

What you need to do

Getting started	If you are not already aware, contact your insurer or broker to find out how and when you should add your vehicle information. There are several ways that you can notify your vehicle details, and different insurers will offer different options. Then submit your initial list of vehicles.
Ongoing	Update your vehicle details whenever there is a change to any vehicles covered by your policy, e.g. when you acquire a vehicle enter it onto the MID, unless the vehicle will be in your possession for less than 14 days. When you dispose of a vehicle, remove it from the MID.
Continue to meet your legal requirements	Updating your vehicle details regularly should be a standard practice within your business. More than one person should be aware of the process, and training should be given to new staff to ensure that your company retains this knowledge.

Key messages

- Ensure you know the contact details for your insurer/broker
- Data Quality is important - make sure information is up to date and accurate

**Defeating uninsured drivers will help limit the cost of your insurance,
and make our roads safer**



Don't turn your drivers into suspects

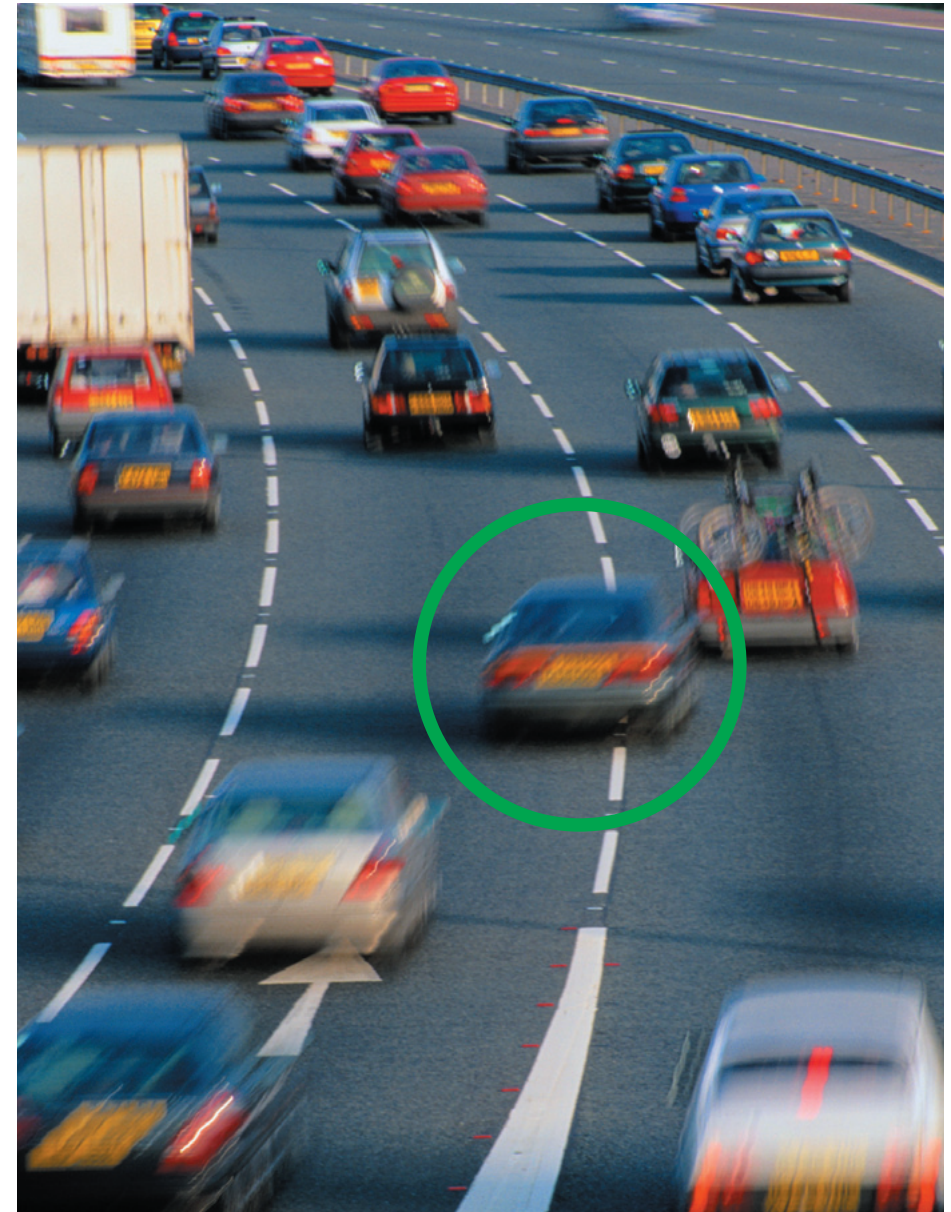
Why updating the MID can save you money

Uninsured drivers currently cost UK motorists over £500 million per year and this means that every UK insurance premium includes an amount to pay for these uninsured cheats. To tackle this problem, the insurance industry established the Motor Insurers' Information Centre (MIIC), a division of the Motor Insurers' Bureau (MIB), and gave it responsibility for the development and operation of the Motor Insurance Database (MID).

The police make over 2 million enquiries per month on the MID to check if vehicles have insurance, and have the power to seize vehicles which they believe to be uninsured. By making sure your fleet vehicles are correctly added to the MID when they

come on cover, and then removed when they go off cover, you are helping the police to concentrate on those drivers who are actually uninsured. You may also save your drivers the inconvenience and potential embarrassment of being stopped by the police, and the costs associated with recovering vehicles that have been seized.

Information on potentially uninsured vehicles, which includes fleet vehicles that have not been added to the MID but should have been, is now provided regularly to the police to feed into their Automatic Number Plate Recognition (ANPR) network. When a potentially uninsured vehicle passes an ANPR camera, the police are alerted, and the vehicle may be stopped. If a vehicle's details are not up-to-date, it could be seized.



Correcting vehicle information

The accuracy of the vehicle information you provide is vital. If you realise that some of your vehicle details are wrong, you need to correct them as soon as possible, preferably the same or next day. If you are unsure how to do this, contact your insurer/broker to determine whether you are able to make the correction yourself.

If you have lost track of what vehicle information is on the MID you can get a record of this. Please ask your insurer/broker how this is done.

Where can I get help?

Your initial point of contact for enquiries and/or assistance should always be your insurer/broker. Make sure you are aware of the correct contact details. General information can be found at the MIIC website www.miic.org.uk.

In addition to using the MID as a tool to fight uninsured driving, it is also used to support the 4th EU Motor Insurance Directive. This requires that insurers are readily identifiable using only the registration number, which makes the management of claims involving drivers from different countries more effective. The directive covers all vehicles, including fleet and motor trade vehicles, and UK regulations passed in 2003¹, place a legal obligation on you, the policyholder, to supply all vehicle information to your insurer, although some insurers ask their policyholders to supply to the MID direct. All vehicle records must be kept for seven years². Non-compliance with the regulations is a criminal offence, and the maximum possible fine for not submitting data is £5,000.

For smaller fleets that may wish to use the DVLA's Electronic Vehicle Licensing (EVL) system, this process requires each vehicle to be identified on MID

before the transaction can be successfully completed. Not keeping your vehicle details up-to-date therefore, means you may not be able to use this facility.

This guide explains how you can help reduce the costs arising from uninsured driving, and how to meet your legal obligation to supply details of your insured vehicles.

Getting started

There are two high level options for submitting data to the MID; you will be asked either to supply the information to your insurer or broker, OR you may be asked to update the MID direct using a centralised web service (MIDUpdate)³. When you arrange your insurance with your insurer/broker, make sure they advise you how to provide your vehicle information; you must be ready to do so as soon as the policy is in place.



¹ Motor Vehicles (Compulsory Insurance) (Information Centre and Compensation Body) Regulations 2003

² More information on the detailed requirements can be found on the MIIC website <http://www.miic.org.uk/fleet/index.htm>.

³ For further details about MIDUpdate, please visit www.midupdate.com 'Overview'

When should this be done?

Whether you are supplying vehicle updates to your insurer/broker or adding the details direct to the MID yourself, the regulations state that the data must be supplied 'immediately'. It should therefore be done as soon as possible, preferably on the same day, to ensure maximum benefit. The Department for Transport (DfT) regularly monitors the time taken to supply information to the MID against a set of targets to ensure the system is effective as an enforcement tool.

Which vehicles should be added?

All vehicles insured on your fleet policy should be added to the MID, unless they are not designed for road use. Vehicles to be notified include long-term hire vehicles, owned and leased vehicles, and even temporary vehicles where the intended period of use is 15 days or more, such as courtesy vehicles.

What information do you need to provide?

The information that you are legally obliged to provide for each vehicle is as follows:

- Policy number
- Vehicle Registration Mark (VRM)
- The date on which the vehicle was first insured on the policy (probably either the start date of the policy or the date the vehicle was acquired, if later)
- The date on which the vehicle ceased to be covered on the policy (which might be the day on which the vehicle was disposed of, or the date declared under a SORN to the DVLA)

MIIC encourages policyholders to provide, wherever possible, the optional vehicle data such as vehicle type, make and model. This will help the police with more accurate vehicle identification at the roadside.

In addition to being a legal requirement, most insurers have made the notification of vehicle information a condition of their insurance policies. This means that if one of your fleet vehicles is involved in an accident and it does not appear on the MID, there may be a delay in settling the claim while this is investigated.

What happens at renewal time?

If you stay with the same insurer, you should check whether you have to update your vehicles to make sure they appear on the MID for the new policy period, or whether this will happen automatically. If you change insurer at renewal time, then you must provide the details of all your vehicles again, your new insurer may request that you supply the details to them, or add them to the MID direct yourself. Failure to carry out these actions means that the vehicle details will not appear on the MID after the renewal date of your policy, so your vehicles may suddenly appear to be uninsured and be notified to the police.

Removing vehicles

When you dispose of any fleet vehicles, or return vehicles to the hire company, you must remember to update the MID or your insurer/broker to take them off cover as soon as possible.

If you don't update the MID or inform your insurer/broker regarding vehicles that you no longer own, you may be contacted about insurance claims that have nothing to do with you. Failing to provide updates may also help uninsured drivers evade detection as the vehicle will be incorrectly linked to your insurance policy, meaning they may not be stopped by the police when they should be.

