

# TERMS OF BUSINESS

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2 The Causeway, Bishop's Stortford, Hertfordshire, CM23 2EJ  
Our email address: enquires@hertsinsurance.com

## The Financial Conduct Authority (FCA)

The FCA is the independent watchdog that regulates financial services. Please use this document to decide if our services are right for you.

## Our service

We act as an Independent Broker on your behalf. You will not receive advice or a recommendation from us and you will need to make your own choice with regard to the products that we offer you. Our service includes administering the policy for you and helping you with any ongoing changes you have to make.

## Who regulates us?

Herts Insurance Consultants Ltd is authorised and regulated by the Financial Conduct Authority. Our FCA Register number is 307071.

## Our permitted business is:

### Arranging (bringing about) deals in non-investment insurance contracts

This covers a range of activities including introducing a customer to an insurer, helping a customer to complete a proposal form and sending this to an insurer.

### Making arrangements with a view to transactions in non-investment insurance contracts

This includes helping a potential policyholder to complete a proposal form or introducing a customer to another intermediary, either for advice or to help arrange an insurance policy.

### Dealing as the agent in non-investment insurance contracts

This includes entering into a contract of insurance with a customer on behalf of an insurer (for example, issuing a certificate).

### Assisting in the administration and performance of a non-investment insurance contract

This includes notifying an insurance claim to the insurer and negotiating settlement on behalf of the customer. You can check this on the FCA's register by visiting their website [www.fca.org.uk/register](http://www.fca.org.uk/register) or by contacting them on 0800 111 6768.

## Products that we offer

We sell a wide range of both personal and commercial insurance products and provide information on the basis of a fair analysis of the market from a wide range of insurers. Any additional policies we sell in conjunction with your main policy are linked and will be cancelled in line with the main one and these additional products are non refundable. We only offer products from a limited number of insurers for caravan insurance. We will provide a list of these insurers on request.

For Agreed Value Insurance and Driving Other Cars Insurance we deal exclusively with Qudos Insurance.

For Driverguard Insurance we deal exclusively with Isle of Man Assurance.

For Personal Effects cover, we deal exclusively with Alpha Insurance.

For Misfuel Insurance, Personal Accident, Keycare, Excess Protection, Breakdown/Roadside Assistance, Spare Parts, Trailer, Short Term Overlap Insurance Total Loss Protection, and Windscreen Insurances we deal exclusively with Trinity Lane Insurance Company Ltd.

For Private Vehicle Legal Expenses Insurance and Camping Equipment Cover we deal exclusively with Ageas Insurance Limited.

For Replacement Car Cover and Gadget Cover Insurance we deal exclusively with Great Lakes Insurance SE.

For Tools in Transit and Goods in Transit we deal exclusively with Canopus.

For Roadhalo we deal exclusively with AM Trust Europe Ltd

Trinity Lane Insurance Company Ltd is owned by one of the partners of Hadleigh Holdings.

## Claims

If you are involved in an accident or have occasion to claim on your policy for any other reason, you must notify us immediately and we will promptly advise you and, if appropriate, issue you with a claim form and pass details to your insurer. You should not admit liability or agree to any course of action, other than emergency measures to minimise your loss, until you have agreement from your insurer. You must continue to make your monthly payments for your insurance, if applicable. We reserve the right to withhold payment in respect of claims, if payment of any premiums to us is in default.

## Our charges

In addition to premiums charged by insurers, we normally make the following non-refundable charges to cover the administration of your insurances:

This policy has a non-refundable set up fee of £ampPolicy\_NB\_Fee included.

Up to £100	For renewing a policy
£30	Making midterm amendments, processing cheques that are returned by our bank as uncleared, cancelling policies.
£35	Arranging collection of bad debts with our debt collection agency. Making changes to your policy (including cancellation or null and voiding) as a direct result of misrepresentation or non-disclosures by you at time of the quote and/or inception of the policy (in addition to any standard administration fees or additional premium charge by the insurance company).
£15	For sending call recordings.
£15	From £15 for processing an agreed value application

Your insurer may make a charge for any amendment made to your policy in addition to any increase in premium and our midterm adjustment fee.

Return premiums (usually arising if an insurance risk is reduced or the policy is cancelled), will be refunded to you net of commission which is ampPolicy\_Commission\_Level%. Where applicable, all refunds will be processed to the same debit/credit card that was used to make a payment on the policy.

If you take a new policy out with us and make a payment towards this new policy but have a previous policy with us that has an outstanding balance we reserve the right to transfer any money paid on the new policy to cover the debt outstanding on your previous policy.

## How monies paid to us are handled

We are the Agent of Insurers for the purpose of collection of premiums and refunds of premiums. This means that premiums are treated as being received by the insurer when received in our bank account, and that any premium refund is treated as received by you when it is actually paid over to you. We normally accept payment by any of the major debit/credit cards or a guaranteed cheque.

We will retain your debit/credit card details for the purposes of automatic renewals and to pay or refund other premiums that may become due upon changes to the policy.

If you take a new policy out with ourselves and make a payment towards this new policy but have a previous policy with ourselves or our sister company Adrian Flux that has an outstanding balance, we reserve the right to transfer any money paid on the new policy to cover the debt outstanding on your previous policy.

Minimum refund £5.00 anything under this will be retained.

## Cancellations

If you wish to cancel your policy, please contact our customer service team. Do not cancel your Direct Debit payments. You may be due a refund for part of your premium as long as no claims have occurred during your time on cover, not all insurance policies permit a refund. Any refund will be offset against any outstanding Direct Debit payments. You must write to confirm your cancellation request before we can cancel your policy.

ampTotNoRPWording The premiums paid for supplementary covers are not refundable following cancellation.

## Premiums and financial aspects

For the purposes of introducing customers to premium finance facilities we deal exclusively with Premium Credit Limited (PCL).

You may be able to spread your payments through insurers' instalment schemes or a credit scheme that we have arranged with a third party finance provider. We will give you full information about your payment options when we discuss your insurance in detail.

This is a Finance Agreement between you as the policyholder and PCL, and is separate to the insurance policy. As this is in effect a loan for the initial premium, this agreement should not be cancelled until this has been fully repaid to PCL, even if your insurance policy has been cancelled. If any Direct Debit or other payment due in respect of the credit agreement you enter into with PCL to pay insurance premiums is not met when presented for payment, or if you end the credit agreement with PCL, or if you do not enter into a credit agreement with PCL we will be informed of such events by PCL.

If you do not make other arrangements with us to pay the insurance premiums you acknowledge and agree that we may, at any time after being so informed, instruct on your behalf the relevant insurer to cancel the insurance (or, if this occurs shortly after the start or renewal of the insurance, to notify the insurer that the policy has not been taken up) and to collect any refund of premiums which may be made by the insurer and if any money is owed to PCL under your credit agreement pay it to PCL or if PCL have debited us with the amount outstanding use it to offset our costs. The balance will be debited from the debit/credit card last used by you.

You will be responsible for paying any time on risk charge and putting in place any alternative insurance and/or payment arrangements you need.

If during the course of the policy any additional premiums or refunds of premium are due, then these will be automatically applied to the remaining balance on the PCL account.

## Disclosure

It is important you ensure that all information, statements or answers made by you to us online, on the telephone, proposal forms, claim forms and other documents are full and accurate and must be correct. If a form is completed on your behalf, you should check that the answers shown to any questions are true and accurate before signing the document.

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 an insurance certificate. You are advised to keep copies of any correspondence you send to us or direct to your insurer. Please consult us if you are in doubt on any aspect.

## Awareness of policy terms

When a policy is issued, you are strongly advised to read it carefully as it is that document, the schedule, any certificate of insurance and the policy wording, which are the basis of the insurance contract you have purchased. If you are in any doubt over any of the policy terms or conditions, please contact us promptly.

## Amendments

Contact our Customer Service Team advising them of any change to your personal information. Your policy will be based on your needs when accepting the policy, therefore should your needs change this may result in your insurer not being able to continue cover or be the most suitable for you. All is not lost though as we have access to over 200 alternative products. Please contact us before accepting a policy elsewhere so that we can discuss all the options available to you as

cancelling may not be most cost effective option. In order to process any amendment that requires an additional premium we require this to be paid

## Automatic renewals

For your protection, we reserve the right to automatically renew your policy up to 5 days prior to the renewal date and take payment by the same payment method as this year. If we exercise this right we will write to you prior to the renewal date, informing you how much the premium will be and giving you time to let us know if you wish to opt out of the automatic renewal process. We also reserve the right to automatically renew any additional policies that you take out with this policy, such as breakdown assistance cover.

If we automatically renew a policy and you did not opt out of the automatic renewal process, you will need to provide proof of alternative cover or that the vehicle has been SORN, sold or scrapped, you may be liable for charges for time whilst cover was in force.

## Financial Services Compensation Scheme (FSCS)

We are covered by the FSCS. 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 90% 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. Holders of policies issued by IOMA will not be protected by the United Kingdom Financial Services Compensation Scheme if IOMA should become unable to meet its liabilities. Further information about compensation scheme arrangements is available from the FSCS.

## Confidentiality

All personal information about our customers is treated as Private and Confidential.

We will only disclose the information we have about private individuals in the normal course of arranging and administering their insurance, including debt recovery, and will not disclose any information to any other parties without their written consent unless required by law or public interest, which includes the detection and prevention of fraud and money laundering, except for data that we share with our sister company, Herts Insurance Consultants. We may use the information we hold about our customers to provide them with information about other products and services that we feel may be appropriate to them. Under the Data Protection Act 1988, private customers have a right to see the personal information about them that we hold in our records. If you wish to exercise this right, or have any other related queries, you should write to the attention of the Data Protection Officer or email [dpo@hertsinsurance.com](mailto:dpo@hertsinsurance.com)

## Fraud Prevention and Detection

Insurers pass information to the Claims and Underwriting Exchange Register (CUE) operated by Insurance Database Services Limited (IDSL) and the Motor Insurance Anti-Fraud and Theft Register (MIAFTR) compiled by the Association of British Insurers (ABI). The aim is to check information provided and to prevent fraudulent claims.

Motor insurance details are also added to the Motor Insurance Database (MID) operated by the Motor Insurers' Information Centre (MIIC), which has been formed to help identify uninsured drivers and may be searched by the police to help confirm who is insured to drive. In the event of an accident, this database may be used by insurers, MIIC and the Motor Insurance Bureau (MIB) to identify relevant policy information. Other insurance related databases may also be added in the future. To prevent and detect fraud we may at any time:

- Share information about you with other organisations and public bodies including the Police.
- Undertake credit and claims record searches; Check and/or share your details with fraud prevention and detection agencies.
- If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies.
- We may log your IP address (and/or a unique identifier for your computer) and use this information to help us prevent and detect fraud, including passing it to fraud prevention agencies.
- Law enforcement agencies may access and use this information.
- We, and other organisations may also access and use this information to prevent fraud and money laundering, for example when:
  - Checking details on applications for credit and credit related or other facilities;
  - Managing credit and credit related accounts or facilities;
  - Recovering debt
  - Checking details on proposal and claims for all types of insurance.
  - Checking details of job applicants and employees

If you have any questions about any information in this notice, or if you want more details of the databases we access and contribute to, please contact us.

## Identity and credit searches

We, and the companies we place business with, may make searches about you at credit reference agencies who will supply us with information, including the Electoral Register and credit information. The agencies will record details of the search whether or not your application proceeds. The searches will not be used by lenders to assess your ability to obtain credit. We may use scoring methods to assess this application and to verify your identity. Credit searches and other information which is provided to us and/or the credit reference agencies, about you and those with whom you are linked financially, may be used by us and other companies if you, or other members of your household, apply for other facilities including insurance applications and claims. This information may also be used for debt tracing and the prevention of money laundering as well as the management of your account. Alternatively, we may ask you to provide physical forms of identification.

## Complaints

We are committed to providing a quality service and achieving the highest standards of conduct. One of the ways in which we can continue to improve our service is by listening to the views of our customers.

You can make a complaint by calling Customer Services Mon to Fri 9am to 5:30pm, by email [customer@hertsinsurance.com](mailto:customer@hertsinsurance.com) or in writing to us for the attention of Customer Care

immediately, or added to any existing Direct Debit plan that has sufficient payments remaining.

## Upon receiving your complaint we will:

1. acknowledge receipt within 5 working days;
2. if resolved with you within 3 working days send you a summary resolution confirmation
3. provide you with the name and job title of the person dealing with your complaint;
4. within 4 weeks of receiving your complaint, send you either a final response or provide you with an update on progress and confirm when we anticipate being able to make further comment;
5. within 8 weeks from the date your complaint was received by us, either:
  - a. provide you with our final response or;
  - b. where this is not possible, you will be advised of the action that is outstanding and when you can expect to hear from us again and who you should contact in the meantime.

## If you are dissatisfied with the outcome of your complaint or you are dissatisfied with a resolution

Procedure applicable where the insurer is an insurance company

If you remain dissatisfied with the outcome of your complaint, you may refer the matter to the Financial Ombudsman Service on the details below. We would like to take this opportunity to advise you that they are not able to consider your complaint until you have first attempted to resolve it with us. You have the right to refer your complaint to the Financial Ombudsman Service, free of charge. If you do not refer your complaint in time, the Ombudsman will not have our permission to consider your complaint and so will only be able to do so in very limited circumstances. For example, if the Ombudsman believes that the delay was as a result of exceptional circumstances.

Procedure applicable where the insurer is a Lloyd's syndicate

Should you remain dissatisfied with the response that you receive from us, you may refer your complaint to Lloyd's. On request we can confirm if you are able to pursue any concerns with Lloyd's, who will investigate the matter and provide a final response. Lloyd's contact details are as follows:

Complaints

Lloyd's  
One Lime Street  
London EC3M 7HA

Email: [complaints@lloyds.com](mailto:complaints@lloyds.com)

Telephone: +44 (0)20 7327 5693

Fax: +44 (0)20 7327 5225

Website: [www.lloyds.com/complaints](http://www.lloyds.com/complaints)

Details of Lloyd's complaints procedures are set out in a leaflet "Your Complaint – How We Can Help" available at [www.lloyds.com/complaints](http://www.lloyds.com/complaints) and are also available from the above address.

Financial Ombudsman Service

Ultimately, should you remain dissatisfied with the final response issued by Lloyd's or us, you may, if eligible, refer your complaint to the Financial Ombudsman Service (FOS). The Financial Ombudsman Service is an independent service in the UK for settling disputes between consumers and businesses providing financial services. The FOS' contact details are as follows:

Financial Ombudsman Service

Exchange Tower  
London  
E14 9SR

Email: [complaint.info@financial-](mailto:complaint.info@financial-ombudsman.org.uk)

[ombudsman.org.uk](http://ombudsman.org.uk)

Telephone: +44 (0)300 123 9 123

Website: [www.financial-ombudsman.org.uk](http://www.financial-ombudsman.org.uk)

## Telephone call recording

Calls may be monitored and recorded.

## Note

Your acceptance of these Terms of Business does not affect your normal legal rights.

## English law

This insurance is written in English and all communications about it will be in English. Unless we have agreed otherwise with you, this contract is governed by English law.

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