

How to send proof of no claims bonus

Checklist - your ncb document should contain this insurer information:

- ✓ Policy number
- ✓ Renewal date
- ✓ Registration number and year
- ✓ Number of years **No Claims Bonus**

Your ncb - we can accept the following:

You may need to request this from your previous insurer in writing.



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.**

Yes I have ncb proof now what?

Great!
See the back of this sheet for details of how to send your proof of NCB to us.



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.

Your ncb - we can't accept this as proof:



Certificate of Motor Insurance

Unfortunately this doesn't have the details we need.

I don't have ncb proof now what?

Contact your previous insurer and ask for your proof of NCB then send this back to us. Alternatively fill in the form on the back of this sheet and send this to us.



How to send - your documents



Email

your scanned NCB document or Licence details (or both) to:
cs@swintonvan.co.uk



Post

your NCB document or your photocopied licence to:
Customer Service NCB, Swinton Van, Nile Street, Burslem, Stoke-on-Trent, ST6 2BA

No ncb document? - call or send your details



**Either call us on 03303 439 195
or complete the form, send a photo via your mobile phone or send by post to:
Customer Service, Swinton Van, Nile Street, Burslem, Stoke-on-Trent, ST6 2BA**
Alternatively you can email the information to **cs@swintonvan.co.uk**

- 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.