

## FLEET UNDERWRITING POLICY SUMMARY

Some important facts about your Motor Insurance are summarised below. This summary does not contain the full terms and conditions of the contract which can be found in the Document of Insurance. These are shown in the Document of Insurance a copy of which will be provided on request. This summary does not form part of your contract of insurance

This insurance policy is underwritten by Ensign. Ensign is a trading name of QBE Insurance (Europe) Limited which is a member of the QBE Insurance Group. QBE Insurance (Europe) Limited is authorised and regulated by the Financial Services Authority. FSA Registration Number 202842.

<b>Policy Period</b>	All policies are for a period of 12 months unless agreed otherwise
<b>Third Party Cover (Liability to others)</b>	Unlimited cover in respect of your legal liability to others, including passengers, for death or bodily injury. Cover up to £5m for damage to property arising out of one accident or series of accidents arising out of one event, except for private cars, when an increased limit of £20m applies.
<b>Legal Representation</b>	At our option to pay: <ul style="list-style-type: none"> <li>• legal fees and costs in defending any action at law when damages are sought for death, bodily injury or property damage.</li> <li>• we will also pay Solicitors fees for representation at a Coroner's inquest or fatal inquiry or Court of Summary Jurisdiction.</li> <li>• legal expenses up to £5,000 iro proceedings for manslaughter or reckless driving or causing death by dangerous driving.</li> </ul>
<b>Applicable Law</b>	unless we agree otherwise, this insurance will be governed by English Law. we have the right to refuse if you request a different law. minimum RTA insurance cover is compulsory under the Road Traffic Act.
<b>Towing</b>	your legal liability to Third Parties whilst legally towing.
<b>Trailers</b>	when detached from the vehicle but remaining on your premises.
<b>Principals</b>	liability assumed under an agreement for the execution of works or services.
<b>Unauthorised Movement</b>	liability arising out of your employee moving a parked vehicle which is obstructing the legitimate passage or loading or unloading of the Insured vehicle.
<b>Unauthorised Use</b>	liability arising out of the unauthorised use of the Insured vehicle provided all reasonable precautions taken.
<b>Unlicensed Drivers</b>	liability arising out of the driving of the Insured vehicle when a licence is not required by Law.
<b>Fire &amp; Theft</b>	loss or damage to your vehicle by fire or theft or attempted theft but excluding obtaining property by deception.
<b>Comprehensive Cover</b>	Third Party, Fire and Theft as above and loss or damage to your own vehicle, but excluding any trailer or towed vehicle.
<b>Windscreen Cover</b>	unless otherwise agreed, this is covered under the own damage section of the policy and is subject to any excess shown on the schedule.
<b>Personal Effects</b>	in respect of private cars only, cover up to a pre-agreed limit for loss by accident or fire or theft.
<b>Medical Expenses</b>	in respect of private cars only, cover up to a pre-agreed limit towards medical treatment following an accident.
<b>Personal Accident Benefits</b>	in respect of private cars only, cover for the driver up to £5,000 for death or loss of a limb or sight, directly connected with an accident whilst travelling in the Insured vehicle.
<b>Legal Expenses Insurance</b>	provided by DAS Legal Expenses Insurance Co. Ltd., for personal injury up to a limit of £50,000 for all claims resulting from one or more event arising at the same time or from the same cause.
<b>Cooling off period</b>	<p><b>NOTE:</b> This section is applicable to retail customers (as advised by the Broker or Intermediary who arranged this insurance) only;</p> <p>once you have entered into the insurance contract with Ensign, you are entitled to a period of reflection during which you may decide whether to proceed with the purchase of the insurance contract.</p> <p>The duration of this period of reflection is 14 days and commences from either:</p> <p>the day of conclusion of the insurance contract; or</p> <p>the day on which you receive the full terms of the insurance contract detailing the terms, conditions and information about the contract, whichever is the later.</p> <p>You should serve notice of cancellation to the insurance broker through whom you arranged this insurance, at the broker contact address.</p> <p>You must return the Document of Insurance, the Certificate(s) of Insurance and Insurance Disc(s) and it is a criminal offence for which you can be prosecuted not to do so.</p>

### Charging

Cancellation within the 14 day cooling off period - £40 or a pro-rata charge based upon time on risk, whichever is the greater.

### Cancellation

You may cancel the Document of Insurance at any time by letter and returning the Document of Insurance, the Certificate(s) of Motor Insurance and Insurance Disc(s). Provided the Insurance is an annual contract and there have been no claims in the current period of insurance you will be entitled to a return of premium based on short period rates which are as follows:-

### Charging

#### SHORT PERIOD RATES

Period not exceeding	Proportion of Annual Premium Payable
1 month	20%
2 months	30%
3 months	40%
4 months	50%
5 months	60%
6 months	70%
7 months	80%
Over 7 months	100%

**The Underwriters may cancel the document by giving seven days notice by Recorded Delivery to your last known address (and in the case of Northern Ireland to the Department of the Environment, Northern Ireland). Subject to the clause below you will be entitled to a pro-rata return of premium upon receipt of the** Document of Insurance, the Certificate(s) of Motor Insurance and Insurance Disc(s)

Where the premium or any part thereof is paid with the benefit of a finance agreement and there remains any sum outstanding (whether or not the date for repayment of the said sum or any part thereof has fallen due) by you to the provider of the finance (referred to hereafter as the Finance Company) at the date of cancellation the Underwriters may deduct from the sum otherwise payable to you (as set out above) all or any part of the sum outstanding by you to the Finance Company provided that sum thereby deducted is paid directly by the Underwriters to the Finance Company (See Section 6 of the Policy Document).

### Exclusions

The following is a brief list of exclusions and is not exhaustive:

any excess shown on the schedule  
any consequential loss arising out of any accident  
wear and tear, depreciation, mechanical or electrical breakages or failures  
any diminution in the value of the vehicle following repair  
theft of the vehicle by deception  
theft of the vehicle if the keys have been left in or on the vehicle

### Claims

Should be reported to:

Ensign  
One Coval Wells  
Chelmsford  
Essex CM1 1WZ  
Telephone number: 01245 272700

### Total Loss

Payment of a claim on a total loss basis will be contingent upon cessation of all benefits applying to that vehicle from the time and date of the loss. No refund will be given for deletion of that vehicle and any replacement vehicle will only be included subject to payment of the proportionate premium calculated to expiry date.

### Complaints Process

If you have any questions or concerns about your insurance or the handling of a claim which cannot be resolved by your Broker or Intermediary, please contact us at the address below, quoting your Document number and the name of your Broker or Intermediary:

The Managing Director  
Ensign  
One Coval Wells  
Chelmsford  
Essex CM1 1WZ

A copy of the complaints procedure will be provided on request

If you are not satisfied with the way in which a complaint has been dealt with, you may ask the Financial Ombudsman Service to review your case. Please contact the following, quoting your policy number and the name of your Broker or Intermediary:-

Financial Ombudsman Service  
South Key Plaza  
183 Marsh Wall  
London E14 9SR  
Tel. 0207 964 1000  
Fax. 0207 964 1001  
Email. [Complaint.info@financial-ombudsman.org.uk](mailto:Complaint.info@financial-ombudsman.org.uk)

This complaint process is without prejudice to your right to take legal proceedings

### Compensation

You may be entitled to compensation from the Financial Services Compensation Scheme (FSCS), should Ensign be unable to meet its liabilities under this Document of Insurance. Further information about the compensation scheme is available from the FSCS or by visiting the Financial Services Compensation Scheme website at [www.fscs.org.uk](http://www.fscs.org.uk).