

POLICYHOLDER NOTICE

Supplying Employers' Liability Tracing Office (ELTO) data

There are a number of ways in which you, the broker, can supply Allianz with additional Employers' Liability Tracing Office (ELTO) data.

The information we require is your client's Employer's Reference Number (ERN) (or exemption) and any subsidiary companies. This data is a mandatory requirement from 01/04/2012 and we have been requesting this data since 01/04/2011.

How to submit your client's ELTO data

Online

You can submit your client's additional ELTO data online via the Allianz eBroker website. Our 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 ELTO data, can be located at 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 on the left with your phone's camera to take you to the form you will need to complete to provide us with ELTO data.



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

Email

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

Telephone

Should you need to discuss the submission of ELTO data, please contact your usual Allianz branch. Please note you can also submit ELTO data to us during any new business or renewal submission.

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 twelve or

fourteen alpha numeric character reference displayed on the policy schedule (e.g. 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 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 this policy.

Should you require any additional information on submitting ELTO data, please contact your usual Allianz branch or visit allianz.co.uk/elto. Alternatively, please visit the ELTO website direct at elto.org.uk.