

**Our Terms of Business with you**

Please read this Terms of Business document carefully as it contains important information of which you should be aware. By asking us to quote for, arrange or handle your insurance, you agree to the terms set out in this Terms of Business and to us acting as your broker.

**Company Contact Details**

Stella is a trading name of Stella Woman Limited, BizSpace Cheadle, Cheadle Place, Stockport Rd, Cheadle, SK8 2JX.

Telephone Number: 0333 996 9718

Email: Hello@withstella.co.uk

Stella is a trading name of Stella Woman Limited, which is authorised and regulated by the Financial Conduct Authority (FCA) (FRN 980269). Insurance policies are arranged and sold by Freedom Retail Ltd, an appointed representative of One Sure Insurance Ltd, which is authorised and regulated by the Financial Conduct Authority, (FRN 447730). Stella Woman Limited is registered in England and Wales, company number 13806758 and its registered address is BizSpace Cheadle, Cheadle Place, Stockport Road, Cheadle, Cheshire SK8 2JX.

**About the firm**

Freedom Retail Ltd trading as Stella, ( we / us / our ) is an insurance intermediary offering products and services from a range of insurers for Private Motor Vehicles.

**Our Services**

We offer a wide range of insurance products and have access to leading insurers in the marketplace. We do not provide a personal recommendation. We will simply provide you with information (with no advice) to enable you to make an informed decision on how you wish to proceed. For some types of insurance we deal predominantly with a single or limited number of insurers which we have selected as offering value for money and quality service.

In order for our credit providers and insurers provide you with their most suitable premium and payment options, as well as to assess whether credit is affordable, a quotation search from a credit reference agency (CRA) will be undertaken. This check is conducted at quotation, renewal and in some circumstances where policy amendments are requested. This type of search will leave a footprint on your credit file which is visible to other lenders and companies (for example, other CRA customers). If you choose to pay monthly through your credit agreement, the status of your quotation search will be updated to reflect your credit application, and this will be visible to other lenders and companies. In order to prevent fraud or detect fraud we will check your details with various fraud prevention agencies. The identity of our CRA and the ways in which they use and share personal information, are explained in more detail at [www.transunion.co.uk/crain](http://www.transunion.co.uk/crain), [www.equifax.co.uk/crain](http://www.equifax.co.uk/crain) and [www.experian.co.uk/crain](http://www.experian.co.uk/crain).

In circumstances where you access our services via our customer website or portal, we will provide you with the name of the insurer which the firm may and does conduct business with. We will give you details of these arrangements before you make any commitment on any product, we offer you.

We will explain the main features of the products' cover and benefits, any unusual restrictions or exclusions, any significant conditions or obligations and the period of cover.

The documentation we provide will make it clear that the sale is provided on a non-advised basis. We will also make clear in our documentation prior to conclusion of the contract, areas where we are acting as agent for the customer, the insurer or both.

Our service includes arranging your insurance cover on your behalf to meet your requirements and helping you with any ongoing changes you have to make, such as amendments to the cover, use and property insured. We will also arrange the cancellation and renewal of your insurance policy.

**Charges/Fees**

In addition to the amount charged by insurers we also make charges to cover the administration of your insurance. Any applicable insurance premium tax will be shown on the documentation we provide to you. These fees are non-refundable.

| Fee Type                                                                              | Maximum Charge          | Notes                                                                                                                                          |
|---------------------------------------------------------------------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| New Policy inception or Renewal fee where commission is also received                 | £100*                   | You will be informed in advance of committing to purchase, of any relevant charges payable.                                                    |
| Amendments to your policy – not resulting in a change to premium                      | £25                     | If you complete the change online using your online account.                                                                                   |
|                                                                                       | £40                     | If you complete the change over the phone                                                                                                      |
| Amendments to your policy – resulting in a change to premium                          | £25 + change in premium | If you complete the change online using your online account.                                                                                   |
|                                                                                       | £40 + change in premium | If you complete the change over the phone                                                                                                      |
| Cancellations Charges BEFORE policy inception                                         | Nil                     | No charges are applied to cancel a policy BEFORE the policy has started (inception)                                                            |
| Cancellation Charges WITHIN cooling off period (14- or 30-days dependent upon policy) | £45                     | You will be charged for the Time on Risk (TOR) and any policy inception charges such as new business or renewal fee's which are non-refundable |
| Cancellation Charges AFTER cooling off period (14- or 30-days dependent upon policy)  | £75                     | You will be charged for the Time on Risk (TOR) and any policy inception or renewal fee's that were included when your policy was set up.       |

|                                             |       |                                                                                                                                                                                                                             |
|---------------------------------------------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                             |       | Please note for additional products such as breakdown cover and legal expenses the FULL amount is due on cancellation, and any policy inception charges remain non-refundable such as fee's.                                |
| Sending correspondence via Special Delivery | £6.50 | Our correspondence is mainly sent via email or standard post if requested.<br><br>Where correspondence is requested or required to be sent via Special Delivery, we may charge you to recover the additional postage costs. |

Where we arrange low or non-commission paying products, we will charge an arrangement fee not exceeding £100 and will advise you of the actual amount at the time of quotation or renewal. These fees may be subject to change. Where there are changes, we will confirm this clearly and the actual amount will always be disclosed to you before you commit to purchasing the product. To the extent that it is not possible for an amount to be given, the firm will provide the basis for its calculation.

***\*for complex underwriting/bespoke product and risk additional fees may be charged on a case by case basis – all charges would be confirmed at outset.***

### **Limitations and Exclusion of our Liability**

The following provisions set out our entire financial liability to you.

You acknowledge and agree that you shall only be entitled to make a claim against us and not against any individual employee or consultant engaged by us. Our liability for losses suffered by you arising under or in connection with the provision of our services, whether in contract, tort (including negligence), breach of statutory duty, or otherwise (including our liability for the acts or omissions of our senior management, employees and any appointed representatives shall be limited to £5m per claim, however, our liability for multiple negligence claims arising out of one single cause, is limited to an aggregate amount of £2m. Any claim or series of claims arising from one act, error, omission, incident, or original cause shall be considered to be one claim. We shall not be liable to you for any loss of profit or loss of business whether directly or indirectly occurring and which arises out of or in connection with the provision of our services. Nothing in this paragraph shall exclude or limit our liability for death or personal injury caused by our negligence or for loss by our fraud, fraudulent misrepresentation or breach of regulatory obligations owed to you. You are welcome to contact us to discuss increasing the limitations of our liability and or varying the exclusions set out above.

### **Important Information (consumer customers only)**

Under the Consumer Insurance (Disclosure and Representation) Act 2012 it is your duty as a consumer to take reasonable care not to make a misrepresentation to an insurer. Under the act, a consumer is defined as an individual who enters into an insurance contract wholly or mainly for purposes unrelated to the individual's trade, business or profession. A failure by the consumer to comply with the insurers request to confirm or amend particulars previously given is capable of being a misrepresentation for the purpose of this act. It is important that you ensure all statements you make on proposal forms, claim forms and other documents are full and accurate and we recommend that you keep a copy of all correspondence in relation to the arrangement of your insurance. Under the act, an insurer has a remedy against a consumer in respect of qualifying misrepresentations in breach of the consumers' duty of reasonable care where the insurer deems the misrepresentation to be either deliberate, reckless, or careless.

***If in doubt about any point in relation to your duty to take reasonable care and subsequent qualifying misrepresentations, please contact us immediately.***

### **Financial Crime**

Please be aware that current UK money laundering regulations require us to obtain adequate 'Know Your Client' information about you. We are also required to cross check you against The Office of Financial Sanctions Implementation (OFSI) HM Treasury consolidated list of Financial Sanctions Targets in the UK as part of the information gathering process.

We are obliged to report to the National Crime Agency and/or Serious Fraud Office any evidence or suspicion of financial crime at the first opportunity and we are prohibited from disclosing any such report. We will not permit our employees or other persons engaged by them to be either influenced or influence others in respect of undue payments or privileges from or to insurers or clients.

### **Consumer Credit**

One Sure Insurance Ltd are authorised and regulated by the Financial Conduct Authority in respect of Consumer Credit.

### **Solvency of Insurers**

We cannot guarantee the solvency of any insurer with which we place business. This means that you may still be liable for any premium due and not be able to recover the premium paid, whether in full or in part, should an insurer become insolvent.

### **Terms of Payment**

Our payment terms are as follows (unless specifically agreed by us in writing to the contrary):

- New policies: immediate payment on or before the inception date of the policy
- Alterations to existing policies: immediate payment on or before the effective date of the change
- Renewals: due in full before the renewal date

If payment is not received from you in accordance with the above terms, we, or your insurer may be forced to cancel or lapse the relevant policy/policies, which could mean that part or all of a claim may not be paid. You may also be in breach of legally required insurance cover.

**When a renewal is invited and the policy is paid by monthly direct debit, we will issue a renewal notice to you. To ensure you are not left without cover, the absence of a response to this notice will be deemed as your consent to cover being renewed automatically – unless you have specifically chosen not to auto-renew your policy at outset.**

If you choose to pay for your insurance premium using a finance provider, your details will be passed onto them. We will provide you with a breakdown of the costs of your monthly instalments and subsequently your finance provider will send you a document outlining key features of their credit agreement with you including any fees they apply and the cost of default charges.

**It is important that you take time to read this document and must contact us if you do not receive this.**

If you have any queries or questions, either about the service provided by the finance provider or their terms and conditions, you should in the first instance contact them.

Where your policy is paid via the finance provider and you choose to renew your cover, we will again continue to pass your details to them. If any direct debit or other payment due in respect of any credit agreement you enter into to pay insurance premiums is not met when presented for payment or if you end the credit agreement, we will be informed of such events by the finance provider.

In certain circumstances we may be contractually obliged by the finance provider to notify your insurer to cancel the policy. Where we are not contractually obliged to do so by the finance provider, if you do not make other arrangements with us to pay the insurance premiums you acknowledge and agree that we may, at any time after being informed of non-payment under the credit agreement, instruct on your behalf the relevant insurer to cancel the insurance and to collect any refund of premiums which may be made by the insurer and use this refund to offset the amount levied by the finance provider on the firm.

If this amount is not sufficient to cover all our costs, we reserve the right to pursue any additional debt owed to the firm through a due legal process. **You will be responsible for paying any time on risk charge and putting in place any alternative insurance and/or payment arrangements you need.** Upon receiving your strict acceptance to pay for insurance premiums through the finance provider, we will instruct them to proceed with your application for credit. This process will involve the provider searching public information that a credit reference agency holds about you and any previous payment history you have with that provider. The credit reference agency will add details of your search and your application to their record about you whether or not your application is successful.

Please read carefully the pre-contractual explanations and the information regarding the cost of credit (including any representative examples). Together they provide important information in relation to the credit facility available from the finance provider. To use the finance provider's facility, you must be resident in the UK, aged 18 years or over and hold a bank or building society current account which can support direct debit payments. Credit is available subject to status.

The payment we receive will be held on behalf of the provider with whom we arrange your policy as their agent. This means that any payment you make to us will be regarded as having been paid to the provider. This is known as risk transfer.

By instructing us to place insurance on your behalf you give your informed consent to these Client Money procedures. If there are any matters which you do not understand, or do not accept, you should discuss them with us before proceeding.

We may pass the money you pay us to another intermediary. We will only do this where it is a necessary part of the process of arranging cover for you. Where this includes intermediaries outside the UK, the legal and regulatory regime may be different from that of the UK. In the event of the intermediary failing, money may be treated differently than if it was held by an intermediary in the UK. You may notify us if you do not wish your money to be passed to a person in a particular jurisdiction.

No interest will be payable to customers in respect of the client account. Any interest earned will remain in the ownership of Freedom Retail Ltd trading as Stella.

#### **Notification of Incidents/Claims**

It is essential to notify us immediately of all incidents that may result in a claim against your insurance policy. You must do so whether you believe you are liable or not. Any letter or claim received by you must be passed to us immediately, without acknowledgement. Only by providing prompt notification of incidents can your insurance company take steps to protect your interests. Your policy summary and/or policy document will provide you with details on who to contact to make a claim. Claims payment will be made in favour of you. If you require a payment to be made to a third party, then you must confirm the required payee name and details and provide a brief explanation for your request. Please contact us for guidance on claiming under your policy.

#### **Cancellation**

Your policy document will detail your rights to cancel your insurance once you have taken it out. Depending on the type of policy you have purchased, you may be entitled to cancel within 14 or 30 days of either commencement of the contract or receiving your policy documentation, whichever occurs later. This is often referred to as a cooling off period. Where you cancel a policy before renewal you will be responsible for paying a charge to meet the cost of cover provided and administration expenses. Please see the 'Refunds' section.

#### **Remuneration**

In good time before the conclusion of the initial contract of insurance and if necessary, on its amendment or a renewal the firm will advise you:

- On the nature/type of remuneration the firm received in relation to the contract of insurance
- In relation to the contract of insurance the basis/source of the remuneration
- The basis of a combination of any type of remuneration set out below:
  - o A fee that is remuneration paid directly by you to the firm or,
  - o A commission of any kind that is a remuneration included in the premium or,
  - o Any other type of remuneration including an economic benefit of any kind offered or given in connection with the contract.

You are entitled, at any time, to request further information regarding the amount of any commission which we may have received as a result of placing or renewing your insurance cover. We take any commission once we receive your payment as cleared funds and prior to payment of the premium to the insurer. We may occasionally receive additional remuneration from certain insurers for insurance policies we place with them, finance providers, claims management services and others. Please ask us should you require further information.

Where you choose to pay your premium by instalments, we may use a scheme operated by your insurer, or we may use a single Finance Provider, and we may receive a commission for introducing you to them. The firm will advise the customer of any commission payable by the lender in relation to a credit agreement where knowledge of the existence or amount of commission could affect the impartiality of the firm in recommending a particular product or have a material impact on the customers' transactional decision.

#### **Refunds**

**Your attention is specifically drawn to the following:** Where you cancel your policy **after** the expiry of the cooling off period or where you request a mid-term adjustment which results in a refund of premium.

**Where a policy is cancelled before renewal the following applies:**

Additional Products e.g. Breakdown Cover, Legal Expenses

Where a valid policy is cancelled before its renewal date (and after the expiry of the cooling off period) – the full premium of the optional extra benefits

remains payable. If you have taken a credit agreement with our finance provider to pay for your insurance monthly and have subsequently cancelled your policy, you may also incur charges from the credit provider for any missed payments during the cancellation process – please refer to their terms and conditions for further information relating to this.

#### Motor Insurance Element

Where a valid policy is cancelled before renewal, insurers will charge you for the period of time you have been insured with them (Time on Risk), minus any policy inception charges, cancellation fee's and additional products where applicable. Subject to no claim been made, any remaining credit after these charges have been deducted will be refunded to you. Full details will be available in your policy wording. In the event of an adjustment giving rise to a return of premium the amount may be refunded, held to credit or spread over your remaining instalment plan.

If you have taken a credit agreement to pay for your insurance monthly, we will calculate and refund based on premiums paid before cancellation date, you may also incur charges from the credit provider for any missed payments during the cancellation process – please refer to their terms and conditions for further information relating to this.

**We reserve the right to charge you for our time and costs. This will usually result in us reducing the amount refunded to you by the FULL amount of the commission and fees we would have received had you not cancelled or completed a mid-term adjustment. If there are unpaid monies at the point of cancellation, we may withhold any relevant documents until full payment is made and we reserve the right to refer the matter to a debt recovery agency to collect any monies owed to us. This may result in additional costs, which you will be notified of in advance. If you fail to settle a debit balance promptly, we will use any credit or debit card details you have previously authorised us to use to collect the balance, before referring the matter to a debt recovery agency.**

The reason for this is that the majority of our costs are incurred either in initially finding and setting up your policy or in the annual renewal process when we might check the ongoing suitability of the cover the policy offers. These costs are recovered through the commission we earn. If you cancel, this does not give us an opportunity to recover the costs we incurred and would often result in us making a loss. However, any charge made will not exceed the cost of the commission and fees we would have earned. For certain commercial insurance policies, insurers will only provide cover where the premium is due in full on inception of the policy. This means that no refund will be paid if the policy is cancelled before renewal. We will advise you if this affects you. In view of the cost involved in making changes to your policy, we will not issue refunds of less than £10. Bank details may be retained for the purposes of refunds and claims payments that may be made by BACS.

#### **Renewing your Policy**

For your protection and to provide a high level of service, before the renewal of your policy, we will send you a renewal invitation, which contains information on the premium due and the details we hold. Please ensure you check the information we hold is accurate and you inform us of any changes in your circumstances as this may affect your renewal premium.

**Where we have previously obtained your agreement and your policy is eligible, we will automatically renew your policy.** If you are happy with your renewal quote, there may be nothing further for you to do and your credit/debit card may be automatically debited for your renewal.

If you are paying for your insurance by direct debit your policy may be automatically renewed, and your revised payments may be debited from the bank account details that we hold. Further information of whether your policy will be automatically renewed will be displayed on your renewal invitation, if you would prefer for your policy not to be automatically renewed, please contact our customer service team.

***In the event your existing Insurer is no longer the most competitive, we may offer an alternative insurer at renewal. This should not be taken as a recommendation from us.***

#### **How to make a claim**

Please refer to the policy document for information on how to make a claim.

#### **Complaints**

It is our intention to provide you with the highest possible level of customer service at all times. However, we recognise that things can go wrong occasionally and if this occurs, we are committed to resolving matters promptly and fairly.

Should you wish to complain you may do so:

- In writing to the Customer Relations team
- By telephone on 0345 528 0256
- By e-mail at [complaints@withstella.co.uk](mailto:complaints@withstella.co.uk)
- In person by visiting our office (see above for address)

Should you not be satisfied with our final response, you may be entitled to refer the matter to the Financial Ombudsman Service (FOS). More information is available on request or on their website [www.financial-ombudsman.org.uk](http://www.financial-ombudsman.org.uk)

Further details will be supplied at the time of responding to your complaint.

We are a firm that sell products online and are required to inform you of the availability of the online dispute resolution (ODR) platform to assist you if we are unable to resolve your complaint. This facility will direct you to the alternative disputes resolution (ADR) provider for the firm who in this case is the Financial Ombudsman Service (FOS) and you may therefore wish to contact them directly.

More details are available on <https://webgate.ec.europa.eu/odr>

#### **Financial Services Compensation Scheme (FSCS)**

We are covered by the Financial Services Compensation Scheme and you may be entitled to compensation from the scheme depending on the type of business and circumstances of the claim if we cannot meet our obligations. Further information about compensation scheme arrangements is available from the Financial Services Compensation Scheme at [www.fscs.org.uk](http://www.fscs.org.uk)

#### **Confidentiality and Data Protection**

We are a data controller for the information you provide to us including individual, identification and financial details, policy history and special category data (such as medical or criminal history).

Details of our legal basis for processing your information, along with details of any third party recipient whom it may be necessary to share your personal data with in order to fulfil the contract, retention period for data held, security of your data, your rights under the General Data Protection Regulations

(GDPR) including the right to complain can be found in our full 'Privacy Notice' on our website at <https://www.withstella.co.uk/>

## **Communications/Documentation**

We will issue all documentation to you in a timely manner. Documentation relating to your insurance will confirm the basis of the cover and provide details of the relevant insurers. It is therefore important that the documentation is kept in a safe place, as you may need to refer to it or need it to make a claim. A new policy/policy booklet is not necessarily provided each year, although a duplicate can be provided at any time upon request. You should always check the documentation to ensure all the details are correct and if this is not the case you should contact us immediately. Here at Stella, we send your policy documents and policy related communications electronically, including by email or via your online portal. So, to make sure we can always stay in touch, you'll need to keep us updated with your current email address and mobile phone number. You can choose to receive your paper versions of your policy documents by post free of charge upon request. You can also view your policy online, by logging into your online account at [myaccount.withstella.co.uk](https://myaccount.withstella.co.uk)

## **Termination of our authority to act on your behalf**

You or we may terminate our authority to act on your behalf by providing at least 7 days' notice in writing (or such other period we agree). Termination is without prejudice to any transactions already initiated by you, which will be completed according to these terms of business unless we agree otherwise in writing.

You will remain liable to pay for any transactions or adjustments effective prior to termination and we shall be entitled to retain any and all commission and/or fees payable in relation to insurance cover placed by us prior to the date of written termination.

## **Conflicts of Interest**

Occasions can arise where we or one of our associated companies, clients or product providers may have a potential conflict of interest with business being transacted for you. If this happens, and we become aware that a potential conflict exists that cannot be managed by our procedures, we will write to you and obtain your consent before we carry out your instructions and we will detail the steps we will take to ensure fair treatment.

## **General**

If any provision of these Terms is found to be invalid or unenforceable in whole or in part, the validity of the other provisions of these Terms and the remainder of the provision in question will not be affected. These Terms shall be governed by the laws of England and Wales or Scotland and the parties agree herewith that any dispute arising out of it shall be subject to the exclusive jurisdiction of the relevant court. These Terms supersede all proposals, prior discussions, and representations (whether oral or written) between us relating to our appointment as your agent in connection with the arranging and administration of your insurance. These Terms constitute an offer by us to act on your behalf in the arranging and administration of your insurance. In the absence of any specific acceptance communicated to us by you (whether verbal or written) you are deemed to accept our offer to act for you on the basis of these Terms, by conduct, upon your instructing us to arrange, renew or otherwise act for you in connection with insurance matters.