Broker Declaration Form
for policy lapse requests

For Broker Use only

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

E.g. • Policyholder delay • Broker delay • Broker oversight • Assumption policy was already lapsed

Step 1:
Broker completes above for each policy they wish to lapse.

Step 2:
In the case of the Motor policies listed above, all Certificates of Insurance and windscreen Discs must not have been issued to the policyholder (or any other individual) and be shredded by your office following the submission of this request to Aviva

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

Step 3:
Broker emails this form to BrokerLapses@aviva.com

***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 not issued and the policy number(s) listed are to be lapsed from their renewal date.

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(s) noted above by shredding same.

Broker Staff Member Name (Please print name):

Date:

Broker Office:

It takes Aviva.

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