



Bay Marine Insurance

Bay Marine Insurance  
Consultants Limited

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Telephone  
029 2023 5756

Office Hours  
Monday to Friday  
9am to 5pm  
Except Bank Holidays

Mobile  
07774 654 589

Managing Director  
Susanne L Newbold

Directors  
Alan P Newbold  
Marika Gates  
Marcelle Farr

sailing yachts

power boats

inland craft

charter boats



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@BayMarine\_Ins

## Coronavirus service continuity plan – July 2020

We have been closely following guidance from the government with regard to COVID-19, our duty of care to our team and our community means that we are fully supporting the Government's social distancing strategy. We hope that you understand this.

From Wednesday 1 July the office will be open to staff, some team members will continue to work remotely. We are fully operational and accessible by phone or email.

**AT THIS TIME WE ARE NOT OPEN TO CLIENTS**

**DELIVERIES TO MAIN RECEPTION DOWNSTAIRS  
PLEASE**

1. We strongly prefer receiving payment by bank transfer. Our bank details can be found on all renewal letters, quotations and invoices. Please use your Bay Number as the reference.
2. When a policy is cancelled and a refund is due, we are not able to issue a refund by cheque, refund will be by bank transfer or refund to card only.
3. All proposal forms will need to be emailed back to the office at [admin@baymarineinsurance.co.uk](mailto:admin@baymarineinsurance.co.uk)
4. All policies and renewals will be sent by email, as Underwriters are now issuing these electronically. **Please ensure we have an up to date email address for you.**
5. Please do not send any correspondence by post – email only to [admin@baymarineinsurance.co.uk](mailto:admin@baymarineinsurance.co.uk), or to the correct department.

If you have any queries or questions, please do not hesitate to contact us, we are available on 029 2023 5756, 9am until 5pm Monday to Friday, if we can be of further assistance.

If you have a claim to report, or require advice outside of these hours, contact Susanne Newbold on 07774654589.

Please be assured of our continuing prompt and personal attention at all times.

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[www.baymarineinsurance.co.uk](http://www.baymarineinsurance.co.uk)  
[admin@baymarineinsurance.co.uk](mailto:admin@baymarineinsurance.co.uk)

Bay Marine Insurance Consultants Ltd. Company Number 4938862  
Registered Office as above.  
Authorised and Regulated by the Financial Conduct Authority  
Registration Number 308097