

## TERMS OF BUSINESS AGREEMENT

### this document

This contract is between Ramasis Limited and you, our customer.

### who we are

Ramasis has several trading names; Ramasis Insurance Services, Wicked Quotes, Bike Plus and Short-Term Insurance.

We are an independent intermediary. We give advice on, sell and administer general insurance policies. We're also allowed to arrange and provide credit facilities.

### ownership

Ramasis Limited, is part of Daly Holdings Group Limited. The Directors of Daly Holdings have more than 10% voting rights in Universal Insurance Company (Guernsey) Limited.

If you want to find out more about Ramasis Limited, you can call or go to our website at [www.ramasis.co.uk](http://www.ramasis.co.uk).

We're authorised and regulated by the Financial Conduct Authority, and you can search for us on the financial services register. Our firm number is 306294. You can find out more by going to [www.fca.org.uk](http://www.fca.org.uk) or calling 0800 111 6768.

We're a motorbike specialist with exclusive rates from specialist insurers.

Our address is 28 Station Close, Potters Bar, Herts, EN6 1TL. You can call us on **0344 8800 962** or email at [quotes@ramasis.co.uk](mailto:quotes@ramasis.co.uk)

### what we do and who we work for

We work closely with several leading insurers to provide specialist motorbike insurance policies for our customers. We'll give you a fair analysis of the market, based only on our from our panel of insurers. If you'd like to know who is on our panel, just ask.

We act on your behalf when we are arranging and servicing your insurance policy, however when collecting and refunding premiums, we do so on behalf of your insurer.

### your insurance

We use information you've given us to find the right cover for you. We ask questions to make sure we have the right information. We give the answers you've provided to insurers, they use this to help them decide what cover to offer and how much to charge.

### what you need to do

We will ask you questions that are important to insurers when offering to cover you. You must take reasonable care to ensure that your answers are correct.

If the answers you give aren't correct the insurer could:

- cancel the policy and treat it as if it never existed
- refuse to pay any claim
- not pay a claim in full
- revise the premium and/or change the compulsory excess or the extent of the cover may be affected.

It is a criminal offence to give incorrect information to get a certificate of motor insurance.

You must check your policy documents to make sure that the information in them is correct. We recommend that you keep copies for your records. If you'd like a copy of your application, within the first three months of your policy, we'll provide this free of charge.

If anything mentioned in your policy documents changes let us know immediately.

**We will also provide you with a list of documents, which you will need to send to us. If you don't provide the documents your policy may be cancelled.**

## your information

Your information will be kept private and confidential. There are certain times when we need to share your information with business partners, insurers, credit providers and other third parties. We do this when they are directly involved in administering your insurance.

We also use your information to keep you up to date with developments at Sky Insurance and our other companies. We might need to do this for legal reasons, to help you find your insurance policy or collect payment. With your consent we may contact you for marketing purposes. We record all calls.

We hold data in line with the Data Protection Laws. This means you have the right to see the personal information we hold about you. If you want to know what information we hold about you, please let us know. There is no charge for this information. There may be a charge if the request is onerous, but this will only cover the cost to us.

We also use information that is publicly available to help check who you are and protect against fraud. This includes things like credit referencing and checking the financial sanctions lists. Credit checks may appear on your credit report, even if you don't take the policy out. If you have any queries don't hesitate to call or write to us

## what you pay

Our fees are as follows;

£50	For setting up or renewing an insurance policy on selected products
£30	For mid-term adjustment (temporary or permanent)
£20	For duplicate documents
£30	For any cancellation, whether instigated by you, us, or your insurer
£15	For any payment default or re-submission of direct debit instructions

We don't charge for giving advice or searching the market. When we sell a policy, we explain what you are paying to us and to the insurer.

If we change our charges, we'll let you know by providing an up to date copy of this agreement. These charges are in addition to any charges made by the insurer. If you want to discuss our earnings, please don't hesitate to ask.

Should your policy be cancelled, outside of the cooling off period, our commission and fees are not refundable. We will refund any remaining premiums to the account that paid the premiums.

All fees are non-refundable.

## paying by direct debit

If you pay by instalments, we will pay your full insurance premium to the insurer for you. If your direct debits fail we're entitled to cancel your policy. We'll then keep any money returned from the insurer, unless the refund is more than you owe us. Any outstanding balance, following a claim, default or cancellation will be cleared by debiting the credit or debit card last used on the policy. If you don't we'll pass the debt to a debt collector, who will charge an additional fee to the amount owed.

If you pay by continuous monthly direct debit, we'll renew your policy. The only reasons we won't renew your policy automatically are if you tell us it is not required, or the first payment fails.

## next year's policy

Before your policy ends, we'll be in touch to discuss your next year's cover. We'll get your renewal quote based on the information you gave us when you took out your current year's insurance. You need to let us know about any changes as this may affect the price and cover you are offered.

We'll put your quote in writing for you. We may get in touch with other companies to help find cover for you. If we find other competitive quotes, we'll provide you with information about your options so that you can make an informed choice. We don't give advice.

If you chose to automatically renew your policy; we'll renew both your main policy and any additional products you chose, unless you tell us not to. This will include products like Legal Expenses, Excess Recovery and Helmets and Leather cover.

## claims

If you need to make a claim, call our claim line on 0344 8800 967 This is provided on our behalf by Plantec assist an accident management company, free of charge.

If anyone else involved in the claim contacts you, you should get in touch with us or your insurer without making any comment.

## conflicts of interest

We will make you aware of any conflicts of interest that could affect you. We will discuss this with you before we do anything that will affect your cover.

We have systems in place to manage conflicts of interest and make sure you aren't affected.

## changes to your policy

We might need to make changes to your policy. If your insurer will still offer cover, based on the changes, we'll let you know the additional cost if there is one.

## cancelling your policy

You can cancel your policy at any time by calling or writing to us. If you cancel within 14 days, you have statutory rights. This means your insurer will refund the premium and we will refund our commission. Your insurer will charge you based on your time on cover, what the insurer charges is set out in your policy booklet. We will charge you a fee, which is shown above. The 14 days start from the date you take the policy out or receive the documents, whichever is later.

If you make any claims in the year, it is likely that you'll not receive any refund – even if you cancel within the first 14 days. If you pay in monthly instalments, cancelling the direct debit does not immediately cancel the policy. We may cancel your policy at any time. If we do this, we will explain why and provide you notice in writing to your last known address.

## how we pay refunds

Any refunds will be paid to the card or account you used to pay us. We cannot make payments to different accounts. This is for your protection and to prevent money laundering.

Refunds will be paid once we have received your money back from the insurance company; this can take up to 30 days, depending on the method of re-payment.

## how we are paid

when you take out a policy with us we will charge you a fee as detailed above. In addition, we also receive a commission from the insurer which is a percentage of the total annual premium. Some insurers on our panel also pay us an additional bonus if the type of policy we sell reaches specific profit targets, if you would like to know whether your insurer pays us this type of bonus please contact us and we will let you know

## if you are unhappy

Our aim is to provide all our clients with an excellent level of service. However, there may be a time when you're unhappy. Please let us know if that happens.

We take complaints seriously and have procedures for making sure they're dealt with.

We arrange insurance for our customer with insurance companies and through Lloyd's of London.

If you want to make a complaint, please contact us;

At our offices - 28 Station Close, Potters Bar, Herts. EN6 1TL, Monday - Friday between 09:00-17:30 or Saturday 09:00-15:00.

By Telephone - **0344 8800 962**

By Email - [quotes@ramasis.co.uk](mailto:quotes@ramasis.co.uk)

If you are a Lloyd's customer, you can also complain to Lloyd's:

- In Writing – Complaints Department, Lloyds, One Lime Street, London, EC3M 7HA.
- By Telephone – 020 7327 5693
- By Email – [complaints@lloyds.com](mailto:complaints@lloyds.com)

If you aren't happy with what we, or Lloyd's, do to resolve your complaint, you can complain for free to the Financial Ombudsman Service.

- 0800 023 4567 (free for people phoning from a "fixed line"), or
- 0300 123 9123 (free for mobile users who pay a monthly charge for calls to numbers starting 01 or 02)
- By post The Financial Ombudsman Service, Exchange Tower, London, E14 9SR
- By email [complaint.info@financial-ombudsman.org.uk](mailto:complaint.info@financial-ombudsman.org.uk)

To see if you can complain to the Ombudsman, you can call them or go to their website. Information can be found in their leaflet, 'Your Complaint and the Ombudsman'. The Ombudsman's website is: <http://financial-ombudsman.org.uk>.

If you do wish to complain to the Ombudsman, we would want to consider your complaint first. We have eight weeks to respond to your complaint. Once we respond, you then have a further six months to bring a complaint. If you complain outside of the six months, we will not consent to the Ombudsman considering your complaint. Once we have received your complaint, we will acknowledge it and tell you who is going to investigate it.

## protecting your money

Before we send your premium on to the insurer, we hold it in an insurer trust account. We do this on behalf of the insurer. This means your policy has been paid for as soon as you pay us. We may give customers credit from the account your money is held in, and in some cases, pay money to other intermediaries. Your money will always be protected, because this is required by the FCA. We reserve the right to retain the interest earned on this account. Interest won't be more than £20 on each transaction.

We check that the insurers who we offer cover with are reputable, fair and solvent. We can't guarantee that this will continue to be the case through the year, but we monitor this and will let you know if anything changes.

We're covered by the Financial Services Compensations Scheme (FSCS). The FSCS steps in when financial services firms go into default. In the unlikely event of this happening to Ramasis Limited, you may be able to claim. Insurance advising is covered for 100% of the first £2,000 of any losses and up to 90% of any additional amounts claimed, with no upper limit Compulsory insurance is protected in full. You can find out more at <http://www.fscs.org.uk>. Credit broking is not covered by the FSCS.