

## LETTER OF APPOINTMENT

I/We, \_\_\_\_\_ (Client).

ID number \_\_\_\_\_ and/or

Company Registration number: \_\_\_\_\_

Hereby appoint Halcyon Short Term Brokers as my/our Short-Term Insurance Brokers with effect from \_\_\_\_\_ on the following policy numbers \_\_\_\_\_

### INITIAL BLOCKS

1. I/We hereby authorise Halcyon Short Term Brokers to obtain all information in respect of my/our policies held at various Insurance Companies;	1.
2. I/We, hereby appoint Halcyon Short Term Brokers as my/our broker, And as such, this will entitle them to any future commissions or fee that may become payable in terms of my/our various policies;	2.
3. That by this appointment all previous intermediaries through whom my/our policies were effected or services with any companies will no longer represent me;	3.
4. I/We confirm that I/We have been shown and understand the contents of the Broker's Disclosure. I/We understand that I/We are entitled to a copy of the abovementioned document, should I/We request such a copy.	4.
5. I/We confirm that I/We have been informed about FAIS.	5.
6. I/We hereby consent to a credit score/ITC check. If you decline the credit scoring, some Insurers cannot quote at all and others may load the premium/s accordingly to the lowest scoring level.	6.

- Make all compulsory disclosures required by law;
- Having gathered all the relevant information and also establishing my objectives, will do the appropriate needs analysis;
- Provide product solutions that are suitable and affordable to me and aligned to my risk profile;
- Record, store and be able to retrieve advice given and provide me with a written copy.

### CLAIMS

Unless agreed otherwise in writing the responsibility for handling the run-off of all claims already notified to Insurers remains with Clients' previous Insurance Brokers.

### OWNERSHIP OF DOCUMENTATION

All Policy, Correspondence, or Claims Files compiled by Halcyon Short Term shall remain the property of Halcyon Short Term at all times.

\_\_\_\_\_  
Client's signature

\_\_\_\_\_  
Date

During the course of rendering services to the Client, we as the Broker, will come into possession of confidential information. It is my undertaking that I will not impart this information to any third parties, unless with specific permission of the client or if require to do so by law.

\_\_\_\_\_  
Broker's signature

\_\_\_\_\_  
Date