



Letter of Assignment (External Policy Transfer)

To: (Insurance Company)

From: (Policy Holder's Name)

Date of Birth: / /

Policy Type: Household / Let Property

This letter authorises and instructs you to transfer the servicing of my insurance policy to Source Insurance Ltd with immediate effect. Confirmation in writing that this has been noted on your records would be appreciated.

All future correspondence should be addressed to:

Source Insurance Ltd, Drake House, Plymouth Road, Penarth, Vale of Glamorgan, CF64 3TP

Details of the Policy being Transferred

Address of Property covered:

..... Post Code:

Correspondence Address (If different from above):

..... Post Code:

Contact Telephone Number: (Policy Holder)

E-mail Address: (Policy Holder)

Policy Number:.....

Renewal Date: / /

Current (Holding) Broker Name:

Transfer to:

Source Broker ID:

Company Name:

Company Address:

..... Post Code:

Policy Holder's Signature:

.....

Date: / /

Please return the completed form to: Source Insurance Limited, Drake House, Plymouth Road, Penarth, Vale of Glamorgan, CF64 3TP or fax it to us on (029) 2070 4455

If you have any queries please contact us on (029) 2026 5265 or email admin@thesource.co.uk