



BNP PARIBAS LEASING SOLUTIONS

COMPANY SECRETARY

11/01/2021

VIAMED LIMITED
15 STATION ROAD
KEIGHLEY
BD20 7DT

GBR

Dear Customer

Re: Your Insurance Obligation in relation to the Equipment Under Finance Agreement No: A1C57122/001 OFFICE TELECOMS

Thank you for choosing to finance equipment through us. We hope you have been completely satisfied with our service.

As you are aware it is a requirement of your finance agreement with us that insurance is maintained on the financed equipment at all times.

There are two ways to satisfy this requirement. You may arrange for your own insurance to fully protect the equipment, or alternatively, we can insure the equipment directly ourselves under our own insurance policy.

How is the equipment protected?

We have appointed Acquis Insurance Management Limited ("Acquis") to administer our leased equipment protection policy to ensure that the equipment which is financed with us is protected against loss or damage for the life of your finance agreement. Should you wish us to directly insure the equipment we will enter into an insurance policy with Hiscox which Acquis will administer on our behalf. We will be the sole policyholder in relation to this insurance.

We will charge you as a result of us having to arrange our own insurance in order to protect the equipment and for the costs related to the administration of our insurance by Acquis.

A quarterly charge of £76.34 plus VAT will be collected on each occasion that the quarterly finance payment is collected. The charge is fixed for the full duration of your finance agreement, providing the agreement remains unchanged.

Reporting a loss or damage to our equipment

Reporting a loss is completely paperless. In the event of a loss or damage to the financed equipment please call Acquis on **08000 320 520**. Acquis will liaise with Hiscox, on our behalf to claim under our insurance policy. This ensures wherever possible and within the terms of our insurance policy that the equipment is replaced or repaired quickly to minimise the impact to your business.

In the event that a claim is rejected then you will remain liable for the sums due under the terms of your finance agreement.

Using your own insurance

If you wish to arrange for or you have your own insurance in place which fully protects the equipment to the standard required by us in accordance with the insurance clause within your finance agreement, simply ask your insurer or broker to call our administrator Acquis on **08000 320 520** to verbally verify that your policy shows (1) insurance cover effective from 07/01/2021, (2) insurer and policy number (3) 'all risks' cover including theft, (4) the policy excess (5) a specific endorsement noting our interest, and (6) our agreement number as being A1C57122/001. Please note that we do not require anything in writing.

As long as we receive verification of your own insurance within the next 30 days, we will cancel our insurance and you will not be charged for the time our own cover has been in effect.

If you require any further information please contact our administrator Acquis on **08000 320 520**.

Yours sincerely



Fiona Ford
Customer Services Manager
BNP Paribas Leasing Solutions