

Instructions on how to complete the online form for private motor insurance brokers

About the form

The Order requires brokers to submit an Annual PMI Compliance Statement by 1 February of each year which demonstrates that they comply with the Order. These annual statements must include:

- (a) a statement that the broker has complied with the terms of the Order; and
- (b) the tables of Average No Claims Bonus (NCB) Discounts that the broker will display to consumers from 1 February.

To make it easier to comply with this obligation, the CMA has provided an online form which can be filled in by brokers, which covers both the statement and the tables described above.

The wording of the annual statement is already included in the online form. Brokers simply need to read it and confirm that they have complied by submitting the form.

Brokers also need to upload tables of the relevant Average NCB discounts they will display to consumers from 1 February for PMI Products they sell for each PMI Insurer, and the relevant sub-set of PMI products to which these sets of Average NCB Discount will apply.

How to complete the form

- 1) Access: To access the online reporting form click [here](#). Or enter this address in your browser <https://bit.ly/2Lvc6yx>

Submitter name *	
<input type="text"/>	
Submitter job title *	
<input type="text"/>	
Submitter email address *	
<input type="text"/>	
Company Registration Number	
<input type="text"/>	
The above named confirms on behalf of...	PMI provider name *
<input type="text"/>	<input type="text"/>

2) **Basic details:** We will need some details from you to identify you – this is covered in the first 5 fields of the form, shown above:

a. Your name

b. Your job title

c. Your email address – we will send an automatic acknowledgement to this email address. If you don't receive an automatic acknowledgement, please check it has not been blocked by your firewall or sent to your junk/ spam folder

d. Your Company Registration Number – please put the Company Registration Number of the individual business entity that provides PMI (not the head company of the group)

e. The name of the PMI broker that you represent - this is the name of the PMI broker making this statement. If your business is part of a group, please put the name of your individual business entity (not the group name).

that during the report period for the year January to December 2018, the above named business has complied with the Private Motor Insurance Order 2015.

The average NCB discounts the above named business is displaying to consumers, from the 1st of February 2019 in its NCB Protection Information are listed on the tables below or in the files attached to this submission form.

Provider Type *

Broker

Insurer

File upload panel *

Drag files here or

Allowed file formats include: pdf, doc, docx, xls, xlsx, ppt, pptx, txt, rtf, rar and zip

3) **Confirmation of compliance:** Please read this statement. By submitting the form, you will confirm that the PMI Provider has complied with the Order.


4) **Provider Type:** please select 'Broker.'

5) **NCB Discount information:** Please upload documents containing tables of Average NCB Discounts. You can either drag files to the 'File upload panel' or click 'Select files.' File formats allowed include: pdf, doc, docx, xls, xlsx, ppt, pptx, txt, rtf, rar and zip.

Comments

Please use this box for any comments on your submission

protected by reCAPTCHA
[Privacy](#) - [Terms](#)



6) **Comments:** You may use this box to add any comments or explanations about your submission.

7) **Verification:** Once you have completed the form correctly, press the 'Submit' button. For security purposes, you may be asked to respond to a verification question. A thank you message will indicate if your submission has been successful. You will also receive an acknowledgement email from the CMA at the address you provided in the online form.

If you have any queries, please email them to general.enquiries@cma.gov.uk
Defined terms used in this document have the meaning given to them in the [Private Motor Insurance Market Investigation Order 2015](#).