

Hallguard Insurance renewal pack Renewal Notice

The Vicar and Churchwardens
The Abbey Office
The Abbey Church
Abbey Foregate
Shrewsbury
SY2 6BS

26 July 2017

Dear Sirs

Thank you for choosing Ecclesiastical for your **Church Hall Insurance** policy over the past year. Your policy is due for renewal on 8 September 2017 and I have enclosed your policy documentation.

- **The premium for next year is £828.85.**
This includes Insurance Premium Tax of £88.82.

Please arrange payment of your premium by **8 September 2017** to renew your insurance. Payment can be made by bank transfer using the details below:

Bank A/C Name: Ecclesiastical Insurance Office PLC
Bank A/C: 01013955 **Sort Code:** 60-09-02

Bank: National Westminster Bank

Please reference your policy number: **04/XHG/9097677**

If you prefer, you can pay by Direct Debit – details of how to do this are on the Direct Debit instruction form enclosed. Alternatively please send a cheque made payable to 'Ecclesiastical Insurance Office PLC', and write your policy number on the back.

Your premium includes a discount of 25% in return for your commitment to a 5 year Long Term Agreement, which expires at this renewal. Please sign and return the enclosed form to confirm that you wish to renew the Agreement. If you do not wish to renew it, please let us know so that we can recalculate your premium.

We look forward to continuing to provide insurance for you over the coming year. If you have any questions, please call our Customer Services Team on 0345 777 3322. They will be pleased to help.

Yours faithfully

Helen Richards

Helen Richards
Church Operations Manager



Church Operations
0345 777 3322

Mon to Fri 8am-6pm
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Church Operations
Beaufort House
Brunswick Road
Gloucester
GL1 1JZ
www.ecclesiastical.com/church

Policy number
04/XHG/9097677

Insured

The Vicar and Churchwardens
for the time being and the
Parochial Church Council of
Shrewsbury in the Diocese of
Lichfield

Premises

St Peters New Church Hall,
Abbey Foregate, Shrewsbury
Shropshire, SY2 6BS

In this pack

- Employers' Liability Certificate(s)
- Pre-paid reply envelope
- Policy schedule
- Direct Debit Instruction
- Long Term Agreement

What to do next

- 1 **Check** your policy details.
- 2 **Send** payment for your premium by either.
 - Bank transfer
 - Direct Debit instruction
 - Cheque
- 3 **Sign** and return the Long Term Agreement.