

**Mr James Hayward**  
**Nottingham Hack Space**  
Unit F6  
Roden House, Roden Street  
Nottingham  
Nottinghamshire  
NG3 1JH  
United Kingdom

**Our ref :**  
ISCC5603671JHayward

01/02/2016

**RE: COMMERCIAL INSURANCE**

**Risk address: Unit F6, Roden House, Roden Street, Nottingham, Nottinghamshire, NG3 1JH, United Kingdom - see schedule for full details**

We thank you for insuring your business with Intasure and confirm that you are now covered in respect of the above risk. This insurance is provided on behalf of the Royal & Sun Alliance Insurance plc and other insurers as defined in the policy wording and cover is with effect from 01/02/2016.

In relation to the information provided by you, this insurance is based on your requirements and provides cover as detailed in your enclosed policy schedule.

We are not specifically recommending this product over any other but we have determined that the product offered is applicable to your circumstances as it will meet your insurance needs.

**\* IMPORTANT NOTICE PLEASE READ**

You have chosen to pay your premium by Direct Debit. Your payments will be collected by our partner Premium Credit Limited from whom you will receive documentation which will require your immediate attention. **Please read their letter and documentation carefully** as they will invite you to sign the agreement online through their online customer facility [www.mypremiumcredit.com](http://www.mypremiumcredit.com). Pre-contract information is located at the end of this letter. This has been provided to you under the terms of the new Consumer Credit Act 2006.

## Terms & conditions

Policy period	12 months
Annual premium	£1,006.00
Additional premium due to underwriting	£0.00
Additional premium due to claims	£0.00
Taxes and other charges	£130.57
Transaction Processing Charge	£0.00
Representative APR	15.4% Variable
Finance Charge	£90.91
Monthly payment	£102.29
Total payable	£1,227.48

Please note that cover is based on the information you supplied; see "Important Notice - Information we need to know about" on the next page. Please refer to the Statement of Facts section and ensure the details are correct. You can review your applicable endorsements on the back of the schedule making note to items added in red. Any endorsements that have been removed have been noted separately. If there are any changes to the information supplied this may affect the cover and/or premium.

You have a legal right to cancel your policy, for any reason, subject to no claims incurred, after receiving your policy documentation. This reflective period is 14 days from the day after you receive this information. If a policy is cancelled within this 14 day period, any premium refund may be subject to the deduction of the administration fee with a pro rata amount being charged for the time that the property was on risk. You will need to provide us with a written request to cancel before the expiry of the 14 days by post or email.

In the meantime, we would like to thank you for insuring with us and enclose details of our Terms of Business and Policy Summary. We recommend that you read all literature, particularly the Policy Summary and the Policy Wording. If you have any queries please do not hesitate to contact us on 0345 073 7137.

Kind regards



Mark Morgan  
Managing Director

## **Commercial Insurance - Statement of Fact Proposal**

### **Important Notice — Information we need to know about**

This is the information that you provided to us when applying for your policy. You have confirmed you have answered the questions to the best of your knowledge and belief. The information you have provided in this form contains statements upon which underwriters will rely when deciding whether to accept this insurance and the terms on which it may be offered, including the amount of premium payable.

It is very important that you check that it is complete and accurate. If you are in any doubt at all regarding any of the answers you have given, you should ask us.

You must tell us within 14 days of you becoming aware if any of the information provided by you changes after you purchase your policy and during the period of your policy.

If you do not notify us of any changes to the answers previously provided this may impact your ability to make a claim under the policy or, the claim payment may be reduced or, the claim declined.

The following information has been provided by You and recorded by Intasure:

### **Personal information**

#### **Name and address of proposer:**

Mr James Hayward  
Nottingham Hack Space  
Unit F6  
Roden House, Roden Street  
Nottingham  
Nottinghamshire  
NG3 1JH  
United Kingdom

#### **Email address**

jhayward1980@gmail.com

### **Property information**

#### **Risk address:**

Unit F6  
Roden House, Roden Street  
Nottingham  
Nottinghamshire  
NG3 1JH  
United Kingdom

Property Type: **Not listed**

Construction Type: **Brick**

Age of property: **1990-date**

Flat roof: **None**

Floor construction: **Concrete**

Number of flats: **0**

Roof construction: **Tile**

Are there any other businesses occupying the buildings other than the Proposer(s) business: **No**

Are there any residential buildings to be insured: **No**

Business Occupancy: **Business Hours**

Does the proposer live on the premises: **No**

Are tenants on assured short hold tenancy agreements: **No**

Major works: **No**

Location: **Residential area**

### **Liability information**

Public Liability: **£2 million**

Products Liability: **£2 million**

Employer's Liability: **Yes**

Number of directors: **7**

Number manual employees: **5**

Total number of employees: **5**

Clerical/non-manual Annual Wage roll: **1**

Annual Turnover: **37132**

### **Additional information**

1. Is the property within 100 metres of any river, stream, canal, lake or sea? **No**
2. History of flooding? **No**
3. Have there been any claims in the last 5 years (made/declined)? **No**
4. Any outstanding or pending claims? **No**
5. Have you ever been prosecuted for the following? The Factories Act **No**; Health & Safety at Work Act **No**; Consumer Protection Act **No**; Other statutory legislation **No**
6. Have you or any persons whom this insurance will apply been made bankrupt or disqualified as company director? **No**
7. Have you or any persons whom this insurance will apply have outstanding CCJs or Sheriff Court Decrees? **No**
8. Have you or any persons whom this insurance will apply been an officer of a company declared insolvent or has receiver/liquidator appointed? **No**
9. Have you or any persons whom this insurance will apply been convicted of any criminal offence other than motoring? **No**
10. Have you or any persons whom this insurance will apply been declined or renewal refused? **No**

**DECLARATION:** To the best of your knowledge and belief, is the information you have provided in connection with this proposal true? Misrepresentation of any of the answers given may entitle underwriters to:- cancel your policy and refuse to pay any claim; or- not pay any claim in full; or- revise the premium and/or change any excess; or- revise the extent of cover or terms of this insurance. **Yes**

## Notice

### Data Protection - Information Uses

For the purposes of the Data Protection Act 1998, the Data Controller in relation to any personal data you supply is Intasure.

### Insurance Administration

Information you supply may be used for the purposes of insurance administration by the insurer, its associated companies and agents, by reinsurers and your intermediary. It may be disclosed to regulatory bodies for the purposes of monitoring and/or enforcing the insurer's compliance with any regulatory rules/codes. Your information may also be used for offering renewal research and statistical purposes and crime prevention. It may be transferred to any country, including countries outside the European Economic Area for any of these purposes and for system administration. In assessing any claims made, the insurer and its agents may undertake checks against publicly available information (such as electoral roll, county court judgements, bankruptcy orders or repossessions) information may also be shared with other insurers either directly or via those acting for the insurer (such as loss adjusters or investigators).

With limited exceptions, and on payment of the appropriate fee, you have the right to access and if necessary rectify information held about you.

### Credit Searches

In assessing your application, the insurer may search files made available to it by credit reference agencies who may keep a record of that search. We or the insurer may also pass to credit reference agencies information held about you and your payment record. Credit reference agencies share information with other organisations, enabling applications for financial products to be assessed or to assist the tracing of debtors or to prevent fraud.

### Sensitive Data

In order to assess the terms of the insurance contract or administer claims which arise, the insurer may need to collect data which the United Kingdom Data Protection Act defines as sensitive (such as medical history or criminal convictions). By proceeding with this application you will signify your consent to such information being processed by the insurer or its agents.

### Fraud Prevention

In order to prevent and detect fraud we may at any time:

- I Share information about you with other organisations and public bodies including the police.
- I Check and/or file your details with fraud prevention agencies and databases, and if you give us false inaccurate information and we suspect fraud, we will record this. We and other organisations may also search these agencies and databases to:
  - i Help make decisions about the provision and administration of insurance, credit and related services for you and members of your household.
  - i Trace debtors or beneficiaries, recover debt, and prevent money laundering, unless you furnish us with satisfactory proof of identity.
  - i Undertake credit searches and additional fraud services.

### Choice of Law

The law of England will apply to this contract unless:

- I You and the insurer agree otherwise; or
- I At the date of the contract you are a resident of (or, in the case of a business, the registered office or principal place of business is situated in) Scotland, Northern Ireland, Channel Islands, or the Isle of Man, in which case (in the absence of agreement to the contrary) the law of that country will apply.

### Finance

Premium Credit Limited, Premium Credit House, 60 East Street, Epsom, Surrey KT17 1HB Registered in England and Wales No 2015200. Authorised and regulated by the Financial Conduct Authority. Please see their documentation for Terms and Conditions and further details.

## Direct Debit Question and Answer Sheet

Intasure have appointed Premium Credit to arrange and collect monthly direct debits on our behalf. Premium Credit is a reputable company widely used in the insurance industry.

Under an EU directive and the Consumer Credit Act, Premium Credit are legally obliged to send documents explaining the loan agreement that enables a direct debit to be set up. These documents can be very detailed and difficult to interpret. In an effort to help our customers understand these documents we have prepared this Q&A fact sheet to answer the most frequent questions raised by our customers as a result of these letters.

- 1. Do I have to be a UK Resident to take out my Direct Debit with Premium Credit Ltd/Intasure?**  
No, as long as you are a UK Bank Account Holder you can reside abroad.
- 2. Do I need to send back my signed Premium Credit Agreement?**  
Yes, Premium Credit will write to you inviting you to sign your agreement online through [www.mypremiumcredit.com](http://www.mypremiumcredit.com). Premium Credit can supply a paper copy if required. In the meantime, your first payment will be collected after 7-10 working days. We encourage you to sign this as soon as possible to ensure you are protected under the Consumer Credit Act.
- 3. Are my details passed to Premium Credit Ltd without my knowledge?**  
No, we will only pass your details over to Premium Credit on your renewal date if an alternative method of payment has not been made. This is to ensure continuous cover.
- 4. How much credit do you apply for?**  
Your credit agreement will refer to a maximum Credit Limit of £1500. However, this does not apply to you as you will only pay your renewal premium with a 4.2% interest or £10 charge per year, whichever is greater.
- 5. Does a Premium Credit Direct Debit with Intasure affect my credit rating?**  
In the vast majority of cases this will not affect your credit rating. However, Premium Credit will make internal database checks and a risk assessment may be carried out under certain circumstances.
- 6. What if I do not want to accept my renewal with Premium Credit?**  
Simply give us a call on +44 (0)345 074 3347 to pay your renewal premium by bank transfer, or by using a Credit or Debit card without a charge. Alternatively, return the enclosed payment options sheet along with your payment using the pre-paid envelope provided.
- 7. Will my policy auto-renew?**  
Yes, if we do not hear from you, to ensure continuous cover, we will set up your Premium Credit agreement on your renewal date.

If you require any more detail please call our **Accounts Department on +44 (0)208 274 6738**

**PRE-CONTRACT CREDIT INFORMATION**  
(Standard European Consumer Credit Information)

<b>1. Contact details</b>	
Creditor. Address.	Premium Credit Limited Premium Credit House, 60 East Street, Epsom, Surrey, KT17 1HB
Credit intermediary. Address.	Blenheim Park Limited AMP House, Dingwall Road, Croydon, CR0 2LX, United Kingdom
<b>2. Key features of the credit product</b>	
The type of credit.	This is a running account credit agreement for the payment of insurance premiums. You can only use it to pay for Insurance Policies and to pay any Insurance Premiums or other amounts in relation to any amendments to your Insurance Policies or to pay for any new, renewed, replacement or other insurance arranged for you by the intermediary.
The total amount of credit. This means the amount of credit to be provided under the proposed credit agreement or the credit limit.	If your application is accepted, your Credit Limit will be £1,500.00 or such other amount as we tell you about from time to time.
How and when credit would be provided.	If your application is accepted, credit up to the amount of your Credit Limit will be immediately available on request by you or by the intermediary on your behalf. We will pay the Transaction Amount to the intermediary and debit your Account with the Transaction Amount and the Transaction Fee.
The duration of the credit agreement.	The credit agreement has no fixed or minimum duration.
Repayments.  Your repayments will pay off what you owe in the following order.	You will have to pay a minimum Monthly Payment of <b>£102.29</b> . We calculate this by dividing your First Transaction and the Transaction Fee by 12. If there is another Transaction while there are any remaining Monthly Payment(s) relating to previous Transactions, each remaining payment will be increased by adding an amount calculated by dividing the new Transaction and the associated Transaction Fee by the number of remaining payments. If you use the credit agreement to pay for any new, renewed, replacement or other insurance arranged for you by the Intermediary, we will divide the amount of the Transaction and the Transaction Fee by 8 to calculate your new Monthly Payment.  Your repayments will pay off your Monthly Payment first, then default charges, other costs, charges, and expenses.
The total amount you will have to pay.  This means the amount you have borrowed plus interest and other costs.	In respect of your first Transaction, the amount payable is <b>£1,227.48</b> The amount payable is the First Transaction Amount plus the Transaction Fee and is the amount you will pay for your first Transaction if you do not add any further Transactions to this Agreement.  If your Transactions equal to the full Credit Limit of £1,500.00 the total amount payable will be £1,695.00 being the sum of the Credit Limit, Transaction Fee and your deposit (where applicable). The total amount is based on the same assumptions as we use for calculating the APR (see below). The calculation does not take account of any change in the Transaction Fee during the life of your credit agreement with us.
Security required. This is a description of the security to be provided by you in relation to the credit agreement.	We will take a charge (with full title guarantee) over all monies payable to you under any Insurance Policies where we have financed any Insurance Premiums under the credit agreement.
<b>3. Costs of the credit</b>	
The rates of interest which apply to the credit agreement Annual Percentage Rate of Charge (APR).  This is the total cost expressed as an annual percentage of the total amount of credit.  The APR is there to help you compare different offers.	No interest is charged under the credit agreement. The APR is <b>15.4%</b> (variable).  The APR is based on certain assumptions we must, by law, make as follows: <ul style="list-style-type: none"> <li>the credit agreement remains in force and you make the Monthly Payments and otherwise fulfil your obligations under the credit agreement;</li> <li>there is no interest applied and the Transaction Fee does not change for the duration of the credit agreement;</li> <li>the full amount of the Credit Limit is drawn down immediately; and</li> <li>the credit will be provided for a one year period and will be repaid in 12 equal monthly instalments (such instalments to include the repayment the Transaction Fee).</li> </ul>
Related costs	
Charge for using a specific payment method. Any other costs deriving from the credit agreement.  Conditions under which the above charges can be changed.	We will charge <b>£12.50</b> for each payment made by any method other than by Direct Debit. You must pay our reasonable fees and charges to cover our administration costs arising out of any request you make for a copy of any document (unless we are not legally entitled to charge you such amounts).  We may change the Transaction Fee and any other fees and charges under the credit agreement at any time in accordance with the terms of the credit agreement.
Costs in the case of late payments.	We will charge <b>£20.00</b> each time you miss a payment or a Direct Debit from your account is returned unpaid for any reason but no interest is payable on late payments.
Consequences of missing payments.	Missing Monthly Payments could have severe consequences including, for example, legal proceedings being taken against you and making it more difficult to obtain credit in future. We may also take account of your payment history when assessing any future application for credit with us. We may report non-payment to credit reference agencies and this will adversely affect your credit rating (which most lenders consult when assessing any borrowing application).  If you fail to repay what is owed we may obtain a judgment from the court. This is often called a CCJ and is likely to make it more difficult to obtain further credit.
<b>4. Other important legal aspects</b>	
Right of withdrawal.	You have the right to withdraw from the credit agreement before the end of 14 days beginning with the day after the day on which the credit agreement is made or, if later, the day after the day on which you receive our terms and conditions and all required information or on which we inform you the agreement has been executed in identical terms to the copy provided to you.
Early repayment.	You have the right to repay your credit early at any time in part or in full.
Consultation with a Credit Reference Agency	If we decide not to proceed with your application on the basis of information from a credit reference agency, we will tell you that we reached our decision on that basis and provide you with details of that credit reference agency.
Right to a draft credit agreement	You have the right, upon request, to a copy of the draft credit agreement free of charge, unless we are unwilling at the time of your request to proceed to the conclusion of the credit agreement with you.
The period of time during which the creditor is bound by the pre-contractual information	There is no period of time during which we are bound by this pre-contractual information
<b>5. Additional information in the case of distance marketing of financial services</b>	
<b>(a) concerning the creditor</b>	
Registration number.	Our consumer credit licence number is 0623577. We are a private limited company registered in England (company number: 2015200). Our registered office is at Premium Credit House, 60 East Street, Epsom, Surrey, KT17 1HB
The supervisory authority.	The Office of Fair Trading of Fleetbank House, 2-6 Salisbury Square, London, EC4Y 8JX.
<b>(b) concerning the credit agreement</b>	
The law taken by the creditor as a basis for the establishment of relations with you before the conclusion of the credit agreement. The law applicable to the credit agreement and/or the competent court. Language to be used in connection with the credit agreement.	English law governs our pre-contractual relations. English law will apply to the agreement. The relevant courts in the United Kingdom shall be the competent courts for the purposes of the credit agreement. The contractual terms and all communications with you will be in English.
<b>(c) concerning redress</b>	
Access to out-of-court complaint and redress mechanism.	If you have a complaint, please write to us at Quality Control, Premium Credit Ltd, Premium Credit house, 60 East Street, Epsom, Surrey, KT17 1HB. We have procedures in place which will make sure we handle your complaint fairly and quickly, but if you are not satisfied with the outcome of your complaint, you can write to the Financial Ombudsman Service at South Quay Plaza, 183 Marsh Wall, London E14 9SR.