Broker Declaration Form for policy lapse requests

Completed form to be emailed to Aviva Accounts at: BrokerLapses@aviva.com

-					
Policy Number (s)	Policy Type*	Renewal date	Customer Name	Late Lapse Request** Yes No	If, Yes - Please provide a reason for late lapsing of the policy in space below

Step 1:

Broker completes above for each policy they wish to lapse.

Step 2:

In the case of all Motor policies, all Certificates of Insurance and Windscreen Discs must note the word VOID with a black permanent marker across them.

Note, Motor Fleet policies are not in scope for this process.

Step 3:

Broker scans the voided Cert(s) and Disc(s) together with the declaration and emails them to <u>BrokerLapses@aviva.com</u>

**Late Motor Lapse request is defined as being 15 or more days past the policy renewal date.

*Declaration in the case of Motor Lapses

I declare that the renewal Certificate(s) of Insurance and Windscreen Disc(s) for the policies listed above have been marked as 'void' and that a scanned copy of each Certificate of Insurance and Windscreen Disc marked void has been returned to Aviva. If there is more than one vehicle on a policy ensure that each individual Certificate of Insurance and Windscreen Disc has been marked as 'void'. The policy number(s) noted above are to be lapsed.

E.g. • Policyholder delay • Broker delay, Broker oversight

Assumption policy was already lapsed

In pursuance of Road Traffic Act 1961 - PART VI - Compulsory Insurance of mechanically propelled vehicles, Part 75 - Regulations in relation to certificates, keeping of records and giving of information - I will make provisions for the correct disposal of the associated Road Traffic Act, Certificate(s) of Insurance and Windscreen Disc(s) for each policy number noted above, and for which a scanned copy has been returned to Aviva, by shredding same.

Broker Staff Member Name (Please print name):

Date:

Broker Office:

For general insurance, you're safe in the hands of Aviva.

| Retirement | Investments | Insurance |



