

Name and Address

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Policy Number: \_\_\_\_\_

Client Reference: \_\_\_\_\_

### Request to lay up your policy

Dear Customer

Please complete the following steps to enable us to proceed with the laying up of your policy.

- 1) Please complete, sign and return the section below and return to our Cavan Office.
- 2) Return your original current Certificate and Disc of Motor Insurance. If you have lost this document please complete the enclosed Lost Certificate Declaration Form. We are unable to proceed with your request until such time as we are in receipt of the above document.

Should you have any queries in relation to your policy, please call our Private Motor Department or email us at [info@quinn-direct.com](mailto:info@quinn-direct.com) Please quote the above Policy Number on all correspondence. Once again thank you for choosing QUINN-direct Insurance, we look forward to being of continued service to you.

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#### Terms & Conditions

- 1) Any refund due as a result of this policy amendment will be calculated at the end of the laid-up period and is subject to no claims having arisen, or no claims currently being dealt with.
- 2) Direct Debit instalments will continue to be collected and may then be refunded at the end of the laid-up period.
- 3) An administration charge of €25 will be deducted from the refund we do not charge or refund any amount which is less than €30.
- 4) If the laid-up period reaches your policy renewal date, full cover on the vehicle will automatically resume on this date.
- 5) The policy cannot be laid-up until I return my current Motor Insurance Certificate & Disc or a completed and signed Lost Certificate Declaration Form.

I have read the terms above and agree to them. I instruct QUINN-direct Insurance to lay-up my policy effective from

\_\_\_\_: \_\_\_\_ AM/PM on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ . The reason for the lay-up is:

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Policyholders Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please return to: Quinn-Insurance, Dublin Road, Cavan, Co. Cavan, Rep.Ireland**

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