

Square Pegs

Policy Administration Fees

As part of our commitment to maintaining exceptional service standards, we require a proportionate policy administration fee for new business and renewal transactions. This fee supports the rising costs of processing, compliance and customer support—ensuring we continue to deliver efficient, reliable service.

Effective from 1st October 2025, the following administration fees apply:

- **New Business and Renewals:**
 - Policies with gross premium £250 or under (excluding IPT): £25 admin fee.
 - Policies with gross premium over £250 (excluding IPT): £50 admin fee.
- **Mid-Term Adjustments:**
 - No administration fee will be charged.
- **Cancellations:**
 - No cancellation fee will be charged.
 - However, the administration fee from the original new business or renewal transaction is non-refundable.

If you request that our team manually upload a presentation to the portal on your behalf, that service requires an additional £100 admin fee.



Contact us:

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