

Tennyson Insurance Ltd
Drayton House
Chichester
PO20 2EW

Mr Chris Smith
So Make It
6 Irving Road
Southampton
Hampshire
SO16 4DZ

26th June 2014
Contact Reference: 6691554
Policy Number: 24863844

Dear Chris,

Thank you for inviting us to quote for the renewal of your insurance policy. In our recent discussion about your renewal you confirmed that the demands and needs which you outlined to us last year have not changed. These being:

- You are a 'not for profit' organisation
- You require insurance to cover the risks outlined in the attached schedule of insurance

Your premium for the coming year is **£311.16** (incl. insurance premium tax).

To renew your policy you simply need to either:

1. Telephone me to make payment by credit or debit card, or
2. Make a BACS payment to us (details on enclosed Invoice), or
3. Should you wish to pay by cheque, please send us a cheque in the enclosed SAE (along with the enclosed Remittance Advice) which must reach us prior to the renewal date to ensure cover and payment of any future claims are not affected.

By sending payment for the renewal of this policy, you are confirming that you wish to proceed with the renewal and that both the sums insured are accurate and that there have been no claims, nor circumstances which might give rise to a claim, nor any changes to material facts which may affect the underwriters decisions on terms and conditions of this policy.

If you have any doubt regarding the information that has been provided, please contact me to discuss.

With this letter you will also find:

- Your Invoice and Remittance Advice
- A copy of our Terms of Insurance Business
- Your Tennyson Schedule of Insurance
- A Contact Information sheet with claims department telephone numbers and our helpline numbers

Payment for your policy is due before renewal. I am afraid that if your payment is not received within 28 days of renewal, the policy will be automatically cancelled.

Please note for the purposes of Contract Certainty, it is agreed that where your cover incepts, but the basis of cover is not finalised before the inception date, cover will commence on the renewal date on the same terms and conditions that applied to the prior year.

Tennyson Insurance

Should you wish to alter the basis of policy cover post renewal date, a policy cover declaration will need to be agreed with us, before we issue policy documents.

Should a claim arise in the period from renewal date to the issue of policy documents, it is the basis of cover formed by the above Contract Certainty agreement that will be applied in the handling of any claim. The decision to allow a cover change following handling of any claim rests with the Insurer.

Thank you for continuing to choose Tennyson Insurance. If you have any queries about the enclosed information please do give me a call.

I look forward to supporting you in the year ahead.

Yours sincerely



Ms Jessica Barrott

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Email: **Jessica.barrott@tennysoninsurance.co.uk**

Web: **www.tennysoninsurance.co.uk**