

**Policy suspension request**  
*Please complete all sections on this form.*



**Personal details**

Full name & title (Mr/Mrs/Miss/Ms) .....

Postal address: .....

Policy number: ..... Client reference: .....

**Request to suspend your policy**

Dear Customer

please complete the following steps to enable us to proceed with the suspension of your policy.

- 1) Please complete, sign and return the section below and return to our Cavan office.
- 2) Return your original current Certificate of Insurance and Insurance Disc. If you have lost this document please complete the enclosed Lost Certificate Declaration form. We are unable to proceed with your request until such time as we are in receipt of the above document.

Should you have any queries in relation to your policy, please call our private motor department or email us at **info@libertyinsurance.ie** please quote the above policy number on all correspondence. Once again thank you for choosing liberty insurance, we look forward to being of continued service to you.

**Terms and conditions**

- 1) Any refund due as a result of this suspension will be calculated at the end of the suspension and is subject to no claims having arisen, or no claims currently being dealt with.
- 2) Direct debit instalments will continue to be collected, and refunded at the end of the suspension.
- 3) We do not charge or refund any amount which is less than €30.
- 4) The policy must be suspended for a minimum period of 28 days for a refund to apply.
- 5) If the suspension period reaches your policy renewal date, full cover on the vehicle will automatically resume on this date.
- 6) The policy cannot be suspended until I return my Certificate of Insurance and Insurance Disc or a completed and signed Lost Certificate Declaration form. I have read the terms above and agree to them.

I have read the terms above and agree to them. I instruct Liberty Insurance to suspend my policy effective from .....:..... AM/PM on ...../...../.....

The reason for this suspension is:

Policyholders signature: ..... Date: ...../...../.....