

# TRADEX

Insurance Company Limited

# MOTOR TRADE INSURANCE PROPOSAL FORM

(ROAD RISKS ONLY)

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[www.tradex.com](http://www.tradex.com) • Office Hours: Monday - Friday 8.00am - 6.00pm, Saturday 9.00am - 1.00pm

Proposer's Name

Company/Trading Name

Policy No. (cover note if applicable)

## IMPORTANT

- As we wish to process your proposal as quickly as possible, please ensure all questions are fully answered and all required documents are attached.
- For more specialised trades visit our website at [www.tradex.com](http://www.tradex.com)

# This page must be completed by all proposers

## PROPOSAL FORM: MOTOR TRADERS' INSURANCE

Please answer all questions completely. Where 'YES' or 'NO' answer is required, do NOT leave blank.

Name of Proposer	<input type="text"/>	Company Registration No (if any)	<input type="text"/>
Company/Trading Name (if different)	<input type="text"/>	State whether Sole Trader/Partnership/Private Limited Company/PLC	<input type="text"/>
Business address	<input type="text"/>	Business Tel No	<input type="text"/> Fax No <input type="text"/>
<input type="text"/>		Email address	<input type="text"/> Mobile No <input type="text"/>
<input type="text"/>		Are you registered for VAT	YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="text"/> Post Code	<input type="text"/>	VAT No	<input type="text"/>
Correspondence	<input type="text"/>	Name and address of partners (if partnership)	<input type="text"/>
address	<input type="text"/>	<input type="text"/>	
<input type="text"/>		<input type="text"/>	
<input type="text"/> Post Code	<input type="text"/>	<input type="text"/> Post Code	<input type="text"/>
Have you or your partners ever been known by another name, if so, please state		<input type="text"/>	

## YOUR BUSINESS

### Indicate your speciality and as a percentage of your total turnover

Buying / selling / wholesaling	YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="text"/> %
Importing / exporting	YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="text"/> %
Sale or repair of salvaged / damaged repairable vehicles	YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="text"/> %
Mechanical / servicing / overhauls	YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="text"/> %
Crash body repairs / spraying	YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="text"/> %
Car breaking / sale of second hand parts	YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="text"/> %
Dealer in Commercial vehicles / HGV's / Coaches	YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="text"/> %
Sale / fitting of motor accessories	YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="text"/> %
Valeting / steam cleaning	YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="text"/> %
Vehicle leasing / Liquidators / Auctioneers / Repossessions	YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="text"/> %
Vehicle deliveries	YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="text"/> %
Car Jockey / Car Parks	YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="text"/> %
Self-drive hire	YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="text"/> %
Skip Hire	YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="text"/> %
Hauliers/Couriers	YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="text"/> %
Other activities, please specify below	YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="text"/> %

**TOTAL 100 %**

### Your Business

Approximate number of vehicles sold / repaired / handled in any one year	<input type="text"/>
Estimated turnover for the coming year	£ <input type="text"/>
Do you employ anyone either full-time or casual	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, how many	<input type="text"/>
<b>What type of Premises do you trade from</b>	
Home Address <input type="checkbox"/>	Yard away from home <input type="checkbox"/> Workshop <input type="checkbox"/>
Warehouse <input type="checkbox"/>	Open Car Lot <input type="checkbox"/> Shared Premises <input type="checkbox"/>
Showroom <input type="checkbox"/>	Mobile <input type="checkbox"/> Other <input type="text"/>

### Is the property

Owned by you <input type="checkbox"/>	Leased <input type="checkbox"/>	Shared <input type="checkbox"/>	Rented on short term basis <input type="checkbox"/>
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### Skips & Usage

No's of skips	<input type="text"/>	<input type="text"/> % on public highway
Domestic <input type="checkbox"/>	Commercial Waste	<input type="checkbox"/>
On the road <input type="checkbox"/>	At Commercial Premises	<input type="checkbox"/>

### Hauliers

Type of goods carried	<input type="text"/>
Condition of carriage	<input type="text"/>

Maximum number of vehicles which can be parked at your business/trading address	<input type="text"/>
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# SECTION 1 – Road Risks

## TYPES OF VEHICLES TO BE COVERED

Private cars with a trade value not exceeding £15,000 for any one vehicle	YES <input type="checkbox"/> NO <input type="checkbox"/>	if higher / lower limit required, state amount £ <input type="text"/>
Motor cycles	YES <input type="checkbox"/> NO <input type="checkbox"/>	if YES, please state largest cc <input type="text"/> value £ <input type="text"/>
Sports or high performance vehicles / vintage / classic cars	YES <input type="checkbox"/> NO <input type="checkbox"/>	if you specialise, please state make(s) <input type="text"/>
American / Canadian vehicles	YES <input type="checkbox"/> NO <input type="checkbox"/>	are covered Third Party only. Do you require extra cover Comp <input type="checkbox"/> TPF & T <input type="checkbox"/>
Light commercial vehicles up to 3.5 tonnes GVW	YES <input type="checkbox"/> NO <input type="checkbox"/>	or do you wish to exclude all commercial vehicles at a discount YES <input type="checkbox"/> NO <input type="checkbox"/>
Vehicles over 3.5 tonnes GVW	YES <input type="checkbox"/> NO <input type="checkbox"/>	please state highest GVW required <input type="text"/> tonnes
Motorised horse boxes / agricultural vehicles	YES <input type="checkbox"/> NO <input type="checkbox"/>	please state highest GVW required <input type="text"/> tonnes
Coaches / mini buses	YES <input type="checkbox"/> NO <input type="checkbox"/>	State if sales / maintenance / re-delivery empty / repair <input type="text"/>
Skip / tipping vehicles for scrap metal / waste collection	YES <input type="checkbox"/> NO <input type="checkbox"/>	commercial / domestic waste / on road / on commercial premises only
Rally / track / kit cars / quad bikes	YES <input type="checkbox"/> NO <input type="checkbox"/>	are covered for Third Party only, excluding off-road use
Agricultural / contractors' plant and equipment	YES <input type="checkbox"/> NO <input type="checkbox"/>	are covered for Third Party only, excluding off-road use / and use as tools of the trade
Imported vehicles	YES <input type="checkbox"/> NO <input type="checkbox"/>	cover commences when driven on your trade plate in UK or displaying UK registration number

**Note: Trailers and caravans are excluded other than Third Party only WHILST attached to an insured vehicle. For wider cover please complete 'Goods in Transit' section.**

Please state how you protect the vehicles against theft or malicious damage

## DETAILS OF 'PASSING THROUGH' VEHICLES

Do you keep records of all vehicle purchases, sales and work done on customers vehicle	YES <input type="checkbox"/> NO <input type="checkbox"/>	Total Value
<b>Customers' vehicles</b> Indemnity value Limit any one vehicle £ <input type="text"/>	Choose cover level (£25,000 - £500,000)	£ <input type="text"/>
<b>Your stock vehicles</b> Indemnity value Limit any one vehicle £ <input type="text"/>	Choose cover level (£5,000 - £250,000)	£ <input type="text"/>
Total value of all vehicles held by you at any one time (which will be the limit for any 'one claim' in any one period)		£ <input type="text"/>
Specified vehicles covered for business and personal use need not be included within the sum insured		

**Note: It is a requirement of this policy and your responsibility to keep records of all transactions and to conduct your business affairs in accordance with Best Business Practices**

## COVER DETAILS

Please indicate cover required (Tick Box )	Own Specified Vehicles	Stock Vehicles	Customers' Vehicles	Indemnity level (£2,500 - £10,000)
Third Party ONLY (see below for TP limits)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Or Third Party Fire and Theft (see below for TP limits)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>
Or Comprehensive (see below for TP limits) (third party fire / theft, accidental and malicious damage)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>

**Note: You may mix cover (ie own vehicles Third Party, customers vehicles Comprehensive)**

Third Party Limits

Third Party cover provides indemnity, unlimited in amount, in respect of bodily injury to other drivers, their passengers, members of the public and your passengers. It also provides indemnity for Third Party Property Damage (ie other vehicles or buildings and the consequential losses therefrom) up to a £2m\* indemnity.

Do you require an increase on this Indemnity Limit for Third Party Property Damage YES ☐ NO ☐ If YES, select £5m ☐ £10m ☐

\*The Road Traffic Act requires that you insure for Third Party Property Damage for only £250,000 indemnity.

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### WHAT IS THE MOTOR INSURANCE DATA BASE?

Since 20th January 2003, you were required to advise us of ALL changes of vehicles (additions and deletions) under certain categories of vehicles. This is so that **YOU** can comply with the EU 4th Directive. Failure to do so will result in prosecution and or a fine and the possibility of being refused Motor Trade Insurance by any insurer.

It is important that you read and understand your obligations and if in doubt, check with your broker or direct with us. There are two categories of vehicles:-

(1) Passing through stock and customer vehicles, (2) Permanently owned vehicles for your Business and Pleasure.

#### Passing through vehicles (there is no need for you to disclose such vehicles)

- 1 These comprise of customer vehicles in your custody for a specific reason ie repair / cleaning / servicing / sale or return / storage. The ownership remains with the customer and since he will be able to comply with the 4th Directive by identifying the dates the vehicle was in your custody or control, there is no need to disclose.
- 2 Your own stock vehicles for the purpose of sale or resale. This is a more difficult area to define as there is no need to disclose those vehicles which are in your possession for resale or demonstration purposes under trade plates. But, should you decide to use any of these vehicles for your motor trade use without trade plates or for any personal use, then such vehicles must be disclosed.
- 3 Vehicles driven under Trade Plate Regulations. But you **MUST** have disclosed all Trade Plate numbers to us as we are required to lodge these registration numbers with the 'MID'.

#### Business and personal use (vehicles which must be disclosed)

You are required to disclose all permanently owned vehicles to us. But having done so, you will be able to obtain additional levels of cover. Under the old arrangements, vehicles were covered on a Road Risks policy only when in the course of a journey and not whilst kept parked anywhere other than at your home address. You were not allowed to add family or employee vehicles to a Road Risks policy. Now you can do so under this section. We can also split covers. For example you can add specified vehicles for Comprehensive or Third Party Fire & Theft cover even if your underlying Road Risks policy is Third Party only.

### HOW TO COMPLETE THIS FORM

- 1 Complete your contact details.
- 2 List all vehicles owned by you, to be used or kept on the public highway. If you have more than 4 vehicles, please continue on the page overleaf.
- 3 Complete any Trade plates and the Disclosure sections if applicable.
- 4 Sign and date the declaration.
- 5 Return to your Broker, or direct to our office.
- 6 We recommend that you keep a copy for your records, however we will send you updates of our records periodically.

### HOW YOU CAN ADVISE US OF CHANGES

All changes must reach us within 5 days of amendments. You can advise us of changes in the following ways:-

- 1 Email to [mid@tradex.com](mailto:mid@tradex.com)
- 2 Web at [www.tradex.com](http://www.tradex.com)
- 3 Telephone to your agent/broker

**Note: Failure to declare permanently owned vehicles will prejudice a claim and may result in cover being reduced or the policy cancelled.**

## PERMANENTLY OWNED BUSINESS & PERSONAL USE VEHICLES

**Please list all vehicles owned by you to be used or kept on the public highway. If NONE complete declaration on reverse.**

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Registration Number	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Vehicle Make	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Vehicle Model	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
cc or gvw	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Name of Vehicle Owner	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Price paid / Value	£ <input style="width: 40%;" type="text"/> £ <input style="width: 40%;" type="text"/>	£ <input style="width: 40%;" type="text"/> £ <input style="width: 40%;" type="text"/>	£ <input style="width: 40%;" type="text"/> £ <input style="width: 40%;" type="text"/>	£ <input style="width: 40%;" type="text"/> £ <input style="width: 40%;" type="text"/>
Any Vehicle modifications?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Security Alarm	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Tracking Device	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Post code where kept	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Night Security	Garaged <input type="checkbox"/> In Open <input type="checkbox"/>	Garaged <input type="checkbox"/> In Open <input type="checkbox"/>	Garaged <input type="checkbox"/> In Open <input type="checkbox"/>	Garaged <input type="checkbox"/> In Open <input type="checkbox"/>

	Vehicle 5	Vehicle 6	Vehicle 7	Vehicle 8
Registration Number	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Vehicle Make	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Vehicle Model	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
cc or gvw	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Name of Vehicle Owner	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Price paid / Value	£ <input style="width: 40%;" type="text"/> £ <input style="width: 40%;" type="text"/>	£ <input style="width: 40%;" type="text"/> £ <input style="width: 40%;" type="text"/>	£ <input style="width: 40%;" type="text"/> £ <input style="width: 40%;" type="text"/>	£ <input style="width: 40%;" type="text"/> £ <input style="width: 40%;" type="text"/>
Any Vehicle modifications?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Security Alarm	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Tracking Device	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Post code where kept	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Night Security	Garaged <input type="checkbox"/> In Open <input type="checkbox"/>	Garaged <input type="checkbox"/> In Open <input type="checkbox"/>	Garaged <input type="checkbox"/> In Open <input type="checkbox"/>	Garaged <input type="checkbox"/> In Open <input type="checkbox"/>

**Note: These vehicles will be covered on a 24 hour basis whether at home or at any trade premises or parked in the course of a journey.**

## TRADE PLATES

**If you have trade plates these must be registered with the Motor Insurers Database**

<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
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## NO PERMANENTLY OWNED VEHICLES TO DISCLOSE ?

**Answer only if NO PERMANENTLY OWNED VEHICLES (i.e. customers vehicles only)**

If you do not have any business or permanently owned vehicles or insure these with another insurer as your privately owned vehicles you can claim a discount in your premium for 'customers only cover'.

**If you opted for this discount it would exclude all social domestic & pleasure use from your policy**

Do you wish to claim this rebate?    Yes ☐    No ☐

## DRIVERS' DETAILS

	Name	Age	Date of Birth	Status* P/S/E/O	Home Post Code	Types of Licence Full / Prov / HGV / PSV	Years Held	Use** (please tick) MT SD+P OTHER		
1										
2										
3										
4										
5										
6										
7										
8										

\* **STATUS** ☐ Principal / Partner / Director ☐ Spouse / Cohabitee ☐ Employee ☐ Child

☐ Other Person assisting in Business ie. Casual Employee / Driver or Self-Employed Worker

\*\* **USE** ☐ Motor Trade ☐ Social Domestic and Pleasure ☐ Other Use please complete box below.

**NOTE : If Motor Trade is NOT the full time occupation of the proposer or any listed driver then this must be disclosed below.**

**This includes use of a vehicle insured under the 'PERMANENTLY OWNED' section and which is used to commute to / from a place of employment.**

	Name	Occupation	Additional Use Required	Mileage per week for this use
1				
2				
3				
4				
5				

## HEALTH

Have you or any person any physical defect of infirmity, if NONE state NONE

	Driver Name	Medical Condition	Date Diagnosed	Restricted Licence
1				YES / NO
2				YES / NO
3				YES / NO
4				YES / NO
5				YES / NO

**NOTE: Include defective vision or hearing, heart disease, diabetes, epilepsy, loss of/or restricted limb movement.**

## CONVICTIONS, OFFENCES & PROSECUTIONS (show both motoring & non motoring offences)

Have you or any person who may drive ever been convicted or have a prosecution pending or enquiries pending for any offence

If NONE, state NONE

## CONVICTIONS, OFFENCES & PROSECUTIONS (continued...)

	Driver Name	Date of Offence	Conviction Code	Amount of Fine	Length of Sentence or Suspension
1					
2					
3					
4					
5					

**Note: Spent convictions as defined in the 1974 Rehabilitation of Offenders Act (England and Wales) need not be disclosed.**  
**A conviction is NEVER spent if the sentence was over 30 months.**

### BANKRUPTCY / INSOLVENCY / COUNTY COURT JUDGMENT

Have you or any proposed named driver or your business partners, had a CCJ registered against you or, ever been declared bankrupt or insolvent or been a director of a company which went into liquidation, receivership or been the subject of an administration order

YES ☐ NO ☐ If YES, please give details below, including date(s) and name(s) of Limited Company(s) and trading name(s)

## PREVIOUS MOTOR INSURANCE / NO CLAIMS BONUS

Previous Motor Insurers  Policy Number  Expiry Date

Indicate type of policy held Private Car ☐ Commercial Vehicle ☐ Motor Trade ☐ Self-Drive Hire ☐ Number of Years No Claims Bonus

**Note: Proof of No Claims Bonus will be required. A £2500 all sections excess will be applied retrospectively if proof is not received within sixty days of commencement of cover. Proof of No Claims Bonus is acceptable from a policy which has been cancelled for less than six months.**

### Have you or any other person proposing for this insurance:

- 1) Been refused insurance YES ☐ NO ☐
- 2) Been refused renewal of an insurance policy YES ☐ NO ☐
- 3) Had a policy cancelled YES ☐ NO ☐
- 4) Been asked to agree to special terms or premium YES ☐ NO ☐
- 5) Had a claim repudiated / refused YES ☐ NO ☐
- 6) Had a policy cancelled due to default of payment of premium YES ☐ NO ☐

If YES, give details

## PREVIOUS CLAIMS OR ACCIDENTS ON MOTOR VEHICLES

Please give details below of any claims or accidents (including malicious damage) in the last five years in respect of yourself and any person who is requesting to be covered whether such accidents or claims were insured or not. If NONE, please state NONE

Date of Incident	Driver Name	Vehicle Make	Brief Description of Incident / Claims / Injuries	Claim Costs £

## OPTIONAL ADDITIONS TO ROAD RISKS COVER

### LOSS OF USE OF CUSTOMERS' VEHICLES

Where a customer's vehicle is lost or damaged through your negligence, you may wish to provide alternative transport or be obliged to pay your customer for his inconvenience or hire of a another vehicle. Indemnity is provided up to 10% of the 'customer's vehicle' indemnity selected.

Is this additional cover required      YES ☐    NO ☐

### WINDSCREEN

Do you require Windscreen Cover      YES ☐    NO ☐

For customer vehicles / stock vehicles    YES ☐    NO ☐

Standard Indemnity Limit of £1,000 for any one period of insurance. Excess £75. State if a higher limit is required    £

For permanently owned      YES ☐    NO ☐      Standard Indemnity Limit of £350 per declared vehicle. Excess £75.

### SUB CONTRACTOR'S PREMISES AND AUCTION HOUSES

Are 'stock / customer's vehicles' vehicles taken to / kept at subcontractors premises    YES ☐    NO ☐

If YES, do you require cover on these vehicles whilst in their custody      YES ☐    NO ☐

Please give details of subcontractors below

Name of Subcontractor /Auction House	Post Code	Total Value of vehicles entrusted to them £	Usual reason for leaving vehicles there*

\* Examples being: Sale or return / Repair / Body Shop & Spraying / Storage or Parking / Trimming / Valeting / PD Checks / Export / Import

### TOWING AND RECOVERY

Do you undertake towing / recovery for hire and reward      YES ☐    NO ☐

Locally only      YES ☐    NO ☐      Please state range of operation  Miles

Nationally      YES ☐    NO ☐

Continental Recovery      YES ☐    NO ☐      If so, please state countries

Do you act as a sub-contractor for any National Breakdown Company    YES ☐    NO ☐

If YES, please supply details of your contract as the Breakdown Company will wish to ensure that your cover is identical to their contractual obligations. Also see 'Goods in Transit' section for cover on vehicles conveyed.

### DEMONSTRATION COVER

Do you demonstrate stock vehicles    YES ☐    NO ☐      Do you require cover to allow your customers to drive    YES ☐    NO ☐

Third party only cover ☐    Comprehensive cover ☐ (only available if Road Risks cover is also Comprehensive)

**Note: Remember you are responsible for ensuring that you have control over the vehicle and keys at all times. You must travel in the front seat during a demonstration when the prospective purchaser is driving. Do not leave the customer(s) in the vehicle alone and ensure that he/she has a valid driving licence.**

continued overleaf...



## OPTIONAL ADDITIONS TO ROAD RISKS COVER (continued...)

### CUSTOMER LOAN VEHICLES

Do you loan any of your 'permanently owned' vehicles to customers YES ☐ NO ☐ If YES, do you require cover YES ☐ NO ☐

Third party only cover ☐ Comprehensive cover ☐ (only available if Road Risks cover is also Comprehensive)

**Policy will be warranted that you have custody of the customer's vehicle for the duration of the loan. Your vehicles used must be disclosed under the 'Permanently owned' section.**

## VEHICLES AT YOUR HOME (answer only if proposing for COMPREHENSIVE or TPF&T)

**Include addresses of named drivers if they will be parking vehicles at their home address**

Owner of Property	Addresses of Property	Post Code	Parking Details*	Max number of vehicles kept there	Total value of vehicles
					£
					£
					£
					£

\* **Parking Details**   **G** Garaged   **R** Runway Off Road   **O** On Road   **C** Private Car Park   **P** Public Car Park

## VEHICLES AT TRADE PREMISES (answer only if proposing for COMPREHENSIVE or TPF&T)

**Include addresses of named drivers if they will be parking vehicles at their home address**

Owner of Property	Addresses of Property	Post Code	Parking Details*	Max number of vehicles kept there	Total value of vehicles
					£
					£
					£
					£

\* **Parking Details**   **G** Garaged   **R** Runway Off Road   **O** On Road   **C** Private Car Park   **P** Public Car Park

## MATERIAL FACTS

**Are there any other facts not covered by the questions in this proposal form which you may consider to be material to the risk you are proposing** YES ☐ NO ☐

If YES, please state below

Please make sure you have answered all the questions then go to the back page to read and sign the declaration.

## IMPORTANT FACTS: your consumer rights and your obligations

### **Proposers must be aware that they are applying for insurance under a Motor Trade Policy and as such all settlements will be made at TRADE value.**

You must provide all material information likely to influence the acceptance and assessment of this insurance. If you are unsure whether or not information is material you should disclose it. Failure to do so may invalidate your insurance or result in your policy not operating fully. It is an offence to deliberately make false statements or to withhold information in order to obtain a Certificate of Motor Insurance.

It is a requirement of this insurance that you are able to provide sufficient documentation to substantiate any claim, that you conduct your business affairs in accordance with best business practices and that you record all vehicle transactions/purchases/sales and keep documented receipts of all purchases. Failure to do so may delay or prejudice any claim.

We pass information to the Claims and Underwriting Exchange Register, run by Insurance Database Services Ltd (IDS Ltd) and the Motor Insurance Anti fraud and Theft register, run by the Association of British Insurers (ABI). The aim is to help us check information provided and also to prevent fraudulent claims. When we deal with your request for insurance, we may search these registers. Under the conditions of your policy, you must tell us about any incident (such as an accident or theft) which may or may not give rise to claim. When you tell us about an incident, we will pass on information relating to it to the Registers.

Your cover details and permanently owned vehicle registrations will be added to the Motor Insurance Database, run by the Motor Insurance Information Centre (MIIC). This is now a legal requirement and has been set up to help confirm who is insured to drive. If there is an accident, the Database may be used by insurers, MIIC, Police and the Motor Insurers Bureau to identify relevant policy information. Any person who may drive on your behalf is equally obligated by this notice and you are deemed to have advised them accordingly. Therefore you are advised to keep a copy of this form and show it to anyone insured to drive the vehicle under the policy. We will on request supply a copy of this form within 3 months of the date of this proposal.

You are advised that where payment of the premium is via a deferred payment scheme arranged by Tradex or some other Third Party Provider, FAILURE TO PAY any instalment will result in the cancellation of the policy from the date of default - and NOT the date we notify you, but the premium will still be payable until such time as the insurance certificate is received at Tradex.

### **Refunds / Cancellation (Short Period Charges)**

Subject to our receiving the insurance certificate, should you wish to cancel the policy once cover has commenced, our standard cancellation charges will apply provided there have been no claims. They are:

Annual Policies not exceeding	1 month	2 months	3 months	4 months	5 months	6 months	7 months
Refund % on annual policies	75	62.5	50	37.5	25	12.5	0
Short Term Insurance	NO REFUND	NO REFUND	NO REFUND	NO REFUND	NO REFUND	NO REFUND	NO REFUND

## DECLARATION - Important: it is essential that you read, sign and date the declaration below

I/we declare that to the best of my/our knowledge and belief the statements made in this proposal are true and complete and that I/we now invite Tradex Insurance Company Limited to arrange insurance on my/our behalf and accept that this proposal will be the basis of a contract between myself/ourselves and Tradex. I/we accept that the information on this form, or any subsequent documentation, may be supplied to any insurance industry database to allow this information to be made available to other insurers.

I/we understand that any quotation given prior to the completion of this may change due to the information supplied.

I/we understand that you will pass the information on this form to IDS Ltd and the ABI so that they can make it available to other insurers. I/we also understand that, in response to any searches you may make in connection with this application, IDS Ltd and ABI may pass to you information it has received from other insurers about other incidents anyone insured to drive the vehicle has been involved in.

I/we agree to accept the terms, conditions and limitations of the policy to which this proposal applies.

I/we have not suppressed, misrepresented any material fact (see page 9) and have fairly estimated our wages and salaries expenditure and turnover.

I/we understand that failure to disclose any material facts which would be likely to influence the acceptance and assessment of the proposal may result in Tradex refusing to provide indemnity or avoiding the policy.

I/we agree to keep permanently owned vehicles' records up to date as required by the EU 4th Directive/Motor Insurers data base. Failure to do so may result in the cancellation of my policy and prosecution.

**Signed** as a sole trader or on behalf of a firm or company

Print full name of person signing

Position in company (if signing on behalf of a firm or company)

Date

If this form has been completed by anyone other than the person signing, please give the name of the person who has completed the form and their relationship to the proposer - ie Spouse, Agent, Broker, Employee

# Please detach and keep for your records

## IMPORTANT FACTS: your consumer rights and your obligations

### **Proposers must be aware that they are applying for insurance under a Motor Trade Policy and as such all settlements will be made at TRADE value.**

You must provide all material information likely to influence the acceptance and assessment of this insurance. If you are unsure whether or not information is material you should disclose it. Failure to do so may invalidate your insurance or result in your policy not operating fully. It is an offence to deliberately make false statements or to withhold information in order to obtain a Certificate of Motor Insurance.

It is a requirement of this insurance that you are able to provide sufficient documentation to substantiate any claim, that you conduct your business affairs in accordance with best business practices and that you record all vehicle transactions/purchases/sales and keep documented receipts of all purchases. Failure to do so may delay or prejudice any claim.

Depending on the information you supply, we may need you to complete an additional supplementary proposal, self survey form, or have a survey by our surveyor.

We pass information to the Claims and Underwriting Exchange Register, run by Insurance Database Services Ltd (IDS Ltd) and the Motor Insurance Anti fraud and Theft register, run by the Association of British Insurers (ABI). The aim is to help us check information provided and also to prevent fraudulent claims. When we deal with your request for insurance, we may search these registers. Under the conditions of your policy, you must tell us about any incident (such as an accident or theft) which may or may not give rise to claim. When you tell us about an incident, we will pass on information relating to it to the Registers.

Your cover details and permanently owned vehicle registrations will be added to the Motor Insurance Database, run by the Motor Insurance Information Centre (MIIC). This is now a legal requirement and has been set up to help confirm who is insured to drive. If there is an accident, the Database may be used by insurers, MIIC, Police and the Motor Insurers Bureau to identify relevant policy information. Any person who may drive on your behalf is equally obligated by this notice and you are deemed to have advised them accordingly. Therefore you are advised to keep a copy of this form and show it to anyone insured to drive the vehicle under the policy. We will on request supply a copy of this form within 3 months of the date of this proposal.

You are advised that where payment of the premium is via a deferred payment scheme arranged by Tradex or some other Third Party Provider, FAILURE TO PAY any instalment will result in the cancellation of the policy from the date of default - and NOT the date we notify you, but the premium will still be payable until such time as the insurance certificate is received at Tradex.

### **Refunds / Cancellation (Short Period Charges)**

Subject to our receiving the insurance certificate, should you wish to cancel the policy once cover has commenced, our standard cancellation charges will apply provided there have been no claims. They are:

<b>Annual Policies not exceeding</b>	<b>1 month</b>	<b>2 months</b>	<b>3 months</b>	<b>4 months</b>	<b>5 months</b>	<b>6 months</b>	<b>7 months</b>
<b>Refund % on annual policies</b>	75	62.5	50	37.5	25	12.5	0
<b>Short Term Insurance</b>	NO REFUND	NO REFUND	NO REFUND	NO REFUND	NO REFUND	NO REFUND	NO REFUND

## DECLARATION - Important: it is essential that you read, sign and date the declaration below

I/we declare that to the best of my/our knowledge and belief the statements made in this proposal are true and complete and that I/we now invite Tradex Insurance Company Limited to arrange insurance on my/our behalf and accept that this proposal will be the basis of a contract between myself/ourselves and Tradex. I/we accept that the information on this form, or any subsequent documentation, may be supplied to any insurance industry database to allow this information to be made available to other insurers.

I/we understand that any quotation given prior to the completion of this may change due to the information supplied.

I/we understand that you will pass the information on this form to IDS Ltd and the ABI so that they can make it available to other insurers. I/we also understand that, in response to any searches you may make in connection with this application, IDS Ltd and ABI may pass to you information it has received from other insurers about other incidents anyone insured to drive the vehicle has been involved in.

I/we agree to accept the terms, conditions and limitations of the policy to which this proposal applies.

I/we have not suppressed, misrepresented any material fact (see page 9) and have fairly estimated our wages and salaries expenditure and turnover.

I/we understand that failure to disclose any material facts which would be likely to influence the acceptance and assessment of the proposal may result in Tradex refusing to provide indemnity or avoiding the policy.

I/we agree to keep permanently owned vehicles' records up to date as required by the EU 4th Directive/Motor Insurers data base. Failure to do so may result in the cancellation of my policy and prosecution.

### WHAT IS THE MOTOR INSURANCE DATA BASE?

Since 20th January 2003, you were required to advise us of ALL changes of vehicles (additions and deletions) under certain categories of vehicles. This is so that **YOU** can comply with the EU 4th Directive. Failure to do so will result in prosecution and or a fine and the possibility of being refused Motor Trade Insurance by any insurer.

It is important that you read and understand your obligations and if in doubt, check with your broker or direct with us. There are two categories of vehicles:-

(1) Passing through stock and customer vehicles, (2) Permanently owned vehicles for your Business and Pleasure.

#### Passing through vehicles (there is no need for you to disclose such vehicles)

- 1 These comprise of customer vehicles in your custody for a specific reason ie repair / cleaning / servicing / sale or return / storage. The ownership remains with the customer and since he will be able to comply with the 4th Directive by identifying the dates the vehicle was in your custody or control, there is no need to disclose.
- 2 Your own stock vehicles for the purpose of sale or resale. This is a more difficult area to define as there is no need to disclose those vehicles which are in your possession for resale or demonstration purposes under trade plates. But, should you decide to use any of these vehicles for your motor trade use without trade plates or for any personal use, then such vehicles must be disclosed.
- 3 Vehicles driven under Trade Plate Regulations. But you **MUST** have disclosed all Trade Plate numbers to us as we are required to lodge these registration numbers with the 'MID'.

#### Business and personal use (vehicles which must be disclosed)

You are required to disclose all permanently owned vehicles to us. But having done so, you will be able to obtain additional levels of cover. Under the old arrangements, vehicles were covered on a Road Risks policy only when in the course of a journey and not whilst kept parked anywhere other than at your home address. You were not allowed to add family or employee vehicles to a Road Risks policy. Now you can do so under this section. We can also split covers. For example you can add specified vehicles for Comprehensive or Third Party Fire & Theft cover even if your underlying Road Risks policy is Third Party only.

### HOW TO COMPLETE THIS FORM

- 1 Complete your contact details.
- 2 List all vehicles owned by you, to be used or kept on the public highway. If you have more than 4 vehicles, please continue on the page overleaf.
- 3 Complete any Trade plates and the Disclosure sections if applicable.
- 4 Sign and date the declaration.
- 5 Return to your Broker, or direct to our office.
- 6 We recommend that you keep a copy for your records, however we will send you updates of our records periodically.

### HOW YOU CAN ADVISE US OF CHANGES

All changes must reach us within 5 days of amendments. You can advise us of changes in the following ways:-

- 1 Email to [mid@tradex.com](mailto:mid@tradex.com)
- 2 Web at [www.tradex.com](http://www.tradex.com)
- 3 Telephone to your agent/broker

**Note: Failure to declare permanently owned vehicles will prejudice a claim and may result in cover being reduced or the policy cancelled.**