

ELTO
Information
required

Employers' Liability – Additional Information request

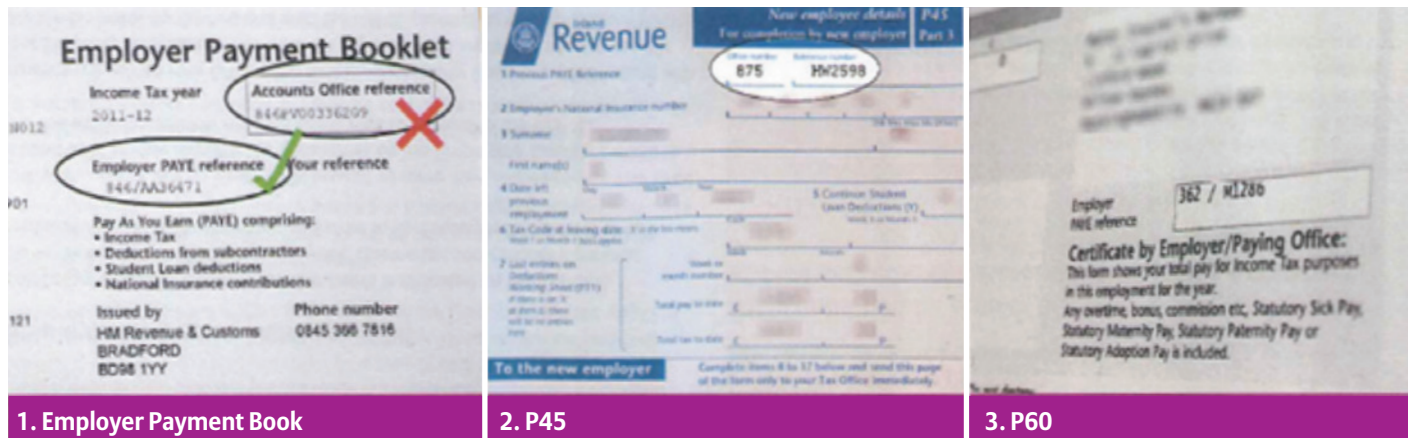
Under regulation all insurers must supply information regarding all Employers' Liability policies to an electronic database hosted by the Employers' Liability Tracing Office (ELTO). The Database assists individual consumer claimants who have suffered an employment-related injury or disease, to identify which insurer was providing Employers' Liability cover during the relevant period of employment and the relevant Employers' Liability insurance policies.

As you have Employers' Liability cover, there are two pieces of information that we require from you. **If you have already provided this to us there is no need to take any further action unless there are any changes that you need to inform us of.**

- 1 We require your **ERN** (Employer Reference Number), companies operating PAYE schemes are allocated an ERN, commonly referred to as 'Employer PAYE Reference'.
- 2 **Subsidiary company information.** If your organisation has any subsidiary companies we will require the name, address and ERN of each of these. This is recorded because future claimants may not know the parent company name, but will know the subsidiary name they worked for.

It is important for employers to note that the ERN is not collected for any tax purposes; it is used purely for matching an employee's search to the insurance policy that covers the period of injury or illness.

The ERN is found on many documents including your P45, P60, P11/D and many payslips as per the below image.



ERNs will normally begin with three numbers followed by a forward slash and then a combination of letters and numbers, for example, 083/WY12345. On the HMRC's tax return website, the slash is not shown. However, it does appear on printed documents like your P45 and P60.

Ways you can provide your ERN and Subsidiary Information if applicable, to Allianz

Online

You can submit ELTO data online via our website – an online form has been developed for you to be able to provide us with information for onward transmission to the Employers' Liability Database (ELD).

Our online form, along with full details on how to submit your ELTO data, can be located at www.allianz.co.uk/elto.

Internet enabled mobile handsets

A QR (Quick Response) code is a two-dimensional barcode that can be read using an internet enabled mobile handset that links directly to a website. We have created a QR code to enable you to access our online form and submit ELTO data via your mobile handset.

How to use this QR code:

1. Your mobile phone must be web-enabled and have a camera function.
2. Go to your phone's app store and search for QR readers, then download one of your choice.
3. Using your QR reader, scan the code (above right) with your phone's camera to take you to the form you will need to complete to provide us with the additional ELTO data.



You can then bookmark our form on your mobile handset to access and submit ELTO data while on the move.

Email

You can submit ELTO data direct to us via email:
eltodirect@allianz.co.uk

Via your broker

Contact your broker and they will be able to assist you in supplying your ELTO data.

Useful information to assist you when completing our online ELTO data submission form

- Policyholder name – is the Insured name displayed on the policy schedule
- Policy number – is the ten digits, of the twelve or fourteen alpha numeric character reference on your policy schedule, for example, 32/**RX/12345678** or 32/**RX/12345678/01**
- Employers Reference Number (ERN) exempt – a minority of employers do not have an ERN, however, generally this only occurs where all of their employees are paid less than the current PAYE threshold. Where the business is exempt, please enter 'Yes'
- ERN – the ERN is the PAYE tax code given to a company as a reference number for their employees' income tax and national insurance contributions. It is commonly referred to as the 'Employer PAYE Reference' and may be found on a number of PAYE forms and documents, including your P45, P60 and P11D
- Are there subsidiaries? – a business will have a subsidiary if it controls another company, or if the business owns more than half the stock of another company. It is only necessary to include details for subsidiary companies insured under your policy.

Should you require any additional information on submitting ELTO data, please visit our website at www.allianz.co.uk/elto. Alternatively, please visit the ELTO website direct at www.elto.org.uk.