

Waveney Group Schemes Ltd

Terms & Conditions of Trading - Effective 1st July 2010

Please note the following terms and conditions of trading applicable to insurance policies arranged by Waveney Group Schemes Ltd. These supersede any terms and conditions that may have previously applied prior to 1st July 2010: -

1. Where the first or renewal premium is being paid under an insurance company's direct debit scheme or a separate finance agreement arranged by us, a £10 'setting up and administering' charge will be applied
2. For all adjustments (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 schemes. No return premium less than £20 will be issued
3. Where a certificate of motor insurance has been issued to you, and it has been lost or mislaid 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. 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 £15 service charge will be applied
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 £50 service charge
6. Where we have issued an invitation to renew a 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 £50 service charge
7. If you ask us to cancel your motor insurance policy during the year, we will request that you return the annual certificate of motor insurance to us in accordance with Part V section 147 of the Road Traffic Act
8. Where we have discounted an insurance company's standard premium and the policy is cancelled during the same year, the equivalent amount will be deducted from the insurance company's standard return premium
9. Any return premium received following 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 £20 will be issued
10. Total Incident Management and Legal Expenses cover is arranged in conjunction with all motor policies arranged by Waveney Group Schemes Ltd and the charge will be advised to you either at the time of quoting or be 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 vehicle, legal expenses or total incident management in the event of a claim
11. **Motor Insurance Database (MID)** - Changes to the vehicle schedule (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 £5000**
12. **Rights of Cancellation** - If this cover does not meet your requirements, please return all your documents (including cover note/certificate) to us within 14 days of receipt. We will return any premium paid less a pro-rata charge for the number of days for which cover has been given. The full annual insurer premium is due if a claim has been made
13. **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