

Hiscox Insurance

Employers' Liability Tracing Office

Hiscox is a member of ELTO (Employer's Liability Tracing Office) and must collect certain information about the entities insured for UK Employers' liability insurance.

In order for us to ensure we have the most up to date information, please review the table below. **If anything is missing, including the Employer Reference Number (ERN) or exemption reason, please contact us as soon as possible to provide these details.**

Information we hold for your policy

Policy number: PL-PSC04009375023/05

Policyholder name: Welsh Fencing Ltd

Employer/registered company name	Main/registered address	Postcode	HMRC Employer Reference Number (ERN)	ERN not applicable reason
Welsh Fencing Ltd	Welsh Institute of Sport Sophia Gardens CARDIFF	CF11 9SW	** Please provide ERN details **	

Please refer to your policy schedule for details of our obligations, your rights and how your information may be used.

Mandatory information - what is required?

For the main policyholder and each additional entity in the UK insured under this policy, the following is required:

1. Employer name
2. Full address of employer including postcode
3. HMRC Employer Reference Number (ERN)

Entities which do not have an HMRC ERN

If any entity insured does not have an ERN, a reason must be supplied to us from the following:

- All employees earn below PAYE threshold
- Business registered outside England, Scotland, Wales or NI
- Organisation has no paid employees

What should you do next?

If all of the information is present and correct, you do not need to do anything. However, if any details are incomplete or inaccurate, please let us know.

There are a number of ways in which you can contact Hiscox. You can email us at service@hiscox.co.uk or write to us at Hiscox Underwriting Limited, The Hiscox Building, Peasholme Green, York YO1 7PR or if you would prefer to speak to one of our Insurance Experts, please call us on 0800 781 3057. We are here between 9am - 5pm Monday to Friday.