

# Waveney Group Schemes Ltd

## Terms & Conditions of Trading (as at 1<sup>st</sup> April 2008)

1. Where the first or renewal premium is paid under an insurance company's direct debit scheme, or a separate finance scheme arranged by us, a £10 'setting up and administering' charge will be applied
2. For all adjustments (whether permanent or temporary), a £10 service charge will be applied. This includes any amendments made under our DSA Part 2, DSA Part 3 or ADI check test insurance scheme. No return premium less than £10 will be issued
3. Where a certificate of motor insurance has been issued to you, and has been lost/mislaidd and a cover note is required for taxation purposes, or where a duplicate certificate is required, a £10 service charge will be applied (in addition to any charge made by the Insurance Company)
4. Any return premium received as a result of the cancellation of an insurance policy will be made net of the commission received from the Insurance Company (subject to a minimum service charge of £10). No return premium less than £10 will be issued
5. Where we have provided a quotation for a new policy and it has been accepted but the instruction is subsequently cancelled prior to cover being 'in force', a full return premium will be provided less a £25 service charge
6. Where we have provided an invitation to renew an existing policy and it has been accepted but the instruction is subsequently cancelled prior to cover being 'in force', a full return premium will be provided less a £25 service charge
7. If our bank advises us of an un-cleared cheque (either where the cheque is retained or where it has to be re-presented) a £10 service charge will be applied
8. Total Incident Management and Legal Expenses cover is arranged in conjunction with all motor policies arranged by Waveney's specialist schemes division and the charge (currently £30 for 12 months cover) will be advised to you either at the time of quoting or included within the renewal premium shown on the renewal notice. **THE COVER IS NOT COMPULSORY AND MAY BE DELETED IF YOU SO WISH**, however this will mean that there is no provision to provide you with a temporary replacement car, legal expenses or total incident management in the event of a claim

### Motor Insurance Database (MID)

All changes to the vehicle schedule (whether they be permanent or temporary) **MUST BE ADVISED TO US IMMEDIATELY** in order that the motor insurance database may be updated. Changes should be advised to us by telephone and we will advise you if any additional premium is required, or if a return premium is due back to you. We will then acknowledge the alteration in writing and inform your insurance company accordingly

**FAILURE TO NOTIFY CHANGES IMMEDIATELY COULD LEAD TO PROSECUTION AND A FINE OF UP TO £5,000**

### Duty of Disclosure

In addition to providing all basic information necessary to enable us to place the risk, you must ensure that you are complying with your legal duty of disclosure of all material matters relating to the risk. In particular, you must satisfy yourself as to the accuracy and completeness of the information you provide to insurers

In this respect, you must provide all information relating to the risk, whether favourable or not, which would influence the judgement of a prudent insurer in determining whether he will take the risk, and if so, for what premium and on what terms

If you do not disclose all such information, insurers have the right to void the contract from its commencement, which may lead to claims not being met

