**CURRENT NETWORK CONFIRMATION TO NOVATE POLICIES AWAY - LETTER EXAMPLE**

**NETWORK A - LETTERHEAD**

Agency Team  
Assurant Intermediary Ltd  
Emerald Buildings  
Westmere Drive  
Crewe  
Cheshire  
CW1 6UN

Date: XX XXXXXXX 20XX

To whom it may concern,

**RE: Novation of Business for AR Firm (FCA XXXXXX)**

Please accept this letter as authority that **NETWORK A (FRN: XXXXXX)** agree to the novation away of all policies written by our Appointed Representative, **AR Firm (FCA XXXXXX)** under **NETWORK A (FRN: XXXXXX)** to be transferred to **NETWORK B (FRN: XXXXXX).**

Please note that the transfer relates to the novation of all servicing rights, future commissions and clawback liability only.

**For the avoidance of doubt responsibility for advice given, rests with AR Firm (FCA XXXXXX) under NETWORK A (FRN: XXXXXX),**

I hope that the above is clear but if you have any questions, please do not hesitate to contact XXXXXXX on our Authorisations Team, XXXXXXXX@XXXXXXXX.co.uk

Yours faithfully

XXXXXXXXX

Managing Director  
**NETWORK A**

**NEW NETWORK CONFIRMATION TO ACCEPT NOVATED POLICIES IN - LETTER EXAMPLE**

**NETWORK B - LETTERHEAD**

Agency Team  
Assurant Intermediary Ltd  
Emerald Buildings  
Westmere Drive  
Crewe  
Cheshire  
CW1 6UN

Date: XX XXXXXXX 20XX

**Re: Transfer of AR Firm (FCA XXXXXX) from NETWORK A (FRN: XXXXXX)** to **NETWORK B (FRN: XXXXXX).**

Please accept this letter as authority that we agree for all agencies for AR Firm (FCA XXXXXX) to be transferred from NETWORK A (FRN: XXXXXX to NETWORK B (FRN: XXXXXX), including all on-going commissions, client servicing rights and any associated clawback liability for business written whilst AR Firm (FCA XXXXXX) was an appointed representative of NETWORK A (FRN: XXXXXX).

In addition, we confirm that all clients affected by the transfer have been informed and have consented to the transfer including the transfer of commission and charges.

We also confirm that initial and renewal/trail commission, initial adviser charges and ongoing adviser charges (as applicable) are continuing on the same basis as before and that the level of Servicing is the same as before.

We also agree to undertake the repayment of any reclaims of unearned remuneration, which may occur from the Effective Date of the transfer in accordance with the Product Provider’s Terms of Business.

Where applicable please close any sub agencies that have had business transferred.

Kind regards,

XXXXXXXXX

*Director*

NETWORK B