

The Financial Conduct Authority (FCA)

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

Who regulates us?

Headley Insurance Services Limited are authorised and regulated by the Financial Conduct Authority. Our FCA number is 306701

You can check this at www.FCA.org.uk or by contacting the FCA on **0800 111 6768**

Our Service

We are an Independent Insurance Intermediary and we will act on your behalf in:

- Arranging your insurance to meet your requirements or where requirements cannot be fully met provide you with enough information to enable you to make an informed purchasing decision.
- Effecting any changes that you need to make to your insurance;
- Assisting with the renewal of your insurance policy.

Information on Costs

In addition to the premiums charged by insurers, we may charge a professional fee to cover the placing and ongoing handling of your insurance. We normally make the following standard charges to cover the administration of your insurance:

Arranging new policies and renewals:	£20.00
Mid-term adjustments:	£20.00
Replacement/duplicate certificates or cover notes:	£20.00

From time to time depending on the work and risk involved it may be necessary to charge greater fees. The specific amount and purpose of any professional fee and administration charges will always be advised to you in advance. We earn the entirety of our commission and/or fees when your risk is successfully placed and take our commission and/or fees immediately upon receipt of payment unless agreed otherwise with your insurer.

Disclosure of Earnings

You are entitled at any time, to request information regarding earnings that we, or any other intermediary we have used, receive as a result of placing your business. In addition to commission from insurers, we may also receive payments based on volumes of business or profitability of the account placed with them. These payments can vary from year to year. Such remuneration is only earned on the basis that it does not detract from our obligation to act in our client's best interest at all times.

Payment Terms

We normally accept payment by cheque, BACS or credit card. A 1.50% charge will be levied for payment by credit card. We require immediate full payment of the premium. You may be able to spread your payments through a credit scheme either run by your insurer or by a finance provider and we will advise you further if these options are available.

Unpaid Premiums

Where we have been unable to collect a premium payment due for insurance cover provided, we reserve the right to appoint a debt recovery agent to recover monies due to us. All costs incurred, including any court fees, will be passed to the debtor for reimbursement.

How we will handle your money

Our Statutory Trust account has been set up in accordance with strict rules laid down by the Financial Conduct Authority. We are the Agent of Insurers for the collection of certain premiums. In arranging your insurance we may employ the services of other intermediaries who are regulated by the FCA and your premium may be passed to these intermediaries for payment to insurers. Any interest, or investment returns, earned on your money whilst in our possession will be retained by us.

Mid-term adjustments or cancellations

In the event of an adjustment that results in a return of premium or cancellation mid-term we will refund the premium due net of our full commission and any charge made by insurers. Where the premium is being paid by instalments we will claim our full commission along with any charge made by the insurers in the calculation of any outstanding monies.

Cancellations due to premium instalment default

If any credit agreement payment is not met, you acknowledge and agree that we may instruct on your behalf the relevant insurer to cancel the insurance and to collect any refund of premiums which may be made by the insurer and use it to offset any outstanding costs. In the event of enforced motor policy cancellation of a Public or Private Hire policy, we may decide it is in the public interest that the relevant authority (Local Council Licensing Department, Police, Vehicle Inspectorate, etc.) are advised that a policy has been cancelled or will be cancelled on a specific date.

Insurers

Whilst we take every care to check the financial stability of any firm with which we place business, we cannot be held responsible if that firm subsequently ceases to trade.

Your duty to disclose information:

It is your responsibility to provide complete and accurate information to insurers when you take out your insurance policy, throughout the life of your policy and when you renew your insurance. It is important that all statements you make on proposal forms, claim forms and other documents are full and accurate. If a form is completed on your behalf, you should check that the answers shown to any of the questions are true and accurate before signing the document. Failure to disclose any material information to your insurers could invalidate

your insurance cover and mean that part or all of a claim may not be paid.

If you are in any doubt as to whether information is material, you should disclose it.

Credit checks and data base searches

When assessing your application for insurance, insurers may at inception, or renewal of a policy use publicly available data which they obtain from a variety of sources, including credit reference agencies and other external organisations. Their search will appear on your report whether or not your application proceeds.

Claims

As part of our service we can assist you with any claim you need to make. When you first become a customer we will give you details of how you can make a claim and tell you what your responsibilities are in relation to making claims. If you are ever in any doubt as to what action to take in the event of a claim, please contact us at the address shown overleaf.

Treating Customers Fairly

It is our intention at all times to treat customers fairly. If at any time you feel that you have not been treated fairly please contact us in order that the matter may be addressed.

Complaints

It is our intention to provide you with a high level of customer service at all times. If you should wish to make a complaint about our service we have a formal complaints procedure. In the first instance you should address your complaint to Philip Dean, Managing Director at William Curtis House, Lenten Street, Alton, Hampshire GU34 1HH or 01420 594242. We will supply you with a copy of our complaints procedure upon receipt of a complaint or at any time upon request. You will be advised of any redress available to you, should you believe the matter has not been resolved to your satisfaction. If you cannot settle your complaint with us you may be entitled to refer it to the Financial Ombudsman Service. Alternatively other out of court complaint and redress procedures may be available.

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. Non compulsory classes of insurance are covered for 90% of the claim with no upper limit. For compulsory classes of insurance this increases to 100% of the claim, with no upper limit. Further information about the compensation scheme is available from the FSCS.

Confidentiality

All personal information about you will be treated as private and confidential. We will only use and disclose information we have about you in the normal course of arranging and administering your insurance. We may pass information about you to premium finance companies and credit reference agencies for the purpose of arranging payments via instalments and may also pass to them details of your payment record with us. We will not disclose any information to any other parties without your consent, unless required to do so by the FCA, it is in the public interest, or we have to by law. We may, however, use the information we hold about you to provide information to you about other products and services which we feel may be appropriate to you. Under the Data Protection Act 1998 you have a right to see personal information about you that we hold in our records. If you have any queries in this regard please write to us. If you do not wish to receive marketing information from us please let us know by contacting us at the address below.

Claims and Underwriting Exchange Register and Motor Insurance Anti-Fraud Register

Insurers pass information to the Claims and Underwriting exchange register operated by Database Services Limited and the Motor Insurance Anti-Fraud Register compiled by the Association of British Insurers. The objective is to check information provided and to prevent fraudulent claims. Motor insurance details are also added to the Motor Insurance Database operated by the Motor Insurers' Information Centre (MIIC), which has been formed to help identify uninsured drivers and may be accessed 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 your motor insurer to identify relevant policy information. Other insurance related databases may also be added in the future.

Block Transfers and Single Insurers.

In respect of some classes of insurance we may operate block insurance arrangements in order to provide competitive terms. On occasions it will be necessary for us to transfer such policies from one insurer to another where it is beneficial for our clients. For certain types of insurance we deal exclusively with a single insurer which we have selected for offering good value for money allied with an excellent service.

This Terms of Business document constitutes both your acceptance that we may do this and your prior request for us so to do.

Applicable Law

This Terms of Business document is subject to English Law and the jurisdiction of English Courts.