



Terms of Business Agreement

Accepting our Terms of Business

By asking us to quote for, arrange or handle your insurances, you are providing your informed agreement to these Terms of Business. For your own benefit and protection, you should read these terms carefully. If you are unsure about any aspect of our Terms of Business or have any questions regarding our relationship with you, please contact us on 0330 056 5734, alternatively, you can write to us at NBe Brokers Ltd, 566 Etruria Road, Newcastle-Under-Lyme, ST5 0SU.

Who regulates us

NBe Brokers Ltd is authorised and regulated by the Financial Conduct Authority. Our permitted business is introducing, advising, arranging, dealing as agent, assisting in the administration and performance of general insurance contracts and credit broking in relation to insurance instalment facilities. Our Financial Services Register number is 978071. You can check this on the Financial Services Register by visiting the FCA's website www.fca.org.uk/register or by telephoning the FCA on 0800 111 6768.

Our Service

When purchasing insurance via telephone, our service includes advising and making a personal recommendation on your insurance needs, arranging cover with insurers in accordance with your requirements, helping you with on-going changes or advising you if we are unable to place your insurance.

We act as an insurance intermediary, not an insurer. We will usually act as your agent when arranging your insurances, when helping you make any changes to your policy and when you renew your insurance (except when insurers have given us permission to incept cover and issue documents on their behalf).

We provide a personal recommendation and select personal and commercial insurances from a fair and personal analysis of the marketplace. For certain types of insurance, we deal predominantly with a single or limited number of insurers which we have selected as offering value for money and quality service. This means we do not give a personal recommendation on the basis of a fair and personal analysis. We will give you details of these arrangements before you make any commitment on any product we offer you and a list of the insurers used in these cases are available upon request.

After assessing your needs, we will explain the main features of the products and services that we offer you, including details of the provider, how the recommended product meets your requirements in respect of cover and benefits, any unusual restrictions or exclusions, any significant conditions or obligations and the period of cover.



If we propose using another intermediary to help place your business, we will confirm this to you in good time before any arrangements are finalised.

Solvency of Insurers

We endeavour to place business with Insurers who demonstrate an adequate level of financial solvency and although their Regulator requires them to maintain a minimum level of capital, we cannot guarantee the solvency of any Insurer. We do not monitor Insurer Solvency on an ongoing basis and shall not be liable for losses suffered by you in the event of insolvency of an Insurer. This means that you may still be liable for any premium due and may not be able to recover premiums paid, whether in full or in part, should an insurer become insolvent.

Important Information

If you are a consumer, you are responsible for answering any questions in relation to any proposal for insurance cover honestly and to the best of your knowledge, providing complete and accurate information which insurers will require. This also applies to your responses in relation to any assumptions you may agree to in the process of applying for insurance cover. This is particularly important before taking out a policy but also at renewal or if you make a mid-term amendment to your policy. If you fail to disclose information, or misrepresent any fact which may influence the insurer's decision to accept the risk or the terms offered, this could invalidate the policy and mean that claims may not be paid.

If you are a commercial customer, it is your statutory duty before entering into a contract of insurance, prior to an alteration and at renewal to make a fair presentation of the risk to be insured and to ensure that information is provided in a clear and accessible format. Once we have collated the information about the risk, copies of the information will be sent to you for checking. Where practical every material circumstance should be disclosed. We will expect firms to make reasonable enquiries and proactively gather information however, where this is not practical you must make us aware, as your broker, that further enquiries are needed to accurately underwrite the risk. Any questions put to you in a proposal form or otherwise must be answered honestly, accurately and in good faith.

Examples of material circumstances, include but are not limited to:

- Special or unusual circumstances relating to the risk;
- Any particular concerns which led you to seek insurance cover for the risk; and
- Anything which those concerned with the class of insurance and field of activity in question would generally understand as being something that would be dealt with in a fair presentation of risks for this type of insurance.

The information must be presented in a way which would be reasonably clear and accessible to a prudent insurer. If you are unsure whether to disclose any information you should speak to us. You need to take into account the size & complexity of your business, and allow yourself sufficient time before your renewal date to consider and / or assess your insurance requirements.

Failure to provide a 'fair representation' may result in a number of remedies by the insurer. If the breach was deliberate or reckless the insurer can void the contract and keep the premium. If the breach was not deliberate or reckless the insurer can void the contract, proportionately reduce a



claim settlement or amend the insurance policy terms and conditions then review the merits of a claim on this basis. You should therefore always provide complete and accurate information to us when we ask you about the insurance risks your business faces before taking out a policy, at renewal and throughout the life of the policy. This also applies to your responses in relation to any assumptions you may agree to in the process of applying for insurance cover. If in doubt about any point in relation to disclosing information please contact us immediately.

Financial Crime/Fraud Prevention

Please be aware that current UK money laundering regulations require us to obtain adequate 'Know Your Client' information about you. We are also required to cross check you against the HM Financial Sanctions List as part of the information gathering process.

We are obliged to report to the National Crime Agency any evidence or suspicion of financial crime at the first opportunity and we are prohibited from disclosing any such report. We will not permit our employees or other persons engaged by them to be either influenced or influence others in respect of undue payments or privileges from or to insurers or clients.

To prevent and detect fraud we may at any time: 1. Share information about you with other organisations and public bodies including the Police; 2. Check and/or file your details with fraud prevention agencies and databases. We and other organisations may also search these agencies and databases to help make decisions about the provision and administration of your insurance. 3. Undertake credit searches and additional fraud searches.

We can supply on request further details of the databases which we use including: a) Claims and Underwriting Exchange Register (CUE) – insurers pass information to CUE to help check claims information provided and also to prevent fraudulent claims. Under the conditions of a policy, you must tell the insurer about any incidents which may give rise to a claim and these details will be added to the Register. b) Motor Insurance Database (MID) – insurers will add motor policy details to the MID which is used by the Police and other authorities to establish whether valid insurance is in force.

Terms of Payment

Payment terms will be agreed with you on or before the inception date of the policy and confirmed in writing.

We normally accept payment by Debit/Credit card, BACS or we can offer various instalment plans via insurers and/or third-party finance companies.

If you wish to pay your premiums by instalments, we will confirm the name of the finance provider, any charges associated separately and inform you that you have the option of sourcing your own credit facilities.

If payment is not received from you in accordance with the terms agreed, we or your insurer may be forced to cancel or lapse the relevant policy/policies, which could mean that there is no cover in force and part or all of a claim may not be paid.



If any direct debit or other payment due in respect of any credit agreement you enter into to pay insurance premiums is not met when presented for payment or if you end the credit agreement, we will be informed of such events by the credit provider.

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 informed, 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 if any money is owed under your credit agreement, pay it to the credit provider or if we have already been debited with the amount outstanding use it to offset our costs. 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 any balance or premium is not paid on demand, we may appoint a debt collection agency to collect the outstanding balance on our behalf. Any additional charges or costs incurred including those of the agency and any associated Court costs will be added to the debt.

Our Earnings

In return for placing business with insurers and/or underwriters and/or other product providers, we generally receive a commission from them which is a percentage of the annual premium that you are charged.

For arranging premium instalment facilities, we earn commission from our premium finance provider(s) which is usually a percentage of the individual loan. This means that the amount you pay for credit and the overall cost of arranging your insurance will vary according to the interest charged by the lender and the amount of commission we earn. Using premium finance makes the overall cost of the insurance more expensive. A full breakdown of the cost of your insurance and the cost of credit will be provided as part of your new business or renewal quotation before you make a decision whether to proceed.

Protecting Your Money

Any payment we receive from you will be held by us as the agent of insurers, which means that any payment you make to us will be regarded as having been paid to the insurer(s) with which your insurance is arranged. This is known as risk transfer. We may pass the money you pay us to another intermediary. We will only do this where it is a necessary part of the process of arranging cover for you. Where this includes intermediaries outside the UK, the legal and regulatory regime may be different from that of the UK. In the event of the intermediary failing, money may be treated differently than if it was held by an intermediary in the UK. You may notify us if you do not wish your money to be passed to a person in a particular jurisdiction. No interest will be payable to customers in respect of the client account. Any interest earned will remain in the ownership of NBe Brokers Limited.

Cancellation

Your policy document will detail your rights to cancel your insurance once you have taken it out.

If you are a Consumer (persons taking out insurance not related to their trade or profession) then you are entitled to a 14-day cooling off period. You may cancel the policy during this period for whatever



reason and a fee of £45 to cover administrative costs and the cost of any insurance actually used will be charged.

If you are a Commercial customer (taking out insurance in relation to their trade or profession) you may not be entitled to a 14-day cooling off period or a pro-rata cost of your insurance.

You may cancel your policy at any time during the period of insurance but the premium refund (if any) might be disproportionate to the insurance actually used. Please see the Refunds section.

To enable your insurer to process the cancellation, you may need to return certificates and any official documents to us.

Ending your relationship with us

Subject to your immediate settlement of any outstanding premiums and fees, you may instruct us to stop acting for you and we will not impose a penalty. Your instructions must be given in writing and will take effect from the date of receipt. In circumstances where we feel we cannot continue providing services to you, we will give you a minimum of 7 days' notice where there is a valid reason for doing so. We will advise you of the reason for cancellation. Valid reasons may include but are not limited to non-payment of premium or fees, commission claw back by insurers where instructions are given to another party to handle the customer's insurance(s), failure to provide requested documentation or information, deliberate failure to comply with terms set out within the Toba or insurer's documentation, deliberate misrepresentation or non-disclosure or attempted fraud, use of threatening or abusive behaviour or language, or intimidation or bullying of our staff or suppliers. Unless otherwise agreed in writing, if our relationship ends, any transactions previously initiated will be completed according to these Terms of Business. You will be liable to pay for any transactions concluded prior to the end of our relationship and we will be entitled to retain commission received for conducting these transactions, together with all fees charged by us for services provided.

Charges/Fees

We charge a new business and renewal fee. Both our new business and renewal fee is calculated as a percentage of the insurer calculated premium based on information gathered during the quotation. The financial amount of any fee will be confirmed to you prior to purchasing/renewing the policy. In addition to the amount charged by insurers we also make charges to cover the administration of your insurance. Any applicable insurance premium tax will be shown on the documentation we provide to you. The table below outlines our standard fees. These fees are non-refundable.

| Fee Type | Amount Charged |
|------------------------------|--|
| New Business Arrangement Fee | £100 or up to 40% of the insurer's premium |
| Renewal Arrangement Fee | £100 or up to 40% of the insurer's premium |
| Mid Term Adjustment Fee | £45 |
| Cancellation within 14 days | £45 |
| Cancellation after 14 days | £100 plus any loss of commission on the insurer return premium |



These fees may be subject to change. Where there are changes, we will confirm this clearly and the actual amount will always be disclosed to you before you commit to purchasing the product.

As insurance brokers our remuneration may be as a fee agreed with you and/or from commission paid to us by insurers based on the amount they charge you. You are entitled, at any time, to request information regarding any commission which we may have received as a result of placing or renewing your insurance cover. We take any commission once we receive your payment as cleared funds and prior to payment of the premium to the insurer.

Where you choose to pay your premium by instalments, we may use a scheme operated by your insurer, or we may use a Finance Provider selected from a limited panel, and we may receive a commission for introducing you to them.

We may receive additional remuneration from finance providers, claims management services and others. Please ask us if you require further information.

Refunds

Where a policy is cancelled mid-term, insurers charge to cover their costs, with the balance refunded to you, subject to no claim having been made. Full details will be available in your policy. In the event of an adjustment giving rise to a return of premium the amount may be refunded or held to credit.

Your attention is specifically drawn to the following:

Where you cancel your policy after the expiry of the cooling off period or where you request a midterm adjustment which results in a refund of premium, we reserve the right to charge you for our time and costs. This will usually result in us reducing the amount refunded to you by the FULL amount of the commission and fees we would have received had you not cancelled. The reason for this is that the majority of our costs are incurred either in initially finding and setting up your policy or in the annual renewal process when we might check the ongoing suitability of the cover the policy offers. These costs are recovered through the commission we earn. If you cancel, this does not give us an opportunity to recover the costs we incurred and would often result in us making a loss. However, any charge made will not exceed the cost of the commission and fees we would have earned.

For certain commercial insurance policies, insurers will only provide cover where the premium is due in full on inception of the policy. This means that no refund will be paid if the policy is cancelled before renewal. We will advise you if this affects you. In view of the cost involved in making changes to your policy, we will not issue refunds of less than £10. All refunds are made via the original payment method i.e. the credit card used to pay the original deposit. There are no exceptions to this rule.

Complaints

It is our intention to provide you with the highest possible level of customer service at all times. However, we recognise that things can occasionally go wrong, and if this occurs, we are committed to resolving matters promptly and fairly. Should you wish to complain please contact us:

- In writing directly to the Director – 566 Etruria Road, Newcastle–Under–Lyme, ST5 0SU
- By telephone – 0330 056 5734



- Or email us, admin@nbebrokers.co.uk

Should you not be satisfied with our final response, you may be entitled to refer the matter to the Financial Ombudsman Service (except in the case of a business employing 10 persons or more and with a turnover or annual balance sheet total exceeding €2 million, or with an annual turnover of £65m or more and 50 employees or more, or with an annual balance sheet total of £5m or more; a charity with an annual income of £16.5m or more or trustees of a trust with a net asset value of £51m or more).

You can contact the Financial Ombudsman Service by telephone on 0300 123 9 123 or visit www.financial-ombudsman.org.uk.

Financial Services Compensation Scheme (FSCS)

We are covered by the FSCS for our insurance mediation activities. 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. If you are eligible to claim from the FSCS, compensation is available in relation to insurance advising and arranging as follows:

- 90% of the claim, without any upper limit;
- 100% of the claim without any upper limit for
 - compulsory classes of insurance (such as Third-Party Motor or Employers Liability); and
 - 'pure protection' contracts, professional indemnity insurance and general insurance claims arising from the death or incapacity of the policyholder owing to injury, sickness or infirmity, all where an insurance intermediary has failed to pay money to an insurer, pay away money it has received from an insurer, or has failed to take reasonable steps to allow the insurer to affect the contract of insurance.

Further information about the scheme arrangements and FSCS eligibility criteria is available from the Financial Services Compensation Scheme at www.fscs.org.uk or by telephone to 0207 741 4100.

The Processing of your Personal Data

In your dealings with us you may provide us with information that may include data that is known as personal data. Where we process personal data, we comply with statutory data processing requirements as set out by the Data Protection Act 2018.

The personal data we will collect will include information relating to your name, address, date of birth, contact details, 'health' or 'criminal offences'. We will process your personal data to allow us to provide you with our services as your insurance broker in quoting for, arranging and administering your insurances (and in arranging insurance premium finance where applicable). Your personal data will also be used to manage future communications between ourselves. Where you have agreed, or in circumstances where to do so will be in our mutual interests, your personal data will be used to provide you with further information about our wider products and services. You can opt out from receiving such communications by emailing admin@nbebrokers.co.uk.

In processing personal data for insurance purposes about health or criminal offences, we will only do so to enable us to provide our service to you and on the basis of it being in the public interest. We will



only use your data for the purpose for which it was collected. We will only grant access to or share your data within our firm or other firms associated with us, with other authorised third parties and product and service providers such as insurers and premium finance providers where we are entitled to do so by law under lawful data processing.

The Data Protection Act 2018 provides you with Access Rights that allow you to gain an understanding on the data being processed, who we share it with, for what purpose, why we need to retain it and retention periods, to object to the processing and to place restrictions on the processing, to request copies of your data and to request the deletion of your data.

If you require further information on how we process your data or you wish to exercise your rights, please contact our Data Privacy Representative by emailing admin@nbebrokers.co.uk or by writing to us at Compliance Manager, NBe Brokers Limited, 566 Etruria Road, Newcastle-under-Lyme, ST5 0SU.

How we process your personal data is detailed further within our Privacy Notice.

Credit Checks

We, and other firms involved in arranging your insurance (insurers, other intermediaries or premium finance companies) may use public and personal data from a variety of sources including credit reference agencies and other organisations. The information is used to help tailor a price, to ascertain the most appropriate payment options for you and to help prevent fraud. Any credit reference search will appear on your credit report whether or not your application proceeds. If you have any questions about this or any other matter, please do not hesitate to contact us.

Conflicts of Interest

Occasions can arise where we, or one of our associated companies, clients or product providers, may have a potential conflict of interest with business being transacted for you. If this happens, and we become aware that a potential conflict exists, we will write to you and obtain your consent before we carry out your instructions and we will detail the steps we will take to ensure fair treatment.

Claims Handling Arrangements

You should take note of the required procedures in the event of a claim, which will be explained in the policy documentation. Generally, insurers require immediate notification of a claim or circumstances which might lead to a claim. You must do so whether you believe you are liable or not. Only by providing prompt notification of incidents can your insurance company take steps to protect your interests.

Communications/Documentation

We will issue all documentation to you in a timely manner. Documentation relating to your insurance will confirm the basis of the cover and provide details of the relevant insurers. It is therefore important that the documentation is kept in a safe place, as you may need to refer to it or need it to make a claim. A new policy/policy booklet is not necessarily provided each year, although a duplicate can be



provided at any time upon request. You should always check the documentation to ensure all the details are correct and if this is not the case you should contact us immediately.

General

If any provision of these Terms is found to be invalid or unenforceable, in whole or in part, the validity of the other provisions of these Terms and the remainder of the provision in question shall continue to have full force and effect. These Terms shall be construed in accordance with the laws of England and Wales and shall be subject to the exclusive jurisdiction of the English courts. These Terms supersede all proposals, prior discussions and representations (whether oral or written) between us relating to our appointment as your agent in connection with the arranging and administration of your insurance.

Law and Jurisdiction

These Terms of Business shall be governed by and construed in accordance with English Law and shall be subject to the exclusive jurisdiction of the courts of England and Wales.

