

EMPLOYERS' LIABILITY REGISTER (effective date: 6 March 2011)

FRN (Firm Reference Number)	Name of Insurer						
Policy Number	Policy inception date	Policy end date			Name of Original Insurer		
Policyholder name							
Employer's Name 1.1	Postcode	Address Line 1	Address Line 2	Town/City	County	ERN (HMRC Employer reference number)	CHRN (Companies House reference number)
Employer's Name 1.2	Postcode	Address Line 1	Address Line 2	Town/City	County		
Employer's Name 1.3	Postcode	Address Line 1	Address Line 2	Town/City	County		
...							
Policy Number 2	Policy inception date	Policy end date					
Employer Name 2.1	Postcode	Address Line 1	Address Line 2	Town/City	County	ERN (HMRC Employer reference number)	CHRN (Companies House reference number)
...							

NOTES

1. The register must be completed by all insurers and managing agents managing the insurance business of *syndicates* of Lloyd's members that are carrying out contracts of insurance that provided commercial lines employers' liability cover to employers carrying on, or who carried on, business in, and in relation to their employees' course of employment in, the *UK*.

2. All *policies* under which UK commercial lines employers' liability cover has been provided to employers which commenced or were renewed or for which claims were made on or after 1 April 2011 must be included.
3. The register must include all employers covered by a *policy*, for example, all employers in a group where the *policy* is taken out in the name of one entity in the group.
4. The FRN number is that given to the insurer by the *FSA*. The FRN is not required to be included in the form if a *firm* uses a qualifying tracing office to make available its register in accordance with *ICOBS* 8.4.7R(1)(a)(ii).
5. The register must include all names by which an employer was known between the *policy* inception date and the *policy* end date must be listed including the name registered with Companies House where applicable and trading names. Trading names, if different from the registered name, should be appended to the registered name.
6. The employer's address is the latest address for that employer. Where the employer is registered with Companies House, the employer's address is the latest address registered with Companies House.
7. The ERN is the employers' reference number provided by Her Majesty's Revenue and Customs for that employer.
8. The CHRN is the employers' reference number provided, where relevant, by the Registrar of Companies. The CHRN may be included by utilising a facility which searches data obtained or downloaded from Companies House.