

## TEMPORARY ADDITIONAL VEHICLE REQUESTS

Sabre policies provide the full cover shown in the policy schedule for a vehicle added on a temporary basis.

Users of SSP, TGSL, Applied Systems and Acturis are not able to process temporary adjustments via EDI so if you call or email us with details we will issue cover on your behalf and send the documentation to you. You will not need to create any EDI message for this change.

The following information is required by Sabre when a temporary additional vehicle is to be added to the policy: ~

1. **Policy Number**
2. **Policyholder's full name**
3. **Effective date & time added**
4. **Expiry date & time removed**
5. **Full make & model including engine CC**
6. **Year of make**
7. **Value**
8. **Registration number**
9. **Owner & registered keeper**
10. **Right or left hand drive**
11. **If the vehicle is modified, full details of the modifications will be required**

The above information can be conveyed via any of the following: ~

**Email: [policy.operations@sabre.co.uk](mailto:policy.operations@sabre.co.uk)**

**Telephone: 0330 024 4699**

### Important information

1. The maximum period a temporary additional vehicle may be added to the policy is 30 days
2. The cover and drivers may not be altered beyond that already provided by the policy
3. A temporary additional vehicle cannot be issued beyond renewal date unless we have confirmation that the policy has been renewed
4. A maximum of 2 temporary additional vehicles is permitted in any one 12 or 8 month policy period and only one temporary additional vehicle on cover at any one time.
5. Temporary additional vehicles are not permitted on 3 or 6 month policies
6. Temporary additional drivers are not permitted on temporary additional vehicles.
7. Temporary substitution of vehicles are not permitted.
8. Cancellation of a temporary additional vehicle will result in no return premium unless cover has not come into force then a full refund will be issued.
9. Sabre apply a charge to add a temporary additional vehicle depending on the vehicle being added:-

Days on cover	Charge	Calculation
Up to 30 days	Pro rata subject to a minimum £40.00 + IPT	Annual premium on current rates / policy period in days <b>X</b> days of temporary cover + IPT

### **Note**

- Excesses relating to the temporary additional vehicle will apply to all drivers
- Any additional policy endorsements relating to the temporary additional vehicle will be applied to the Policy
- Declared policy mileage will apply.

If you have any further questions or queries please do not hesitate to contact us.