

# Broker Update



## Groupama is on the move!

Groupama Insurances is moving its London Head Office. From 16 November 2009 our new Head office will be located at:

**One America Square  
17 Crosswall  
London  
EC3N 2LB.**

**Tel: 0870 850 8510**

**Fax: Please continue to use our current fax number until further notification.**

### What does this mean for you?

Most teams are relocating to the new office and your contacts will be in touch soon to provide new direct-dial numbers. A few teams, including the Bordereau Unit and Head-Office Claims, will be taking advantage of our technology solutions to work more flexibly from our other locations or on a mobile basis. Any individuals you deal with in these areas will contact you with their new details.

### New documentation

America Square will become our new registered office which means that all of our documentation will have to be updated with the new address. We are currently in the process of making this change. To ensure that the amendments are made as speedily as possible you may see some documents with stickers showing the new registered office details and addendum sheets showing up to date contact information for our Chief Executive in the customer-care section.

### Document stocks

In addition, if you produce documents on our behalf you should arrange to change them, both in respect of the registered office and the customer-care information at the earliest opportunity. Alternatively you can contact our Print Services team on **020 8665 7030** for supplies of stickers and addendum sheets.

Any supplies of Groupama documents that you have can either be updated with our stickers or returned to us and new supplies issued. Your Groupama Key Account Manager or Development Underwriter will advise you in this respect.

Full details of the changes will be published on our websites at:

**[www.groupama.co.uk](http://www.groupama.co.uk)** or at **[www.groupamahealthcare.co.uk](http://www.groupamahealthcare.co.uk)**

**[www.groupama.co.uk](http://www.groupama.co.uk)**

Groupama Insurance Company Limited Groupama House, 24-26 Minories, London EC3N 1DE  
Authorised and regulated by the Financial Services Authority

