

## How to send proof of No Claims Bonus & Copy Licence

To make things easier we've put together this handy fact sheet so that you can provide us with the details that we need.

### **Checklist** your ncb document should contain this information

-  Policy Number
-  Renewal date
-  Registration Number and Year
-  Number of years NCB

### **Your ncb** - we can accept the following:



#### **Motor Insurance Renewal Notice**

This will be from your previous insurer and usually contained in your Renewal Invitation pack. The Renewal Notice contains information such as Renewal Date, Policy Number, Registration Number, NCB entitlement and Claim Information.

### **driving experience** - we can accept the following:



#### **Policy Schedule & Statement of Insurance / Facts**

This will be from a policy that is currently in force and has you named on the policy. This is usually contained with the current certificate of insurance from your other Insurer and contains information such as Inception Date, Expiry Date, Policy Number, Registration Number and NCB entitlement. The policy which we are requesting this information from will not be affected.

If you have your proof of NCB please see the back of this sheet for details on how to send to us.

### your NCB - we can't accept this as proof:



#### **Certificate of Motor Insurance**

Unfortunately this doesn't have the details we need

# Driving Licence

See below on how to send to us.



# What we Need

If you have been asked to provide a photocopy or picture of your Driving Licence please submit the front and back of the licence plus a copy of the counterpart section for all drivers named on the policy.

**Please Note:** The address on your driving licence must match the details we have on record.



## how to send your documents



### Email

your scanned NCB document or licence details (or both) to:  
bonus@toddni.co.uk



### Post

your NCB document or your photocopied licence to:  
Todd Insurance, 10 Prospect Court, Omagh, County Tyrone, BT78 1AR



### Fax

028 8224 5336

## No ncb document? Call or send your details



Either call us on 0345 222 15 15 or complete the form below and post or email it to us.

1: Name & Address of Policyholder: .....

2: Policyholders date of birth: ..... 3: Policy number: .....

4: Insurance company: ..... 5: Registration of vehicle: .....

6: Tel No. of Insurance Company: ..... 7: Expiry date of Policy: .....

8: If you are named on someone else's policy, what is their relationship to you?.....

### Please note

Some insurers will not confirm any information verbally or without prior consent. To save time can you please notify the company that holds the proof of NCB that we will be contacting them and you consent for us to discuss the details of the policy.