

JBI International Insurance Brokers Ltd

Hercules House, Calleva Park, Aldermaston, Reading, Berkshire, RG7 8AR
TEL: 0118 981 0222 FAX:0118 981 1220 Email: insurance@jbi-ins.co.uk

TERMS OF BUSINESS

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. We draw your particular attention to:

- The section headed 'Use of personal data', and specifically the paragraph explaining how 'sensitive personal data' will be used.

If you are unsure about any aspect of our Terms of Business or have any questions regarding our relationship with you, please contact us at the above address.

The Financial Services Authority

JBI International Insurance Brokers Ltd is authorised and regulated by the Financial Services Authority (FSA). Our FSA Register number is 308981. Our permitted business is advising, arranging, dealing as agent and assisting in the administration and performance of general insurance contracts.

You may check this on the FSA's register by visiting the FSA website, <http://www.fsa.gov.uk/register/> or by contacting the FSA on 0845 606 1234.

Our service

Our role is to advise you and, after we have assessed your needs, to make a suitable recommendation. In situations where we are able to arrange insurance for you but do not offer advice, we shall confirm the position to you in writing. We will not in any circumstances act as an insurer nor guarantee or warrant the solvency of any insurer.

Personal insurances:

- We select Travel Insurance products from a range of insurers
- We only select Personal Accident Insurance products from a limited number of insurers. You may ask us for a list of the insurers we deal with for these products.
- We select Wedding Insurance from a range of insurers
- We select Health Insurance products from a range of insurers.
- We select Home Insurance from a range of insurers.
- We only select Life Insurance from a limited number of insurers. You may ask us for a list of the insurers we deal with for these products.
- We only offer Pet Insurance products from AXA Insurance UK plc
- We only offer Kit Insurance products from AXA Insurance UK plc
- We only offer Overseas Personal Possessions and Home Contents Insurance from John Wason Insurance (part of the Jelf Group) who place cover with certain underwriters at Lloyds of London
- We only offer Income Protection Insurance from a limited number of insurers. You may ask us for a list of the insurers we deal with for these products.

Commercial insurances:

- We select commercial insurance products from a range of insurers but, for certain products, we may only deal with a single insurer or select from a limited number of insurers

Where we only select from a single or limited number of providers, this will be made clear to you in our quotation. In these circumstances, you may ask us for a list of the insurers we deal with for these products.

Treating customers fairly

We take careful consideration to recognise the interests of our customers, and to treat all customers fairly.

Complaints and compensation

We aim to provide you with a high level of customer service at all times, but if you are not satisfied, please contact us:

By telephoning

0118 981 0222 and ask to speak with the Operations Manager.

By Email.....

insurance@jbi-ins.co.uk

By writing to

The Managing Director, JBI International Insurance Brokers Ltd, Hercules House, Calleva Park, Aldermaston, Reading, Berkshire, RG7 8AR.

When dealing with your complaint, we will follow our complaint handling procedures: a summary of these procedures is available on request. If you are still not satisfied, you may refer the matter to the Financial Ombudsman Service (except in the case of a business employing more than 10 persons and with a turnover or annual balance sheet total exceeding €2m, a charity with an annual income of £1m or more or trustees of a trust with a net asset value of £1m or more).

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. If you are eligible to claim from the FSCS, compensation is available as follows:

Until 31st December 2009

Insurance advising and arranging is covered for 100% of the first £2,000 and 90% of the remainder of the claim without any upper limit.

From 1st January 2010

Insurance advising and arranging is covered for 90% of the claim, without any upper limit.

For compulsory classes of insurance (such as Third Party Motor or Employers Liability), insurance advising and arranging is covered for 100% of the claim, without any upper limit.

Further information about compensation scheme arrangements is available from the FSCS on 020 7892 7300 or online at www.fscs.org.uk.

Payment for our services

We normally receive commission and profit share bonuses from insurers or product providers. In good time before the conclusion of each insurance contract, we will remind you of your right to be informed of the level of commission which we receive from underwriters. You are entitled, at any time, to request information regarding any commission which we may have received as a result of placing your insurance business.

We also charge you for handling your insurances as follows:

KitCare Essentials Insurance*: £2.00 monthly policy fee is applied to all monthly premiums

PetCare Insurance*: £2.00 monthly policy fee is applied to all monthly premiums

Services Kit & Home Insurance*: £2.00 monthly policy fee is applied to all monthly premiums

KitCare Classic Insurance: This policy is no longer available for new business, however, a £1.00 monthly policy fee applies to all renewals

Services Personal Accident & Injury Insurance: £1.00 monthly policy fee is applied to all monthly premiums

*Please see overleaf

PLEASE SEE OVER

* Where you elect to pay annual premiums the overleaf monthly policy fees will be multiplied by 12 and added to the annual premium i.e. £1.00 monthly = £12.00 annually, £2.00 monthly = £24.00 annually
Let Property Insurance: Both new business and renewals, a £10.00 policy fee is applied. In addition, a £10 policy fee is applied to all mid-term adjustments and cancellations.
Landlords emergency home assistance: Both new business & renewals, a £10.00 policy fee is applied. In addition, a £10.00 policy fee is applied to all mid-term adjustments and cancellations.
Overseas personal possessions and home contents: £10.00 annual fee

You will receive a quotation which will tell you the total price to be paid, and which identifies any fees, taxes and charges separately from the premium, before your insurance arrangements are concluded.

For payment by credit card a surcharge of 1.5% is added (for American Express card payments 3.35% is added). If the option to pay monthly by Direct Debit or on an instalment basis direct to the Insurance Company by credit/debit card is offered, we will provide full details regarding the terms of credit at the point of quotation and with your new policy documents if the quotation is accepted.

We also draw your attention to the sections headed 'Cancellation of Insurances' and 'Ending your relationship with us'.

Handling money

Our financial arrangements with most insurance companies are on a 'Risk Transfer' basis. This means that we act as agents of the insurer in collecting premiums and handling refunds due to clients. In these circumstances such monies are deemed to be held by the insurer(s) with which your insurance is arranged. However, if Risk Transfer does not apply, such monies will then be held by us in a Statutory Trust account set up in accordance with FSA rules. Interest earned on monies held in such a Statutory Trust account will be retained by us.

For the purpose of some transactions, client money may pass through other authorised intermediaries.

Cancellation of insurances

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 to the insurer concerned. In the event of cancellation, charges for our services will apply in accordance with the tariff of fees detailed in the 'payment for our services' section overleaf.

The terms of your policy may allow insurers to retain the premium in full or to charge short-period premiums in the event of cancellation before the policy expires.

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.

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.

Your responsibilities

You are responsible for providing the complete and accurate information which insurers require in connection with any proposal for insurance cover. This is particularly important before taking out a policy and at renewal, but it also applies throughout the life of a 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. You must check all details on any proposal form or Statement of Facts and pay particular attention to any declaration you may be asked to sign.

Your responsibilities (continued)

It is important that you read all insurance documents issued to you and ensure that you are aware of the cover, limits and other terms that apply. Particular attention must be paid to any warranties and conditions as failure to comply with them could invalidate your policy.

You must inform us immediately of any changes in circumstances which may affect the services provided by us or the cover provided by your policy.

If you are unsure about any matter, please contact us for guidance.

Use of personal data

We will process any personal information we obtain in the course of providing our services to you in accordance with the Data Protection Act 1998. In administering your insurances it will be necessary for us to pass such information to insurers and other product or service providers which may provide us with business and compliance support.

We may also disclose details to relevant parties, as necessary, to comply with regulatory or legal requirements. We may contact you or pass your details to other companies associated with us in order to promote products or services which may be of interest to you. We will not otherwise use or disclose the personal information we hold without your consent.

Some of the details you may be asked to give us, such as information about offences or medical conditions, are defined by the Act as sensitive personal data. By giving us such information you signify your consent to it being processed by us in arranging and administering your insurances.

Subject to certain exceptions, you will be entitled to have access to your personal and sensitive personal data for which you may be charged a fee of £10. If at any time you wish us or any company associated with us to cease processing any of the personal data or sensitive personal data we hold, or to cease contacting you about products and services, please write to Jeremy Wood, Operations Manager, JBI International Insurance Brokers Ltd, Hercules House, Calleva Park, Aldermaston, Reading, Berkshire, RG7 8AR.

Conflict of interests

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. We will employ due care and skill if we act on your behalf in respect of a claim.