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Policyholder Name 3  
Address line 1  
Address line 2  
County Address

August 2018

### Changes to our business

Dear Customer

Your Post Insurance policy is currently underwritten by Aviva Insurance Limited, which is a company based in the UK, and we're writing to let you know about proposed changes to our business. As the UK negotiates the terms of its withdrawal from the European Union, companies based in the UK, including Aviva, may lose the right to carry out business in other European countries in the same way as they do now. This means we may be unable to administer your policy in the same way. We want to provide certainty for customers who may be affected by this and are preparing now for anticipated changes in the law which applies to Aviva.

We're proposing to transfer a number of policies from Aviva Insurance Limited to Aviva Insurance Ireland DAC, which is part of the Aviva group and is incorporated in the Republic of Ireland. Your Post Insurance policy is included in these proposals. If the court in Edinburgh (see question 12 in the **Questions and Answers**) approves the transfer, your policy will transfer to Aviva Insurance Ireland DAC and we expect this to happen on 1 February 2019.

Please read all the information we've sent you so you understand what we're doing, and what it means for you and your policy.

### The terms of your policy won't change

The underwriter of your policy will change from Aviva Insurance Limited to Aviva Insurance Ireland DAC. The terms of your policy won't change as a result of the proposed transfer and an Independent Expert has stated that he doesn't expect the security of your policy to be materially adversely affected. The transfer also won't change the way your policy is handled and you will still contact Post Insurance on the same phone numbers and at the same address as before.

### A process designed to help protect your interests

To make sure you're protected, we must follow a set process before the transfer can take effect. This includes:

Directors V F Gooding (British) A D Briggs (British) S P Burns (British) K A Cooper (British) J B O'Roarke (British) H R Patel (British) N D Rochez (British) C W M Scott (Canadian) R I L Townend (British) J M Windsor (British). Aviva Insurance Limited, trading as Aviva, is authorised by the Prudential Regulation Authority in the UK and is regulated by the Central Bank of Ireland for conduct of business rules. Registered Branch Office in Ireland No 900175. Registered Branch Address One Park Place, Hatch Street, Dublin 2. Registered in Scotland No SC002116. Registered Office Pitheavlis, Perth, PH2 0NH.

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### Any questions?

Call us about the proposed transfer on

**018986505**

For all other questions about your policy, call

**1890 22 11 11**

### Opening hours

Monday to Friday 09.00 -17.00

We may record or monitor your call

### Our ref:

G01/P7/ALGI90000003

Post Insurance  
Transfer Mailing (BAU A)  
PO Box 3665  
NORWICH,NR1 3DB  
United Kingdom

<https://transfer.aviva.com/insurance>

### What you need to know

- You don't have to do anything unless you believe you may be negatively affected by the change
- The underwriter of your policy will change
- The terms of your policy won't change
- The way you contact Post Insurance won't change
- You can find more details at <https://transfer.aviva.com/insurance>

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- giving you (as a policyholder) notice of the transfer;
- making you aware that you can object to the transfer and put your objections directly to the court if you believe you'll be negatively affected by the transfer (see question 5);
- a detailed review by an Independent Expert (see question 10);
- consulting our industry regulators in the UK and the financial services regulator in Ireland; and
- approval by the court in Edinburgh.

An Independent Expert has already reviewed our proposals and produced a report setting out his views. We've included a summary of the Independent Expert's report with this letter.

### What you need to do

Please read all the information we've sent you and which is available at <https://transfer.aviva.com/insurance>. If you don't have any objections to our proposals, you don't need to do anything.

If you do have any questions or objections to the proposals or believe you would be negatively affected by them, you can call us, write to us or make your objection online. Details of how to do this are shown in question 5 of the **Questions and Answers**. You also have the right to put your objections to the court if you believe you'd be affected in a negative way, including at the final court hearing to consider the approval of the transfer. The date of the final court hearing and address of the court are shown in question 6 of the **Questions and Answers**.

If you're a trustee or a joint policyholder (or someone else has an interest in your policy), you should consider making anyone with an interest in your policy aware of these proposals and their right to object.

### If you need more information from us

The attached **Questions and Answers** give you more information and you can find more details on our website at <https://transfer.aviva.com/insurance>. We can also post the website documents to you free of charge if you ask us to.

If you have any questions about the proposed transfer you can call us Monday to Friday 09.00 -17.00 on **018986505**. Calls are charged at local call rates within Ireland and may vary depending on your network provider. For our joint protection we may record and/or monitor telephone calls.

Or you can write to us at Post Insurance, Transfer Mailing (BAU A), PO Box 3665, NORWICH, NR1 3DB, United Kingdom. **Please don't send any documents or policy related information to us at this address.**

For any other questions about your policy or service, please call Post Insurance on 1890 22 11 11.

Yours faithfully

**Aviva Customer Team**

## Questions and Answers

### 1. What are you proposing?

We're proposing to transfer a number of policies provided by Aviva Insurance Limited to Aviva Insurance Ireland DAC. This transfer is between companies within the Aviva group. You can find more information about the proposed transfer in the attached guide.

### 2. What does the proposed transfer mean to me?

Apart from changing the provider of your policy to Aviva Insurance Ireland DAC, there won't be any change to the operation of your policy as a result of the transfer.

In particular, the transfer won't have any effect on:

- the terms of your policy;
- any payments you make or receive under the terms of your policy; or
- the usual level of service you receive.

The transfer will, however, mean that your policy will no longer qualify for protection under the UK Financial Services Compensation Scheme but you may qualify for similar protection under the Irish Insurance Compensation Fund (see question 13).

### 3. Will my payments change?

Any payments made to or from Aviva won't change as a result of our proposal and you don't need to do anything. The transfer won't affect your direct debit arrangements although the name appearing on your bank statement may be slightly different to what it is today.

### 4. Do I have a vote on the transfer?

The transfer is subject to the approval of the court (see question 12). It's not open to a vote of policyholders, shareholders of Aviva plc or anyone else with an interest.

However, anyone who believes they may be negatively affected by the transfer can object or express their views to the court.

### 5. How does the objection process work?

You can make an objection or representation to us by post. You should send this to Post Insurance, Transfer Mailing (BAU A), PO Box 3665, NORWICH, NR1 3DB, United Kingdom. Please state clearly the reasons for your objection or representation and give a return address so that we can send you a written response.

Or, you can call us on the number shown at the top of your letter or make your objection online at <https://transfer.aviva.com/insurance/objection>

If you make an objection, we'll send you a response. Your objection and our response will then form part of the paperwork that we send to:

- the court;
- the Independent Expert (see question 10);
- the Financial Conduct Authority; and
- the Prudential Regulation Authority.

You also have the right to put your objection directly to the court. To be sure that the court will consider your objection, you will need to follow a set process which we've detailed in section 5 of the attached guide and we recommend that you take advice from a solicitor qualified in Scots law. A solicitor will also be able to advise you of the court fee payable.

Even if you don't follow that process, the court's practice is to consider informal objections, either in writing or at the final court hearing.

### 6. What is the timeline for the transfer?

The hearing for the final court approval is expected to be on 15 January 2019 and will be at the Court of Session at Parliament House, Parliament Square, Edinburgh EH1 1RQ. We'll put a notice on <https://transfer.aviva.com/insurance> if this date changes.

If the proposals are approved, we expect the transfer to happen on 1 February 2019.

### 7. Why are you doing this?

We're preparing for anticipated changes in the law which applies to Aviva as a result of the UK's expected withdrawal from the European Union. Companies based in the UK, including Aviva Insurance Limited, may lose the right to carry out business in other European countries in the same way as they do now. This means we may be unable to administer your policy in the same way. Aviva Insurance Ireland DAC is incorporated in the Republic of Ireland, a country within the European Union, and will be able to cover the risks under your policy.

We want to provide certainty for customers who may be affected by these changes.

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## 8. My policy is already managed in Ireland. Why are you transferring it to another company in Ireland?

Your policy is currently insured through the Irish branch of the UK insurance company Aviva Insurance Limited. Companies based in the UK (including us) are likely to lose the right to have European branches and to offer insurance covering risks in the European Union or European Economic Area in the same way as they do now.

Aviva Insurance Ireland DAC will provide cover for all risks situated in the European Union or European Economic Area written in the UK market by Aviva Insurance Limited. This provides continuity of cover and certainty for customers who could be affected by these changes.

## 9. Is my policy safe? Will I lose any benefits?

The Independent Expert does not expect the security of your policy to be materially adversely affected by the proposed transfer.

Apart from the change to the provider of your policy to Aviva Insurance Ireland DAC, there won't be any change to the terms and conditions of your policy as a result of the transfer.

## 10. Who's the Independent Expert and what makes him independent?

Simon Sheaf is a Fellow of the Institute and Faculty of Actuaries (IFoA) and a Fellow of the Society of Actuaries in Ireland. He is Head of General Insurance Actuarial and Risk within Grant Thornton UK LLP and has more than 25 years of experience working within the general insurance industry.

We appointed Mr Sheaf after he was approved by the Prudential Regulation Authority in consultation with the Financial Conduct Authority. His role is to report to the court on the effect of the proposed transfer on policyholders. While we will pay him a fee, he has no duty to us and as a Fellow of the IFoA he has a professional obligation to stay fully independent.

Mr Sheaf formed his opinion using his experience and his duty is to the court. You can read a summary of his report in the attached document. You can see the full report and supporting documents online at <https://transfer.aviva.com/insurance/documents> or you can call us on the number shown at the top of this letter and we'll send them to you by post, free of charge.

## 11. I don't have a policy with Aviva. Does this apply to me?

Your Post Insurance policy is underwritten by Aviva Insurance Limited and we need to tell you about our proposals. There will be no changes to the way your policy is handled and you will still contact Post Insurance on the same phone numbers and at the same address as before.

## 12. Why is there a court hearing?

The transfer process for the UK insurance industry is governed by Part VII of the Financial Services and Markets Act 2000. This says that a court must agree to the transfer. As your policy was written by Aviva Insurance Limited which is registered in Scotland, the Court of Session in Edinburgh is the relevant court and so the court hearing will be in Edinburgh.

## 13. Will the Financial Services Compensation Scheme (FSCS) still apply to my policy?

The FSCS provides protection for policies provided by UK companies in the event of them becoming insolvent. If the transfer goes ahead, your policy will be provided by Aviva Insurance Ireland DAC which is a company incorporated in Ireland and so will not qualify for protection under the FSCS.

The equivalent scheme in Ireland, the Insurance Compensation Fund (ICF), only applies to risks situated in the Republic of Ireland. The ICF operates in a similar manner to the FSCS and provides compensation to consumers and small businesses in the event of insurer insolvency. You can read the qualifying requirements for compensation and the limits in paragraph 10.31 of the Independent Expert's report on our website <https://transfer.aviva.com/insurance/documents>

The Independent Expert's opinion is that Aviva Insurance Ireland DAC will be sufficiently capitalised after the transfer and is unlikely to experience financial difficulties which could require FSCS or ICF compensation.

## 14. Can I still refer any complaints to the Financial Services and Pensions Ombudsman?

If you have a complaint or objection about the proposed transfer, you may wish to contact us as shown in question 5 as this is a legal process which is not part of the Ombudsman's responsibility. If the transfer goes ahead, you'll still be able to refer any future complaints to the Financial Services and Pensions Ombudsman in Ireland.