

# Consultation Process

Beratungsprozess

Versicherungsbüro | **Weiss**

## Let us help you find your way to the insurances you really need:

As an independent insurance broker with more than 20 years of experience, we know that every client is unique and we therefore provide personal, individual consultation and guide you through each of step of our process:

You tell us **what insurance(s) you're interested in** & what **aspects are important** (duration, coverage, price, co-payment).

We send you information on the requested insurances & **questionnaires to fill in to be able to find the best offers** for you plus all the **necessary admin documents** legally required in Germany (preliminary information & GDPR data consent form).

You **fill in the questionnaires** and send them back to us.

We search for the best options for you and send you **offer(s), including a benefit overview**, so that you understand the pros and cons of the offer(s).

You ask **all the questions you** have to be able to make an informed and happy decision – together with us.

After your decision, **we'll send you the application form** to fill out with our support.

You fill in and sign the application form and send it to us.

We forward your **application to the insurance**.

Make the payment in order to **activate your insurance**.  
**CONGRATULATIONS!**



**OUR SERVICE DOESN'T STOP HERE.** We're happy to **handle claims, support you with upgrades or changes** - basically support you with anything that can come up insurance-related (free of charge).

+49 30 - 40 36 31 95

info@versicherungsbuero-weiss.com

# Preliminary Information

Erstinformation

Versicherungsbüro | **Weiss**

This document serves the purpose of “Erstinformation”, i.e. the transparent presentation of who we are and contains all the official information you might need to know.

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## General information

Daniel Weiss and the Versicherungsbüro Weiss GmbH are working as an insurance broker in accordance with § 34d exp. 1 of the trade regulation (“Gewerbeordnung”) and are registered with the IHK Berlin.

Versicherungsbüro Weiss GmbH  
Kirchweg 44 | 14129 Berlin  
Managing director: Daniel Weiss

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Fax: +49 30 - 82 70 98 66 [info@versicherungsbuero-weiss.com](mailto:info@versicherungsbuero-weiss.com)

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## Authority registration information

Deutscher Industrie- und Handelskammertag (DIHK) Phone: 030 – 20 30 80  
Breite Str. 29 | 10178 Berlin  
Register: [www.vermittlerregister.info](http://www.vermittlerregister.info) under the registration number: D-MJSG-29Y7E-52

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## Financial asset liability insurance for insurance brokers

Versicherungsbüro Weiss GmbH is insured at „CGPA Europe Underwriting GmbH“ with a financial asset liability insurance for insurance brokers in accordance with § 34d trade regulation. The insurance sum amounts to 1.5 € million per event with a maximum insurance sum of 3 € million per year.

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## Arbitration boards for out-of-court dispute resolution

There are two impartial arbitration boards, should you be unhappy with either our services or are having trouble with an insurance company:

### All insurances:

Versicherungsombudsfrau e.V.  
Dr. Sibylle Kessal-Wulf  
Postfach 08 06 22, 10006 Berlin  
[www.versicherungsombudsmann.de](http://www.versicherungsombudsmann.de)

### Private health insurance:

Ombudsmann für die private Krankenversicherung  
Prof. Dr. Rainer Schlegel  
Postfach 06 02 22, 10052 Berlin  
[www.pkv-ombudsmann.de](http://www.pkv-ombudsmann.de)

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## Type and source of compensation

Our compensation is a commission which is contained in the insurance premium and which is paid out by the respective insurance company. You do not have to pay us anything.

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