

INVOICE

Invoice Number:	CHW00616-939021
Invoice Date:	16 December 2024
Policyholder Name:	Totton & Eling Community Association CIO
Policyholder Address:	Civic Centre, Testwood Lane Totton Southampton Hampshire SO40 3AP
Policy Number:	CHW00616
Policy Type:	Charity Assured
Effective Date:	26 January 2025
Description:	Charity Assured Insurance Renewal
Premium:	£707.75
Insurance Premium Tax:	£84.93
Administration Fee:	£45.00
Total Premium Due:	Total Premium Due: £837.68
Terms of Payment:	In advance of your renewal date 26 January 2025

How To Make Payment

Credit/Debit Card:	Please access our online Self Service Portal* or call us on 0330 013 0036 and have your card details ready. <small>* Please refer to our recent email communications detailing the registration and access process. If you need any assistance getting started, please email, or call the team and we will be happy to help.</small>
BACS/Automatic Transfer:	Account Name: Clear Insurance Management Ltd Account No.: 65304586 Sort Code: 60-15-03 Reference: Your quote reference (see above)
Cheque:	Please make cheques payable to Clear Insurance Management Ltd and send to, Clear Insurance Management Ltd, AGM House, 3 Barton Close, Grove Park, Enderby, Leicester, LE19 1SJ, quoting your quote reference (see above) on the reverse.
Monthly Instalments:	You can spread the cost of your insurance premiums and pay one regular monthly payment by direct debit. If you choose this method, a premium loan credit application form will be emailed to you for completion and return to Clear. It is important to decide which payment method you will use, in advance of the cover start date. If the instalments option is selected, please allow at least 7 working days from the date you send the completed loan application form to us, for the premium loan to be accepted and activated.