

**TO WHOM IT MAY CONCERN.**

**Oaktree Joinery** (hereinafter known as the "**Installation Company**"), is a FENSA registered company and subscribes to the deposit insurance scheme we administer.

**What this means**

In the event that prior to the completion of the installation the **Installation Company** ceases to trade, the deposit you have paid to the **Installation Company** is insured for up to 25% of the contract price or £ 6,250 whichever is the lesser.

The cover lasts for up 90 days from payment of the deposit or until the installation has been completed whichever is the sooner.

In order to incept this cover, you must register your deposit within 14 days of the payment thereof by forwarding the completed attached Customer Return Slip to the 'GGF IBG Scheme', 44-48 Borough High Street, London, SE1 1XB or by email to [deposits@ggfi.org.uk](mailto:deposits@ggfi.org.uk). Your email **MUST** include your name, address, the name of the installing company, the value (this must not exceed £6,250) the date the deposit was taken and the Deposit No. **Incomplete registrations may not be accepted.**

On completion of the installation you will be automatically sent an insurance policy securing the guarantee given to you by the **Installation Company** (*see overleaf for summary of cover*).

Under the Financial Services and Market Act 2000 which came into effect on the 14<sup>th</sup> January, 2005 it is illegal for any person not regulated by the FSA to answer any questions or provide you with any advice regarding any form of insurance and you should therefore direct any questions you have regarding the insurance to Philip Radley; Telephone 020 7645 3744.

A Deposit Indemnity is a mandatory requirement by FENSA for all of its registered companies.

**The Glass & Glazing Federation are authorised and regulated by the Financial Services Authority (FSA)**

