

OUR TERMS OF BUSINESS FOR GENERAL INSURANCE

This agreement is issued on behalf of Graybrook Insurance Brokers Ltd and supersedes all previous terms you may have received from us. Please keep this document with your policy(ies) for future reference as it sets out the terms upon which we agree to act for you and contains details of our regulatory obligations. It also contains some of the responsibilities expected from you.

Please contact us immediately if there is anything in this document which you do not understand or with which you disagree.

Financial Conduct Authority

Graybrook Insurance Brokers Limited is authorised and regulated by the Financial Conduct Authority (FCA). The FCA regulates the financial services industry in the UK and their address is 25 The North Colonnade, Canary Wharf, London, E14 5HS. You can check this on the Financial Services Register by visiting www.fca.org.uk/firms/systems-reporting/register or by contacting the FCA on 0800 111 6768. Our Financial Services Register number is 595238.

Who we are and how to contact us

Correspondence Address

Graybrook Insurance Brokers Limited
8 Chandlers Way
South Woodham Ferrers
Essex
CM3 5TB

Telephone: 01245 321185
Fax: 01245 322240

Email: enquiry@graybrook.co.uk
Website: www.graybrook.co.uk

The Company's registered address is:

1208/1210 London Road
Leigh-on-Sea
Essex
SS9 2UA

Graybrook is a trading style of Graybrook Insurance Brokers Limited, who are Registered in England and Wales. Registered Number 4955851.

Our Principles

We believe in ethical behaviour and the provision of exceptional customer service.

Our Commitments

We Will:

- Ensure that all our advertising and promotional material is clear, fair and not misleading
- Only advise you on matters on which we have knowledge
- Seek from you the information needed to enable us to fulfil our responsibilities to you
- Provide you with sufficient information to enable you to make informed decisions on your insurance
- Avoid conflicts of interest, but where unavoidable, manage it to avoid prejudice to any party
- Not unfairly put our own interests above our duty to you
- Handle complaints fairly and promptly

Scope of Services

We are insurance intermediaries (brokers). Occasionally we act as the agent of another intermediary. Our services include:-

- Arranging and advising on your non investment insurance needs
- Providing you with information on insurance products suitable for your requirements
- Negotiating insurance covers with insurers
- Assisting you with ongoing changes to your requirements
- Assisting you when making a claim

We offer products from a limited number of insurers for:

- Professional Indemnity Insurance
- Medical Malpractice Insurance
- Management Liability
- General Liability
- General Non Liability Insurance

You may ask us for a list of the insurers we deal with for these products.

We only offer products in respect of the following specialist categories from a single insurer:-

- Complementary Healthcare Practitioners Liability (AXA)
- Educational Consultants (AXA)
- Private Practice Insurance (Aviva)

Where products are supplied from a single insurer the terms have been especially negotiated for Members of Professional Bodies, Trade Unions or Trade Associations.

Our recommendations are based on a combination of value for money, quality of service and financial security, appropriate to your circumstance and expressed needs. However, we cannot and do not provide a guarantee in regard to the financial reliability of any insurance provider. Unless you advise us otherwise we will act on the understanding that we have your authority to agree to insurance policy wordings on your behalf. We do not accept liability for claims, settlements or return premiums relating to policies held with an insurer who has become insolvent. We will, however, provide every assistance in submitting your claim to the liquidators, administrators or receivers etc.

Client Categorisation

We will take into account the following FCA definitions during our dealings with you:

Consumer – any natural person acting for purposes outside his trade, business or profession.
Commercial – a client who is not a consumer.

All clients are dealt with as commercial clients.

Confidential Information

We will treat all your personal information as private and confidential and will only disclose this in the normal course of arranging and administering your insurance or arranging finance or handling claims on your behalf. Steps will be taken to ensure that the information is kept up to date and not kept for longer than necessary. We may use the information to provide you with details about other services or products we consider may be of interest unless you advise us in writing that you do not wish us to do so. We will not disclose personal information about you to any other party except:-

- When you ask us or give us permission
- To the Financial Conduct Authority (FCA) in order for it to fulfil its regulatory function
- Where we are compelled to disclose the information by Law

We are registered under the Data Protection Act 1998 and undertake to comply with the Act in all our dealings with personal data.

If at any time you wish us or any company associated with us to cease processing your personal data, sensitive personal data, or contacting for marketing purposes, please contact William Hulse at the correspondence address shown on this document.

Risk Information

The terms of any insurance that we arrange on your behalf will be based upon the information provided by you.

When applying for or amending your insurance policy, your insurer will ask a number of questions to assess the risk prior to agreeing cover. It is your duty to ensure that you answer all questions raised by insurers honestly and reasonably. These questions are designed to enable the insurer to obtain a comprehensive picture of the nature of the risk to be insured and enable the insurer to be in a position to offer terms which are designed to meet your demands and needs.

If you fail to tell the insurer something when asked, or, if you answer carelessly or act deliberately or recklessly in making misrepresentations when answering questions, your policy may leave you with no insurance protection; insurers may not pay a part or all of your claim and may cancel your policy. You may find it difficult to re-arrange cover because you did not tell an insurer everything when asked, and you will have to disclose this fact when you re-apply for insurance.

Payment Methods

We have agency agreements in place with most insurers which permit us to act as their agent in handling premium payments, claims payments and premium returns. In these circumstances insurers – through the agency agreement – grant what is called a "risk transfer". This means that when you pay a premium to us, the insurer deems this to be payment from them. Claims monies and return premiums paid by insurers through us are not deemed to be paid until received by you.

We normally accept payment by cheque, electronic transfer, credit card or debit card.

In addition some clients may be able to spread payments through an insurer's instalment plan or a credit scheme with a finance provider, for which there is likely to be an additional charge. We will provide full details of available payment options when providing quotations and at renewal.

Payments due must be paid to us by the inception or renewal date unless otherwise agreed. Failure to meet this requirement may result in insurers cancelling the policy and imposing a time on risk charge.

Our Remuneration

We normally receive commission from the insurance provider as a percentage of the premium and an administration fee where we carry out work on behalf of insurers in preparing and issuing Certificates, New Business and Renewal Documents. Any such fees will be advised to you before you incur the liability to pay them and will be separately itemised.

We also receive commission from providers of Premium Financing companies, where with your agreement we have made such arrangements on your behalf.

We may also receive additional income from insurers by way of volume, growth or profitability payments.

In the event of a policy being cancelled mid-term and not replaced by another policy, we reserve the right to retain any administration fees or commission earned on the original transaction.

Confirmation of Cover

Cover will not commence until your proposed risk has been accepted and the premium paid. Confirmation that cover has been effected or renewed (including any mid-term changes that may arise) will be confirmed in writing.

Cancellation of Policies

You should make any request for the cancellation of a policy in writing and any relevant certificate of insurance must be returned to us or the insurer concerned.

If you wish to cancel your policy, you may be entitled to a refund of part of your premium as long as no claims have occurred. The refund may not necessarily be proportionate to the remaining period of cover and may not be available where the policy is subject to a minimum or deposit premium or where current certificates have not been returned or where there is an outstanding balance owing.

Failure to maintain instalments on any premium financing facility arranged either direct with insurers or through a finance provider will usually result in termination of the policy unless alternative provisions have been agreed.

Claims

All claims, potential claims or circumstances which may lead to a claim should be reported immediately either to ourselves or to the insurer concerned. Failure to notify claims within the insurer's required timescales may result in your claim being rejected. It is your duty to disclose all relevant and material information and provide every assistance to your insurers to enable them to deal quickly and effectively with the claim on your behalf.

Please note that in respect of policies arranged on a **claims made** basis, claims notified after expiry or termination of the policy will not be insured unless run-off cover has been arranged.

Complaints

Any complaints about our service may be expressed verbally or in writing and should be directed to William Hulse, the Managing Director at the correspondence address shown in this document.

It is our policy to respond fairly and promptly to any complaints received within a maximum of five days and providing a full response or updates within eight weeks, although in most cases this may be sooner.

If you cannot settle your complaint with us, you may be entitled to refer it to the Financial Ombudsman Service. The contact details are:

Telephone: 0845 080 1800

Website: www.financial-ombudsman.org.uk

Financial Services Compensation Scheme (FSCS)

We are covered by the Financial Services Compensation Scheme (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.

Further information about the compensation scheme arrangements is available from the FSCS on:

Telephone: 020 7741 4100

Website: www.fscs.org.uk

Governing Law

This agreement sets out the terms of our relationship with you and will be governed in accordance with English Law and any dispute arising will be subject to the jurisdiction of English Courts of Law.