752700

Thames City Insurance Consultants Ltd, FSA number 310639, Companies House number 00858248

Insurance Connections Ltd, FSA number 300395, Companies House number 03350417

If you wish to confirm any of the above you can check the FSA register by visiting their website www.fsa.gov.uk/register or by contacting them direct on 0845 606 1234.

OUR SERVICES

We are an insurance broker who arranges policies through a panel of leading insurers and intermediaries. Our services include arranging insurance for motor, household, travel and commercial package policies. We advise you on your insurance needs, arrange your insurance cover and help you with ongoing changes. We can also assist you with making a claim.

Quotations are based on the information provided by you at the time of the quotation and are valid for 21 days. You will be provided with renewal terms in good time prior to the expiry date of the policy, or notified if renewal is not being invited.

YOUR RESPONSIBILITIES

Disclosure of Information

It is your responsibility to provide complete and accurate information to your insurer when you take out your insurance policy, throughout the lifetime of the policy and when you renew your insurance. Any information which might influence your insurer to accept, amend or decline your insurance proposal or renewal must be disclosed, and any changes in circumstances which may affect the service provided by us or your insurer should also be disclosed immediately. If you are unsure about disclosing any matter please contact us for guidance. Failure to disclose any material information to your insurers or any inaccuracies in the information provided could invalidate your insurance cover, lead to cancellation of your policy with associated cancellation charges, and could mean that part or all of your claim may not be paid. Any advice we give will be based on the details you provide. Always keep copies of correspondence sent or received concerning your insurance.

You are reminded that it is an offence under the Road Traffic Act to make any false statements or withhold any relevant information to obtain a Certificate of Motor Insurance. Please

note that under the Rehabilitation of Offenders Act you are not required to disclose convictions regarded as "spent".

Proposal forms

It is important that you ensure that all statements you make on a proposal form are full and accurate. All answers on proposal forms and statements made to your insurers, either in your hand-writing or pre-printed, are your responsibility. When a policy is taken out we will send you a copy of your proposal form or statement of fact which shows the information you have supplied. If you ask us to amend any answers, or add additional information we will send you a copy of the revisions. You have the opportunity to correct amendments. Please feel free to ask us for assistance with completion of your proposal form.

Provision of documentation

If you are required to provide supporting documentation to your insurer it is critical that this information is provided quickly. An insurer will cancel a policy if supporting information is not supplied on a timely basis. We strongly recommend you use Recorded Delivery or other trackable postage method to send this information to us. In the event that important information is not provided, we will attempt to advise you by telephone, will write to you by standard mail and finally by Recorded Delivery mail before your policy is terminated.

No Claims Bonus

If you are unable to supply your previous insurer's name, policy number and expiry date on the day your policy is arranged you must provide written evidence within 30 days. Failure to provide evidence within this period will result in the insurers issuing the policy as gross premium (i.e. without the benefit of no claims discount) or cancelling the policy. You will immediately be responsible for the balance of the premium payable and any subsequent cancellation will be calculated on the gross premium and subject to short period rates and charges as outlined in the cancellation policy.

Understanding your policy terms

It is important that you read your policy carefully. The document, schedule and any Certificate of Insurance are the basis of the cover you have purchased. Please make sure that you understand them and are able to follow their requirements. If you are in any doubt about the terms and conditions of the policy then contact us for clarification. Breach of any terms, conditions or warranties may result in the termination of your policy with associated charges or may invalidate a claim.

Purchasing your policy online

If you have purchased your policy online it is essential that you ensure that all information you provide is accurate as we depend solely on the information you provide to set up your policy. Any non disclosure or inaccuracy may lead to cancellation of your policy or non payment of a claim. It is also essential to read and fully understand the terms of your policy when the documents are sent in case any important

We reserve the right to amend the level of charges at any time. Any charges made by credit card will incur a charge of £4.50 or 2.5% of the transaction whichever is the greater.

CANCELLATION OF INSURANCE POLICY

Cancelling within fourteen days

You have the right to cancel your policy during a period of 14 days either from the day of purchase or the day on which you receive your policy documentation, whichever is the later. If you exercise this right and the cover had not yet commenced, you will be entitled to a full refund of the premium paid. If the insurance has commenced, and provided that you have not made a claim, you will be entitled to a refund of the premium paid, subject to a deduction for the time that you have been on cover (calculated as a proportion of the annual premium). In either case, the administrative charge for setting up the policy will not be refunded. If you have made a claim, it is likely that none of the premium will be refunded.

To exercise your right to cancel, please contact us at The Insurance Factory, 1529 Stratford Road, Hall Green, Birmingham B28 9JA. You will be required to put your cancellation in writing and to return any Certificate of Motor Insurance or cover note immediately. We cannot progress your cancellation until we have received these documents. We strongly recommend you use Recorded Delivery or other trackable postage method to advise of cancellation and to return your documents. We are not responsible for documents that have been lost in transit.

Cancelling after the first fourteen days

Unless otherwise stated, insurance policies are arranged for a period of 12 months and you are required to pay the full amount stated. If you wish to cancel the policy before the expiry date (other than within the first fourteen days as above) and there have been no claims, your insurer will refer to their published cancellation procedures as detailed in their policy documents and you may also incur cancellation charges. Any discounts that were applied to the original premium are based on a policy duration of 12 months and become void if the policy is cancelled in less than twelve months.

You will be required to put your cancellation in writing and to return any Certificate of Motor Insurance or cover note immediately. We cannot progress your cancellation until we have received these documents. We strongly recommend you use Recorded Delivery or other trackable postage method to advise of cancellation and to return your documents. We are not responsible for documents that have been lost in transit.

Depending on the terms and age of your policy your insurer may retain your premium in full or you may be charged short term cancellation charges which are not proportionate to the annual premium but which form part of the contract offered. Insurers cancellation terms will be outlined in their terms and conditions and we recommend you read these carefully. If you have made a claim it is highly unlikely that any premium will be refunded.

We do not refund any of the arrangement fees that were incurred at inception of the policy, and we will deduct our commission and any discount originally applied from the amount returned to you by the insurer. Any products you purchased alongside your policy, such as Key Care, are one off purchases and non refundable.

A cancellation charge will be applied to your account.

Policies Cancelled by the Insurer or Finance Company

If your policy is cancelled by us, the insurer or the Finance Company regardless of whether it is within the first fourteen days, the cancellation will be treated as a standard cancellation and will incur charges as above.

PAYMENT OF PREMIUMS AND REFUNDS

Unless otherwise agreed and formalised by a premium instalment plan, all premiums are due on the day cover is arranged, the date the policy is due for renewal or the date of any mid term adjustment.

Payment by instalments

We can make arrangements for your premium to be paid by a finance company so that you can pay by instalment if this is more appropriate for you. This works in the same way as a loan. The finance company pay your premium and you pay back the finance company by monthly instalments including any interest that the finance company may apply. You will be responsible for paying the monthly instalments as they fall due. In the event of any due payment not being made, the overdue payment must be made immediately. An administration charge will be incurred for the failed payment. If the payment is not received within 7 days of the default the policy will be cancelled.

If an insurance policy is cancelled, any refund provided by the insurer after deduction of any charges (please see our cancellation policy for details) will be used against the outstanding balance on your instalment plan. Any remaining charges will need to be paid in full and we may use the services of a debt collection agency if the balance remains outstanding. Similarly if there has been a claim on the policy the insurers will retain the full premium but the full amount will still need to be paid to the finance company.

If you cancel your direct debit mandate to suspend payment of a finance arrangement, although this may lead to our early termination of your policy and associated charges, it will not automatically cancel your insurance policy. You should always write to us in accordance with our cancellation policy to cancel your insurance.

Withholding documents

We have the right to withhold essential documents, such as evidence of no claims bonus, until due payments have been made and any cheques cleared. We will provide any documents you are required to have by law.

Refunds

Any refunds will be made by cheque to the policy holder. This is dependent on the insurer returning the premium to us and can take up to 4-6 weeks.

Other taxes and costs

Other taxes and/or costs may exist in respect of other products and services offered by us, which are not paid through or imposed by us.

RENEWAL

Under certain circumstances and to make the process of renewal easier we can automatically renew a policy and take payment by the same payment method as the previous year. We will always write to advise you before we automatically renew any policy and give you the opportunity to contact us to cancel the renewal.

If your policy is not eligible for automatic renewal we will write to you prior to your renewal date to remind you that your renewal is due and to advise you how much the new premium will be. You will need to contact us to arrange your renewal.

RISK TRANSFER

Premiums that we collect from you are held in an insurance broking bank account specifically for the purpose of holding client money. By virtue of agreements held with insurers, we collect premiums as agents of the insurer. Once we have collected the premium from you, under the terms of our agreements with insurers, those premiums are treated as having been paid to the insurer.

Money that we collect from you will be held in a segregated account, separate from our own business account, and will be remitted to insurers in accordance with our agreement with them. If we become insolvent, the terms of the trust dictate that insurers will have a prior claim on the money in the account according to their respective interests.

Earning interest on customer premiums

We hold premiums that you pay us in our client money bank account. Under Financial Services Authority regulations we have to inform you that we may earn interest from money held in this account. Interest earned will not be held for the benefit of customers.

We may also invest these premiums in a range of permitted designated investments as prescribed by the Financial Services Authority. In the event that there is any shortfall in our client money resource attributable to falls in the market value of any of these permitted designated investments we shall make provision for, and bear the cost of, any such shortfall.

Customer money passed to another organisation

In accordance with Financial Services Authority Regulations we have to inform you that in managing or arranging your insurance requirements, we may transfer money that you have

paid us in payment of an insurance premium to another insurance intermediary. This has no effect on your insurance arrangements with us as your broker or your insurer.

GOVERNING LAW

This agreement shall be governed by the laws of England and Wales and the parties agree that any dispute arising out of it shall be subject to the exclusive jurisdiction of the English Courts.

VARIATIONS

No variation of these terms is held to be valid unless in writing and signed by an authorised officer of the company. The company's staff are not authorised to agree to any variation of these terms. From time to time the company may review the terms and reserve the right to amend them without notice.

STATUTORY RIGHTS

Agreement to our Terms of Business does not affect your statutory rights.

These are our stated Terms of Business. We will assume you are in agreement with these terms unless you notify us to the contrary within five days of receipt of the documents.