

# Broker Appointment Addendum

## Letters of Appointment and Authority for Existing Customers

Please find below sample wordings for Letters of Appointment and Authority for future reference. Please only supply insured Customers with the text of the letters indicated below. Please do not pass this document to the Customer.

The wording for each letter must not be amended without our written consent and all letters must comply with the guidelines relating to such letters.

### Letter Of Appointment

Dear Sir/Madam

This is to confirm that we have agreed to appoint <insert name of Broker> as Broker for our credit insurance Policy <insert Policy number> with Euler Hermes UK, and any applicable Euler Hermes Branch or Group Company with effect from the date on which this letter is written.

We confirm that we have advised <insert name of previous Broker>, our previous Broker, of this appointment.

Yours faithfully

### Letter Of Authority

Dear Sir/Madam

This is to confirm that we wish you to discuss renewal of our credit insurance Policy <insert Policy number> with Euler Hermes UK and any applicable Euler Hermes Branch or Group Company. We attach information regarding our existing Policy to enable you to carry out these discussions.

We confirm that we have advised <insert name of Broker>, our existing Broker, regarding this request.

Yours faithfully

### Guidelines for Completion

This letter must comply with the following guidelines:

- Be addressed to Euler Hermes UK by the Customer.
- Include the appropriate Policy number
- Confirm that the outgoing Broker has been advised.
- Be signed by an authorised signatory on behalf of the Customer.
- Subject to the TOBA, if commission is to be paid to the new Broker, the letter must be received and accepted by Euler Hermes UK no less than 7 days before the anniversary date shown on the current Policy, or the start date of the Policy, whichever is applicable.

### Guidelines for Completion

This letter must comply with the following guidelines:

- Be addressed to the competing Broker by the Customer.
- Include the appropriate Policy number.
- Include information, provided by the client, not Euler Hermes UK, to support the competing Broker's renewal submission.
- Be signed by an authorised signatory on behalf of the Customer.