

### **Important Information - Please Read**

Client: Wivenhoe Printworks

Date: 06/02/2018

**You are entitled at any time to request information regarding any commission which we may have received as a result of placing your insurance business.**

#### **Demands and Needs identified:**

You asked for the following: -

Public Liability:	£2,000,000 Limit of Indemnity
Employers Liability:	£10,000,000 Limit of Indemnity
Personal Accident:	Covered See Schedule
Equipment Breakdown:	Covered
Legal Expenses:	£250,000 Limit of Indemnity
Contents:	£8,000

#### **Personal Recommendation and our Capacity and Services:**

The Community Group Quotation with Ansvar provides cover for 12 months.

In sourcing this policy we act as your agent.

In placing this policy we act as your agent.

In the event of a claim we will act as your agent.

This provider has been selected from a limited range of providers (a list of providers used is available upon request) and is recommended because of:

Their level of service

Premium cost

Their expertise in this field

The length of time they have been established

Their specialism in this type of insurance

This policy has been recommended as it meets your insurance cover requirements listed in the attached quotation / statement of fact / letter, and your demands and needs listed above



Factors highlighted by us:

This quotation has been based upon a statement of fact which you will find attached, please review all this information and advise of any questions or amendments.

I will await your instructions on how you wish to proceed.

Please can you forward your Employers PAYE Reference Number to us. This is an essential piece of information for your insurers and failure to supply this could invalidate your insurance policy.

In the recent budget, HM Treasury announced a further increase in Insurance Premium Tax (IPT) to 12%. This takes effect from the 1st June 2017 and is detailed in your Policy Schedule, invoice and premium breakdown.

**In our opinion all this information combines to make this a suitable policy for you based upon the facts given by you and the accessible information we already hold about you.**

**Please check that all the information contained in this statement and quotation is correct and complete and contact us immediately if this is not the case.**

**Warning: This document is not intended to be a statement of cover.  
Please refer to the insurer summary of cover and policy document for this information.**

**Notification of Incidents.** It is essential that you notify us immediately of all incidents that may result in a claim against your insurance policy. You must do so whether you believe you are liable or not. Any letter or claim received by you must be passed to us immediately without acknowledgement. Only by providing prompt notification of incidents can your insurance company take steps to protect your interests.

**The duty of fair presentation.** It is your responsibility to provide a fair presentation of the insurance risk based on you conducting a reasonable search for information. This could require you to obtain information from senior managers within your organisation or other parties to which the insurance relates or who carry out outsource functions for your business.

You must disclose every material circumstance which you know or ought to know, or failing that disclose sufficient information to put your insurer on notice that it needs to make further enquiries. You must ensure that any information you provide is correct to the best of your knowledge and representations that you make in expectation or belief must be made in good faith.

**If you are unsure of your obligations or whether information is material then you should disclose it to us.** If you fail to make a fair presentation of the risk this may result in additional terms or warranties being applied from inception of the policy or any claim payment being proportionately reduced. In some cases this could result in your policy being declared void by an insurer and your premiums returned. Any deliberate or reckless breach of the duty of fair presentation could result in your policy being declared void by an insurer with no refund of premium.

**Claims Register.** Insurers exchange information to help check on the details provided and to prevent fraudulent claims. In regards to motor insurance policies, the Police pursue claims following accidents and more importantly, to detect people who break the law by not taking out insurance.

**Policy Wordings.** A full copy of the policy wording is available on request.



### Premium Details.

Your insurance premium includes the following: -

Basic Premium:	£564.00
Insurance Premium Tax @ 12%:	£67.68
Insurer Policy Fee:	£0.00
WRS Fee:	£25.00
Total Amount Due:	£656.68



### How to Pay?

**Payments should be received before cover is issued, unless it has been agreed otherwise in advance.**

- Cash or Cheque** for the total due of £656.68  
Cheques should be made payable to The Broker Network Limited.
- BACS** - You may pay online directly into The Broker Network Limited bank account.  
Account details are: Account Number- 21940340 Sort Code- 15-10-00
- By ten Monthly Instalments** via our panel of finance providers.  
(a service charge will apply).

This may be subject to a cash deposit of up to 25% and completion of the necessary application form (the finance provider may also require a credit check to be undertaken) - please contact our office for the necessary application form if not enclosed.

**PLEASE NOTE:** Payment by this method constitutes a loan from the finance company to you, which will be regulated by The Consumer Credit Act 1974.