

# Administration Services Contract



## **Your contract with Insure 2 Drive (“We/Us/Our”)**

Insure 2 Drive is a trading brand of Sabre Insurance Company Limited. Any reference to Insure 2 Drive will mean Sabre Insurance Company Limited.

When you take out an insurance policy through us you will enter into two separate contracts. The first contract will be with us and sets out the terms and conditions under which we will arrange and administer your insurance policy on your behalf and any fee(s) that we shall charge you for providing our administration services.

You will also enter into a separate contract for providing your insurance. Details of the premium charged and the terms and conditions relevant to the insurance policy are set out in your Policy Booklet.

## **Our Services**

Under this contract we will provide you with a number of services which may be required to administer your insurance contract. This may include making changes to your policy due to a change in circumstance, providing duplicate copies of documentation or cancelling your policy. We have provided more information on our fees for performing these services below.

## **Our Fees**

### **Cancellation fee**

#### **Within 14 days – Cooling off period**

If you cancel your cover within 14 days of receiving the full policy documentation, either in writing or via email, we will charge an administration fee of £45 which will be deducted from any refund of insurance premium due to you. Please see your separate Policy Terms and Conditions document for further details of the calculation of premium refunds.

#### **Standard cancellation terms (beyond the cooling off period)**

#### **If you cancel your policy:-**

If you cancel the Policy at any time after the expiry of the 14 day cooling-off period, either in writing or via email, we will not charge an administration fee. The policy will be cancelled using the cancellation scale shown in the policy wording. Please see your separate Policy Terms and Conditions document for further details of premium refunds.

#### **If we cancel your policy:-**

If we cancel your policy a fee of £45 will apply. Please see your separate Policy Terms and Conditions document for further details of the calculation of premium refunds.

## **Amending your policy**

If you make an amendment or change to your insurance policy we will charge you a fee of £25. Please refer to your Policy booklet and Policy Terms and Conditions for examples of the changes that we need to know about.

## **Failed payment administration**

If you fail to make a payment, or if we are unable to collect a payment from you, we will charge a fee of £20.

Please note that our administration services fees are not refundable.